



Maintenance Control Manual Template

OTAR Part 39 Subpart E Option One and Two

INTRODUCTION

The purpose of this Maintenance Control Manual (MCM) Guidance Document is to assist applicants with a view to ensuring that MCM's submitted to Bermuda CAA for approval have been developed in a standardised fashion, have visibility of compliance to OTARs and include the elements required to ensure that the subject aircraft can be effectively maintained in an airworthy condition.

It is intended that this document establishes a standardised format for an MCM, however in developing a MCM you will inevitably have to take account of the nature of included material, cater for operator related material and be dependent on other documentation with a consequence that this may alter the formatting from this document. Where the applicant has deviated from this guidance format, completing and maintaining this document will assist in establishing continued visibility of compliance to OTARs.

It is not intended that this document should constrain or prevent the applicant from including required information. In all cases where the applicant has included additional data or other means of compliance, the applicant should submit with the MCM an explanatory document detailing any such changes.

The columns titled MCM MP (maintenance programme); references should be entered where appropriate. Where it is determined that the subject is not applicable, is covered by a process in another document, or is dealt with in an alternative way, details of the variance including any cross references should be recorded in the 'Compliance Notes' column.

The column titled Section Interpretation is designed to assist the applicant to develop the text for a particular section/paragraph.

The column titled compliance text is intended for the applicant to record the narrative to be utilised in the MCM. If the applicant has already identified this narrative, this document should be only used to identify the cross references to the compliance text in the accompanying MCM.

For small organisations and in the interests of simplicity, compliance sectional text should be combined where appropriate. In such cases cross referencing should be maintained in this guidance document.

Application Details

OPERATOR

TECHNICAL CO-ORDINATOR / AOC POST HOLDER

AOC NUMBER * where applicable

CONTRACTED PART 39 ORGANISATION

MCM REFERENCE / CAME REFERENCE

MP REFERENCES

APPLICATION POINT OF CONTACT/TECHNICAL AUTHOR

SECTION ONE
Introduction, Document Control, Facilities, Resources and Organisation

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation																								
1	39.59(a)				Contents Page	A list of the contents by title of; sections/parts and key paragraphs. These should also refer to the page number where they can be found in the MCM																								
BCAA Inspector Review																														
2	39.59(d)				List of Effective Pages	<p>A tabulated list of pages providing details of amendment status, Example:</p> <p>List of Effective Pages</p> <table border="1" style="margin-left: 20px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Page Number</th> <th>Revision</th> <th>Dated</th> <th>Page Number</th> <th>Revision</th> <th>Dated</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Page Number	Revision	Dated	Page Number	Revision	Dated	1						2						3					
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3	39.59(j)				Amendment Record	<p>A method of identifying the control of amendments, an example:</p> <p>Amendment Record</p> <table border="1" data-bbox="1288 437 2114 624"> <thead> <tr> <th data-bbox="1288 437 1471 517">Amendment Number:</th> <th data-bbox="1471 437 1565 517">Date</th> <th data-bbox="1565 437 1756 517">Amendment Details</th> <th data-bbox="1756 437 1906 517">Amended By</th> <th data-bbox="1906 437 2114 517">Date of Inclusion</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Amendment Number:	Date	Amendment Details	Amended By	Date of Inclusion															
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4	39.59(d)				Distribution List	<p>The document should include a distribution list to ensure recorded distribution of the exposition that demonstrates to BCAA that all personnel involved in continuing airworthiness have access to the relevant information. This does not mean that all personnel have to be in receipt of the MCM but that a reasonable amount of MCMs are distributed within the organisation(s) so that the appropriate personnel have quick and easy access to this MCM.</p> <p>Accordingly, the MCM should be distributed to:</p> <ul style="list-style-type: none"> - the operator's or the organisation's management personnel and any person at a technical level as necessary; and - The OTAR Part 145 contracted maintenance organisation(s); and - BCAA
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation																																																												
5	39.59(p)				List of Acronyms	<p>There should be a list of all acronyms utilised in the MCM, special attention should be given to those acronyms that have more than one definition. The following list is for guidance only:</p> <table border="1" data-bbox="1285 403 2134 1369"> <tr><td>AD</td><td>Airworthiness Directive</td></tr> <tr><td>ADD</td><td>Acceptable Deferred Defect</td></tr> <tr><td>AOC</td><td>Air Operator's Certificate</td></tr> <tr><td>AOG</td><td>Aircraft on Ground</td></tr> <tr><td>ASSI</td><td>Air Safety Support International</td></tr> <tr><td>CAA</td><td>Civil Aviation Authority</td></tr> <tr><td>CAME</td><td>Continuing Airworthiness Management Exposition</td></tr> <tr><td>C OF A</td><td>Certificate of Airworthiness</td></tr> <tr><td>CDL</td><td>Configuration Deviation List</td></tr> <tr><td>CRS</td><td>Certificate of Release to Service</td></tr> <tr><td>ETOPS</td><td>Extended Range Twin Operations</td></tr> <tr><td>EASA</td><td>European Aviation Safety Agency</td></tr> <tr><td>FAA</td><td>Federal Aviation Authority</td></tr> <tr><td>MCM</td><td>Maintenance Control Manual</td></tr> <tr><td>MEL</td><td>Minimum Equipment List</td></tr> <tr><td>MNPS</td><td>Minimum Navigation Performance Service</td></tr> <tr><td>MO</td><td>Maintenance Organisation</td></tr> <tr><td>MOE</td><td>Maintenance Organisation Exposition</td></tr> <tr><td>MPD</td><td>Maintenance Planning Document</td></tr> <tr><td>MP</td><td>Maintenance Programme</td></tr> <tr><td>BCAA</td><td>Bermuda Civil Aviation Authority</td></tr> <tr><td>OTAC</td><td>Overseas Territories Aviation Circular</td></tr> <tr><td>OTAR</td><td>Overseas Territories Aviation Requirement</td></tr> <tr><td>OT</td><td>Overseas Territories</td></tr> <tr><td>SB</td><td>Service Bulletin</td></tr> <tr><td>SIL</td><td>Service Instruction Leaflet</td></tr> <tr><td>SMI</td><td>Scheduled Maintenance Inspection</td></tr> <tr><td>SMP</td><td>Standard Maintenance Practice</td></tr> <tr><td>SRP</td><td>Sector Record Page</td></tr> <tr><td>TCCA</td><td>Transport Canada Civil Aviation</td></tr> </table>	AD	Airworthiness Directive	ADD	Acceptable Deferred Defect	AOC	Air Operator's Certificate	AOG	Aircraft on Ground	ASSI	Air Safety Support International	CAA	Civil Aviation Authority	CAME	Continuing Airworthiness Management Exposition	C OF A	Certificate of Airworthiness	CDL	Configuration Deviation List	CRS	Certificate of Release to Service	ETOPS	Extended Range Twin Operations	EASA	European Aviation Safety Agency	FAA	Federal Aviation Authority	MCM	Maintenance Control Manual	MEL	Minimum Equipment List	MNPS	Minimum Navigation Performance Service	MO	Maintenance Organisation	MOE	Maintenance Organisation Exposition	MPD	Maintenance Planning Document	MP	Maintenance Programme	BCAA	Bermuda Civil Aviation Authority	OTAC	Overseas Territories Aviation Circular	OTAR	Overseas Territories Aviation Requirement	OT	Overseas Territories	SB	Service Bulletin	SIL	Service Instruction Leaflet	SMI	Scheduled Maintenance Inspection	SMP	Standard Maintenance Practice	SRP	Sector Record Page	TCCA	Transport Canada Civil Aviation
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6	39.59(c)				Corporate Commitment Policy for Continued Airworthiness Accountable Management	<p>The following is a suggested corporate statement for the accountable manager, any alterations to this statement must not affect the intent of this guidance:</p> <p>This Exposition defines the organisation and procedures upon which this OTAR Part 39 Subpart E approval is based.</p> <p>These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed is carried out on time and to an approved standard.</p> <p>It is accepted that these procedures do not override the necessity of complying with any new or amended OTAR or AN(OT)O requirements where these new or amended requirements are in conflict with these procedures.</p> <p>It is understood that the Director of BCAA will approve this organisation whilst he is satisfied that the procedures are being followed. It is further understood that the Director reserves the right to suspend, vary or revoke the OTAR Part 39 Subpart E approval for continuing airworthiness management of this organisation, as applicable, if he has evidence that procedures are not followed and the standards not upheld.</p> <p>It is further understood that for commercial air transport operations the suspension or revocation of the OTAR Part 39 Subpart E approval would invalidate any associated BCAA AOC or International Lease Agreement.</p> <p>Signed: Date: Name: Title: Accountable Manager</p>
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	
7	39.59(o)				MCM BCAA Approval Reference	A section for the inclusion of the BCAA approval letter and or its reference.
					BCAA Inspector Review	
8	39.59(a)				Description of Organisation	This paragraph should clearly identify the general nature of the organisations structure, any other NAA approvals for which the OTAR approval is based on, general history of the organisation and types of operations and aircraft that it has historically supported.
					BCAA Inspector Review	
9	39.53(a)(b)(c)				List of Managed Aircraft	List of United Kingdom Overseas Territories Operators, OT AOC holders and/or non-commercial, their contact details including applicable technical coordinators and post holders for which the organisation has principal contractual arrangements with.
					BCAA Inspector Review	

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
10	39.59(m) 39.59(o) 39.59(n)				Approval	Scope of approval, list of aircraft types and any other ratings the OTAR approval is based on.
						<p>If the organisation is seeking to be approved to conduct aircraft design review required by OTAR Part 21.175(c), details of the specific capability should be recorded including personnel authorised to make such reviews.</p> <p>Personnel who are authorised to complete and sign the BCAA C of A survey report should be identified</p>
BCAA Inspector Review						
11	39.59(k)				Management Personnel	Management positions should be identified with details of key responsibilities. All personnel including technical who have a responsibility of maintaining compliance in part or total to the requirements of OTAR Part 39 should be referred to.
						Cross-referencing to the organisational chart is advisable.
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
12	39.59(k)				Organisational Chart	The organisational chart should replicate the description of the management personnel in line 11, show reporting lines of accountability and any coordinated functionality.
						BCAA Inspector Review
13	39.59(e) 39.59(l)				Manpower Resources	Resources can be made from a combination of permanent and contracted personnel. This section should identify measures that are utilised to control an effective resources/workload balance ensuring that the organisation can demonstrate adequate resources to meet the demands of workload. Where contracted personnel are utilised this section should identify the organisations policy and control of contracted personnel.
						BCAA Inspector Review
14	39.59(k)				Technical Team	The organisations primary management team may undertake depending on the size of the organisation the technical functionality of continued airworthiness management. This section should clearly identify the personnel involved in the technical processes of continued airworthiness management.
						BCAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
15	39.59(g)				Quality and safety policy	The organisation shall establish policy and procedures for a quality and safety system taking account of the size of the organisation and any contractual arrangement.
	BCAA Inspector Review					
16	39.59(e)				Personnel Training Policy	Competency of personnel is key to ensuring that the corporate responsibilities can be discharged. This section should identify the organisations training policy and any competency verification. Developing areas of technology, human factors and safety management systems should feature in the training policy and programme.
	BCAA Inspector Review					
17	39.59(j)				Organisation Changes	Changes to Organisation notification procedures
	BCAA Inspector Review					

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
18	39.59(i)				MCM Review	<p>To maintain the effectiveness of the policies and procedures contained in the MCM, to develop a process of continued improvement and to address any adverse indicators, a regular and formal review of the MCM should take place. It is expected that such a review would not exceed a period of twelve months. This section should identify the organisations policy for such a review and who has the responsibility for managing the process.</p>
BCAA Inspector Review						
19	39.59(k)(3) 39.55(n)				Computer Systems	<p>It is likely that computer systems are utilised in the process of continued airworthiness management. This paragraph should describe the system/s utilised, measures of protection, security, data backup, manual redundancy and technical support.</p> <p>Procedures should also be in place for the management control and security of aircraft software.</p>
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
20	39.59(k)(1)				Facilities	<p>The prime facility also known as the principal place of business should be described identifying the resources made available to the technical and managerial personnel.</p> <p>Where the organisation utilises other sites and or subcontracted organisations/individuals for the purpose of maintaining the capability and scope of the approval, these facilities should also be described and form the complete picture of available facilities.</p>
BCAA Inspector Review						
21	39.59(k)(4)				Technical Library	<p>The scope and capability of the approved organisation is dependant of maintaining an adequate technical library. This section should identify the library, the control and distribution of technical data.</p> <p>Where data is acquired from contracted operators, the process of validating this data should be described.</p>
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
22	39.59(k)(4)				Data Subscription Services	Data subscription services are considered part of the technical library, access to this data by the technical personnel should be controlled and managed to ensure ready access at all times, the data is accurate and representative and of the correct revision. This paragraph should identify the process of controls.
BCAA Inspector Review						

SECTION TWO
Continuing Airworthiness Management Procedures

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
23	39.55				C of A	<p>This paragraph should detail the processes and the allocation of responsibility for ensuring the Certificate of Airworthiness remains valid.</p> <p>Procedures should also be made to establish scheduling of the required presentation of documentation and that of the aircraft to the BCAA for subsequent C of A reissues.</p> <p>Procedures should provide for the removal from service any aircraft that does not have a valid and an in force certificate of airworthiness.</p> <p>When an aircraft is removed from service permanently or for an extended period, procedures should be in place to notify the applicable BCAA</p>
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
24	39.79				Aircraft Technical Log	<p>This paragraph should detail the functions of technical log management. These functions should include:</p> <ul style="list-style-type: none"> ▪ data acquisition; and ▪ data recording; and ▪ data analysis; and ▪ control of defects; and ▪ despatch deviations; and ▪ unscheduled maintenance instructions; and ▪ status of scheduled maintenance. <p>Details of procedural arrangements for communicating technical log data and engineering decisions between the Operator and the Continued Airworthiness Management Organisation should be identified in this paragraph.</p> <p>The utilisation instruction of technical logs utilised should be described, where possible technical log commonality should be encouraged.</p>
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
25	39.73				Aircraft Log books	The operators log books should be maintained in a manner acceptable to BCAA. These may be in hard copy or electronic or combination of. Appropriate procedures should be developed to control these records.
						BCAA Inspector Review
26	39.55(e)				MEL / CDL Procedure	If the operator operates to an approved MEL, the organisation should be familiar with the document sufficiently to provide advice for its utilisation and amendment. Modifications service reliability and mandatory requirements can affect this document. This section should detail appropriate procedures addressing these and any other related issues.
						BCAA Inspector Review
27	39.55				Aircraft Acceptance by the Pilot	These are procedures principally aimed at the operator of the aircraft. Where the organisation is contracted by the operator, any specific operator requirements should be catered for.
						BCAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
28	39.55(e)				MEL / CDL Rectification Expiry	The operators MEL will specify rectification requirements. Maintenance planning and operational control of the aircraft should be considered in establishing a rectification environment agreed with the operator that will ensure an MEL related defect is rectified in a timely manner.
						BCAA Inspector Review
29	39.55(e)(3)				Repetitive Defects	Procedures should be established to identify, track and develop where needed in cooperation with the maintenance provider solutions. Where necessary operation constraints should be applied in agreement with the operator.
						BCAA Inspector Review
30	39.55(e)				Deferred Defect policy	Deferred defects should be monitored on a continued basis to provide for effective control of individual defects and rectification and the wider issue of effective maintenance. Any trends resulting from maintenance actions, procurement of spares and functional reliability should be addressed to ensure that the prime responsibility of the Part 39 organisation remains effective.
						BCAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
31	39.55(e)				Non Deferrable Defects Away from Base	Procedures should be established to organise working parties or other suitable maintenance resources. In some cases it may be necessary to contact BCAA for extensions to approval ratings.
						BCAA Inspector Review
32	OTAR Part 21 Subpart P				Permit to Fly	When an aircraft is to be operated under a Permit to Fly, it will be incumbent on the applicant for such a certificate to provide robust technical justification to BCAA. Procedures should be established to generate the required technical justification.
						BCAA Inspector Review
33	39.55(b) 39.61				Aircraft Maintenance Programmes	There should be a list of Maintenance Programmes for which the organisation is directly responsible for the ongoing technical development. In a case where this function is undertaken by another organisation, details should be provided of the other organisation and responsibilities for the management of maintenance scheduling.
						BCAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
34	39.61				Maintenance Programme Author	List of Maintenance Programmes holders and technical authors should be identified.
	BCAA Inspector Review					
35	39.55(j)				Maintenance Programme Review	Analysis of the Effectiveness of the Maintenance Programme is a prime task for the OTAR 39 organisation. The OTAR 39 approved maintenance programme should contain detailed requirements for a regular review. The organisations procedures should ensure these requirements are catered for.
	BCAA Inspector Review					
36	36.61(g)				Maintenance Programme Amendment	This section should identify the process for securing an approval for an amendment to the Maintenance Programme in particular the development of the technical justification for any proposed alteration to existing inspection requirements.
	BCAA Inspector Review					

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
37	39.61(h)(5)(6)				Maintenance Programme Variations	An applicant for a variation to an approved maintenance programme will be required to provide sufficient technical justification. For maintenance programmes that have been approved with a limited capability these should feature in the organisations procedures. For applications to BCAA , technical justification may need to cater for a larger variance. Additional technical support from agencies the type certificate holder or other organisations may be required.
BCAA Inspector Review						
38	39.61				Pre-Flight Inspections	Pre-Flight inspections should be a feature of the maintenance programme for the purpose of ensuring that the inspections remain effective. The methods and procedures employed during the inspection including training of personnel should be monitored. These inspections are not developed to require certification by maintenance personnel therefore any trend of findings resulting from these inspections will require investigating and possible alteration to the Pre-Flight check. The organisation should develop appropriate review procedures.
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
39	39.55(d)				Pilot Authorisation	Pilots can form part of a maintenance resource. In such circumstances arrangements should be established to ensure that appropriate authorisations are granted supported by appropriated technical training. The scope of any authorisation should be readily identifiable.
BCAA Inspector Review						
40	39.61(h)(8) 39.55(g)				Reliability Programmes	Reliability programmes can be complex, this section should detail any other documents utilised and or any subcontracted resource utilised. The maintenance programme should detail any required programme and details of the systems employed. The organisation should ensure where such programmes are catered for that every opportunity is made in integrating other related functions into the reliability analysis.
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
41	39.61(h)(8) 39.55(g)				Engine Health Monitoring	This monitoring can be derived from in-flight data logs completed manually or electronically. Other mechanisms such as oil and chip detector analysis are also employed. This section should detail the required methods of sampling and the process of data reduction.
						BCAA Inspector Review
42	39.61(f) 39.59(f)				Structural Inspections	The maintenance programme should identify the applicable structural inspection programmes. Where there are reporting functions the procedures should be made available to the contracted maintenance providers and subsequently monitored by the Part 39 organisation. Procedures should be developed to take account of findings raised in the development of the maintenance programme and that of the applicable structural programme.
						BCAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
43	39.61(c)				Inspection Standards	Inspection standards should be a feature of the maintenance programme. Work order contracts with maintenance providers should clearly identify these standards. Procedures should be established to ensure these standards are utilised and remain effective.
						BCAA Inspector Review
44	39.73				Maintenance Records	These records should be reviewed for completeness and any indicators of abnormal findings. The records should be retained in compliance with OTARs.
						BCAA Inspector Review
45	39.59(f)				Monitoring Maintenance	A component part of the organisations activities in ensuring the aircraft remain airworthy is to establish a process of review of the effectiveness of scheduled maintenance
						BCAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
46	39.73				Access to Continuing Airworthiness Records	The Part 39 organisation should establish ready access to all continued airworthiness records known to the operator. Appropriate transfer of these records during the service provision should be established and be reflected in the contract with the operator.
						BCAA Inspector Review
47	39.77				Records Transfer	Procedures should be established for the transfer of Continuing Airworthiness Records in the Event of a Sale or other Disposal of the Aircraft
						BCAA Inspector Review
48	39.55(q)				Aircraft Leasing	The Part 39 organisation should have clear contractual instructions where an aircraft is subject of lease and any subsequent alterations of.
						BCAA Inspector Review

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
49	39.55(f)				Mandatory Life Limitations	The maintenance programme should readily identify life limitations and any associated conditions. The organisation should have associated systems procedures and document controls to ensure life limitations are not exceeded.
BCAA Inspector Review						
50	39.59(f) 39.55(f)				Airworthiness Directives	Arrangement should be established for access to applicable airworthiness directives taking account of the build standard of the aircraft. Procedures should be established for the administration and compliance monitoring of these requirements.
BCAA Inspector Review						
51	39.73 39.69				Maintaining Mandatory Records of Compliance	Recording of airworthiness directive compliance is an important feature of the organisations responsibilities. Details of the systems and procedures employed should be identified.
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
52	39.55(g)(3)				Service Bulletins Embodiment Policy	Non-Mandatory Change (Modification) Embodiment Policy should be established in agreement with the operator. Appropriate procedures encompassing operator involvement should be established
BCAA Inspector Review						
53	39.55(i) OTAR Part 21 Subpart C				Design Changes	Major Change (Modification) Standards, Minor Changes, Recording of Changes (Modifications), Repairs. Procedures should be established to ensure appropriate approvals are granted, that the interoperability and compatibility of design changes has been established and any continued airworthiness instructions have been captured.
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
54	39.55(h)				Repair Control	Repairs should be monitored to ensure the structural integrity and any requirement for damage tolerance is not adversely effected. Aging aircraft requirements applicable to the aircraft should be considered particularly where repairs require design approval.
						Procedures should be developed in line with the nature of the applicable structural and fatigue requirements.
BCAA Inspector Review						
55	39.61(h)(9) 39.55(m)				Special operational approvals	Where an operator has or is seeking to obtain a special operational approval, the organisation should ensure that the airworthiness related issues of such an approval are addressed by the OTAR Part 39 CAMO and where applicable the OTAR Part 145 AMO.
BCAA Inspector Review						
56	39.57				Maintenance Arrangements	Detailed List of Maintenance organisations utilised and the Maintenance Contractor Selection Procedure
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
57	OTAR Part 43 Subpart C				Maintenance Certification	Procedures should be established for the review of maintenance work order instructions to ensure that certifications are made in compliance with OTARs.
BCAA Inspector Review						
58	39.55				Ground Handling	Sub-contracted Ground Handling functions are an operator's responsibility. Where these arrangements affect the airworthiness of the aircraft, arrangements should be made with the operator to ensure that any need to alter the ground handling agreements are addressed.
BCAA Inspector Review						
59	39.55(j)				Liaison Meetings	Arrangements should be established for Maintenance Programme Review, Development and Amendment Maintenance Programme Meetings, Reliability and any other required meetings both internal and external. These meetings should be formalised, recorded and where possible the frequency should be established.
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
60	39.55				Liaison with Manufactures and Regulatory Authorities	Arrangements should be made for appropriate liaison with organisations that support the continued airworthiness of the aircraft. Contact details should be readily available and communications established in order that given any situation requiring addition technical support the Part 39 organisation can elicit such support.
BCAA Inspector Review						
61	39.55(p)				Mandatory Occurrence Reporting	Occurrence reporting should be a feature of the organisation and that of the control of occurrence reports and the subsequent investigations and rectification actions.
BCAA Inspector Review						
62	39.59(f)				Fuelling Policy	Control of Aircraft Refuelling, Quantity/Quality, Contamination Checks, safety procedures should be established and secured with the operator
BCAA Inspector Review						

#	OTAR AN(OT)O Reference	MCM/CAME Reference	MP Reference	Compliance Text	SUBJECT	Section Interpretation
63	OTAR Part 36 39.55				Environmental Protection	Control of Snow, Ice, Dust and Sand Contamination and any noise certificate should be reflected in the organisations procedures
	BCAA Inspector Review					
64	39.81				Aircraft Loading	Security of Cargo and Baggage loading should be reviewed to ensure the operator's procedures do not affect the airworthiness of the aircraft.
	BCAA Inspector Review					
65	OTAR Part 43 Subpart C				Aircraft Weighing	The operators mass and balance manual should be readily available and procedures established for the production of schedules as required by OTARs.
	BCAA Inspector Review					
66	OTAR Part 21 Subpart E				Check Flight Procedures	The need to undertake a check flight should be established with appropriate justification. Any required data recording identifying approved data should be furnished to the operator.
	BCAA Inspector Review					