



MAINTENANCE PROGRAMME 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 CAA for approval are standardised and include all items that are required by MCAR-M.A.302, AMC MCAR-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 MCAR-M Section 2, 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 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/ reference:	
Owner / Operators Name:	
Owner / Operators MP/ reference:	
Amendment Status:	
Details of the previous maintenance:	

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

I. General Requirements				
I.1	Maintenance Programme basic information:	Compliance		Notes
		Yes	No	
I.1.1	The type/model/ and registration number of the aircraft	<input type="checkbox"/>	<input type="checkbox"/>	
	The type/model of the engines	<input type="checkbox"/>	<input type="checkbox"/>	
	The type/model of the propellers, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	
	The type/model of the auxiliary power units, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.2	The name and address of the owner, operator, MCAR-M Subpart G organisation managing the aircraft airworthiness	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.3	The programme reference, the date of issue and issue number	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.4	A signed statement. See Appendix I to this document	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.5	Contents list	<input type="checkbox"/>	<input type="checkbox"/>	
	List of effective pages	<input type="checkbox"/>	<input type="checkbox"/>	
	Revision status of the document	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.6	Check periods for anticipated utilisation; include a utilisation tolerance of not more than 25%. Where utilisation cannot be anticipated, calendar time limits should also be included	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.7	Procedures for escalation where applicable & acceptable to the CAA	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.8	Date and reference of approved amendments	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.9	Pre-flight maintenance tasks	<input type="checkbox"/>	<input type="checkbox"/>	
I.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	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Engine(s)	<input type="checkbox"/>	<input type="checkbox"/>	
	c. APU	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Propeller(s)	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Components	<input type="checkbox"/>	<input type="checkbox"/>	

I. General Requirements				
	f. Accessories	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	h. Instruments	<input type="checkbox"/>	<input type="checkbox"/>	
	i. Electrical and radio apparatus	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.11	The periods at which components should be:			
	a. Checked	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Lubricated	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Replenished	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Adjusted	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Tested	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.12	Details of ageing aircraft system requirements with any specified sampling programmes, (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.13	Details of specific structural maintenance programmes, (if applicable), including but not limited to:			
	a. Damage Tolerance and Supplemental Structural Inspection Programmes (SSID)	<input type="checkbox"/>	<input type="checkbox"/>	
	b. SB review performed by the TC holder	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Corrosion prevention and control	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Repair Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Widespread Fatigue Damage	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.14	Statement of the limit of validity for the structural programme in I.1.13, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.15	The periods at which overhauls should be made	<input type="checkbox"/>	<input type="checkbox"/>	
	The periods at which replacements should be made	<input type="checkbox"/>	<input type="checkbox"/>	
I.1.16	A cross-reference to other documents related to:			
	a. Mandatory life limitations	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Certification Maintenance Requirements (CMR's), (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Airworthiness Directives (AD)	<input type="checkbox"/>	<input type="checkbox"/>	

1. General Requirements				
	Specific identification of the above items mandatory status	<input type="checkbox"/>	<input type="checkbox"/>	
1.1.17	Reliability programme or statistical methods of continuous Surveillance, (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
1.1.18	A statement that practices and procedures should be the standards specified by the TC holder	<input type="checkbox"/>	<input type="checkbox"/>	
1.1.19	Each maintenance task (i.e. inspections - detailed, scan, general) should be defined in a definition section	<input type="checkbox"/>	<input type="checkbox"/>	
1.1.20	The periods at which overhauls should be made	<input type="checkbox"/>	<input type="checkbox"/>	
1.1.21	If applicable, details of Critical Design Configuration Control Limitations together with appropriate procedures.	<input type="checkbox"/>	<input type="checkbox"/>	

2. Programme Basis				
		Compliance		Notes
		Yes	No	
2.1	Is the programme based upon the MRB report, the TC holder's maintenance planning document or Chapter 5 of the maintenance manual?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	For newly type-certificated aircraft / comprehensively appraise the manufacturer's recommendations (and MRB report where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	For existing aircraft types, comparisons with maintenance programmes previously approved	<input type="checkbox"/>	<input type="checkbox"/>	

3. Amendments				
		Compliance		Notes
		Yes	No	
3.1	Amendments (revisions) to reflect changes: See Appendix 2			
	a. In the TC holder's recommendations	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Introduced by modifications	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Introduced by repairs	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Discovered by service experience	<input type="checkbox"/>	<input type="checkbox"/>	

	e. As required by the CAA	<input type="checkbox"/>	<input type="checkbox"/>	
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4. Permitted Variations to Maintenance Programme (with the exception of items identified in 1.1.16)

		Compliance		Notes
		Yes	No	
4.1	Vary the periods through a Procedure approved by the CAA?	<input type="checkbox"/>	<input type="checkbox"/>	
	Vary the periods with the approval of the CAA (see appendix 3)?	<input type="checkbox"/>	<input type="checkbox"/>	

5. Periodic review of Maintenance Programme Contents

		Compliance		Notes
		Yes	No	
5.1	Periodic review to ensure that the programme reflects current:			
	a. TC holder's recommendations	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Revisions to the MRB report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Mandatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Maintenance needs of the aircraft	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Annual review defined	<input type="checkbox"/>	<input type="checkbox"/>	

6. Reliability Programmes

		Compliance		Notes
		Yes	No	
6.1	Applicability	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.1	Developed in the following cases:			
	a. Programme is based upon MSG-3 logic	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Programme includes condition monitored components	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Programme does not contain overhaul time periods for all significant system components	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Specified by the Manufacturer's MPD or MRB	<input type="checkbox"/>	<input type="checkbox"/>	

6. Reliability Programmes				
6.1.2	Need not be developed in the following cases:			
	a. Programme is based upon the MSG-1 or 2 logic (only hard times or on condition items)	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Not a large aircraft (= or < 5700 kgs MTWA or single engined helicopter)	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Programme provides overhaul time periods for all significant system components	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.3	Operator may develop own reliability monitoring programme	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Applicability, small fleets			
6.2.1	Less than 6 aircraft of the same type	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.2	Reliability programme is irrespective of the fleet size	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.3	Tailor reliability programmes to suit the size and complexity of operation	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.4	Use of "Alert levels" should be used carefully	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.5	When establishing a reliability programme, consider the following:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Focus on areas where a sufficient amount of data is likely to be processed	<input type="checkbox"/>	<input type="checkbox"/>	
	b. How is engineering judgment applied?	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.6	Pool data and analysis (paragraph 6.6 specifies conditions)	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.7	If unable to pool data / additional restrictions on the MRB/MPD tasks intervals specified	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Contracted maintenance.			
6.4.1	Maintenance programme / may delegate certain functions to the MCAR-145 organisation	<input type="checkbox"/>	<input type="checkbox"/>	
6.4.2	These are:			
	a. Developing the maintenance and reliability programmes	<input type="checkbox"/>	<input type="checkbox"/>	

6. Reliability Programmes				
	b. Collection and analysis of the reliability data	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Providing reliability reports	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Proposing corrective actions	<input type="checkbox"/>	<input type="checkbox"/>	
6.4.3	Approval to implement a corrective action / Subpart G prerogative and responsibility	<input type="checkbox"/>	<input type="checkbox"/>	
6.4.4	Maintenance contract / CAME, and MOE procedures	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Reliability programme.			
6.5.1	Objectives.			
6.5.1.1	Statement summarising the prime objectives of the programme	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Recognise the need for corrective action	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Establish what corrective action is needed	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Determine the effectiveness of that action	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.1.2	The extent of the objectives should be directly related to the scope of the programme	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.1.3	All MSG-3 related tasks are effective and their periodicity is adequate	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.2	Identification of items.			
	The items controlled by the programme should be stated	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.3	Terms and definitions.			
	Significant terms and definitions should be clearly identified	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.4	Information sources and collection.			
6.5.4.1	Sources and procedures in the Exposition	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.4.2	Type of information to be collected should be related to the objectives, examples of the normal prime sources:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Pilots Reports	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Technical Logs	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Aircraft Access Terminal / On-board readouts	<input type="checkbox"/>	<input type="checkbox"/>	

6. Reliability Programmes				
	d. Maintenance Worksheets	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Workshop Reports	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Reports on Functional Checks	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Reports on Special Inspections	<input type="checkbox"/>	<input type="checkbox"/>	
	h. Stores Issues/Reports	<input type="checkbox"/>	<input type="checkbox"/>	
	i. Air Safety Reports	<input type="checkbox"/>	<input type="checkbox"/>	
	j. Reports on Delays and Incidents	<input type="checkbox"/>	<input type="checkbox"/>	
	k. Other sources: i.e. ETOPS, RVSM, CAT II/ III	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.4.3	Due account of Continuing Airworthiness information promulgated under MCAR-21	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.5	Display of information	<input type="checkbox"/>	<input type="checkbox"/>	
	Information displayed graphically or tabular or a combination	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.5.1	Provisions for "nil returns"	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.5.2	Where "standards" or "alert levels", information oriented accordingly	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.6	Examination, analysis and interpretation of the information.			
	Method for examining, analysing and interpreting the information should be explained	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.6.1	Methods of examination may be varied - content & quantity	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Analysis and interpretation of trends	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Evaluation of repetitive defects	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Confidence testing of expected and achieved results	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Studies of life-bands and survival characteristics.	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Reliability predictions	<input type="checkbox"/>	<input type="checkbox"/>	

6. Reliability Programmes				
	g. Other methods of assessment	<input type="checkbox"/>	<input type="checkbox"/>	
	h. Stores Issues/Reports	<input type="checkbox"/>	<input type="checkbox"/>	
	i. Air Safety Reports	<input type="checkbox"/>	<input type="checkbox"/>	
	j. Reports on Delays and Incidents	<input type="checkbox"/>	<input type="checkbox"/>	
	k. Other sources: i.e. ETOPS, RVSM, CAT II/ III	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.6.3	Range and depth of analysis should be related to the particular programme:			
	a. Flight defects and reductions in reliability	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Defects – line and main base	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Deterioration observed - routine maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Workshop and overhaul findings	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Modification evaluations	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Sampling programmes	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Adequacy of maintenance equipment and publications	<input type="checkbox"/>	<input type="checkbox"/>	
	h. Effectiveness of maintenance procedures	<input type="checkbox"/>	<input type="checkbox"/>	
	i. Staff training	<input type="checkbox"/>	<input type="checkbox"/>	
	j. Service bulletins, technical instructions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.6.4	Contracted maintenance - arrangements established and details for information input included	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.7	Corrective Actions			
6.5.7.1	Procedures / time scales for implementing corrective actions / monitoring – should be fully described & could include:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Changes to maintenance, operational procedures or techniques	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Changes requiring amendment of the approved maintenance programme?	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Amendments to approved manuals	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Initiation of modifications	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Special inspections / fleet campaigns	<input type="checkbox"/>	<input type="checkbox"/>	

6. Reliability Programmes				
	f. Spares provisioning	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Staff training	<input type="checkbox"/>	<input type="checkbox"/>	
	h. Manpower and equipment planning	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.7.2	Procedures for effecting changes should be described	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.8	Organisational Responsibilities.			
	Organisational structure – chains of responsibility should be defined	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Time scales for reports / distribution	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Format and content of reports requesting amendments	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.10	Evaluation and review.			
	Describe procedures and individual responsibilities - continuous monitoring of the effectiveness of the programme	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.10.1	Procedures for revising the "standards" or "alert levels"	<input type="checkbox"/>	<input type="checkbox"/>	
6.5.10.2	Criteria to be taken into account during the review includes:			
	a. Utilisation (high / low / seasonal)	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Fleet commonality	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Alert Level adjustment criteria	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Adequacy of data	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Reliability procedure audit	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Staff training	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Operational and maintenance procedures	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Reliability Programmes				
	b. Is appropriate control exercised by the owner / operator over the internal validation of such changes?	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Pooling Arrangements.			
6.6.1	Pooling information – must be substantially the same, including:			
	a. Certification / modification / SB compliance	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Operational Factors	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Maintenance factors	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.2	Is there a substantial amount of commonality / has the CAA agreed?	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.3	Is the aircraft on short-term lease? CAA may grant more flexibility	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.4	Changes to any MCAR-M (G) requires assessment in order that the pooling benefits can be maintained	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.5	Reliability programme managed by the aircraft manufacturer if agreed by the CAA	<input type="checkbox"/>	<input type="checkbox"/>	

7. CAA Required Items				
		Compliance		Notes
		Yes	No	
7.1	Details of who may issue a CRS	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Define which inspections/checks are considered to be base maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Maintenance Requirements, in the absence of specific recommendations. See Appendix 4	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.1	Aircraft battery capacity check/deep cycle?	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.2	Emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.3	Emergency escape provisions:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Portable valise type life-rafts	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Door & escape chutes/slides	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Emergency exits / hatches	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.4	Flexible hoses	<input type="checkbox"/>	<input type="checkbox"/>	

7. CAA Required Items				
7.3.5	Fuel / oil system contamination checks	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.6	Pressure vessels	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.7	Seat belts and harnesses	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.8	Intentionally Left Blank	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.9	Vital points and control systems	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.10	Intentionally Left Blank	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.11	Maintenance applicable to special operations approvals, if applicable:			
	AWOPS	<input type="checkbox"/>	<input type="checkbox"/>	
	MNPS	<input type="checkbox"/>	<input type="checkbox"/>	
	RVSM	<input type="checkbox"/>	<input type="checkbox"/>	
	ETOPS	<input type="checkbox"/>	<input type="checkbox"/>	
	Sea Pilot transfers	<input type="checkbox"/>	<input type="checkbox"/>	
	Offshore operations	<input type="checkbox"/>	<input type="checkbox"/>	
	HEMS	<input type="checkbox"/>	<input type="checkbox"/>	
	Transport of dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>	
	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.12	Customer furnished equipment	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.13	Engine & APU condition monitored maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.14	Mandatory requirements - ADs	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.15	Flight data recorder systems	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.16	Mode "S" transponder ICAO 24-bit aircraft addresses	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.17	In-flight Entertainment Systems (IFE)	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.18	Mode S and ADS-B Surveillance data items	<input type="checkbox"/>	<input type="checkbox"/>	

Completed by: _____ Signed: _____
Date: _____

MAINTENANCE PROGRAMME CHECKLIST – GUIDANCE NOTES

Appendix I

SUGGESTED CERTIFICATION STATEMENT

In the preparation of this Maintenance Programme to meet the requirements of MCAR-M, the recommendations made by the airframe constructors and engine, APU, propeller and equipment manufacturers have been evaluated and, where appropriate, have been incorporated.

This Maintenance Programme lists the tasks and identifies the practices and procedures, which form the basis for the scheduled maintenance of the aeroplane(s) / helicopter(s). MCAR-M Subpart G organisation / owner* undertakes to ensure that the aeroplane(s) / helicopter(s) will continue to be maintained in accordance with this programme.

The data contained in this programme will be reviewed for continued validity at least annually in the light of operating experience and instructions from the CAA whilst taking into account new and / or modified maintenance instructions promulgated by the type certificate and supplementary type certificate holders and any other organisation that publishes such data in accordance with MCAR- 21. It is accepted that this programme does not prevent the necessity for complying with any new or amended regulation published by the CAA from time to time where these new or amended regulations may override elements of this programme.

It is understood that compliance with this programme alone does not discharge the operator from ensuring that the programme reflects the maintenance needs of the aeroplane, such that continuing safe operation can be assured. It is further understood that the CAA reserves the right to suspend, vary or cancel approval of the Maintenance Programme if the CAA has evidence that the requirements of the Maintenance Programme are not being followed or that the required standards of airworthiness are not being maintained.

Name _____ Position _____

Signed _____

For and on behalf of the MCAR-M Subpart G organisation / owner *

Date _____

NOTE: The post holder identified above is either the Accountable Manager / Continuing Airworthiness Manager for an AOC operator's MCAR-M subpart G organisation, a nominated post holder within the MCAR-M subpart G organisation when the aircraft's continuing airworthiness is contracted to an approved organisation or the aircraft owner when the aircraft's continuing airworthiness is not contracted to an approved organisation.

* Delete as applicable

Appendix 2

MAINTENANCE PROGRAMME AMENDMENT APPROVAL SUBMISSION

CAA Programme Ref: _____ Issue No: _____ Aircraft type: _____
 Operators. Programme Ref: _____ Issue Date: _____ Amendment No: _____

Item	Action to be taken	Justification	CAA Remarks
1. Introduction page A	Replace with new page dated	Introduction of new check cycle	
2. Introduction page B	Replace with new page dated	Introduction of Aircraft Registration 8Q-	
3. Page 45 - Item E12	Replace with new page dated	Revision of forward and aft pressure bulkhead inspection requirements. In accordance with manufacturer's latest requirement	

COMPLIANCE STATEMENT

This Maintenance Programme complies with the manufacturer's minimum maintenance and inspection requirements and the requirements of the Civil Aviation Authority for the airframe, engines (on wing), propeller (if applicable) systems and components except wherein previously or hereby Approved by the Civil Aviation Authority

Signed: _____ Position: _____ Date: _____
 Organization: _____ On behalf of: _____

CAA USE ONLY

The above requested amendments are approved
 With the exception of: _____ Signed: _____ for the CAA
 Date: _____

CHARGES

Send your completed application form to Civil Aviation Authority, 11th Floor, Velaanaage, Ameer Ahmed Magu, Republic of Maldives, together with MRF/US\$ being the fee payable in accordance with MCAR-187.

Receipt No: _____ Date: _____ (CAA USE ONLY)

Appendix 3

PERMITTED VARIATIONS TO MAINTENANCE PERIODS (To be included in the operator's Continuing Airworthiness Management Exposition)

Where the TC/STC holder has not prescribed any variation that may be applied to inspection periods, the operator may vary the periods prescribed by this Programme provided that such variations are within the limits of sub-paragraphs (a) to (d).

Where the TC/STC holder has prescribed tolerances that may be applied to inspection intervals in the Programme, the operator shall use those tolerance and not those prescribed in sub-paragraphs (a) to (d) below.

Note: The Programme must specify which of the above is being used.

Variations shall be permitted only when the periods prescribed by this Programme (or documents in support of this Programme) cannot be complied with due to circumstances, which could not reasonably have been foreseen by the operator. The decision to vary any of the prescribed periods shall be made only by the operator. Particulars of every variation so made shall be entered in the appropriate Log Book(s).

Period Involved	Maximum Variation of the Prescribed Period
(a) Items Controlled by Flying Hours.	
(i) 5000 flying hours or less	10%
(ii) More than 5000 flying hours	500 flying hours
(b) Items Controlled by Calendar Time.	
(i) 1 year or less	10% or 1 month, whichever is the lesser
(ii) More than 1 year but not exceeding 3 years	2 months
(iii) More than 3 years	3 months
(c) Items Controlled by Landing/Cycles	
(i) 500 landings/cycles or less	10% or 25 landings/cycles, whichever is the lesser
(ii) More than 500 landings/cycles	10% or 50 landings/cycles, whichever is the lesser
(d) Items Controlled by More Than One Limit.	
For items controlled by more than one limit, e.g. items controlled by flying hours and calendar time or flying hours and landings/cycles, the more restrictive limit shall be applied.	

NOTES

1. The variations or tolerances permitted above do not apply to:
 - a. Those components for which an ultimate (scrap) or retirement life has been prescribed (e.g. primary structure, components with limited fatigue lives, and high energy rotating parts for which containment is not provided). Details concerning all items of this nature are included in the Type Certificate holder's documents or manuals, and are included in the preface pages to the Maintenance Programme.
 - b. Those tasks included in the Maintenance Programme, which have been classified as mandatory by the Type Certificate / Supplemental Type Certificate holder or the CAA
 - c. Certification Maintenance Requirements (CMR) unless specifically approved by the manufacturer and agreed by the CAA.
2. New or amended regulations may override these conditions.

Appendix 4

ADDITIONAL MAINTENANCE REQUIREMENTS (Reference MCAR-M.A. 302 (d) 1.)

- 7.3.1 AIRCRAFT BATTERY CAPACITY CHECKS. Aircraft batteries shall be maintained in accordance with the manufacturer's recommendations. In the absence of any manufacturer's instructions the following periods apply.
- a) Lead acid Battery - not exceeding 3 months.
 - a) b) Ni-Cad Battery - not exceeding 4 months.
- 7.3.2 EMERGENCY EQUIPMENT. The required Emergency Equipment will be maintained to a programme based on the equipment manufacturer's recommendations. In addition, the following requirements are complied with in the Maintenance Programme:
Emergency equipment is to be checked for correct complement, stowage, installation and expiry date(s) at suitable periods.
First Aid Kit(s) contents are checked at periods not exceeding 12 months.
- 7.3.3 EMERGENCY ESCAPE PROVISIONS (as applicable)
- a) Portable Valise Type Life rafts. At the appropriate Overhaul Period, 10% of all life rafts installed in fleets will be test inflated using system bottle and release mechanisms.
 - b) Door and Escape Chutes/Slides. A programme of release and inflation tests will be carried out to the requirements specified in UK Civil Aircraft Airworthiness Information and Procedures (CAP 562) leaflet 11-22, Appendix 25-6.
 - c) Emergency Exits/Hatches. All emergency exits and hatches are functioned by both internal and external means at periods specified in this Maintenance Programme. In the absence of manufacturer's specific recommendations these occur at suitable periods not exceeding 6 months elapsed time.
- 7.3.4 FLEXIBLE HOSES. Flexible hoses shall be inspected, overhauled or life limited in accordance with the manufacturer's recommendations.
In the absence of manufacturer's recommendations, hoses shall be subject to a programme of pressure testing at periods not exceeding 6 years from installation and 3 yearly thereafter, or in accordance with an alternative programme as agreed by the CAA.
- 7.3.5 FUEL/OIL SYSTEM CONTAMINATION CHECKS. Consumable fluids, gases etc. uplifted prior to flight will be of the correct specification, free from contamination, and correctly recorded
Fuel system water drain checks are to be carried out in accordance with CAME procedures.
The procedures shall be in accordance with the manufacturer's recommendations. In the absence of manufacturer's recommendations, the frequency of the water drain checks shall be approved by the CAA.
- 7.3.6 PRESSURE VESSELS. Pressure vessels are to be overhauled or tested in accordance with manufacturer's recommendations. In the absence of any such recommendations the appropriate European standards should be applied. (Previously BS5430)
- 7.3.7 SEAT BELTS AND HARNESSSES. In the absence of manufacturer's recommendations, all installed seat belts and harnesses shall be subject to a programme of Detailed Visual Inspection at periods not exceeding 6 months.
- 7.3.8 ADDITIONAL REQUIREMENTS. Air safety Circular AW 12 dated August 3, 2000 or later revisions.
- 7.3.9 VITAL POINTS AND CONTROL SYSTEMS. Whenever inspections are made or work is undertaken on vital points, flying or engine control systems, a detailed investigation must be made on completion of the task to ensure that all tools, rags or any other loose articles which could impede the free movement and safe operation of the system(s) have been removed and that the system(s) and installation in the aircraft zone are clean and unobstructed.
If, as a result of the application of tasks associated with the programme, any part of either the main or any associated system is dismantled, isolated, adjusted, repaired or renewed, that part of

the system(s) which has been disturbed shall be subjected to an independent inspection in accordance with point MCAR- M.A 402 and associated AMC.

- 7.3.10 Intentionally Left Blank
- 7.3.11 **MAINTENANCE APPLICABLE TO SPECIFIC AEROPLANE OPERATIONS.** The Maintenance Programme contains the necessary tasks required to ensure continued compliance with additional special authorisations/approvals:
Automatic Approach and Automatic Landing CAT II/CAT III
Minimum Navigation Performance Specifications (MNPS)
Reduced Vertical Separation Minima (RVSM)
Extended Range Operations with two-engined aeroplanes (ETOPS)
Sea Pilot transfers
Offshore operations
Helicopter Emergency Medical Service (HEMS)
Transportation of Dangerous Goods
Other (Specify)
- 7.3.12 **CUSTOMER FURNISHED EQUIPMENT (CFE/VFE/BFE).** The Maintenance Programme contains the necessary tasks required to ensure continued airworthiness of additional equipment fitted to this aircraft.
- 7.3.13 **ENGINE AND APU MAINTENANCE PROGRAMME.** For engine and APU's which are controlled by a Reliability Centered Maintenance and Condition Monitored Maintenance Programme, compliance with MCAR-M.
Note: For engines and APU's controlled by a fixed Hot Section Inspection and Overhaul Life, no entry is required.
- 7.3.14 **MANDATORY REQUIREMENTS - AIRWORTHINESS DIRECTIVES**
Reference: MCAR- M AMC MCAR-M.A.302 (5)
The following Airworthiness Directives (ADs) are applicable to aircraft maintained in accordance with this Maintenance Programme.
Procedures are in place to assess all ADs on a continuing basis for applicability to aircraft maintained to this Maintenance Programme.
- 7.3.15 **FLIGHT RECORDER SYSTEMS**
Approval, Operational Serviceability and Readout of Flight Recorder Systems
The Maintenance Programme should contain the necessary tasks required to ensure that the Flight Data Recorder System(s) remain serviceable with regard to the parameters to be recorded and the duration of recording. UK CAA CAP 731, at the latest revision, provides an acceptable means of compliance in this regard.
- 7.3.16 **MODE "S" TRANSPONDER ICAO 24-BIT AIRCRAFT ADDRESSES**
The correct Mode S address should be periodically confirmed for each transponder installed on the aircraft, via a field test set at an appropriate maintenance opportunity (not to exceed a 2 year periodicity). This task should be incorporated into the Approved Maintenance Programme.
- 7.3.17 **IN-FLIGHT ENTERTAINMENT SYSTEMS (IFE)**
Continuing Airworthiness and Safety Standards of Passenger Service and In-Flight Entertainment Systems.
With regard to MCAR-M.A.302 (d) 1, UK CAAIP leaflet 5-12 provides the competent authority instructions specific to IFE installations, which should be addressed and form part of the periodic programme review.

7.3.18 COCKPIT VOICE RECORDERS

The maintenance programme should contain the necessary tasks required to ensure the Cockpit Voice Recorder (CVR) system remains serviceable. In the absence of maintenance tasks being prescribed by the TC / STC holders or original equipment manufacturer, the guidance provided in UK CAA 562 leaflet 14-14 should be followed.