ACCEPtANCE OF A MAINTENANCE CONTROL MANUAL

1.0 PURPOSE

This Order is issued to provide guidance and information to be used by Airworthiness Inspectors when evaluating an operator’s Maintenance Control Manual (MCM) for approval.

2.0 REFERENCES

2.1 Regulation 58 and the Fifth Schedule of the Civil Aviation (Air Operator Certification and Administration) Regulations.

2.2 Checklist CL: O-AWS006

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The air operator must prepare the MCM to be used whether maintenance is carried out in the operator’s approved maintenance organization or it is contracted out to another Approved Maintenance Organization. It lists the air operator’s maintenance responsibility and the procedures by which this responsibility is met.

3.1.2 The MCM is normally presented with all other required manuals during the Formal Application phase of an AOC certification. It must satisfy the regulatory requirements of the Civil Aviation (Air Operator Certification and Administration) Regulations and cover in detail all items listed in the Fifth Schedule.

3.1.3 It is required to evaluate the MCM to ensure that it satisfies the regulatory requirements of Regulation 58 of the Civil Aviation (Air Operator Certification and Administration) Regulations and that all items listed in the Fifth Schedule are well covered. It is therefore important to establish that:

a) The document has a Statement of Compliance that has addressed all the regulatory requirements;

b) The Maintenance Control Manual references given in the Statement of Compliance have been adequately addressed in the manual. Information in the manual should adequately describe
the means of compliance with the particular regulatory requirement;
c) The MCM is reviewed to ensure that:
   (i) It is in a format that is easy to revise;
   (ii) There is a manual distribution list.
   (iii) It has a document number, issue number and a date of issue.
   (iv) It has a List of Effective Pages;
   (v) Has a Table of Contents and that all pages are numbered and reflect the date of issue
   (vi) Contains all items required by Regulation 58 and Fifth Schedule of the Civil Aviation
        (Air Operator Certification and Administration) Regulations.
   (vii) All systems outlined in the MCM are in place and operational;
   (viii) Each section contains a reference to the applicable regulation and Schedule.
   (ix) All proposed systems, charts and procedures are in accordance with applicable
        Regulations;
   (x) Any referenced manual is available and adequate for proposed use.
   (xi) There is a procedure to establish maintenance contract agreements for all contracted
        maintenance as required by the Civil Aviation (Air Operator Certification and Administration)
        Regulations.
   (xii) There is a requirement for contracted AMOs to notify the AOC holder of all maintenance
        it shall sub-contract.

3.1.4 The manual should be checked for completeness and correctness of contents and that it
adequately describes all of the procedures necessary for airworthiness and maintenance control of
the aircraft involved.

Note: The certification process cannot proceed until an AWI is satisfied that all the necessary
material has been included.

3.1.5 It is important to ensure that any material copied from the aircraft manufacturers or
regulations documents to the Maintenance Control Manual is in agreement with the information
in the current relevant parent document.

Note: The applicant will also need to demonstrate a system that ensures that the Maintenance
Control Manual will be amended in line with all amendments incorporated in the parent
documents.

3.2 Results

3.2.1 If discrepancies are found:

a) The operator is notified in writing listing the specific discrepancies found;

b) Re-submissions are evaluated to determine if they comply with regulatory guidance
   before final approval;

3.2.2 When satisfied that the MCM meets all requirements, the document shall be issued with
an Approval Note, and the List of Effective Pages shall be stamped by the Authority. One copy
will be returned to the operator and the other will be retained at the Authority.
3.3 Amendments to the Approved MCM

Amendments to the approved MCM are subjected to the same approval procedures. The amendment approval evaluation however includes the impact of the amendment to the overall operator’s manual system.

Civil Aviation Authority