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| **Civil Aviation Authority** | | **CHECK LIST**  **LK-PI-G-POT\_PN-01** | | |
| **Subject** **No *(Filled by the CAA)*** | |  | | |
| **CHECK LIST APPROVING AIRCRAFT’S MAINTENANCE PROGRAM**  *for complex motor-powered aircraft* | | | | |
| **Organization’s / Owner’s:** | | | | **Certificate No (if applicable):**  **\_ \_.MG.\_ \_ \_ \_** | |
| **Maintenance Program – No:** | | | |  | |
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| Check list approving aircraft’s maintenance program (MP) is provided to aid owners/operators in assuring, that maintenance programs presented to the CAA are uniform and contain all items required by EASA Part M.A.302; AMC M.A.302. The checklist should be presented together with the draft of the maintenance program as an enclosure to the “**Application for maintenance program approval**”.  The document contains all information specified in Attachment 1 to AMC M.A.302, and its format can be modified to comply with the Operator’s procedures. In each case the checklist should clearly state either compliance with requirements and reference to item o page number in the maintenance program or “Not applicable” stating the reason. | | | | |

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| **Item** | **Requirement** | **Detailed Data** | **Ref to MP or operator’s CAME** | **CAA comments** | |
| **Yes** | **No** |
| Basing information about MP | AMC M.A.302  AMC M.A.302 p. 1.1.2 | Name & address:  - Operator  - Part M/G organization  - Owner  - Doc No |  |  |  |
| MP applicability | AMC M.A.302  AMC M.A.302 p. 1.1.1 | Concerns:  - type/model  - S/N, (A/c Reg)  - Date of prod.  - P/N (engine)  - APU , P/N  - P/N (propeller)  - TC DS |  |  |  |
| MP Doc identyfication | AMC M.A.302 p. 1.1.3 | Doc:  - date of issue  - issue No  - doc No |  |  |  |
| Procedure for introducing amended pages. Content.  List of current pages.  List of amendments. | AMC M.A.302 p. 1.1.5  AMC M.A.302 p. 1.1.8 | - Procedure for implementing amendments to MP  - Approval/Reporting amendments  - Amendment content  - Main Pionts  - List of current pages & doc  - amendment No  - Requirement to note the date & No of approved amendments introduced to MP |  |  |  |
| MP Holders | M.A.302  AMC M.A.401(b) | - Mailing list  - Maintenance data…each person or organization conducting aircraft maintenance should have access and apply the appropriate aircraft maintenance program section |  |  |  |
| Dictionary / Abreviations / Definitions | AMC M.A.302 p. 1.1.20 | - Dictionary  - Abreviations  - Definitions |  |  |  |
| Statement on compliance with MP | M.A.201  M.A.708  AMC M.A.302 p. 1.1.19 | Statement, that in order to comply with program requirements, practices and procedures should be in compliance with standards specified in TC holder’s Maintenance Instructions. The statement should define approved practices and procedures which differ from standards. |  |  |  |
| Statement concerning the responsibilities for MP | M.A.201  M.A.708  AMC M.A.302 p. 1.1.4 | Statement/commitment signed by operator/owner or MG organization. Statement signed by operator/owner or MG organization managing aircraft airworthiness stating that the specific aircraft shall be maintained in compliance with the program and that the program shall be analyzed and updated in accordance with the requirements. Agreements with other companies/subcontractors |  |  |  |
| MP legal basis | M.A.302 | Operator’s MP should be compliant with EC 2042/2003,  Part M |  |  |  |
| MP technical basis | AMC M.A.302(c)  AMC M.A.302 p. 2.1  AMC M.A.302 p. 2.2  AMC M.A.302 p. 2.3  AMC M.A.904(a)2 | Basic doc issued by (specify latest edition):  - TC holder and based on MP (MRB, MPD, MM…),  - or other Part 21/surveillance organization,  - STC maintenance req.,  - repair maintenance req., etc.,  - new operator’s program,  - earlier approved valid maintenance programs,  - new aircraft bridge check, |  |  |  |
| Specify manuals and mfr’s instructions |  | - fuselage  - engine  - APU  - propeller |  |  |  |

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| **Item** | **Requirement** | **Detailed Data** | **Ref to MP or operator’s CAME** | **CAA comments** | |
| **Yes** | **No** |
| Compliance with continua airworthiness req. | M.A.302(c)  AMC M.A.302 p. 1.1.17  AMC M.A.302 p. 1.1.14 | - AWL (Airworthiness limitations)  - LLP (Life limited components)  - CMR  - CDCCL  - TC DS (Special req.) |  |  |  |
| Maintenance program;  Systems  Components  Zone checks | M.A.302  AMC M.A.302  AMC M.A.302 p. 1.1.6  AMC M.A.302 p. 1.1.7 | Program description and functioning:  - basis for program concept;  - practices and procedures;  - minimum scheduled maintenance;  - TBO req. for components;  - sampling. |  |  |  |
| Inspection types & levels | AMC AP 1.1.10 | Inspection levels, philosophy and categories for each a/c type for: systems; structures; zones; CPCP program. |  |  |  |
| Tasks/intervals, incl. parts & components | AMC M.A.302(c)  AMC M.A.302 p. 1.1.10  AMC M.A.302 p. 1.1.11  AMC M.A.302 p. 1.1.15  AMC M.A.302 p. 1.1.20 | Description of intervals / frequencies / overhaul and / or replacement of any part of the a/c, engines, APU, propellers, components, devices, equipment, instruments, electrical & radio devices & related systems and installations. |  |  |  |
| Tasks/intervals that should be covered by MP (e.g. separate chapters or clear markings | M.A.503  AMC M.A.302 p. 1.1.16 | Description & ref: MRB cat 5&8; AWL; HTC; CMR; CDCCL/FAL; AD) |  |  |  |
| Structural integrity program: aircraft ageing; special structural maintenance programs issued by TC holder; zone infections | AMC M.A.302 p. 1.1.12  AMC M.A.302 p. 1.1.13 | Req. for ageing aircraft, if applicable (incl. sampling data).  Structural integrity programs  (AC 91-56A): SSID; CPCP incl. reporting noncompliance; repair evaluation program; modification of ageing a/c; extensive fatigue damages; fatigue inspections/ monitoring. |  |  |  |
| Reporting | AMC 20-8 | Reporting to TC holder and Authority: SSI defects found during scheduled inspections; level 2 & 3 corrosion; all noncompliance stated on PSE. |  |  |  |
| Operational programs | M.A.302  AMC 20-6  OPS 1.245(a)(2) | Operational req: RVSM; ETOPS; AWO Cat III; RNAV; high altitude operations; maintenance tasks. |  |  |  |
| Special programs | AMC M.A.302 p. 1.1.13 | High intensity radiation field/strike protection; a/c weighing (JAR OPS Subpart J, AC 120-27C); disinfection of drinking water; microbiological residue in fuel tanks; sampling tests in opening rescue slides. |  |  |  |
| Operational environment | AMC M.A.302 p. 1.1.6 | Check operational environment: operational environment (grass, gravel landing surfaces etc.;  climatic conditions (polar, desert, humidity). |  |  |  |
| Inspections and inspection intervals) | AMC M.A.302 p. 1.1.6 | Rules for conducting inspections/ inspection intervals; whole maintenance frequency that has to be conducted together with out of phase inspections & special inspections. |  |  |  |
| Expected use | M.A.302  AMC M.A.302 p. 1.1.6 | Expected use of a/c ±25% (FH, FC & expected HF/FC coefficient) or calendar limit when little us; or differences in respect to MRB; program for little used aeroplanes; program with large no of cycles. |  |  |  |
| Parking/storage | TCH AMM | Discreption & parking initiation/storage in compliance with TC holder’s recommendations:  AMM chapter 10&12;  engine instruction / APU (storage/conservation);  components’ removal. |  |  |  |
| Inspection escalation | M.A.302  AMC M.A.302 p. 1.1.7 | Procedure for inspection escalation basing on reliability report data |  |  |  |
| **Item** | **Requirement** | **Detailed Data** | **Ref to MP or operator’s CAME** | **CAA comments** | |
| **Yes** | **No** |
| Procedure for introducing changes to MPs; procedure for intermediate approvals | M.A.302  AMC M.A.302  AMC M.A.302 p. 3 | Changes to the approved MP should be initiated by the owner or MG approved organization to show recommended by TC holder changes, modifications, operational experience, reliability or competent authorities’ req. Scope of allowed changes by intermediate approval. |  |  |  |
| Tolerances; changes to maintenance intervals | AMC M.A.301-3  AMC M.A.302 p. 4 | In accordance with mfr’s Basic doc.;  or A&GM TGL 26;  or procedure approved in CAME. Reporting to CAO (on appropriate form) & maintenance planning after applying tolerances. |  |  |  |
| Maintenance of removed devices | M.A.503 | Maintenance of removed APU, engine. LDG & components. |  |  |  |
| Powerplant monitoring | TCH AMM | Engine monitoring as required/ hard time limits |  |  |  |
| Pre-flight inspection | AMC M.A.302 p. 1.1.9  AMC M.A.301-1(3)  145.A.30(j)(4) | Preflight inspection tasks. Seperate chapter. |  |  |  |
| Use of ADs & SB | M.A.302  AMC M.A.302 | Maintenance tasks, if required; repeatable tasks; applied procedure. |  |  |  |
| National req. | M.A.302  AMC M.A.302 | List of all applicable national requirements;  introducing maintenance tasks. |  |  |  |
| Additional maintenance req.; maintenance tasks resulting from a/c’s special equipment configuration | TGL. 12 (S1, P3), pkt 8  TGL. 11 (S1, P3), pkt 9  TGL. 8 (S1, P3), pkt 8 | * TAWS; (recurrent checks) * IFE; (recurrent checks) * ACAS II (recurrent checks) * DFDR, (DFDR maintenance) * compensation of magnetic direction indicator’s deviation |  |  |  |
| Modification/STC/Changes | M.A.302  AMC M.A.302 | Maintenance tasks (if applicable) introduced by continual airworthiness manual |  |  |  |
| Reperations | AMC M.A.302  Part-21 | Procedure for repairs exceeding SRM; introducing repeatable (inspection) tasks. |  |  |  |
| Recording system | M.A.302 | System/program/tool discription & functioning used to supervise scheduled maintenance taskts. |  |  |  |
| Conditional maitenance tasks | TCH AMM | Introducing a maintenance task aftermath of special or abnormal conditions, e.g. hard landing, bird strike etc. |  |  |  |
| Introducing & deleting a/form MP | CAME | - procedure for introducing a new a/c into the program,  - procedure for introducing a used a/c into the program,  - procedure for deleting an a/c into the program. |  |  |  |
| Issuing CRS) | Part 145 | Who and when can issue a CRS |  |  |  |
| Fuel Tank Safety | AMC M.A.302  AMC M.A.302 p. 1.1.14  AMC M.A.302 p. 2.4 | FALCDCCL (More than 30 passenger seatsor 3402 kg cargo) |  |  |  |
| Annaul inspections / recurrent | M.A.302(f)  AMC M.A.302  AMC M.A.302 p. 5 | Owner/Part MG organization should conduct: recurrent inspections to check whether implemented: current TC holder’s recommendations; MRB report changes, if applicable; mandatory req.; required a/c maintenance; actual operation of aeroplane. At least once a year check continual validity of detailed requirements in comparison with operational experience. |  |  |  |

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| **Yes** | **No** |
| Maintenance by pilot/owner | M.A.803  Załącznik VIII do  AMC M.A.302 | Pilot/owner can issue a CRS for each privately operated a/c of a simple construction with a MTOM below 2370 kg for glider and balloon. Limited maintenance conducted by pilot/owner has to be, in acc. with M.A. 302 described in MP. Attachment VIII to AMC M.A. 302 describes in detail information concerning the scope and limited maintenance by pilot/owner. |  |  |  |
| Training & personel |  | Qualifications of personel engaged in MP & reliability |  |  |  |
| Human factor in MP |  | Human factor elements have to be included in the draft & implementation of MP |  |  |  |
| Reliability program | M.A.302 (f)  AMC M.A.302(f)  AMC M.A.302 p. 1.1.17  AMC M.A.302 p. 6 | - program evaluation  - reliability program  - operational experience  - human factor  - critical tasks  - procedure for corrective actions  - PIREP/ MAREP/ URR |  |  |  |

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| Date............................................ | Stamp & applicant’s signature |
| Confirmation of the transfer of non-compliance to the applicant  Letter No…….…........................................................ date………............................ | Stamp & inspector’s signature  Date: |
| Confirmation of removal of non-compliance  Letter No…….…........................................................ date………............................ | Stamp & inspector’s signature  Date: |