



Barbados Civil Aviation
Department

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AIRWORTHINESS

ADVISORY

CIRCULAR

EVALUATING A CONTINUOUS MAINTENANCE PROGRAMME

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1. General.....	4
2. Related Material.....	4
3. Applicability.....	4
4. Application	
4.1 New Programme.....	4
4.2 Amendment of an Existing Programme.....	5
5. Review and Approval.....	5
6. Escalations.....	5
7. Maintenance Programme Amendments	
7.1 “B” Amendments.....	6
7.2 “A” Amendments.....	7

EVALUATING A CONTINUOUS MAINTENANCE PROGRAMME

1. GENERAL.

This document contains direction and guidance to be used by Barbados AOC holders on the compilation of an acceptable Continuous Maintenance Programme to meet the requirements of the Civil Aviation (Aircraft Operations) Regulations CA(AO)R, Regulation 29 (11) and the associated implementing standard. The purpose of this document is to ensure that all Maintenance Programmes submitted to the DCA for approval are standardised and, include all the items required by the Regulations and additional applicable BCAD requirements.

2. RELATED MATERIAL.

Regulations 29 (9) (b), 29 (10), 29 (11) & 29 (12) of CA(AO)Regs

3. APPLICABILITY.

This document applies to all continuous maintenance programmes that are required by a Barbados AOC holder as required by Regulation 29 (9) (b) of CA(AO)Regs.

4. APPLICATION.

4.1 NEW PROGRAMME

4.1.1 The AOC Holder will write to the BCAD informing them of their intention to submit a Continuous Maintenance Programme for approval by the DCA.

4.1.2 The BCAD will meet with the applicant and discuss the following:

- (a) The Acceptable Maintenance Review Board report to be used.
- (b) The Type Certificate Holders Maintenance Recommendations to be used.
- (c) The general format and standards that the BCAD expects of the document.
- (d) The requirements for the Compliance Statement.
- (e) The additional BCAD requirements which are applicable.
- (f) The standard maintenance clauses that will be included at the front of the document. (Form AW-043)

Note: *The applicant must be in possession of the latest issues of all relevant documents, together with an amendment subscription to keep them up to date. The applicant will be expected to provide the BCAD with copies of these documents together with an amendment service.*

4.1.3 The AOC holder will thereafter submit a copy of the document and the Compliance Statement to the BCAD for approval. The Document must properly bound.

Note: *Form AW-041 is not required for submission of a new maintenance schedule*

4.2 AMENDMENT OF AN EXISTING PROGRAMME

4.2.1 The AOC Holder will submit a copy of the amendment to the BCAD for its review and subsequent approval. The amendment will be submitted with a cover letter and accompanied by Form AW-042 which summarizes the changes and the reasons for the changes.

4.2.2 The amendment must be accompanied by an updated table of contents, if necessary, and an updated list of effective pages

Note: *A Compliance Statement is not required for submission of an amendment to an existing maintenance programme, except if the amendment is a revision of the entire document.*

5. REVIEW AND APPROVAL.

5.1 The BCAD will review the documents and Compliance Statement as applicable. The applicant will be informed in writing of any deficiencies requiring corrections.

5.2 When the document is satisfactory, the BCAD will signify its approval by issuing the applicant a signed and dated copy of the Maintenance Programme Approval Document Form AW-042 for a new maintenance programme, in addition to an approved copy of the list of effective pages.. The BCAD will signify its approval of an amendment to an existing Maintenance Programme by returning a signed and dated copy of Form AW-041 to the applicant, in addition to an approved copy of the list of effective pages. Form AW-042 or Form AW-041, as applicable, should be placed at the front of the approved Maintenance Programme.

5.3 The BCAD will require to keep a copy of the approved Maintenance Programme in its Library.

6. ESCALATIONS.

6.1. Operator are required to have procedures agreeable with the BCAD for the escalation of established check periods. As a minimum requirement, these procedures must take account of the BCAD policy on escalations which is detailed in the following paragraphs. Escalations will not be considered unless these minimum requirements are followed.

6.2. Escalations to check cycles and overhaul lives must address the following:

- (a). The procedure must ensure that in the first instance, the Type Certificate Holder is consulted and supports the escalation
- (b). Upon applying to the BCAD for an escalation, the applicant must provide the supporting documentation from the Type Certificate holder to the BCAD. If the TC holder requires a programme of evaluation before agreeing to a permanent escalation, this must also be presented to the DCA for approval.
- (c). When the programme has been approved by the DCA the Operator may commence the formal programme, the results of which must be assessed by the Type Certificate Holder or his delegated representative. If a delegated representative is to be used, this must be agreed to by the BCAD before the start of the programme.
- (d). When the programme has been completed, the Operator may apply to the DCA for approval of the escalation using Form AW-048. This application must have the positive support of the Type Certificate Holder and be supported by the results of the agreed programme where applicable.
- (e). When the escalation has been agreed, this will be signified by the BCAD returning a duly authorized Form AW-048. The Operator will then submit an application for the amendment of the Continuous Maintenance programme.

6.3. Where an alleviation is sought from the compliance date of an Airworthiness Directive or Mandatory Requirement, this will only be considered when it has the positive support of the Type Certificate Holder and the associated Regulatory Authority. The procedures discussed in 6.2 above must be followed. The applicant must apply in writing using Form AW-048 and giving a due time for the full procedures for approval to be carried out. Should the BCAD not be satisfied that the full procedure has been carried out by the due date of compliance with the requirement then the alleviation will not be approved.

7. MAINTENANCE PROGRAMME AMENDMENTS

There are two categories of amendments to Maintenance Programmes, “A” amendments and “B” amendments. “A” amendments are raised by the DCA and are mandatory. “B” amendments are raised by the Operator.

7.1. “B” AMENDMENTS

7.1.1. The applicant will apply to the BCAD in writing enclosing a copy of the completed “Maintenance Programme Amendment Approval Submission” Form AW-041 and, a copy of the amended pages. If the amendment is as a result of an escalation then full details of the escalation procedures and approval are required, in addition to any other evidence to justify the amendment.

7.1.2. The Inspector will review the amendment submission as follows:

- (a) If the amendment is an escalation, ensure that all required escalation procedures have been completed.
- (b) Decide if a Continuous Maintenance Programme Compliance Document is required.
- (c) Consider if the amendment affects other aspects of the Programme.
- (d) Consider the effects on Mandatory requirements.
- (e) Ensure that it meets the MRB and TC Holders requirements. Obtain their input and support if necessary.
- (f) Ensure that it is within the capability of the AMO.

7.1.3. When the Inspector is satisfied, he will approve the amendment by signing the Form AW-041 and giving the original to the Operator. A copy will also be placed on the Maintenance Programme file.

7.1.4. The Inspector will decide whether it is necessary to re-issue the Maintenance Programme Approval Document. This will always be the case if the amendment raises the issue or if there is a change of Maintenance arrangements.

7.1.5. The BCAD’s administration will amend the BCAD’s copy of the Continuous Maintenance Programme

7.2. “A” AMENDMENTS. Regulation 30 (1), (2) & (3) of CA(AO)R

7.2.1. Whenever the DCA finds that revisions to an approved Programme are necessary for the continued adequacy of the Programme or, to meet a change in the Regulations or of an ICAO requirement, the Operator shall make the necessary changes and submit them to the DCA as an “A” amendment. “A” amendments, having originated from the BCAD, will require no further approval from the DCA however, the BCAD will check to ensure that Operators incorporate them in their maintenance programmes.

7.2.2. The Operator may petition the DCA to reconsider the revision within 30 days after receiving notice.

- 7.2.3. Except in the case of an emergency requiring immediate action in the interest of safety, the filing of the petition stays the notice pending a decision by the DCA.
- 7.2.4. The Operator will, within 14 working days of receipt of the petition, be required to attend a meeting at the BCAD in order to put his case for a delay in the implementation of the revision or an amendment to it. He will be required to present all his supporting evidence to support his petition for consideration by the DCA, including any support from the TC Holder or applicable Regulatory Authority. Following this meeting the DCA will with due consideration announce his decision