

**OTAR Part 39 Option 1 Supplement**

**for**

**(Company)**

**Bermuda OTAR 39 Approval Reference: BDA/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 / Authorisation Number: |
| 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

4.2 AAR Privilege – subject to BCAA approval.

# 5. Major and Minor Repairs

All major and minor repairs will be carried out to the requirements of OTAR Part 21 Subpart M, and (*Organisation xxx*) will forward all supporting documents together with application form AW-233 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.

(*Organisation xxx*) will forward all supporting documents together with application form AW-220 to BCAA Airworthiness Section for issue of an approval. Any continued airworthiness requirements arising from the changes will be incorporated in the aircraft maintenance programme as necessary.

# 7. Maintenance Programme Approval

Aircraft maintenance programmes shall be approved by BCAA, subject to annual review to ensure effective continued airworthiness of the aircraft and made available to those involved in the maintenance of the aircraft.

All aircraft maintenance programmes shall reference the required inspection standards, practices and procedures that shall be at least equivalent to the Type Certificate holder’s scheduled maintenance requirements. Any amendments to a maintenance programme shall be approved by the BCAA.

When submitting applications for initial maintenance programme approval (*Organisation xxx*) will submit a copy of the proposed programme, along with the following completed forms:

AW-285 – Application for a Maintenance Programme Approval

AW-287 – Maintenance Programme Checklist

(*Organisation xxx*) will submit Form AW-286 for approval of an amendment to the maintenance programme, supported by the amended maintenance programme content.

Maintenance Programme Variations

Occasionally an Owner/Operator may encounter a need to vary a task or number of scheduled tasks within the approved maintenance programme, due to limitations in supply of parts, availability of maintenance capability or unforeseen operational restrictions.

There are two applicable cases:

1. Permitted variations within the programme rules, which can be accepted without additional approval by BCAA, subject to the internal procedures of the CAMO.
2. Variations outside the scope of the programme rules

In the second case, BCAA holds the delegated authority to accept the variation request, subject to a satisfactory safety case. The Owner/Operator should in the first instance seek the support of the TCH/STCH for deviating from their requirements and follow the recommendations when requesting the variation.

(*Organisation xxx*) will submit any applications for variations to the maintenance programme, outside the scope of the programme rules, on Form AW-259, together with all supporting documents.

# 8. Weight and Balance

(*Organisation xxx*) will ensure that aircraft are weighed in accordance with the requirements of OTAR Part 39.81 and records maintained which reflect the approved aircraft configuration(s).

# 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

(*Organisation xxx*) shall ensure all Certificates of Release to Service are made as prescribed in OTAR Part 43, Subpart C.

# 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) or Configuration Deviation List (CDL).

# 12. Mandatory Continuing Airworthiness Requirements

(*Organisation xxx*) ensures arrangements are made to receive all relevant mandatory continuing airworthiness requirements (including Airworthiness Directives) which shall be assessed and complied with, within their prescribed compliance times.

# 13. Reporting Serious Defects

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

Reports will be submitted on form number AW-209 to [occurrences@bcaa.bm](mailto:occurrences@bcaa.bm)

Note: Further guidance on the process is available on the BCAA website: <https://www.bcaa.bm/mandatory-occurrence-reporting>

# 14. Technical Log

An approved Technical Log System shall be provided in respect of each Operator, as applicable to the relevant aircraft type(s) and operation, in accordance with the requirements of OTAR Part 39.79.

# 15. Training

(*Organisation xxx*) ensures initial and continuation training for all personnel involved in airworthiness management of Bermuda registered aircraft.

It is *(Organisation xxx)* responsibility to inform and educate staff assigned to Bermuda registered aircraft of this supplement and its content during quality manual and continuation training. Training to include as applicable, but not limited to; OTAR’s, HF, EWIS, Fuel Tank Safety.

# 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.

# 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.

Examples of special operations include, but not limited to, the following:

* Interior reconfiguration e.g.: Medivac, class configurations etc
* RVSM downgrade / upgrade
* Auto land status downgrade / upgrade
* Airspace approvals downgrade / upgrade

# 19. Field Loadable Software

*(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/Limitations** |
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# 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 access credentials provided by BCAA, by email to the relevant Airworthiness Inspector or at the addresses at the end of this Supplement.

# 22. Continued Airworthiness Management Contracts

The holder of an air operator’s certificate or the owner or lessee of an aircraft above 2,700 kg MTOM shall have arrangements for continued airworthiness management to the requirements of OTAR Part 39.

(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 -*

# 

# 23. Certificate of Airworthiness

An aircraft may not fly on the Bermuda Register unless, a valid Certificate of Airworthiness (C of A) is in force and any related conditions are complied with. Certificates of Airworthiness are valid for twelve months, in accordance with OTAR 21.183.

(*Organisation xxx*) will make application for an initial Certificate of Airworthiness on form number AW-201(I) and will make C of A Renewal recommendations on form number AW-201(R), in accordance with OTAR Part 21 subpart E.

*Note: Further guidance on the process is available on the BCAA website:* [*https://www.bcaa.bm/certificate-airworthiness*](https://www.bcaa.bm/certificate-airworthiness)

(*Organisation xxx*) will apply for certificate renewal, not more than 90 days prior to the expiry of the existing certificate.

*Note: With reference to BCAA Exemptions and Deviations published:* [*https://www.bcaa.bm/exemptions-and-deviations*](https://www.bcaa.bm/exemptions-and-deviations) *(ref: BCAA/PAVE/1311)*

(*Organisation xxx*) will ensure the nominated Technical Coordinator or OTAR 39 Organisation approved person will present the aircraft with all the relevant documents and publications, at the time of the inspection.

# 24. Special Flight Permit

If an aircraft no longer meets the certification standards set for the applicable Type Acceptance Certificate, the Certificate of Airworthiness will not be in force. The only provision for allowing an aircraft to fly in these circumstances is to permit the aircraft to be operated in accordance with the conditions of a Special Flight Permit.

All Special Flight Permits will be carried out to the requirements of OTAR Part 21 Subpart P.

Aircraft operating under a Special Flight Permit require permission from each State, whose airspace it intends to use, while operating without a valid Certificate of Airworthiness.

(*Organisation xxx*) will submit applications to BCAA on Form AW-201(P), complete with supporting documents, for approval and issuance of the Special Flight Permit certificate.

*Note: Further guidance on the process is available on the BCAA website:* [*https://www.bcaa.bm/permits-fly*](https://www.bcaa.bm/permits-fly)

# 25. Export Certificate of Airworthiness

An Export Certificate of Airworthiness may be required by an importing state Civil Aviation Authority in order to provide confirmation that Bermuda registry has conducted a recent satisfactory review of the [airworthiness status of the aircraft](https://www.bcaa.bm/certificate-airworthiness) and, apart from any agreed [deviations](https://www.bcaa.bm/exemptions-and-deviations), found the aircraft to be in compliance with the applicable Type Acceptance Certificate.

Export Certificate applications will be carried out to the requirements of OTAR Part 21 Subpart L. *(Organisation xxx)* will submit applications to BCAA on Form AW-201(E), complete with supporting documents, for approval and issuance of the Export Certificate.

The Export Certificate of Airworthiness is not a flight authority and does not authorise the aircraft for flight.

*Note: Further guidance on the process is available on the BCAA website:* [*https://www.bcaa.bm/export-certificate-airworthiness*](https://www.bcaa.bm/export-certificate-airworthiness)

1. **Approval Renewal**

(*Organisation xxx*) shall make an application to BCAA for the renewal of the Continued Airworthiness Management Organisation approval not less than 30 days before the approval expires.

**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) |