

**OTAR Part 39 Option 1 Supplement**

**for**

**(Company)**

**Bermuda OTAR 39 Approval Reference: BCAA/CAMO/XXX**

**EASA Part M Subpart G Organisation Approval Reference: XXX**

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# 1. List of Effective Pages

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| **Supplement Page** | **Issue No.** | **Revision No.** | **Revision Date** |
| x | x | x | x |
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| --- | --- |
| **Accountable Manager Acceptance** | |
| Name: | Position: |
| Signature: | Date: |
| **BCAA Approval** | |
| Name: | Position / DAI approval: |
| Signature: | Date: |

# 2. Accountable Manager Statement

This manual supplement, together with the organisations EASA Part M Continued Airworthiness Management Exposition (CAME), defines the procedures upon which the Bermuda Civil Aviation Authority (BCAA) OTAR Part 39 approval of the continuing airworthiness management of *contracted operator's* aircraft is based.

These procedures are approved by the undersigned and should be complied with as applicable, in order to ensure all continuing airworthiness tasks of *contracted operator's* aircraft are completed on time and to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the BCAA will approve this manual supplement and maintenance management arrangements whilst the BCAA is satisfied that the procedures are being followed and the work standard is maintained. It is also understood that the BCAA reserves the right to suspend, vary or revoke this approval if the BCAA has evidence that these procedures are not being followed and the standards not upheld.

Signed …………………………

Accountable Manager

Dated……………………………

(Organisation)……………………………………

# 3. Duration of Approval

BCAA approval is valid for 24 months from issue date providing that EASA approval Number *(xxx)* remains valid.

*Note: The organisation will be subject to an audit by the BCAA before the approval is reissued.*

# 4. Approval Limitations and Privileges

*(Organisation xxx)* is approved to manage the continuing airworthiness of Bermuda registered aircraft for:

1. Aircraft types listed in their EASA Part M Subpart G approval reference: xxx; and

2. the following additional aircraft types (if applicable):

* List additional aircraft here if applicable

# 5. Major and Minor Repairs

All major and minor repairs will be carried out to the requirements of OTAR Part 21 Subpart M, and this organisation will forward all supporting documents to BCAA for approval and issue of a reference number.

# 6. Major and Minor Design Changes (Modifications)

Approval of all major and minor design changes installed on the aircraft shall comply with the requirements of OTAR Part 21 Subpart C. Any continued airworthiness requirements arising from the changes will be incorporated in the aircraft maintenance program as necessary.

# 7. Maintenance Programme Approval

The maintenance program shall be approved by BCAA and subject to regular development to ensure effective continued airworthiness of the aircraft and made available to those involved in the maintenance of the aircraft. The maintenance program will include an annual review. Any amendments to a maintenance program shall be approved by the BCAA.

# 8. Weight and Balance

The aircraft should be weighed in accordance with the requirements of OTAR Part 39.81 and records maintained to reflect the approved aircraft configuration.

# 9. Contracted Maintenance

All contracted maintenance will be carried out by an appropriately approved OTAR Part 145 Organisation.

The maintenance contract shall comply with the requirements of OTAR Part 39.57, and shall specify that a fatigue management system shall be in place to ensure that any person involved in the maintenance of the operator’s aircraft is not fatigued.

# 10. Certification of Maintenance

All Certificates of Release to Service shall be made as prescribed in OTAR Part 43.

# 11. Defects and Discrepancies

Any discrepancy or defect shall be rectified or deferred in accordance with OTAR Part 91 prior to flight and any inoperative equipment shall be identified and carried forward in accordance with an approved Minimum Equipment List (MEL).

# 12. Mandatory Continuing Airworthiness Requirements

Arrangements are made to receive all relevant mandatory continuing airworthiness requirements (including Airworthiness Directives) which shall be assessed and complied with within the prescribed period.

# 13. Reporting Serious Defects

All reportable occurrences should be forwarded to BCAA in accordance with the requirements of OTAR Part 13.

# 14. Technical Log

An approved technical log shall be provided in accordance with the requirements of OTAR Part 39.79.

# 15. Training

(*Organisation xxx*) shall ensure continuation training for all personnel involved in airworthiness management of Bermuda registered aircraft.

It is *(Organisation xxx)* responsibility to notify staff assigned to Bermuda registered aircraft of this supplement during quality manual and continuation training.

# 16. Audits

BCAA Inspectors have the right to access *(Organisation xxx)* facility at any reasonable time it is requested in coordination and arrangement with the nominated coordinator.

# 17. Aircraft Maintenance Records

All Continued airworthiness records shall be maintained in accordance with OTAR Part 39 Subpart D.

The records shall include a record of all airframe damage that shows each damage site with a reference to a certified assessment to approved data supporting continued aircraft operation.

# 18. Special Operations

The management personnel of *(Organisation xxx)* will ensure that any required technical despatch procedure for special operations approved by the BCAA are complied with.

# 19. Field Loadable Software

The management personnel of *(Organisation xxx)* will ensure that for any aircraft having systems utilising Field Loadable Software and Database Field Loadable Data, controlling procedures acceptable to the BCAA are in place to ensure that:

1. Filed Loadable Software uploads are accomplished in accordance with the approval requirements of OTAR Part 21 Subpart C; and
2. Database Field Loadable Data is controlled and transferred in accordance with the equipment manufacturer's instructions.

# 20. Communication with BCAA

The focal point for communicating with BCAA within the approved continued airworthiness management organisation is (Mr/Mrs/Ms..................). (*Mr/Mrs/Ms…………………)* will notify the BCAA of any changes of facilities, procedures, scope of work and staff, that may affect the organisations approval.

Any amendment to this supplement will be submitted to BCAA for notification and approval.

The following persons are nominated on behalf of *(Organisation xxx)* to make recommendations to the BCAA using airworthiness (AW) forms.

|  |  |  |
| --- | --- | --- |
| **Name** | **Aircraft Type** | **Remarks** |
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**BCAA Contacts:**

Bermuda:

|  |  |
| --- | --- |
| Address: | Contact: |
| P.O. Box GE 218   St. George's  GE BX   Bermuda | Office: +1 (441) 2931640  Fax: +1 (441) 2932417  Email: [airworthiness@bcaa.bm](mailto:airworthiness@bcaa.bm) |

United Kingdom:

|  |  |
| --- | --- |
| Address: | Contact: |
| Farnborough Airport  Ively Road  Farnborough  Hampshire  GU14 6XA  United Kingdom | Office: +44 (0) 1252 942170  Email: [ukoffice@bcaa.bm](mailto:ukoffice@bcaa.bm) |

# 21. Submission of Forms and Recommendations

All forms and recommendations can be submitted to the BCAA via the secure internet database run by BCAA known as the Aircraft Information Records System (AIRS) using the encrypted secure access key assigned to (*Organisation xxx)* or by email.

# 22. Continued Airworthiness Management Contracts

*(Organisation xxx)* has the following continued airworthiness management contracts in place: -

1. *(Operator/Owner xxx)*

*Technical Coordinator –*

*Aircraft Registrations -*

1. *(Operator/Owner xxx)*

*Technical Coordinator –*

*Aircraft Registrations –*

1. *(Operator/Owner xxx)*

*Technical Coordinator –*

*Aircraft Registrations -*