



MAINTENANCE PROGRAMME COMPLIANCE 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 ANTR M.A.302, AMC 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 Appendix 1 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.

AOC Number (if applicable):	
CAA MP / reference:	
CAME Ref (if applicable):	
Owner / Operators Name:	
Owner / Operators MP / reference	
Amendment Status:	
Details of the previous maintenance programme:	

1. GENERAL REQUIREMENTS				
1.1	Maintenance Programme Basic Information:	Compliance		Notes
		Yes	No	
1.1.1	The type/model/ and registration of the aircraft			
	The type/model of the engines			
	The type/model of the propellers, where applicable			
	The type/model of the auxiliary power units, where applicable			
1.1.2	The name and address of the owner, operator, M.A. (G) organisation			



	managing the aircraft airworthiness			
1.1.3	The programme reference, the date of issue, and issue number			
1.1.4	A signed statement. See Appendix 1 for this document.			
1.1.5	Contents list			
	List of effective pages			
	Revision status of the document			
1.1.6	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.			
1.1.7	Procedures for escalation where applicable and acceptable to the BCAA			
1.1.8	Date and reference of approved amendments			
1.1.9	Pre-flight maintenance tasks			
1.1.10	The tasks and the periods (intervals / frequencies) at which inspections should be carried out, including the task effectivity and type and degree of inspection of the:			
	a. Aircraft			
	b. Engine(s)			
	c. APU			
	d. Propeller(s)			
	e. Components			
	f. Accessories			
	g. Equipment			
	h. Instruments			
	i. Electrical and radio apparatus			
1.1.11	The periods at which components should be:			
	a. Checked			
	b. Cleaned			



	c. Lubricated			
	d. Replenished			
	e. Adjusted			
	f. Tested			
1.1.12	Details of ageing aircraft system requirements with any specified sampling programmes (if applicable)			
1.1.13	Details of specific structural maintenance programmes, (if applicable), including but not limited to:			
	a. Damage Tolerance and Supplemental Structural Inspection Programmes (SSID)			
	b. SB review performed by the TC holder			
	c. Corrosion prevention and control			
	d. Repair Assessment			
	e. Widespread Fatigue Damage			
1.1.14	Statement of the limit of validity for the structural programme in 1.1.13 (if applicable)			
1.1.15	The periods at which overhauls should be made			
	The periods at which replacements should be made			
1.1.16	A cross-reference to other documents related to:			
	a. Mandatory life limitations			
	b. Certification Maintenance Requirements (CMR's) (if applicable)			
	c. Airworthiness Directives (AD)			
	d. Instructions for Continued Airworthiness (ICA) specified for air-operator-installed equipment or required by supplemental type certificate (STC) modifications, including emergency equipment			
	Specific identification of the above items mandatory status			
1.1.17	Reliability programme or statistical methods of continuous Surveillance (if applicable)			
1.1.18	A statement that practices and procedures should be the standards specified by the TC holders			



1.1.19	Each maintenance task (i.e. inspections – detailed, scan, general) should be defined in a definition section			
1.1.20	The periods at which overhauls should be made			
2. PROGRAMME BASIS				
		Compliance Yes No		Notes
2.1	Is the programme based upon the MRB report, the TC holder's maintenance planning document or Chapter 5 of the maintenance manual?			
2.2	For newly type-certified aircraft / comprehensively appraise the manufacturer's recommendations (and MRB report where applicable)			
2.3	For existing aircraft types, comparisons with maintenance programmes previously approved			
3. AMENDMENTS				
		Compliance Yes No		Notes
3.1	Amendments (revisions) to reflect changes: See Appendix 2			
	a. In the TC holder's recommendations			
	b. Introduced by modifications			
	c. Introduced by repairs			
	d. Discovered by service experience			
	e. As required by the BCAA			
4. PERMITTED VARIATIONS TO MAINTENANCE PERIODS (with the exception of items identified in 1.1.16)				
		Compliance Yes No		Notes
4.1	Vary the periods through a Procedure approved by the BCAA?			
	Vary the periods with the approval of the BCAA (see appendix 3)?			
5. PERIODIC REVIEW OF MAINTENANCE PROGRAMME CONTENTS				
		Compliance Yes No		Notes
5.1	Periodic review to ensure that the programme reflects current:			
	a. TC holder's recommendations			
	b. Revisions to the MRB report (if applicable)			
	c. Mandatory requirements			
	d. Maintenance needs of the aircraft			
5.2	Annual review defined			



6. RELIABILITY PROGRAMMES				
		Compliance		Notes
		Yes	No	
6.1	Applicability			
6.1.1	Developed in the following cases:			
	a. Programme is based upon MSG-3 logic			
	b. Programme includes condition monitored components			
	c. Programme does not contain overhaul time periods for all significant system components			
	d. Specified by the Manufacturer's MPD or MRB			
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)			
	b. Not a large aircraft (= or < 5700 kgs MTWA or single engine helicopter)			
	c. Programme provides overhaul time periods for all significant system components			
6.1.3	Operator may develop own reliability monitoring programme			
6.2	Applicability, small fleets			
6.2.1	Less than 6 aircraft of the same type			
6.2.2	Reliability programme is irrespective of the fleet size			
6.2.3	Tailor reliability programmes to suit the size and complexity of operation			
6.2.4	Use of "Alert levels" should be used carefully			
6.2.5	When establishing a reliability programme, consider the following:			
	a. Focus on areas where a sufficient amount of data is likely to be processed			
	b. How is engineering judgement applied?			
6.2.6	Pool data and analysis (paragraph 6.6 specifies conditions)			
6.2.7	If unable to pool data / additional restrictions on the MRB/MPD tasks intervals specified			
6.3	Engineering judgement			
6.3.1	Are there appropriately qualified personnel (with appropriate engineering experience and understanding of			



	reliability concept) for the reliability programme?			
6.4	Contracted maintenance			
6.4.1	Maintenance programme / may delegate certain functions to the Part-145 organisation			
6.4.2	These are:			
	a. Developing the maintenance and reliability programmes			
	b. Collection and analysis of the reliability data			
	c. Providing reliability reports			
	d. Proposing corrective actions			
6.4.3	Approval to implement a corrective action / Subpart G prerogative and responsibility			
6.4.4	Maintenance contract / CAME, and MOE procedures			
6.5	Reliability programme			
6.5.1	Objectives			
6.5.1.1	Statement summarising the prime objectives of the programme			
	a. Recognise the need for corrective action			
	b. Establish what corrective action is needed			
	c. Determine the effectiveness of that action			
6.5.1.2	The extent of the objectives should be directly related to the scope of the new programme			
6.5.1.3	All MSG-3 related tasks are effective and their periodicity is adequate			
6.5.2	Identification of items			
	The items controlled by the programme should be stated			
6.5.3	Terms and definitions			
	Significant terms and definitions should be clearly identified			
6.5.4	Information sources and collection			
6.5.4.1	Sources and procedures in the Exposition			
6.5.4.2	Type of information to be collected should be related to the objectives, examples of the normal prime sources:			
	a. Pilots Reports			
	b. Technical Logs			
	c. Aircraft Access Terminal / On-board readouts			



	d. Maintenance Worksheets			
	e. Workshop Reports			
	f. Reports on Functional Checks			
	g. Reports on Special Inspections			
	h. Stores Issues/Reports			
	i. Air Safety Reports			
	j. Reports on Delays and Incidents			
	k. Other sources: i.e. EDTO, RVSM, CAT II/III			
6.5.4.3	Due account of Continuing Airworthiness information promulgated under Part-21			
6.5.5	Display of information			
	Information displayed graphically or tabular or a combination			
6.5.5.1	Provisions for “nil returns”			
6.5.5.2	Where “standards” or “alert levels,” information oriented accordingly			
6.5.6	Examination, analysis, and interpretation of the information			
	Method for examining, analysing, and interpreting the information should be explained			
6.5.6.1	Methods of examination may be varied – content and quantity			
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			
	b. Analysis and interpretation of trends			
	c. Evaluation of repetitive defects			
	d. Confidence testing of expected and achieved results			
	e. Studies of life-bands and survival characteristics			
	f. Reliability predictions			
	g. Other methods of assessment			
	h. Stores issues/reports			
	i. Air Safety Reports			
	j. Reports on Delays and Incidents			
	k. Other sources: i.e. EDTO, RVSM, CAT II/III			
6.5.6.3	Range and depth of analysis should be related to the particular programme:			
	a. Flight defects and reductions in reliability			
	b. Defects – line and main base			



	c. Deterioration observed – routine maintenance			
	d. Workshop and overhaul findings			
	e. Modification evaluations			
	f. Sampling programmes			
	g. Adequacy of maintenance equipment and publications			
	h. Effectiveness of maintenance procedures			
	i. Staff training			
	j. Service bulletins, technical instructions, etc.			
6.5.6.4	Contracted maintenance – arrangements established and details for information input included			
6.5.7	Corrective Actions			
6.5.7.1	Procedures / time scales for implementing corrective actions / monitoring – should be fully described and could include:			
	a. Changes to maintenance, operational procedures or techniques			
	b. Changes requiring amendment of the approved maintenance programme?			
	c. Amendments to approved manuals			
	d. Initiation of modifications			
	e. Special inspections / fleet campaigns			
	f. Spares provisioning			
	g. Staff training			
	h. Manpower and equipment planning			
6.5.7.2	Procedures for effecting changes should be described			
6.5.8	Organisational Responsibilities			
	Organisational structure – chains of responsibility should be defined			
6.5.9	Presentation of information to the competent authority			
	Information submitted to the BCAA for approval of the reliability programme:			
	a. Format and content of routine reports			
	b. Time scales for reports / distribution			
	c. Format and content of reports requesting amendments			
6.5.10	Evaluation and review			
	Describe procedures and individual responsibilities – continuous monitoring			



	of the effectiveness of the programme			
6.5.10.1	Procedures for revising the “standards” or “alert levels”			
6.5.10.2	Criteria to be taken into account during the review includes:			
	a. Utilisation (high/low/seasonal)			
	b. Fleet commonality			
	c. Alert Level adjustment criteria			
	d. Adequacy of data			
	e. Reliability procedure audit			
	f. Staff training			
	g. Operational and maintenance procedures			
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?			
	b. Is appropriate control exercised by owner / operator over the internal validation of such changes			
6.6	Pooling arrangements			
6.6.1	Pooling information – must be substantially the same, including:			
	a. Certification / modification / SB compliance			
	b. Operational Factors			
	c. Maintenance Factors			
6.6.2	Is there a substantial amount of commonality / has the BCAA agreed?			
6.6.3	Is the aircraft on short-term lease? BCAA may grant more flexibility			
6.6.4	Changes to any M.A. (G) requires assessment in order that the pooling benefits can be maintained			
6.6.5	Reliability programme managed by the aircraft manufacturer if agreed by the BCAA			
7. BCAA REQUIRED ITEMS				
		Compliance Yes No		Notes
7.1	Details of who may issue a CRS			
7.2	Define which inspections/checks are considered to be base maintenance			
7.3	Maintenance Requirements, in the absence of specific recommendations. See Appendix 4			
7.3.1	Aircraft battery capacity check/deep cycle?			
7.3.2	Emergency equipment			



7.3.3	Emergency escape provisions:			
	a. Portable valise type life-rafts			
	b. Door and escape chutes/slides			
	c. Emergency exits/hatches			
7.3.4	Flexible hoses			
7.3.5	Fuel/ oil system contamination checks			
7.3.6	Pressure vessels			
7.3.7	Seat belts and harnesses			
7.3.8	<i>Reserved</i>			
7.3.9	Vital points and control systems			
7.3.10	BCAA Specifications. See Appendix 4			
7.3.11	Maintenance applicable to special operations approvals, if applicable:			
	AWOPS			
	MNPS			
	RVSM			
	EDTO			
	Sea Pilot transfers			
	Offshore operations			
	HEMS			
	Transport of dangerous goods			
	Other (Specify)			
7.3.12	Customer furnished equipment			
7.3.13	Engine and APU condition monitored maintenance			
7.3.14	<i>Reserved</i>			
7.3.15	Flight data recorder systems			
7.3.16	Mode "S" transponder ICAO 24-bit aircraft addresses			
7.3.17	In-flight entertainment systems (IFE)			

Completed by:

Signed:

Date: