

# CIVIL AVIATION AUTHORITY — AUSTRALIA

## CIVIL AVIATION ADVISORY PUBLICATION

Date: 1 March 1992

No: 42ZV-1(0)

### SUBJECT: MAINTENANCE CONTROL MANUAL

#### IMPORTANT

This publication describes the preferred method of complying with the directions given under Regulation 42ZV of the CARs for the control of aircraft maintenance, to the operator of aircraft used for regular public transport operations .

The information in this publication is advisory only. The Civil Aviation Regulations set out the legal requirements that must be complied with in relation to the subject matter of this publication. There may be a number of ways of ensuring that the requirements of the CARs are met. This publication sets out the method that is preferred and which experience has shown should, in the majority of cases, ensure compliance with the regulations. However, before using the information in this publication the user should always read the CARs listed in the reference section below to ensure compliance with the legal obligations of the CARs.

#### PURPOSE

Regulation 42ZV of the CARs require the certificate of registration holder of a class A aircraft to employ a person to control the maintenance of the aircraft (Maintenance Controller) and to produce a manual (Maintenance Control Manual) describing how that control is to be effected. The manual and the maintenance controller are to be acceptable to the Authority. This publication describes the contents of the Maintenance Control Manual and the requirements to be met by the applicant for the position of maintenance controller.

#### STATUS

This is the first issue of CAAP 42ZV-1, and will remain current until withdrawn or superseded.

#### REFERENCES

This publication should be read in conjunction with Civil Aviation Regulation 42ZV.

#### HOW TO OBTAIN COPIES OF THIS PUBLICATION

Copies of this publication may be obtained from:

Civil Aviation Authority Publications  
Centre  
P.O. Box 1986  
Carlton South  
Victoria 3053

Telephone (008) 331676  
(008) 334191  
(03) 3422000

Fax (03) 3474407

#### 1 - MAINTENANCE CONTROL MANUAL

1.1 The manual may be titled and divided into volumes as the operator desires provided all volumes cover the applicable sections of this publication.

1.2 The manual should, for ease of amendment, be in a loose leaf format and include provision for the following:

- (a) preliminary pages which address the following areas:
  - (i) identity of the Certificate of Registration holder or operator;

- (ii) the aircraft to which the manual applies;
- (iii) amendment procedures and identification of amendments;
- (iv) record of amendments;
- (v) list of effective pages for each section of the manual;
- (vi) an index;
- (b) the responsibilities of all persons involved in the control and performance of all activities related to the maintenance of the aircraft and, if necessary, by means of an organisational chart the inter-relationship of the responsibilities;
- (c) details of the maintenance controller;
- (d) a register of manual holders or a reference to where such a register can be found;
- (e) a system of maintenance for each aircraft, or a reference to that system;
- (f) identity of the maintenance release;
- (g) maintenance records procedures;
- (h) maintenance release procedures;
- (i) procedures to ensure that all persons involved in any activity related to maintenance of the aircraft have access to the current edition of any documents required to perform that activity;
- (j) procedures to ensure on-going compliance with all applicable airworthiness directives;
- (k) procedures to ensure compliance with the weight control requirements of CAO 100.7;
- (l) investigation of all defects of which the Certificate of Registration holder or operator becomes aware;
- (m) system of surveillance to ensure that the Certificate of Registration holder's and the operator's responsibilities are satisfactorily being performed;
- (n) if applicable, an MEL for each aircraft, associated maintenance and control procedures or a reference to those procedures;
- (o) reliability programs including trend monitoring, condition monitoring or life extension program procedures;
- (p) procedures related to:
  - (i) permit to fly applications;
  - (ii) approval of permissible un-serviceabilities;
  - (iii) distribution of the manual and amendments to persons and organisations who require the manual and acknowledgement of the incorporation of amendments;
  - (iv) the submission of major defect reports;
  - (v) changes to the system of maintenance; and
  - (vi) if applicable, the submission of statistical returns;
- (q) a register of persons holding authorisations employed by the Certificate of Registration holder or the operator and the scope of those authorisations or a reference to such a register;
- (r) procedures to be observed for the receipt, storage and use of aircraft components and materials including control of:
  - (i) traceability of items, their records and documentation;
  - (ii) shelf lived components and materials;
  - (iii) storage conditions; and
  - (iv) if applicable, components and materials for use in maintenance outside Australian territory;
- (s) identity of employees and positions who have been delegated or appointed as authorised persons for the purpose of exercising certain powers of the CARs

- and the procedures for using those powers;
- (t) a pilot maintenance schedule for each aircraft type for which pilot maintenance is approved;
- (u) training programs for all maintenance staff as required by Regulation 214 of the CARs; and
- (v) other procedures as directed by the Authority.

1.3 The normal procedure for the identification of amendments to a maintenance control manual is for the amendment to:

- (a) be identified by an amendment number and date;
- (b) include an amended list of effective pages for each section affected;
- (c) identify each amended page by amendment number or date;
- (d) identify the change, usually by means of a black vertical line or letter 'R' in the margin adjacent to that change; and
- (e) be forwarded to all holders of copies, including the appropriate airworthiness office, for incorporation into their manuals.

## 2 - MAINTENANCE CONTROLLER

2.1 The Maintenance Controller must be acceptable to the Authority and will be responsible to the Certificate of Registration holder for all functions required by the maintenance control manual.

2.2 To be acceptable to the Authority the maintenance controller must:

- (a) be in possession of relevant maintenance qualifications; or
- (b) demonstrate a broad range of experience relevant to the responsibilities; and
- (c) have adequate knowledge of the applicable regulatory documents and the operator's maintenance control manual.

2.3 The maintenance controller is to be responsible to the Certificate of Registration holder for the following functions:

- (a) the control of all maintenance either scheduled or unscheduled;
- (b) the development, organisation and supervision of all activities and procedures specified in the maintenance control manual;
- (c) the transfer of maintenance records to a new Certificate of Registration holder; and
- (d) the investigation of all defects raised by the aircraft's maintenance organisation.

2.4 The following details of the maintenance controller will be entered in the maintenance control manual:

- (a) current position or title within the organisation;
  - (b) date of appointment;
  - (c) business and after hours telephone numbers; and
  - (d) duties and responsibilities.
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