STATE OF KUWAIT
Directorate General of Civil Aviation

دولة الكويت
الإدارة العامة للطيران المدني

Date : 2020/12/20 التـــاريـخ :

Ref : 2020/297/REG/41 الإشـارة :

REGULATORY CIRCULAR (NO. 2020-43)

Subject:

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

Purpose:

The purpose of this Regulatory Circular No. **2020-43** is to Amend **KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS (AMC)** (issue 4) .

This Regulatory Circular No.**2020-43** is based on (NPA) No. 2020-21 dated on 22/Nov/2020

Revisions:

This amendment will be included in revision (**3**) of KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS (AMC).

Regulatory Requirements:

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorized to operate within the State of Kuwait:

1. Approved Maintenance Organizations (AMO) Holders;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC) & Private Operator Certificate (POC) Holders;
4. Airport Operators;
5. Ground Handling Service Providers;
6. Flying Training Organizations;
7. All users of KCASRs.

Effective Date:

This new revision will be in effect from **10/Jan/2021**.

Required Action:

All users of KCASR are required to comply with the provisions contained within this amendment from the effective date.

President of Civil Aviation

Salman Sabah Alsalem Humoud Alsabah
President of Civil Aviation

M.A.S.

EM 15.12

JH

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STATE OF KUWAIT
Directorate General of Civil Aviation

دولة الكويت
الإدارة العامة للطيران المدني

Date : 2020/12/20 التـــاريـخ :

Ref : 2020/298/REG/41 الإشـارة :

All KCASR Stakeholders and Users

Sub.: ***Regulatory Circular No. 2020-43.***
Revision Number 3 to Kuwait Civil Aviation Safety Regulations – KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS (AMC).

Dear Sir,

Please find enclosed herewith the regulatory circular No. ***2020-43*** regarding the issuance of ***KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS (AMC) Rev. 3***. This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (https://kcasr.dgca.gov.kw).

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS (AMC) Rev. 3 will be in effect from 10/Jan/2021.

Yours Sincerely,

Salman Sabah Alsalem Alhmoud Alsabah
President of Civil Aviation

President of Civil Aviation.

CC: Director General of Civil Aviation.
Dy. Dir. Gen. Kuwait. Intel. Airport Affairs.
Dy. Dir. Gen. for Air Navigation Services Affairs.
Safety Management Coordination Center (SMCC).
Head of Technical Office.
Civil Aviation Security Department.
Aviation Safety Director.
Air Transport Director.
Inspection & oversight Superintendent.
Head of Standards & Aviation Safety Regulations Division.

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Kuwait Civil Aviation Safety Regulations

KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS

PART M
CONTINUING AIRWORTHINESS REQUIREMENTS – (AMC)

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Amendment Record

Amendment No	Date of Issue	Remarks
1	June 2018	Part Rename
2	Feb 2020	NPA 2019-42
3	Dec. 2020	NPA 2020-21 Adding UK CAA form 1

Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Law No (30) of the year 1960 and subsequent Ministerial Decisions No (18) of the year 1996, based upon that Law and as reflected in the Preamble to the Kuwait Civil Aviation Safety Regulations, Issue 4, Rev.2, August 2019, the President of the Kuwait Directorate General of Civil Aviation is empowered to adopt and amend Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following AMC is hereby established for compliance by all persons concerned. This AMC shall be known as KCASR 8, Part M - Continuing Airworthiness Requirements Acceptable Means of Compliance (AMC) and any reference to this title shall mean referring to these regulations governing the requirements to be met for the additional airworthiness requirements for aircraft.

DC.2 Authority for this Regulation

DC.2.1 This KCASR 8, Part M - Continuing Airworthiness Requirements Acceptable Means of Compliance (AMC) is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation.

DC.3 Applicability

DC.3.1 This KCASR 8, Part M - Continuing Airworthiness Requirements Acceptable Means of Compliance (AMC) is applicable to the aviation industry of the State of Kuwait.

DC.4 Scope

DC.4.1 KCASR 8, Part M (AMC) contains acceptable means of compliance in support of the additional airworthiness requirements introduced by KCASR 8 - Part M.

DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

Section A – Technical Guidance
Subpart A - General

Reserved.

Subpart B - Accountability

AMC M.A.201(e) Responsibilities

The limited contract for the development and approval of the aircraft maintenance programme should cover the responsibilities related to M.A.302(d) and (g). This contract may also entitle the M.A. Subpart G organisation to use the indirect approval procedure described in M.A.302(c).

AMC M.A.201(h) Responsibilities

1. Reference to aircraft includes the components fitted to or intended to be fitted to the aircraft
2. The performance of ground de-icing and anti-icing activities does not require a maintenance organisation approval. Nevertheless, inspections required to detect, and when necessary eliminate de-icing and/or anti-icing fluid residues are considered maintenance. Such inspections may only be carried out by suitably authorised personnel.
3. The requirement means that the operator is responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being operated.
4. An operator should therefore have adequate knowledge of the design status (type specification, customer options, airworthiness directives (AD), airworthiness limitations contained in EASA CS-25 Book 1, Appendix H, paragraph H25.1, fuel tank system airworthiness limitations including Critical Design Configuration Control Limitations (CDCCL) modifications, major repairs, operational equipment) and required and performed maintenance. The Status of aircraft design and maintenance should be adequately documented to support the performance of the quality system.
5. An operator should establish adequate co-ordination between flight operations and maintenance to ensure that both will receive all information on the condition of the aircraft necessary to enable both to perform their tasks.
6. The requirement does not mean that an operator himself performs the maintenance (this is to be done by a maintenance organisation approved under KCASR 8, Part-145) but that the operator carries the responsibility for the airworthy condition of aircraft it operates and thus should be satisfied before the intended flight that all required maintenance has been properly carried out.
7. When an operator is not appropriately approved in accordance with KCASR 8, Part-145, the operator should provide a clear work order to the maintenance contractor. The fact that an operator has contracted a maintenance organisation approved under KCASR 8, Part-145 should not prevent it from checking at the maintenance facilities on any aspect of the contracted work if he wishes to do so to satisfy his responsibility for the airworthiness of the aircraft.

AMC M.A.201(h)(1) Responsibilities

1. An operator only needs to be approved for the management of the continuing airworthiness of the aircraft listed on its AOC. The approval to carry out airworthiness reviews is optional.

2. This approval does not prevent the operator subcontracting certain continuing airworthiness management tasks to competent persons or organisations. This activity is considered as an integral element of the operator's M.A. Subpart G approval. The regulatory monitoring is exercised through the operator's M.A. Subpart G. approval. The contracts should be acceptable to the Kuwait DGCA.

3. The accomplishment of continuing airworthiness activities forms an important part of the operator's responsibility with the operator remaining accountable for satisfactory completion irrespective of any contract that may be established.

4. Part-M does not provide for organisations to be independently approved to perform continuing airworthiness management tasks on behalf of commercial air transport operators. The approval of such activity is vested in the operator's air operator's certificate (AOC). The sub-contracted organisation is considered to perform the continuing airworthiness management tasks as an integral part of the operator's continuing airworthiness management system, irrespective of any other approval held by the subcontractor including a M.A. Subpart G approval.

5. The operator is ultimately responsible and therefore accountable for the airworthiness of its aircraft. To exercise this responsibility the operator should be satisfied that the actions taken by sub-contracted organisations meet the standards required by M.A. Subpart G. The operator's management of such activities should therefore be accomplished:

   (a) by active control through direct involvement and/or

   (b) by endorsing the recommendations made by the sub-contracted organisation.

6. In order to retain ultimate responsibility the operator should limit sub-contracted tasks to the activities specified below:

   (a) airworthiness directive analysis and planning

   (b) service bulletin analysis

   (c) planning of maintenance

   (d) reliability monitoring, engine health monitoring

   (e) maintenance programme development and amendments

   (f) any other activities which do not limit the operator's responsibilities as agreed by the Kuwait DGCA.

7. The operator's management controls associated with sub-contracted continuing airworthiness management tasks should be reflected in the associated written contract and be in accordance with the operator's policy and procedures defined in his continuing airworthiness management exposition. When such tasks are sub-contracted the operator's continuing airworthiness management system is considered to be extended to the sub-contracted organisation.

8. With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix II. Where arrangements are made with more than one organisation the operator should demonstrate that adequate co-ordination controls are in place and that the individual responsibilities are clearly defined in related contracts.

9. Contracts should not authorise the sub-contracted organisation to sub-contract to other organisations elements of the continuing airworthiness management tasks.

10. The operator should ensure that any findings arising from the Kuwait DGCA monitoring of the sub-contracted continuing airworthiness management tasks will be closed to the satisfaction of the Kuwait DGCA. This provision should be included in the contract.

11. The sub-contracted organisation should agree to notify the respective operators of any changes affecting the contracts as soon as practical. The operator should then inform its Kuwait DGCA. Failure to do so may invalidate the Kuwait DGCA acceptance of the contract.

12. Appendix II provides information on the sub-contracting of continuing airworthiness management tasks.

13. The operator should only sub contract to organisations which are specified by the Kuwait DGCA on the AOC or DGCA Form 14 as applicable.

AMC M.A.201(h)(2) Responsibilities

1. The requirement is intended to provide for the possibility of the following three alternative options:

   (a) an operator to be approved in accordance with KCASR 8, Part-145 to carry out all maintenance of the aircraft and components;

   (b) an operator to be approved in accordance with KCASR 8, Part-145 to carry out some of the maintenance of the aircraft and components. This, at minimum, could be limited line maintenance but may be considerably more but still short of option (a);

   (c) An operator not approved in accordance with KCASR 8, Part-145 to carry out any maintenance.

2. An operator or prospective operator may apply for any one of these options but it will be for the Kuwait DGCA to determine which option may be accepted in each particular case.

2.1. To make this determination the Kuwait DGCA will apply the primary criteria of relevant operator experience if carrying out some or all maintenance on comparable aircraft. Therefore where an operator applies for option (a) – all maintenance – the competent authority will need to be satisfied that the operator has sufficient experience of carrying out all maintenance on a comparable type. For example, assuming that the experience is judged satisfactory, then it is reasonable from the maintenance viewpoint to add a different wide bodied aircraft to an existing wide bodied fleet. If the experience is not satisfactory or too limited the Kuwait DGCA may choose either to require more experienced management and/or more experienced release to service staff or may refuse to accept the new wide bodied aircraft if extra experienced staff cannot be found. Option (b) or (c) may be possible alternatives.

2.2. Where an operator applies for option (b) – some maintenance or the competent authority has been unable to accept an application for option (a) – then satisfactory experience is again the key but in this case the satisfactory experience is related to the reduced maintenance of this option. If the experience is not satisfactory or too limited the competent authority may choose to require more experienced staff or may refuse to accept the application if such staff cannot be found. Option (c) may be the possible alternative. Option (c) accepts that the operator either does not have satisfactory experience or has only limited experience of some maintenance.

2.3. The Kuwait DGCA will require an operator to enter into a contract with an appropriately approved KCASR 8, Part-145 organisation except in those cases where the Kuwait DGCA believes that it is possible to obtain sufficient satisfactorily experienced staff to provide the minimal maintenance support for option (b), in which case option (b) would apply.

2.4. In respect of this paragraph, 'experience' means staff who have proven evidence that they were directly involved with at least line maintenance of similar aircraft types for not less than 12 months. Such experience should be demonstrated to be satisfactory. An operator is required to have enough personnel meeting the requirement of M.A.706 to manage the maintenance responsibility whichever option is used.

AMC M.A.202(a) Occurrence reporting

Accountable persons or organisations should ensure that the type certificate (TC) holder receives adequate reports of occurrences for that aircraft type, to enable it to issue appropriate service instructions and recommendations to all owners or operators.

Liaison with the TC holder is recommended to establish whether published or proposed service information will resolve the problem or to obtain a solution to a particular problem.

An approved continuing airworthiness management or maintenance organisation should assign responsibility for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity to a suitably qualified person with clearly defined authority and status.

In respect of maintenance, reporting a condition which endangers flight safety is normally limited to:

(a) serious cracks, permanent deformation, burning or serious corrosion of structure found during scheduled maintenance of the aircraft or component.

(b) failure of any emergency system during scheduled testing.

AMC M.A.202(b) Occurrence reporting

The reports may be transmitted by any method, i.e. electronically, by post or by facsimile.

Each report should contain at least the following information:

(a) reporter or organisation's name and approval reference if applicable,

(b) information necessary to identify the subject aircraft and/or component,

(c) date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc., as appropriate,

(d) details of the occurrence.

EASA's AMC 20-8 General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances provides further guidance on occurrence reporting.

Subpart C - Continuing Airworthiness

AMC M.A.301(a)(1) Continuing airworthiness tasks

1. With regard to the pre-flight inspection it is intended to mean all of the actions necessary to ensure that the aircraft is fit to make the intended flight. These should typically include but are not necessarily limited to:

   (a) a walk-around type inspection of the aircraft and its emergency equipment for condition including, in particular, any obvious signs of wear, damage or leakage. In addition, the presence of all required equipment including emergency equipment should be established.

   (b) an inspection of the aircraft continuing airworthiness record system or the operators technical log as applicable to ensure that the intended flight is not adversely affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight.

   (c) a control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded.

   (d) a control that all doors are securely fastened.

   (e) a control that control surface and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed.

   (f) a control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. and an assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety. Alternatively to this pre-flight assessment, when the type of aircraft and nature of operations allow for it, the build-up of residues may be controlled through scheduled maintenance inspections/cleanings identified in the approved maintenance programme.

2. Tasks such as oil and hydraulic fluid uplift and tyre inflation may be considered as part of the pre-flight inspection. The related pre-flight inspection instructions should address the procedures to determine where the necessary uplift or inflation results from an abnormal consumption and possibly requires additional maintenance action by the approved maintenance organisation or certifying staff as appropriate.

3. In the case of commercial air transport, an operator should publish guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions and, where tasks are contracted to other organisations, how their accomplishment is subject to the quality system of M.A.712. It should be demonstrated to the competent authority that pre-flight inspection personnel have received appropriate training for the relevant pre-flight inspection tasks. The training standard for personnel performing the pre-flight inspection should be described in the operator's continuing airworthiness management exposition.

AMC M.A.301(a)(2) Continuing airworthiness tasks

In the case of commercial air transport the operator should have a system to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by

the approved minimum equipment list (MEL) or configuration deviation list (CDL) as appropriate. Also that such defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by the Kuwait DGCA.

In the case of commercial air transport or large aircraft, a system of assessment should be in operation to support the continuing airworthiness of an aircraft and to provide a continuous analysis of the effectiveness of the M.A. Subpart G approved continuing airworthiness management organisation's defect control system in use.

The system should provide for:

1. significant incidents and defects: monitor incidents and defects that have occurred in flight and defects found during maintenance and overhaul, highlighting any that appear significant in their own right.
2. repetitive incidents and defects: monitor on a continuous basis defects occurring in flight and defects found during maintenance and overhaul, highlighting any that are repetitive.
3. deferred and carried forward defects: Monitor on a continuous basis deferred and carried forward defects. Deferred defects are defined as those defects reported in operational service which are deferred for later rectification. Carried forward defects are defined as those defects arising during maintenance which are carried forward for rectification at a later maintenance input.
4. unscheduled removals and system performance: analyse unscheduled component removals and the performance of aircraft systems for use as part of the maintenance programme efficiency. When deferring or carrying forward a defect the cumulative effect of a number of deferred or carried forward defects occurring on the same aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defects should be made known to the pilot/flight crew prior to their arrival at the aircraft.

AMC M.A.301(a)(3) Continuing airworthiness tasks

The owner or the M.A. Subpart G approved continuing airworthiness management organisation as applicable should have a system to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by the Kuwait DGCA.

AMC M.A.301(a)(4) Continuing airworthiness tasks

The operator or the contracted M.A. Subpart G approved organisation as applicable should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.

AMC M.A.301(a)(5) Continuing airworthiness tasks

Operational directives with a continuing airworthiness impact include operating rules such as extended twin-engine operations (ETOPS) / long range operations (LROPS), reduced vertical separation minima (RVSM), MNPS, all weather operations (AWOPS), RNAV, etc.

Any other continued airworthiness requirement made mandatory by the Kuwait DGCA includes TC related requirements such as: certification maintenance requirements (CMR),

certification life limited parts, airworthiness limitations contained in EASA CS-25 Book 1, Appendix H, paragraph H25.1, fuel tank system airworthiness limitations including Critical Design Configuration Control Limitations (CDCCL) etc.

AMC M.A.301(a)(7) Continuing airworthiness tasks

An operator or a contracted M.A. Subpart G approved organisation as applicable should establish and work to a policy, which assesses non mandatory information related to the airworthiness of the aircraft. Non mandatory information such as service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, the Kuwait DGCA or the Authority of the state of design.

AMC M.A.302 Aircraft Maintenance Programme

1. The term “maintenance programme” is intended to include scheduled maintenance tasks, the associated procedures and standard maintenance practises. The term “maintenance schedule” is intended to embrace the scheduled maintenance tasks alone.
2. The aircraft should only be maintained to one approved maintenance programme at a given point in time. Where an owner or operator wishes to change from one approved programme to other, a transfer check or inspection may need to be performed in order to implement the change.
3. The maintenance programme details should be reviewed at least annually. As a minimum revisions of documents affecting the programme basis need to be considered by the owner or operator for inclusion in the maintenance programme during the annual review. Applicable mandatory requirements for compliance with Part-21 should be incorporated into the owner or operator’s maintenance programme as soon as possible.
4. The aircraft maintenance programme should contain a preface which will define the maintenance programme contents, the inspection standards to be applied, permitted variations to task frequencies and, where applicable, any procedure to manage the evolution of established check or inspection intervals.

   Appendix I to AMC M.A.302 provides detailed information on the contents of an approved aircraft maintenance programme.
5. Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved maintenance programme.

AMC M.A.302(d) Aircraft Maintenance Programme compliance

1. An owner or operator’s maintenance programme should normally be based upon the maintenance review board (MRB) report where applicable, the maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling. Furthermore, an owner or operator’s maintenance programme should also take into account any maintenance data containing information on scheduling for components.
2. Instructions issued by the competent authority can encompass all types of instructions from a specific task for a particular aircraft to complete recommended maintenance schedules for certain aircraft types that can be used by the owner/operator directly. These instructions may be issued by the competent authority in the following cases:

(a) in the absence of specific recommendations of the Type Certificate Holder.

(b) to provide alternate instructions to those described in the subparagraph 1 above, with the objective of providing flexibility to the operator.

3. Where an aircraft type has been subjected to the MRB report process, an operator should normally develop the initial operator's aircraft maintenance programme based upon the MRB report.

4. Where an aircraft is maintained in accordance with an aircraft maintenance programme based upon the MRB report process, any associated programme for the continuous surveillance of the reliability, or health monitoring of the aircraft should be considered as part of the aircraft maintenance programme.

5. Aircraft maintenance programmes for aircraft types subjected to the MRB report process should contain identification cross reference to the MRB report tasks such that it is always possible to relate such tasks to the current approved aircraft maintenance programme. This does not prevent the approved aircraft maintenance programme from being developed in the light of service experience to beyond the MRB report recommendations but will show the relationship to such recommendations

6. Some approved aircraft maintenance programmes, not developed from the MRB process, utilise reliability programmes. Such reliability programmes should be considered as a part of the approved maintenance programme.

7. Alternate and/or additional instructions to those defined in paragraphs M.A.302(d)(1) and (2), proposed by the owner or the operator, may include but are not limited to the following:

(a) Escalation of the interval for certain tasks based on reliability data or other supporting information. Appendix I recommends that the maintenance programme contains the corresponding escalation procedures. The escalation of these tasks is directly approved by the Kuwait DGCA, except in the case of ALIs (Airworthiness Limitations), which are approved by the Authority of the State of Design (e.g. FAA, EASA).

(b) More restrictive intervals than those proposed by the TC holder as a result of the reliability data or because of a more stringent operational environment.

(c) Additional tasks at the discretion of the operator.

AMC M.A.302(f) Aircraft Maintenance Programme – reliability programmes

1. Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.

2. Reliability programmes need not be developed for aircraft not considered as large aircraft or that contain overhaul time periods for all significant aircraft system components.

3. The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective and their periodicity is adequate.

4. The reliability programme may result in the escalation or deletion of a maintenance task, as well as the de-escalation or addition of a maintenance task

5. A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme.

6. Appendix I to AMC M.A.302 and M.B.301 (d) gives further guidance.

AMC M.A.304 Data for modifications and repairs

A person or organisation repairing an aircraft or component should assess the damage against published approved repair data and the action to be taken if the damage is beyond the limits or outside the scope of such data. This could involve any one or more of the following options; repair by replacement of damaged parts, requesting technical support from the type certificate holder or from an organisation approved/accepted in accordance with KCASR 8 Part-21 and finally Kuwait DGCA approval of the particular repair data.

AMC M.A.305(d) Aircraft continuing airworthiness record system

The current status of AD should identify the applicable AD including revision or amendment numbers.

Where an AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft or component, then this should be identified. The AD status includes the date when the AD was accomplished, and where the AD is controlled by flight hours or flight cycles it should include the aircraft or engine or component total flight hours or cycles, as appropriate. For repetitive ADs, only the last application should be recorded in the AD status. The status should also specify which part of a multi-part directive has been accomplished and the method, where a choice is available in the AD.

The status of current modification and repairs means a list of embodied modification and repairs together with the substantiating data supporting compliance with the airworthiness requirements. This can be in the form of a Supplemental Type Certificate (STC), SB, Structural Repair Manual (SRM) or similar approved document.

The substantiating data may include:

(a) compliance programme; and

(b) master drawing or drawing list, production drawings, and installation instructions; and

(c) engineering reports (static strength, fatigue, damage tolerance, fault analysis, etc.); and

(d) ground and flight test programme and results; and

(e) mass and balance change data; and

(f) maintenance and repair manual supplements; and

(g) maintenance programme changes and instructions for continuing airworthiness; and

(h) aircraft flight manual supplement.

Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The continuing airworthiness records as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.

AMC M.A.305(d)(4) and AMC M.A.305 (h) Aircraft continuing airworthiness record system

The term 'service life-limited components' embraces:

(1) components subject to a certified life limit after which the components should be retired, and

(2) components subject to a service life limit after which the components should undergo maintenance to restore their serviceability.

The current status of service life-limited aircraft components should indicate:

1. for components subject to a certified life limit: the component life limitation, total number of hours, accumulated cycles or calendar time and the number of hours/cycles/time remaining before the required retirement time of the component is reached;
2. for components subject to a service life limit: the component service life limit, the hours, cycles or calendar time since the component has been restored back to their service life and the remaining service (hours, cycles, calendar time) life before the components need to undergo maintenance.

Any action that alters the components' life limit (certified or service) or changes the parameter of the life limit (certified or service) should be recorded.

When the determination of the remaining life requires knowledge of the different types of aircraft/ engine on which the component has previously been installed, the status of all service-life limited aircraft components should additionally include a full installation history indicating the number of hours, cycles or calendar time relevant to each installation on these different types of aircraft/engine. The indication of the type of aircraft/engine should be sufficiently detailed with regard to the required determination of remaining life.

Recommendations from the type certificate holder on the procedures to record the remaining life may be considered.

AMC M.A.305(h) Aircraft continuing airworthiness record system

When an owner/operator arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the owner/operator will continue to be responsible for the retention of records. If they cease to be the owner/operator of the aircraft, they also remain responsible for transferring the records to any other person who becomes the owner/operator of the aircraft.

Keeping continuing airworthiness records in a form acceptable to the Kuwait DGCA normally means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. All records should remain legible throughout the required retention period.

Paper systems should use robust material, which can withstand normal handling and filing.

Computer systems should have at least one backup system, which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

Continuing airworthiness records should be stored in a safe way with regard to damage, alteration and theft. Computer backup discs, tapes etc., should be stored in a different location from that containing the current working discs, tapes, etc., and in a safe environment. Reconstruction of lost or destroyed records can be done by reference to other records which

reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics, etc. When these things have been done and the record is still incomplete, the owner / operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the Kuwait DGCA for acceptance. The Kuwait DGCA may require the performance of additional maintenance if not satisfied with the reconstructed records.

AMC M.A.305(h)(6) Aircraft continuing airworthiness record system

For the purpose of this paragraph, a "component vital to flight safety" means a component that includes certified life limited parts or is subject to airworthiness limitations or a major component such as, undercarriage or flight controls.

AMC M.A.306(a) Operator's technical log system

For commercial air transport the operator's aircraft technical log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

Cabin or galley defects and malfunctions that affect the safe operation of the aircraft or the safety of its occupants are regarded as forming part of the aircraft log book where recorded by another means.

The operator's aircraft technical log system may range from a simple single section document to a complex system containing many sections but in all cases it should include the information specified for the example used here which happens to use a 5 section document / computer system:

Section 1 should contain details of the registered name and address of the operator the aircraft type and the complete international registration marks of the aircraft.

Section 2 should contain details of when the next scheduled maintenance is due, including, if relevant any out of phase component changes due before the next maintenance check. In addition this section should contain the current certificate of release to service (CRS), for the complete aircraft, issued normally at the end of the last maintenance check.

Note: *The flight crew do not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the Kuwait DGCA.*

Section 3 should contain details of all information considered necessary to ensure continued flight safety. Such information includes:

(1) the aircraft type and registration mark,

(2) the date and place of take-off and landing,

(3) the times at which the aircraft took off and landed,

(4) the running total of flying hours, such that the hours to the next schedule

maintenance can be determined. The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the Kuwait DGCA.

(5) details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provision should be made for the commander to date and sign such entries including, where appropriate, the nil defect state for continuity of the record.

Provision should be made for a CRS following rectification of a defect or any deferred defect or maintenance check carried out. Such a certificate appearing on each page of this section should readily identify the defect(s) to which it relates or the particular maintenance check as appropriate.

It is acceptable to use an alternate abbreviated certificate of release to service consisting of the statement 'KCASR 8 Part-145 release to service' instead of the full certification statement specified in AMC 145.A.50(b) paragraph 1. When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from AMC 145.A.50(b) paragraph 1.

(6) The quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight; provision to show, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; provision for the time when ground de-icing and/or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water and any other information required by the operator's procedures in order to allow the assessment on whether inspections for and/or elimination of de-icing/anti-icing fluid residues that could endanger flight safety are required.

(7) The pre-flight inspection signature

In addition to the above, it may be necessary to record the following supplementary information:

- the time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module;
- the number of landings where landings affect the life of an aircraft or aircraft component;
- flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.

Note 1: *Where Section 3 is of the multi-sector 'part removable' type, then such 'part removable' sections should contain all of the foregoing information where appropriate.*

Note 2: *Section 3 should be designed so that one copy of each page may remain on the aircraft and one copy may be retained on the ground until completion of the flight to which it relates.*

Note 3: *Section 3 layout should be divided to show clearly what is required to be completed after flight and what is required to be completed in preparation for the next flight.*

Section 4 should contain details of all deferred defects that affect or may affect the safe operation of the aircraft and should therefore be known to the aircraft commander. Each page of this section should be pre-printed with the operator's name and page serial number and make provision for recording the following:

(1) a cross reference for each deferred defect such that the original defect can be identified in the section 3 sector record page.

(2) the original date of occurrence of the defect deferred.

(3) brief details of the defect.

(4) details of the eventual rectification carried out and its CRS or a clear cross-reference back to the document that contains details of the eventual rectification.

Section 5 should contain any necessary maintenance support information that the aircraft commander needs to know. Such information would include data on how to contact maintenance engineering if problems arise whilst operating the routes etc.

AMC M.A.306 (b) Operator's technical log system

The aircraft technical log system can be either a paper or computer system or any combination of both methods acceptable to the Kuwait DGCA.

In case of a computer system, it should contain programme safeguards against the ability of unauthorised personnel to alter the database.

AMC M.A.307(a) Transfer of aircraft continuing airworthiness records

Where an owner/operator terminates his operation, all retained continuing airworthiness records should be passed on to the new owner/operator or stored.

A "permanent transfer" does not generally include the dry lease-out of an aircraft when the duration of the lease agreement is less than 6 months. However the Kuwait DGCA should be satisfied that all continuing airworthiness records necessary for the duration of the lease agreement are transferred to the lessee or made accessible to them.

Subpart D – Maintenance Standards

AMC M.A.401(b) Maintenance data

1. Except as specified in sub-paragraph 2, each person or organisation performing aircraft maintenance should have access to and use:

   (a) all maintenance related Parts and associated AMCs, together with the maintenance related guidance material,

   (b) all applicable maintenance requirements and notices such as Kuwait DGCA standards and specifications that have not been superseded by a requirement, procedure or directive,

   (c) all applicable airworthiness directives,

   (d) the appropriate sections of the aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document, service bulletins, service sheets modification leaflets, non-destructive inspection manual, parts catalogue, type certificate data sheets as required for the work undertaken and any other specific document issued by the type certificate or supplementary type certificate holder's maintenance data, except that in the case of operator or customer provided maintenance data it is not necessary to hold such provided data when the work order is completed.

2. In addition to sub-paragraph 1, for components each organisation performing aircraft maintenance should hold and use the appropriate sections of the vendor maintenance and repair manual, service bulletins and service letters plus any document issued by the type certificate holder as maintenance data on whose product the component may be fitted when applicable, except that in the case of operator or customer provided maintenance data it is not necessary to hold such provided data when the work order is completed.

AMC M.A.401(c) Maintenance data

1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft or component being maintained, for mechanics and certifying staff to perform maintenance.

2. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

3. Maintenance tasks should be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should refer to particular maintenance tasks.

4. The work card/worksheet system may take the form of, but is not limited to, the following:

(a) a format where the mechanic writes the defect and the maintenance action taken together with information of the maintenance data used, including its revision status, an aircraft log book that contains the reports of defects and the actions taken by authorised personnel together with information of the maintenance data used, including its revision status,

(b) an aircraft logbook that contains the reports of defects and the actions taken by authorised personnel together with information of the maintenance data used, including its revision status,

(c) for maintenance checks, the checklist issued by the manufacturer (i.e. 100H checklist, Revision 5, Items 1 through 95)

5. Maintenance data should be kept up to date by:

(a) subscribing to the applicable amendment scheme,

(b) checking that all amendments are being received,

(c) monitoring the amendment status of all data.

AMC M.A.402(a) Performance of maintenance

1. When working outside the scope of an approved maintenance organisation, personnel not authorised to issue a CRS should work under the supervision of certifying personnel. They may only perform maintenance that their supervisor is authorised to release, if the supervisor personally observes the work being carried out to the extent necessary to ensure that it is being done properly and if the supervisor is readily available, in person, for consultation. In this case licensed engineers should ensure that each person maintaining an aircraft or component has had appropriate training or relevant previous experience and is capable of performing the task required, and that personnel who carry out specialised tasks such as welding are qualified in accordance with an officially recognised standard.

2. In the case of limited Pilot-Owner maintenance as specified in M.A.803, any person maintaining an aircraft which they own or jointly own, provided they hold a valid pilot licence with the appropriate type or class rating, may perform the limited Pilot-owner maintenance tasks in accordance with Appendix VIII of KCASR 8 Part M.

3. The general maintenance and inspection standards applied to individual maintenance tasks should meet the recommended standards and practices of the organisation responsible for the type design which are normally published in the maintenance manuals.

In the absence of maintenance and inspection standards published by the organisation responsible for the type, maintenance personnel should refer to the relevant aircraft airworthiness standards and procedures published or used as guidance by the Authority for the State of Design or the Kuwait DGCA. The maintenance standards used should contain methods, techniques and practices acceptable to the Authority for the State of Design or the Kuwait DGCA for the maintenance of aircraft and its components.

4. Independent inspections:

4.1. The manufacturer’s instructions for continued airworthiness should be followed when determining the need for an independent inspection.

4.2. Any maintenance tasks that involve the assembly or any disturbance of a control system that, if errors occurred, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft should be considered as flight safety sensitive maintenance tasks needing an independent inspection. A control system is an aircraft system by which the flight path, attitude, or propulsive force of the aircraft is changed, including the flight, engine and propeller controls, the related system controls and the associated operating mechanisms.

4.3. Independent inspections should be carried out by at least two persons, to ensure correct assembly, locking and sense of operation. A technical record of the inspections should contain the signatures with identification of both persons and date of the independent inspection before the relevant CRS is issued.

An independent inspection is an inspection first made by an authorised person signing the maintenance release who assumes full responsibility for the satisfactory completion of the work, before being subsequently inspected by a second independent authorized person who attests to the satisfactory completion of the work recorded and that no deficiencies have been found.

4.4. When work is being done under the control of an approved maintenance organisation the organisation should have procedures to demonstrate that the signatories have been trained and have gained experience on the specific control systems being inspected.

4.5. When work is being undertaken by an independent M.A.801 (b) 2 certifying staff, the qualifications and experience of the second independent competent person should be directly assessed by the person certifying for the maintenance, taking into account the individual's training and experience. It should not be acceptable for the certifying staff signing the release to show the person performing the independent inspection how to perform the inspection at the time the work is completed.

4.6. In summary the following maintenance tasks should primarily be considered when inspecting aircraft control systems that have been disturbed:

(a) Tasks that may affect the control of the aircraft, flight path and attitude such as installation, rigging and adjustment of flight controls.

(b) installation of aircraft engines, propellers and rotors.

(c) overhaul, calibration or rigging of components such as engines, propellers, transmissions and gearboxes.

Consideration should also be given to:

(d) previous experience of maintenance errors, depending on the consequences of the failure.

(e) information arising from an 'occurrence reporting system'

4.7. When checking control systems that have undergone maintenance, the person signing the maintenance release and the person performing the independent check should consider the following points independently:

(a) all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking.

(b) the system as a whole should be inspected for full and free movement over the complete range.

(c) cables should be tensioned correctly with adequate clearance at secondary stops.

(d) the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense.

(e) if the control system is duplicated to provide redundancy, each system should be checked separately.

(f) if different control systems are interconnected so that they affect each other, all interactions should be checked through the full range of the applicable controls.

AMC M.A.402(b) Performance of maintenance

When performing maintenance, personnel are required to use the tools, equipment and test apparatus necessary to ensure completion of work in accordance with accepted maintenance and inspection standards. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions. All tools requiring calibration should be traceable to an acceptable standard.

In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

If the organisation responsible for the type design involved recommends special equipment or test apparatus, personnel should use the recommended equipment or apparatus or equivalent equipment accepted by the Kuwait DGCA.

All work should be performed using materials of such quality and in a manner, that the condition of the aircraft or its components after maintenance will be at least equal to its original or modified condition (with regard to aerodynamic function, structural strength, resistance to vibration, deterioration and any other qualities affecting airworthiness).

AMC M.A.402(d) Performance of maintenance

The working environment should be appropriate for the maintenance task being performed such that the effectiveness of personnel is not impaired.

1. Temperature should be maintained such that personnel can perform the required tasks without undue discomfort.
2. Airborne contamination (e.g. dust, precipitation, paint particles, filings) should be kept to a minimum to ensure aircraft/components surfaces are not contaminated, if this is not possible all susceptible systems should be sealed until acceptable conditions are re-established.
3. Lighting should be adequate to ensure each inspection and maintenance task can be performed effectively.
4. Noise levels should not be allowed to rise to the level of distraction for inspection staff or if this is not possible inspection staff should be provided with personnel equipment to reduce excessive noise.

AMC M.A.402(e) Performance of maintenance

Facilities should be provided appropriate for all planned maintenance. This may require aircraft hangars that are both available and large enough for the planned maintenance.

Aircraft component workshops should be large enough to accommodate the components that are planned to be maintained.

Protection from inclement weather means the hangar or component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc.

AMC M.A.403(b) Aircraft defects

An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.

AMC M.A.403(d) Aircraft defects

All deferred defects should be made known to the pilot/flight crew, whenever possible, prior to their arrival at the aircraft.

Deferred defects should be transferred on to worksheets at the next appropriate maintenance check, and any deferred defect which is not rectified during the maintenance check, should be re-entered on to a new deferred defect record sheet. The original date of the defect should be retained.

The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis, and fitted at the earliest opportunity.

Subpart E - Components

AMC M.A.501(a) Installation

1. To ensure a component is in a satisfactory condition, the person referred to under M.A.801 or the approved maintenance organisation should perform checks and verifications.
2. Performance of above checks and verifications should take place before the component is installed on the aircraft.
3. The following list, though not exhaustive, contains typical checks to be performed:
   (a) verify the general condition of components and their packaging in relation to damages that could affect the integrity of the components;
   (b) verify that the shelf life of the component has not expired;
   (c) verify that items are received in the appropriate package in respect of the type of component: e.g. correct ATA 300 or electrostatic sensitive devices packaging, when necessary;
   (d) verify that component has all plugs and caps appropriately installed to prevent damage or internal contamination. Tape should not be used to cover electrical connections or fluid fittings/openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units.
4. The purpose of the DGCA Form 1 is to release components after maintenance work carried out on such components under the approval of a Kuwait DGCA and to allow components removed from one aircraft/component to be fitted to another aircraft/ component.
5. For the purpose of KCASR 8 Part M, a document equivalent to a DGCA Form 1 may be:
   (a) a release document issued by an organisation under the terms of a bilateral agreement signed by the State of Kuwait;
   (b) an EASA Form 1
   (c) FAA 8130-3
   (d) UK CAA Form 1;
   (e) TCCA From One (Previously 24-0078);
   (f) Reserved
   (g) Reserved
   (h) Reserved
   (i) Reserved
6. Any item in storage without a DGCA Form 1 or equivalent cannot be installed on aircraft registered in the State of Kuwait unless a DGCA Form 1 is issued for such item by an appropriately approved maintenance organisation in accordance with KCASR 8, Part 145.

AMC M.A.501(b) Installation

1. The DGCA Form 1 identifies the airworthiness status of an aircraft component. Block 12 'Remarks' on the ADGCA Form 1 in some cases contains vital airworthiness related information which may need appropriate and necessary actions.
2. The fitment of replacement components should only take place when the person referred to in M.A.801 or KCASR 8, Part 145 maintenance organisation is satisfied that such components meet required standards in respect of manufacture or maintenance, as appropriate.
3. The person referred to under M.A.801 or KCASR 8, Part 145 approved maintenance organisation should be satisfied that the component in question meets the approved data/ standard, such as the required design and modification standards. This may be accomplished by reference to the (S)TC holder or manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be taken in ensuring compliance with applicable AD and the status of any service life-limited parts fitted to the aircraft component.

AMC M.A.501(c) Installation

1. Standard parts are:
   (a) parts manufactured in complete compliance with an established industry, Authority of State of Design (e.g. FAA/EASA), Kuwait DGCA or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements.

   The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc.

   (b) Reserved.
2. To designate a part as a standard part the TC holder may issue a standard parts manual accepted by the Kuwait DGCA of original TC holder or may make reference in the parts catalogue to a national/international specification (such as a standard diode/capacitor etc) not being an aviation only specification for the particular part.
3. Documentation accompanying standard parts should clearly relate to the particular parts and contain a conformity statement plus both the manufacturing and supplier source. Some material is subject to special conditions such as storage condition or life limitation etc. and this should be included on the documentation and/or material packaging.
4. A DGCA Form 1 or equivalent is not normally issued and therefore none should be expected.

AMC M.A.501(d) Installation

1. Consumable material is any material which is only used once, such as lubricants, cements, compounds, paints, chemicals dyes and sealants etc.

2. Raw material is any material that requires further work to make it into a component part of the aircraft such as metals, plastics, wood, fabric etc.

3. Material both raw and consumable should only be accepted when satisfied that it is to the required specification. To be satisfied, the material and or its packaging should be marked with the specification and where appropriate the batch number.

4. Documentation accompanying all material should clearly relate to the particular material and contain a conformity statement plus both the manufacturing and supplier source. Some material is subject to special conditions such as storage condition or life limitation etc. and this should be included on the documentation and / or material packaging.

5. DGCA Form 1 or equivalent should not be issued for such material and therefore none should be expected. The material specification is normally identified in the (S)TC holder's data except in the case where the Authority for the state of design or the Kuwait DGCA has agreed otherwise.

6. Items purchased in batches (fasteners etc.) should be supplied in a package. The packaging should state the applicable specification/standard, P/N, batch number and the quantity of the items. The documentation accompanying the material should contain the applicable specification/standard, P/N, batch number, supplied quantity, and the manufacturing sources. If the material is acquired from different batches, acceptance documentation for each batch should be supplied.

AMC M.A.502 Component maintenance

Component removal from and installation on an aircraft is considered to be aircraft maintenance and not component maintenance. As a consequence, M.A.502 requirements do not apply to this case.

AMC M.A.502(b) and (c) Component maintenance

M.A.502(b) and (c) allow the performance of certain component maintenance, in accordance with component maintenance data, to maintenance organisations not holding the corresponding B/C rating and to independent certifying staff, subject to the agreement of:

1. The Kuwait DGCA who is responsible for the oversight of the KCASR 8, Part 145 maintenance organisation or,

2. The authority of the Kuwait DGCA in the case of maintenance performed by independent certifying staff.

This should only be permitted by the Kuwait DGCA in the case of simple component maintenance, where the Kuwait DGCA is satisfied that the certifying staff are appropriately qualified and the proper tooling and facilities are available. It is important to note that for more complex component maintenance, special qualifications may be required and it is not enough with holding a KCASR 1, Part 66 aircraft maintenance licence.

AMC M.A.504(a) Control of unserviceable components

A component continues to be unserviceable until a decision is taken pursuant to KCASR 8, Part 145.A.42.

AMC M.A.504(b) Control of unserviceable components

1. M.A.801(b)(2) certifying staff or the KCASR 8, Part 145 approved maintenance organisation performing maintenance should ensure proper identification of any unserviceable components.

2. The unserviceable status of the component should be clearly declared on a tag together with the component identification data and any information useful to define actions necessary to be taken. Such information should state, as applicable, in service times, maintenance status, preservation status, failures, defects or malfunctions reported or detected exposure to adverse environmental conditions, if the component has been involved in or affected by an accident/incident. Means should be provided to prevent unwanted separation of this tag from the component.

3. M.A.801(b)(2) certifying staff performing aircraft maintenance should send, with the agreement of the aircraft owner/lessee, any unserviceable component to a maintenance organisation approved under KCASR 8, Part-145 for controlled storage, or transfer the custody of the component to the owner itself under the conditions specified in M.A.504(b).

   "A secure location under the control of an approved maintenance organisation" means a secure location for which security is the responsibility of the approved maintenance organisation. This may include facilities established by the approved maintenance organisation at locations different from the main maintenance facilities. These locations should be identified in the relevant procedures of the approved maintenance organisation.

AMC M.A.504(c) Control of unserviceable components – unsalvageable components

1. The following types of components should typically be classified as unsalvageable:

   (a) components with non-repairable defects, whether visible or not to the naked eye;

   (b) components that do not meet design specifications, and cannot be brought into conformity with such specifications;

   (c) components subjected to unacceptable modification or rework that is irreversible;

   (d) certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records;

   (e) components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment;

   (f) components for which conformity with an applicable airworthiness directive cannot be accomplished;

   (g) components for which continuing airworthiness records and/or traceability to the manufacturer cannot be retrieved.

2. It is common practice for possessors of aircraft components to dispose of unsalvageable components by selling, discarding, or transferring such items. In some instances, these items have reappeared for sale and in the active parts inventories of the aviation community.

   Misrepresentation of the status of components and the practice of making such items appear serviceable has resulted in the use of unsalvageable nonconforming

components. Therefore organisations disposing of unsalvageable aircraft components should consider the possibility of such components later being misrepresented and sold as serviceable components. Caution should be exercised to ensure that unsalvageable components are disposed of in a manner that does not allow them to be returned to service.

AMC M.A.504(d)(2) Control of unserviceable components

1. Mutilation should be accomplished in such a manner that the components become permanently unusable for their original intended use. Mutilated components should not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by re-plating, shortening and re-threading long bolts, welding, straightening, machining, cleaning, polishing, or repainting.
2. Mutilation may be accomplished by one or a combination of the following procedures:
   (a) grinding,
   (b) burning,
   (c) removal of a major lug or other integral feature,
   (d) permanent distortion of parts,
   (e) cutting a hole with cutting torch or saw,
   (f) melting,
   (g) sawing into many small pieces,
   (h) any other method accepted by the Kuwait DGCA on a case by case basis.
3. The following procedures are examples of mutilation that are often less successful because they may not be consistently effective:
   (a) stamping or vibro-etching,
   (b) spraying with paint,
   (c) small distortions, incisions or hammer marks,
   (d) identification by tag or markings,
   (e) drilling small holes,
   (f) sawing in two pieces only.
4. Since manufacturers producing approved aircraft components should maintain records of serial numbers for “retired” certified life-limited or other critical components, the organisation that mutilates a component should provide the original manufacturer with the data plate and/or serial number and final disposition of the component.

AMC M.A.504(e) Control of unserviceable components

A maintenance organisation may choose, in agreement with the component’s owner, to release an unsalvageable component for legitimate non-flight uses, such as for training and education, research and development. In such instances, mutilation may not be appropriate.

The following methods should be used to prevent the component re-entering the aviation supply system:

(a) permanently marking or stamping the component, as “NOT SERVICEABLE.” (Ink stamping is not an acceptable method);

(b) removing original part number identification;

(c) removing data plate identification;

(d) maintaining a tracking or accountability system, by serial number or other individualised data, to record transferred unsalvageable aircraft component;

(e) including written procedures concerning disposal of such components in any agreement or contract transferring such components.

Note: *Unsalvageable components should not be released to any person or organisation that is known to return unsalvageable components back into the aviation supply system, due to the potential safety threat.*

Subpart F - Maintenance Organisation

Reserved: Not Applicable in State of Kuwait.

Subpart G - Continuing Airworthiness Management Organisation

AMC M.A.702 Application

An application should be made on a DGCA Form 1297 (Appendix IX to AMC M.A.702) or equivalent acceptable to the Kuwait DGCA.

The DGCA Form 1297 is valid for the application for KCASR 8 M.A. Subpart G organisations.

AMC M.A.704 Continuing airworthiness management exposition

1. The purpose of the continuing airworthiness management exposition is to set forth the procedures, means and methods of the M.A. Subpart G organisation. Compliance with its contents will assure compliance with KCASR 8, Part-M requirements.
2. A continuing airworthiness management exposition should comprise:

   Part 0 General organisation

   Part 1 Continuing airworthiness procedures

   Part 2 Quality system

   Part 3 Contracted maintenance (for operators)

   Part 4 Airworthiness review procedures (if applicable)
3. Where a M.A. Subpart G organisation is also approved to another Part (e.g. KCASR 8, Part 145), the exposition or manual required by the other KCASR Part may form the basis of the continuing airworthiness management exposition in a combined document.

   Example for a combined Part-145 and M.A. Subpart G organisation:

   Part-145 Exposition (see equivalent paragraphs in AMC 145.A.70 (a))

   Part 0 General organisation

   Part 1 Management

   Part 2 Maintenance procedures

   Part L2 Additional line maintenance procedures

   Part 3 Quality system Procedures

   Part 4 Contractedoperators

   Part 5 sample of documents

   Part 6 Operators maintenance procedures

   Part 7 Intentional left blank

   Part 8 Intentional left blank

   Note: Part 3 should also cover the functions specified by M.A.712 quality system.

   Note: Part 4 should also cover contracted maintenance (for operators) – Management of maintenance

   Additional parts should be introduced covering the following (see equivalent paragraphs in Appendix V to AMC M.A.704, which may have a different numbering system):

   Part 0 General organisation

Part 1 Continuing airworthiness management procedures

Part 4 Airworthiness review procedures (if applicable)

4. Personnel should be familiar with those parts of the exposition that are relevant to their tasks.

5. The M.A. Subpart G organisation should specify in the exposition who is responsible for the amendment of the document.

6. Unless otherwise agreed by the Kuwait DGCA, the person responsible for the management of the quality system or for the organisational review should be responsible for monitoring and amending the exposition, including associated procedures manuals, and the submission of proposed amendments to the approving Kuwait DGCA. The approving Kuwait DGCA may agree a procedure, which will be stated in the amendment control section of the exposition, defining the class of amendments which can be incorporated without the prior consent of the Kuwait DGCA.

7. The operator may use electronic data processing (EDP) for publication of the continuing airworthiness management exposition. The continuing airworthiness management exposition should be made available to the approving Kuwait DGCA in a form acceptable to the Kuwait DGCA. Attention should be paid to the compatibility of EDP publication systems with the necessary dissemination of the continuing airworthiness management exposition, both internally and externally.

8. Part 0 “General organisation” of the continuing airworthiness management exposition should include a corporate commitment by the M.A Subpart G organisation, signed by the accountable manager confirming that the continuing airworthiness management exposition and any associated manuals define the organisation compliance with Part-M and will be complied with at all times.

9. The accountable manager’s exposition statement should embrace the intent of the following paragraph, and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent:

   This exposition defines the organisation and procedures upon which the Kuwait DGCA M.A. Subpart G continuing airworthiness management approval is based.

   These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all continuing airworthiness tasks of... (quote operator’s name) ... fleet of aircraft and/or of all aircraft under contract in accordance with M.A.201 (e) with ... (quote organisation’s name) ... are carried out on time 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 Kuwait DGCA will approve this organisation whilst the Kuwait DGCA is satisfied that the procedures are being followed and the work standard is maintained. It is understood that the Kuwait DGCA reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation or the air operators certificate, as applicable, if the Kuwait DGCA has evidence that the procedures are not followed and the standards not upheld.

Signed.....

Dated.....

Accountable Manager and... (quote position)...

For and on behalf of... (quote organisation's name)... '

10. Whenever the accountable manager is changed it is important to ensure that the new accountable manager signs the paragraph 9 statement at the earliest opportunity as part of the acceptance by the approving Kuwait DGCA.

    Failure to carry out this action invalidates the M.A. Subpart G continuing airworthiness management approval or the air operator's certificate.

11. The exposition should contain information as applicable, on how the continuing airworthiness management organisation complies with CDCCL instructions.

    Appendix V contains an example of an exposition lay-out.

AMC M.A.705 Facilities

Office accommodation should be such that the incumbents, whether they be continuing airworthiness management, planning, technical records or quality staff, can carry out their designated tasks in a manner that contributes to good standards.

In the smaller M.A. Subpart G organisations, the Kuwait DGCA may agree to these tasks being conducted from one office subject to being satisfied that there is sufficient space and that each task can be carried out without undue disturbance. Office accommodation should also include an adequate technical library and room for document consultation.

AMC M.A.706 Personnel requirements

1. The person or group of persons should represent the continuing airworthiness management structure of the organisation and be responsible for all continuing airworthiness functions.

   Dependent on the size of the operation and the organisational set-up, the continuing airworthiness functions may be divided under individual managers or combined in nearly any number of ways. However, if a quality system is in place it should be independent from the other functions.

2. The actual number of persons to be employed and their necessary qualifications is dependent upon the tasks to be performed and thus dependent on the size and complexity of the organisation (general aviation aircraft, corporate aircraft, number of aircraft and the aircraft types, complexity of the aircraft and their age and for commercial air transport, route network, line or charter, ETOPS) and the amount and complexity of maintenance contracting. Consequently, the number of persons needed, and their qualifications may differ greatly from one organisation to another and a simple formula covering the whole range of possibilities is not feasible.

3. To enable the Kuwait DGCA to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks.

With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated.

4. Nominated person or group of persons should have:

4.1. practical experience and expertise in the application of aviation safety standards and safe operating practices;

4.2. a comprehensive knowledge of:

(a) relevant parts of operational requirements and procedures;

(b) the AOC holder's Operations Specifications when applicable;

(c) the need for, and content of, the relevant parts of the AOC holder's Operations Manual when applicable;

4.3. knowledge of quality systems;

4.4. five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position;

4.5. a relevant engineering degree or an aircraft maintenance technician qualification with additional education acceptable to the approving Kuwait DGCA. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;

The above recommendation may be replaced by 5 years of experience additional to those already recommended by paragraph 4.4 above. These 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks

4.6. thorough knowledge with the organisation's continuing airworthiness management exposition;

4.7. knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to KCASR 1, Part-66 Appendix III Level 1 General Familiarisation and could be imparted by a KCASR 1, Part-147 organisation, by the manufacturer, or by any other organisation accepted by the Kuwait DGCA.

"Relevant sample" means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

For all balloons and any other aircraft of 2730 Kg MTOM and below the formalised training courses may be replaced by demonstration of knowledge. This knowledge may be demonstrated by documented evidence or by an assessment performed by the Kuwait DGCA. This assessment should be recorded.

4.8. knowledge of maintenance methods.

4.9. knowledge of applicable regulations.

AMC M.A.706(a) Personnel requirements

Accountable manager is normally intended to mean the chief executive officer of the continuing airworthiness management organisation approved under M.A. Subpart G, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one

organisation and is not required to be knowledgeable on technical matters. When the accountable manager is not the chief executive officer, the Kuwait DGCA will need to be assured that such an accountable manager has direct access to the chief executive officer and has a sufficiency of continuing airworthiness funding allocation.

AMC M.A.706(e) Personnel requirements

1. The Kuwait DGCA should only accept that the nominated post holder be employed by the organisation approved under KCASR 8, Part-145 when it is manifest that he/she is the only available competent person in a position to exercise this function, within a practical working distance from the operator's offices.
2. This paragraph only applies to contracted maintenance and therefore does not affect situations where the organisation approved under KCASR 8, Part-145 and the operator are the same organisation.

AMC M.A.706 (f) Personnel requirements

Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required of continuing airworthiness management organisations' technical personnel, especially the staff involved with the management of CDCCL, Service Bulletin assessment, work planning and maintenance programme management. Kuwait DGCA guidance is provided for training to Continuing Airworthiness Management Organisations' continuing airworthiness personnel in Appendix XII to AMC to M.A.706(f) and M.B.102(c).

AMC M.A.706(i) Personnel requirements

The approval by the Kuwait DGCA of the exposition, containing in M.A.704(a)3 the list of M.A.706(i) personnel, constitutes their formal acceptance by the Kuwait DGCA and also their formal authorisation by the organisation.

Airworthiness review staff are recognised as persons with authority to sign an Airworthiness Report in accordance with M.A.711(b) and M.A.901(c).

AMC M.A.706(k) Personnel requirements

Adequate initial and recurrent training should be provided and recorded to ensure continued competence.

AMC M.A.707(a) Airworthiness review staff

1. Airworthiness review staff are only required if the M.A. Subpart G organisation wants to be granted a privilege in accordance with M.A.711 (b) to perform airworthiness reviews.
2. "experience in continuing airworthiness" means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.
3. A person qualified to the AMC M.A.706 subparagraph 4.5 should be considered as holding the equivalent to an aeronautical degree.
4. An appropriate licence in compliance with KCASR 1, Part-66 is any one of the following:
   (a) a category B1 licence in the subcategory of the aircraft reviewed, or

(b) a category B2 or C licence, or

(c) in the case of piston engine non pressurised aeroplanes of 2000kg MTOM and below; a category B3 licence.

It is not necessary to satisfy the experience requirements of Part-66 at the time of the review.

5. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.

Independence from the airworthiness management process may be achieved, among other ways, by:

(a) Being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific model line, while being involved in the airworthiness management of a different model line.

(b) M.A.Subpart G organisations with Part-145 approval, may nominate maintenance personnel from their Part-145 organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.

(c) Nominating as airworthiness review staff personnel from the Quality Department of the continuing airworthiness management organisation.

Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, by:

(a) Nominating as airworthiness review staff the Accountable Manager or the Maintenance Postholder.

(b) Being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process.

(c) In the case of one-man organisations, this person has always overall authority. This means that this person can be nominated as airworthiness review staff.

AMC M.A.707(a)(1) Airworthiness review staff

For all aircraft used in commercial air transport and any other aircraft, other than balloons, above 2730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

1. Relevant parts of initial and continuing airworthiness regulations.
2. Relevant parts of operational requirements and procedures, if applicable.
3. The organisation’s continuing airworthiness management exposition.
4. Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to KCASR 1, Part-66 Appendix III Level 1 General Familiarisation and could be imparted by a KCASR 1,

Part-147 organisation, by the manufacturer, or by any other organisation accepted by the Kuwait DGCA.

"Relevant sample" means that these courses should cover typical systems embodied in those aircraft being within the scope of approval

5. Maintenance methods.

AMC M.A.707(a)(2) Airworthiness review staff

For all balloons and any other aircraft of 2730 Kg MTOM and below, not used in commercial air transport:

1. "experience in continuing airworthiness" can be full time or part-time, either as professional or on a voluntary basis.
2. Appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:
   (a) Relevant parts of initial and continuing airworthiness regulations.
   (b) Relevant parts of operational requirements and procedures, if applicable.
   (c) The organisation's continuing airworthiness management exposition.
   (d) Knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be imparted by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the Kuwait DGCA.

   "Relevant sample" means that these courses should cover typical systems embodied in those aircraft being within the scope of approval

   (e) Maintenance methods.

   This knowledge may be demonstrated by documented evidence or by an assessment performed by the Kuwait DGCA or by other airworthiness review staff already authorised within the organisation in accordance with approved procedures. This assessment should be recorded.

AMC M.A.707(b) Airworthiness review staff

The formal acceptance by the Kuwait DGCA of the airworthiness review staff is granted through the corresponding DGCA Form 4.

An airworthiness review "under supervision" means under the supervision of the Kuwait DGCA.

If the organisation has already properly authorised airworthiness review staff, the Kuwait DGCA may accept that the supervision be performed by this existing airworthiness review staff in accordance with an approved procedure. In such case, evidence of the airworthiness review performed under supervision should be provided to the Kuwait DGCA together with the DGCA Form 4. If satisfied, the Kuwait DGCA will issue the formal acceptance through the DGCA Form 4.

Once the airworthiness review staff has been accepted by the Kuwait DGCA, the inclusion of their name in the exposition (refer to M.A.704(a)5) constitutes the formal authorisation by the organisation.

AMC M.A.707(c) Airworthiness review staff

In order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either:

1. been involved in continuing airworthiness management activities for at least six months in every two year period, or
2. conducted at least one airworthiness review in the last twelve month period.

In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of the Kuwait DGCA or, if accepted by the Kuwait DGCA, under the supervision of another currently valid authorised airworthiness review staff of the concerned continuing airworthiness management organisation in accordance with an approved procedure.

AMC M.A.707(e) Airworthiness review staff

The minimum content of the airworthiness review staff record should be:

(a) Name,

(b) Date of Birth,

(c) Basic Education,

(d) Experience,

(e) Aeronautical Degree and/or KCASR 1, Part-66 qualification and/or nationally-recognised maintenance personnel qualification,

(f) Initial Training received,

(g) Type of Training received,

(h) Continuation Training received,

(i) Experience in continuing airworthiness and within the organisation,

(j) Responsibilities of current role in the organisation,

(k) Copy of the Authorisation

AMC M.A.708(b)(3) Continuing Airworthiness Management

When managing the approval of modifications or repairs the organisation should ensure that Critical Design Configuration Control Limitations are taken into account.

AMC M.A.708(c) Continuing airworthiness management

1. Where an operator is not approved under KCASR 8, Part-145 or an operator's maintenance organisation is an independent organisation, a contract should be agreed between the operator and a maintenance organisation approved under KCASR 8, Part-145, which specifies, in detail, the work to be performed by the maintenance organisation. Appendix XI to this AMC gives further details on the subject.
2. Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding should arise between the parties concerned (operator, maintenance organisation and the Kuwait

DGCA) that could result in a situation where work that has a bearing on the airworthiness or serviceability of aircraft is not or will not be properly performed.

3. Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, service bulletins are analysed and decisions taken on accomplishment, airworthiness directives are completed on time and that all work, including non-mandatory modifications is carried out to approved data and to the latest standards.

4. For line maintenance, the actual layout of the contract the IATA Standard Ground Handling Agreement may be used as a basis, but this does not preclude the competent authority of operator from ensuring that the content of the contract is acceptable to them, and especially that the contract allows the operator to properly exercise its maintenance responsibility. Those parts of a contract that have no bearing on the technical or operational aspects of airworthiness are outside the scope of this paragraph.

5. It is possible to contract another operator that is not directly approved under Part-145. In this case the operator's continuing airworthiness management exposition should include appropriate procedures to ensure that all this contracted maintenance is ultimately performed on time by organisations approved under KCASR 8, Part-145 in accordance with the contracting operator's data. In particular the quality system procedures should place great emphasis on monitoring compliance with the above. The list of KCASR 8, Part-145 approved contractors, or a reference to this list, should be included in the operator's continuing airworthiness management exposition.

6. Such a maintenance arrangement does not absolve the operator from its overall continuing airworthiness responsibility. Specifically, in order to accept the maintenance arrangement, the Kuwait DGCA should be satisfied that such an arrangement allows the operator to ensure full compliance with responsibilities pursuant to M.A.201.

7. The purpose of M.A.708(c) is to ensure that all maintenance is carried out by properly approved KCASR 8, Part-145 organisations. This does not preclude a primary maintenance arrangement with an operator that is not such an organisation, when it proves that such an arrangement is in the interest of the operator by simplifying the management of its maintenance, and the operator keeps an appropriate control of it. Such an arrangement should not preclude the operator from ensuring that all maintenance is performed by a KCASR 8, Part-145 approved organisation and complying with the M.A.201 continuing airworthiness responsibility requirements. Typical examples of such arrangements follow:

   (a) Component maintenance:

   The operator may find it more appropriate to have a primary contractor, that would despatch the components to appropriately approved organisations, rather than sending himself different types of components to various maintenance organisations approved under KCASR 8, Part-145. The benefit for the operator is that the management of maintenance is simplified by having a single contact point for component maintenance. The operator remains responsible for ensuring that all maintenance is performed by maintenance organisations approved under KCASR 8, Part-145 and in accordance with the approved standard.

   (b) Aircraft, engine and component maintenance:

   The operator may wish to have a maintenance contract with another operator of the same type of aircraft not approved under KCASR 8 Part-145. A typical case is that of a dry-leased aeroplane between operators where the parties, for

consistency or continuity reasons (especially for short term lease agreements), find it appropriate to keep the aeroplane under the current maintenance arrangement. Where this arrangement involves various Part-145 approved contractors, it might be more manageable for the lessee operator to have a single contract with the lessor operator. Such an arrangement should not be understood as a transfer of responsibility to the lessor operator: the lessee operator, being the approved operator of the aircraft, remains responsible for the continuing airworthiness of the aircraft in performing the M.A.708 functions, and employing the M.A.706 continuing airworthiness management group of persons and staff.

In essence, this does not alter the intent of M.A.201 (h) in that it also requires that the operator has to establish a written maintenance contract acceptable to the competent authority of operator and, whatever type of acceptable arrangement is made, the operator is required to exercise the same level of control on contracted maintenance, particularly through the M.A.706 (c) continuing airworthiness management group of persons and quality system as referred to in M.A.712.

AMC M.A.708(c)(1) Continuing airworthiness management – unscheduled maintenance

The intent of this paragraph is that maintenance contracts are not necessary when the operator's continuing airworthiness system, as approved by the Kuwait DGCA, specifies that the relevant maintenance activity may be ordered through one time work orders. This includes for obvious reasons unscheduled line maintenance and may also include aeroplane component maintenance up to engines, so long as the competent authority of operator considers that the maintenance is manageable through work orders, both in term of volume and complexity.

It should be noted that this paragraph implies that even where base maintenance is ordered on a case-by-case basis, there should be a written maintenance contract.

AMC M.A.709 Documentation

When using maintenance data provided by the customer, the continuing airworthiness management organisation is responsible for ensuring that this data is current. As a consequence, it should establish appropriate procedures or provisions in the contract with the customer.

The sentence "…, except when required by point M.A.714", means, in particular, the need to keep a copy of the customer data which was used to perform continuing airworthiness activities during the contract period.

"Baseline" maintenance programme: it is a maintenance programme developed for a particular aircraft type following, where applicable, the maintenance review board (MRB) report, the type certificate holder's maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling.

"Generic" maintenance programme: it is a maintenance programme developed to cover a group of similar types of aircraft. These programmes should be based on the same type of instructions as the baseline maintenance programme. Examples of "generic" maintenance programmes could be Cessna 100 Series (covering Cessna 150, 172, 177, etc).

"Baseline" and "generic" maintenance programmes are not applicable to a particular aircraft registration mark, but to an aircraft type or group of types, and should be available to the Kuwait DGCA prior to the initial approval and prior to the extension of the scope of an existing organisation approval. The intent is that the Kuwait DGCA is aware of the scope and

complexity of tasks that will be managed before granting an organisation approval or change of approval.

After this initial approval, when an owner/operator is contracted, the baseline or generic maintenance programme, as applicable, may be used to establish the M.A.302 aircraft maintenance programme, incorporating the additional maintenance tasks and indicating those which are not applicable to a particular aircraft registration mark. This may be achieved by adding an Annex to the baseline/generic maintenance programme for each aircraft registration, specifying which tasks are added and which are not applicable. This will result in an aircraft maintenance programme specific for each customer.

However, this does not mean that this adaptation must be performed for each contracted aircraft registration. The reason is that the customer may already have an approved aircraft maintenance programme, which in that case should be used by the continuing airworthiness management organisation to manage the continuing airworthiness of such aircraft.

Continuing airworthiness management organisations may seek authorisation for indirect approval in order to amend the aircraft maintenance programme mentioned above in accordance with M.A.302(c). The indirect approval procedure should include provisions to notify to the Kuwait DGCA that an aircraft maintenance programme specific for a customer has been created. The reason is that, according to M.A.704(a)9, for aircraft not involved in commercial air transport the Continuing Airworthiness Management Exposition (CAME) only needs to include the reference to the Baseline/generic maintenance programme.

AMC M.A.710(a) Airworthiness review

1. A full documented review is a check of at least the following categories of documents:
   - (a) registration papers
   - (b) M.A.305 aircraft continuing airworthiness record system
   - (c) M.A.306 operator's technical log system
   - (d) list of deferred defects, minimum equipment list and configuration deviation list if applicable
   - (e) aircraft flight manual including aircraft configuration
   - (f) aircraft maintenance programme
   - (g) maintenance data
   - (h) relevant work packages
   - (i) AD status
   - (j) modification and SB status
   - (k) modification and repair approval sheets
   - (l) list of service life-limited component
   - (m) relevant DGCA Form 1 or equivalent
   - (n) mass and balance report and equipment list
   - (o) aircraft, engine and propeller TC Data Sheets

   As a minimum, sample checks within each document category should be carried out.

2. The M.A. Subpart G organisation should develop procedures for airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with KCASR 8 Part-M.

AMC M.A.710(b) and (c) Airworthiness review

1. The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc). In this case, after the airworthiness review a release to service should be issued in accordance with KCASR 8 Part-M.

   When the airworthiness review staff are not appropriately qualified to KCASR 1, Part-66 in order to release such maintenance, M.A.710(b) requires them to be assisted by such qualified personnel. However, the function of such Part-66 personnel is limited to perform and release the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft. As stated in M.A.710(b), the airworthiness review staff shall carry out the physical survey of the aircraft, and this survey includes the verification that no inconsistencies can be found between the aircraft and the documented review of records.

   This means that the airworthiness review staff who are going to sign the airworthiness review certificate or the recommendation should be the one performing both the documented review and the physical survey of the aircraft, it not being the intent of the rule to delegate the survey to KCASR 1,Part-66 personnel who are not airworthiness review staff. Furthermore, the provision of M.A.710(d) allowing a 30 days anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff are present.

2. The physical survey may include verifications to be carried out during flight.

3. The M.A. Subpart G organisation should develop procedures for the airworthiness review staff to produce a compliance report that confirms the physical survey has been carried out and found satisfactory.

4. To ensure compliance the physical survey may include relevant sample checks of items.

AMC M.A.710(d) Airworthiness review

“Without loss of continuity of the airworthiness review pattern” means that the new expiration date is set up one year after the previous expiration date. As a consequence, when the airworthiness review is anticipated, the validity of the airworthiness review report and Certificate of Airworthiness is longer than one year (up to 30 days longer).

This anticipation of up to 30 days also applies to the 12 month requirements shown in M.A.901(b), which means that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in M.A.901(b), from the date when the last airworthiness review report was issued until the date when the new airworthiness review is performed (this can be up to 30 days less than 12 months).

AMC M.A.710(e) Airworthiness review

A copy of both physical survey and document review compliance reports stated above should be sent to the Kuwait DGCA together with any recommendation issued.

AMC M.A.711(b) Privileges of the organisation

An organisation may be approved for the privileges of M.A.711(a) only, without the privilege to carry out airworthiness reviews. This can be contracted to another appropriately approved organisation.

In such a case, it is not mandatory that the contracted organisation is linked to an AOC holder, being possible to contract an appropriately approved independent continuing airworthiness management organisation which is approved for the same aircraft type.

In order to be approved for the privileges of M.A.711(b) for a particular aircraft type, it is necessary to be approved for the privileges of M.A.711(a) for that aircraft type. As a consequence, the normal situation in this case is that the organisation will be performing continuing airworthiness management tasks and performing airworthiness reviews on every aircraft type contained in the approval certificate.

Nevertheless, this does not necessarily mean that the organisation needs to be currently managing an aircraft type in order to be able to perform airworthiness reviews on that aircraft type. The organisation may be performing only airworthiness reviews on an aircraft type without having any customer under contract for that type.

Furthermore, this situation should not necessarily lead to the removal of the aircraft type from the organisation approval. As a matter of fact, since in most cases the airworthiness review staff are not involved in continuing airworthiness management activities, it cannot be argued that these airworthiness review staff are going to lose their skills just because the organisation is not managing a particular aircraft type. The important issue in relation to maintaining a particular aircraft type in the organisation approval is whether the organisation continuously fulfils all the Subpart G requirements (facilities, documentation, qualified personnel, quality system, etc.) required for initial approval.

AMC M.A.712(a) Quality system

1. Procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all employees to report any difficulties with the procedures via their organisation's internal occurrence reporting mechanisms.
2. All procedures, and changes to the procedures, should be verified and validated before use where practicable.
3. The feedback part of the system should address who is required to rectify any non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should lead to the accountable manager specified in M.A.706.
4. The independent quality audit reports referenced in AMC M.A.712 (b) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the quality auditor of such rectification.
5. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.

AMC M.A.712(b) Quality System

1. The primary objectives of the quality system are to enable the M.A. Subpart G organisation to ensure airworthy aircraft and to remain in compliance with the Part-M requirements.
2. An essential element of the quality system is the independent audit.
3. The independent audit is an objective process of routine sample checks of all aspects of the M.A. Subpart G organisation's ability to carry out continuing airworthiness management to the required standards. It includes some product sampling as this is the end result of the process.
4. The independent audit represents an objective overview of the complete continuing airworthiness management related activities. It is intended to complement the M.A.902 requirement for an airworthiness review to be satisfied that all aircraft managed by the organisation remain airworthy.
5. The independent audit should ensure that all aspects of M.A. Subpart G compliance are checked annually, including all the sub-contracted activities, and may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to the annual interval for the particular procedure.

   Provided that there are no safety related findings, the audit time periods specified in this AMC may be increased by up to 100% subject to agreement by the Kuwait DGCA.
6. Where the organisation has more than one location approved the quality system should describe how these are integrated into the system and include a plan to audit each location every year.
7. A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
8. The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked.
9. An organisation should establish a quality plan acceptable to the Kuwait DGCA to show when and how often the activities as required by M.A. Subpart G will be audited.

AMC M.A.712(f) Quality system

A small organisation is considered to be an organisation with up to 5 full-time staff (including all M.A.706 personnel) or equivalent proportional number when using part-time staff. The complexity of the organisation, combination of aircraft and aircraft types, the utilisation of the aircraft and the number of approved locations of the organisations should also be considered before replacing the quality system by an organisational review.

Appendix XIII should be used to manage the organisational reviews.

The following activities should not be considered as subcontracting and, as a consequence, they may be performed without a Quality System, although they need to be described in the continuing airworthiness management exposition and be approved by the Kuwait DGCA:

1. Subscription to a technical publisher that provides maintenance data (Aircraft Maintenance Manuals, Illustrated Parts Catalogues, Service Bulletins, etc), which may be applicable to a wide range of aircraft. These data may include maintenance schedules recommended by different manufacturers that can be afterwards used by the continuing airworthiness management organisation in order to produce customised maintenance programmes.
2. Contracting the use of a software tool for the management of continuing airworthiness data and records, under the following conditions (in addition to M.A.714(d) and (e)):
   (a) If the tool is used by several organisations, each organisation should have access to its own data only.
   (b) Introduction of data can only be performed by personnel of the continuing airworthiness management organisation.
   (c) The data can be retrieved at any time.

AMC M.A.713 Changes to the approved continuing airworthiness organisation

1. This paragraph covers scheduled changes to the continuing airworthiness organisation's approval. Whilst the requirements relating to air operator certificates, including their issue, variation and continued validity, are prescribed in the appropriate regulation, operators should be aware this paragraph is included in KCASR 8, Part M and may affect continued acceptance of the continuing airworthiness management.
2. The primary purpose of this paragraph is to enable the continuing airworthiness organisation to remain approved if agreed by the Kuwait DGCA during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

AMC M.A.714 Record-keeping

1. The M.A. Subpart G organisation should ensure that it always receives a complete CRS from the approved maintenance organisation M.A.801(b)(2) certifying staff and/or from the Pilot-owner such that the required records can be retained. The system to keep the continuing airworthiness records should be described in the organisation continuing airworthiness management exposition.
2. When an organisation arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under M.A.714 relating to the preservation of records. If it ceases to be the organisation of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft.
3. Keeping continuing airworthiness records in a form acceptable to the Kuwait DGCA means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. The record should remain legible throughout the required retention period.
4. Paper systems should use robust material which can withstand normal handling and filing.
5. Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

6. Microfilming or optical storage of continuing airworthiness records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period.

Subpart H - Certificate of Release to Service — CRS

AMC M.A.801(b) Aircraft certificate of release to service

A certificate of release to service is necessary before flight, at the completion of any defect rectification, whilst the aircraft operates a flight between scheduled maintenance checks.

AMC M.A.801(d) Aircraft certificate of release to service

1. "3 years of appropriate maintenance experience" means 3 years working in an aircraft maintenance environment on at least some of the aircraft type systems corresponding to the aircraft endorsed on the aircraft maintenance license or on the certifying staff authorisation that the person holds.
2. "Holding the proper qualifications" means holding either:
   (a) a valid ICAO Annex 1 compliant maintenance license for the aircraft type requiring certification, or;
   (b) a certifying staff authorisation valid for the work requiring certification, issued by an ICAO Annex 6 approved maintenance organisation.
3. A release in accordance with this paragraph does not affect the controlled environment of the aircraft as long as the M.A.801(d)2 recheck and release has been carried out by an approved maintenance organisation.

AMC M.A.801(f) Aircraft certificate of release to service

1. The aircraft certificate of release to service should contain the following statement:
   (a) 'Certifies that the work specified except as otherwise specified was carried out in accordance with KCASR 8, Part-M and in respect to that work the aircraft is considered ready for release to service'.
   (b) For a Pilot-owner a certificate of release to service should contain the following statement: 'Certifies that the limited pilot-owner maintenance specified except as otherwise specified was carried out in accordance with Part M and in respect to that work the aircraft is considered ready for release to service'.
2. The certificate of release to service should relate to the task specified in the manufacturer's or operator's instruction or the aircraft maintenance programme which itself may cross-refer to a manufacturer's/operator's instruction in a maintenance manual, service bulletin etc.
3. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/ landings etc., as appropriate.
4. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance so long as there is a unique cross-reference to the work-pack containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record.
5. The person issuing the certificate of release to service should use his normal signature except in the case where a computer release to service system is used. In this latter case the Kuwait DGCA will need to be satisfied that only the particular person can electronically issue the release to service. One such method of compliance is the use of

a magnetic or optical personal card in conjunction with a personal identity number (PIN) known only to the individual, which is keyed into the computer. A certification stamp is optional.

6. At the completion of all maintenance, owners, certifying staff, operators and maintenance organisations should ensure they have a clear, concise, legible record of the work performed.

7. In the case of a M.A.801 (b) 2 release to service, certifying staff should retain all records necessary to prove that all requirements have been met for the issuance of a certificate of release to service.

AMC M.A.801(g) Aircraft certificate of release to service

1. Being unable to establish full compliance with sub-paragraph M.A.801 (b) means that the maintenance required by the aircraft owner or M.A. Subpart G organisation could not be completed due either to running out of available aircraft maintenance downtime for the scheduled check or by virtue of the condition of the aircraft requiring additional maintenance downtime.

2. The aircraft owner or M.A. Subpart G organisation is responsible for ensuring that all required maintenance has been carried out before flight. Therefore an aircraft owner or M.A. Subpart G organisation should be informed and agree to the deferment of full compliance with M.A.801(b). The certificate of release to service may then be issued subject to details of the deferment, including the aircraft owner or M.A. Subpart G organisation authorisation, being endorsed on the certificate.

3. If a certificate of release to service is issued with incomplete maintenance a record should be kept stating what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant aircraft owner or M.A. Subpart G organisation so that the issue may be discussed and resolved with the aircraft owner or M.A. Subpart G organisation.

AMC M.A.801(h) Aircraft certificate of release to service

'Endangers flight safety' means any instance where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure.

An airworthiness directive overdue for compliance is also considered a hazard to flight safety.

AMC M.A.802 Component certificate of release to service

When an approved organisation maintains an aircraft component for use by the organisation an DGCA Form 1 may not be necessary depending upon the organisation's internal release procedures, however all the information normally required for the DGCA Form 1 should be adequately detailed in the certificate of release to service.

AMC M.A.803 Pilot-owner authorisation

1. Privately operated means the aircraft is not operated pursuant to M.A.201 (h) and (i).

2. A Pilot-owner may only issue a certificate of release to service for maintenance he/ she has performed.

3. In the case of a jointly-owned aircraft, the maintenance programme should list:

   (a) The names of all Pilot-owners competent and designated to perform Pilot-owner maintenance in accordance with the basic principles described in Appendix VIII of KCASR8, Part-M. An alternative would be the maintenance programme to contain a procedure to ensure how such a list of competent Pilot-owners should be managed separately and kept current.

   (b) The limited maintenance tasks they may perform.

4. An equivalent valid Pilot-owner license may be any document attesting a pilot qualification recognised by Kuwait.

Subpart I - Airworthiness Review Report

AMC M.A.901 Aircraft airworthiness review

In order to ensure the renewal of the certificate of airworthiness, M.A.901 requires performing annually an airworthiness review of the aircraft and its continuing airworthiness records, which results in the renewal of the certificate of airworthiness valid for one year.

Any airworthiness review report or equivalent document issued and approved by the Kuwait DGCA in accordance with the Kuwait DGCA requirements, is considered to attest the validity of the certificate of airworthiness until its expiration or until one year.

AMC M.A.901(a) Aircraft airworthiness review

An Airworthiness review report issued in accordance with DGCA Form 1290 on completion of a satisfactory airworthiness review.

AMC M.A.901(b) Aircraft airworthiness review

1. If the continuing airworthiness of the aircraft is not managed according to a Part-M appendix I arrangement between the owner and the M.A. Subpart G organisation, the aircraft should be considered to be outside a controlled environment. Nevertheless, such arrangement is not necessary when the operator and the M.A. Subpart G organisation are the same organisation.
2. The fact that limited pilot-owner maintenance as defined in M.A.803 (b) is not carried out and released by an approved maintenance organisation does not change the status of an aircraft in a controlled environment providing the M.A. Subpart G organisation under contract has been informed of any such maintenance carried out.

AMC M.A.901(d)) Aircraft airworthiness review

The Airworthiness Review Report sent by a continuing airworthiness management organisation (CAMO) to the Kuwait DGCA shall be in the English language.

The recommendation sent to the Kuwait DGCA should contain at least the items described below.

(a) General information

- (1) M.A. Subpart G organisation information
- (2) owner/lessee information
- (3) date and place the document review and the aircraft survey were carried out
- (4) period and place the aircraft can be seen if required by the Kuwait DGCA

(b) Aircraft information

- (1) registration
- (2) type
- (3) manufacturer
- (4) serial number
- (5) flight manual reference

(6) weight and centre of gravity data

(7) maintenance programme reference

(c) Documents accompanying the recommendation

(1) copy of registration papers

(2) copy of the owners request for a new airworthiness review certificate

(d) Aircraft status

(1) aircraft total time and cycles

(2) list of persons or organisations having carried out continuing airworthiness activities including maintenance tasks on the aircraft and its components since the last airworthiness review certificate

(e) Aircraft survey

a precise list of the areas of the aircraft that were surveyed and their status

(f) Findings

list of all the findings made during the airworthiness review with the corrective action carried out

(g) Statement

A statement signed by the airworthiness review staff recommending the issue of an airworthiness review certificate.

The statement should confirm that the aircraft in its current configuration complies with the following:

(1) airworthiness directives up to the latest published issue, and;

(2) type certificate datasheet, and;

(3) maintenance programme, and;

(4) component service life limitations, and;

(5) the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and;

(6) KCASR 8, Part 21 for all modifications and repairs, and;

(7) the current flight manual including supplements, and;

(8) operational requirements.

The above items should clearly state the exact reference of the data used in establishing compliance; for instance the number and issue of the type certificate data sheet used should be stated.

The statement should also confirm that all of the above is properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log.

AMC M.A.901(e) Aircraft airworthiness review

Suitable accommodation should include:

(a) an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed.

(b) a hangar when needed for the physical survey.

The support of personnel appropriately qualified in accordance with KCASR 1, Part-66 is necessary when the Kuwait DGCA's airworthiness review staff is not appropriately qualified.

AMC M.A.904(a)(1) Airworthiness reviews of aircraft imported into the State of Kuwait

In order to allow for possible participation of Kuwait DGCA personnel, the applicant should inform the Kuwait DGCA at least 10 working days in advance of the time and location of the airworthiness review.

AMC M.A.904(a)(2) Airworthiness reviews of aircraft imported into the State of Kuwait

1. When performing an airworthiness review of aircraft imported into the State of Kuwait, the aircraft and the relevant records should be reviewed to determine the work to be undertaken to establish the airworthiness of the aircraft.

2. In determining the work to be undertaken during the airworthiness review on the aircraft, the following should be taken into consideration:

   (a) the information from third country authorities such as export certificates, primary authority information;

   (b) the information on aircraft maintenance history such as continuing airworthiness records, aircraft, engine, propeller, rotor and life limited part log books or cards as appropriate, tech log/flight log/cabin log, list of deferred defects, total flight times and cycles, times and cycles since last maintenance, accident history, former maintenance schedule, former AD compliance status;

   (c) the information on aircraft such as aircraft, engine and propeller type certificate datasheets, noise and emission certificate data sheets, flight manual and supplements;

   (d) the aircraft continuing airworthiness status such as the aircraft and component AD status, the SB status, the maintenance status, the status of all service life limited components, weight and centre of gravity schedule including equipment list;

   (e) the modification and repair status of the aircraft detailing elements such as owner/operator designed modifications and repairs, STCs, and parts needing approval in accordance with KCASR 8 Part 21 Subpart K;

   (f) the aircraft cabin configuration such as emergency equipment fitted, cockpit configuration, placards, instrument limitations, cabin layout;

   (g) the maintenance needed for import, such as embodiment of modifications needed to comply with the Kuwait DGCA type acceptance certificate, bridging check to comply with the new maintenance programme;

   (h) the avionics such as, but not limited to, radio and navigation equipment, instrument flight rules (IFR) equipment, digital flight data recorder (DFDR)/cockpit voice recorder (CVR) test, emergency locator transmitter (ELT) 406 MHz code and identification;

   (i) the compass compensation;

   (j) special operating rules such as extended twin-engine operations (ETOPS)/long range operations (LROPS), reduced vertical separation minima (RVSM), minimum navigation performance specifications (MNPS), all weather operations (AWOPS), area navigation (RNAV);

(k) the aircraft survey including verification of conformity with the flight manual and the datasheet, presence of fire proof identification plates, conformity of markings including registration, presence and serviceability of emergency equipment, internal and external lighting systems, and

(l) check flight including check of control system/cockpit ground check/engine run up.

3. If there is no M.A. Subpart G organisation approved for the specific aircraft type available, the Kuwait DGCA may carry out the airworthiness review in accordance with this paragraph and the provisions M.A.901(e) and M.B.902. In this case, the airworthiness review should be requested to the competent Kuwait DGCA with a 30-day notice.

AMC M.A.904(b) Airworthiness review of aircraft imported into the State of Kuwait

The Airworthiness Review Report sent to the Kuwait DGCA should contain at least the items described below.

1. All the information set forth by AMC M.A 901(d)
2. Aircraft information
   (a) aircraft assigned registration
   (b) state of manufacturer
   (c) previous registration
   (d) export certificate number
   (e) TC and TC data sheet numbers
   (f) noise and emissions TC and TC data sheet numbers
   (g) comparison of prior maintenance programme with the proposed new maintenance programme.
3. Documents accompanying the recommendation
   (a) copy of the application, and;
   (b) original export certificate, and;
   (c) copy of the approvals of the flight manual and its supplements, and;
   (d) list of ADs incorporated up to the latest published issue, and;
   (e) proposed new maintenance programme, and;
   (f) status of all service life limited components, and;
   (g) the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and;
   (h) KCASR 8, Part-21 (or equivalent) approval reference for all modifications and repairs.
4. Maintenance
   (a) a copy of the work packages requested by the Subpart G organisation including details of any bridging check to ensure all the necessary maintenance has been carried out.
5. Aircraft check flight
   (a) a copy of the check flight report

Section B - Procedure For Kuwait DGCA
Subpart A - General

AMC M.B.102(a) Competent authority (DGCA)

1. In deciding upon the required airworthiness organisational structure, the Kuwait DGCA should review the number of certificates to be issued, the number and size of potential operators, the number of M.A. Subpart G continuing airworthiness management organisations within the State of Kuwait, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the State of Kuwait's aviation industry.
2. The Kuwait DGCA should retain effective control of important inspection functions and not delegate them in such a way that aircraft owners, operators, and M.A. Subpart G continuing airworthiness management organisations, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure should ensure that the various tasks and obligations of the Kuwait DGCA are not relying on individuals. That means that a continuing and undisturbed fulfilment of these tasks and obligations of the Kuwait DGCA should also be in case of illness, accident or leave of individual employees.

AMC M.B.102(c) DGCA – Qualification and training

1. Kuwait DGCA inspectors should have:

1.1. practical experience and expertise in the application of aviation safety standards and safe operating practices;

1.2. comprehensive knowledge of:

(a) relevant parts of implementing rules, certification specifications and guidance material;

(b) the Kuwait DGCA's procedures;

(c) the rights and obligations of an inspector;

(d) quality systems;

(e) continuing airworthiness management;

(f) operational procedures when affecting the continuing airworthiness management of the aircraft or the maintenance.

1.3. training on auditing techniques.

1.4. Properly qualified Air Worthiness Inspector (as per the ASD Job Description Manual) and five years relevant work experience as an Air worthiness inspector to be allowed to work as an inspector independently. .

1.5. knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course, including Fuel Tank Safety (FTS) training as described in Appendix XII to AMC to M.A.706(f) and M.B.102(c). These courses should be at least at a level equivalent to KCASR 1, Part-66 Appendix III Level 1 General Familiarisation.

Note: *"Relevant sample" means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.*

1.6. knowledge of maintenance standards.

2. In addition to technical competency, inspectors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.

3. A programme for continuation training should be developed which provides for the inspectors, at regular intervals, to visit appropriate manufacturers and attend technical symposia as well as training or refresher courses to gain first-hand knowledge of new developments. As a general policy, it is not desirable for the inspectors to obtain technical qualifications from those entities under their direct regulatory jurisdiction.

AMC M.B.102(d) Kuwait DGCA organisation – Procedures

The documented procedures should contain the following information:

(a) The designation and logo of the Kuwait DGCA.

(b) The title(s) and name(s) of the manager(s) of the Kuwait DGCA and their duties and responsibilities.

(c) Organisation chart(s) showing associated chains of responsibility of the senior persons.

(d) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.

(e) A general description of the facilities.

(f) Procedures specifying how the Kuwait DGCA ensure(s) compliance with KCASR 8, Part-M.

AMC M.B.104(a) Record-keeping

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way throughout the Kuwait DGCA (chronological, alphabetical order, etc).

2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.

3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.

   When hardware- or software-changes take place special care should be taken that all necessary data continues to be accessible at least through the full period specified in M.B.104 (c) and/or (e).

AMC M.B.104(f) Record-keeping

The cases, when records shall be made available should be limited to:

1. incidents or accidents,

2. findings through the aircraft continuing monitoring program where organisations approved by another competent authority are involved, to determine the root cause,

3. aircraft mainly operated in another ICAO State,

4. an aircraft previously operated in another ICAO State

5. an organisation having approvals in several ICAO States

When records are requested from another ICAO State, the reason for the request should be clearly stated. The records can be made available by sending a copy or by allowing their consultation.

AMC M.B.105(a) Mutual exchange of information

Reserved.

Subpart C - Continuing Airworthiness

AMC M.B.301(a) Maintenance programme

For the Kuwait DGCA to verify compliance with M.A.302, the auditing inspector should have received training on maintenance programme development and control.

AMC M.B.301(b) Maintenance programme (*)

1. When assessing aircraft maintenance programmes for approval, the Kuwait DGCA should verify that the maintenance programme is acceptable for the continued airworthiness of the specific aircraft listed and it is appropriate for the proposed operating environment and scheduled utilisation.
2. The Kuwait DGCA should assess the contents taking into account the origins of the document i.e. the manufacturers recommended maintenance programme, a MRB report, the operators own experience or another approved programme.
3. The Kuwait DGCA may elect to publish a proposed maintenance schedule for a piston engined aircraft type or a group of piston engined aircraft types below 2730Kgs maximum take-off mass (MTOM) or for a sailplane, powered sailplane or balloon type or for a group of sailplanes, powered sailplanes or balloon types. When owners/operators of the aircraft mentioned above elect to use a Kuwait DGCA proposed maintenance schedule, all the out of phase manufacturer recommendations should be incorporated into the final maintenance programme in order for it to be approved.
4. A copy of the approved programme should be retained by the Kuwait DGCA, unless the programme is approved by a M.A. Subpart G approved organisation.
5. The documentation issued by the Kuwait DGCA to approve the operator's maintenance programme may include details of who may issue certificates of release to service in a particular situation and may define which tasks are considered as complex maintenance tasks or limited pilot owner maintenance according to Appendix VIII to Part-M.
6. In the case of commercial air transport or large aircraft, development of the approved operator's maintenance programme is dependent upon sufficient satisfactory in-service experience which has been properly processed. In general, the task being considered for escalation beyond the MRB limits should have been satisfactorily repeated at the existing frequency several times before being proposed for escalation. Appendix I to AMC M.A.302 and M.B.301 (b) gives further information.
7. The Kuwait DGCA may approve an incomplete maintenance programme at the start of operation of an aircraft or an operator, subject to limiting the approval of the maintenance programme to a period that does not exceed any required maintenance not yet approved.
8. If the Kuwait DGCA is no longer satisfied that a safe operation can be maintained, the approval of a maintenance programme or part of it may be suspended or revoked. Events giving rise to such action include:

8.1. An operator changing the utilisation of an aircraft;

8.2. The owner or M.A. Subpart G approved organisation has failed to ensure that the programme reflects the maintenance needs of the aircraft such that safe operation can be assured.

AMC M.B.301(c) Maintenance Programme

1. Approval of an aircraft maintenance programme through a procedure established by a M.A. Subpart G organisation should require the organisation to demonstrate to the Kuwait DGCA that it has competence, procedures and record keeping provisions, which will enable the organisation to analyse aircraft reliability, TC holder's instructions, and other related operating and maintenance criteria.
2. According to the complexity of the aircraft and the nature of the operation, the maintenance programme procedures should contain reliability centred maintenance and condition monitored maintenance programme procedures and have procedures relating to the programme control which contain the following provisions:
   (a) task escalation or adjustment,
   (b) maintenance programme review,
   (c) SB or Service Information assessment,
   (d) component and structures in service performance review,
   (e) maintenance programme revision,
   (f) maintenance procedure effectiveness review and amendment,
   (g) maintenance review board report (MRBR) or manufacturer maintenance planning document (MPD) review and assessment, as appropriate,
   (h) AD review and assessment,
   (i) owner/maintenance/M.A. Subpart G organisation liaison,
   (j) training.
3. When the Kuwait DGCA requests, the organisation should make provision for the attendance of a Kuwait DGCA representative at meetings held to consider maintenance implications arising from reviews of the above provisions.

AMC M.B.301(d) Maintenance programme

Programmes and all associated airworthiness data, including that data used for substantiating the escalation of programmes should be made available to the Kuwait DGCA upon request.

AMC M.B.303 Aircraft continuing airworthiness monitoring

The Kuwait DGCA may create an adapted airworthiness survey programme for the aircraft for which it performs the airworthiness review.

AMC1 M.B.303(b) Aircraft continuing airworthiness monitoring

Scope of surveys

1. The Kuwait DGCA should undertake sample product surveys of aircraft on its register to verify that:
   (a) the condition of an aircraft as sampled is to a standard acceptable for the Certificate of Airworthiness
   (b) to remain in force,

(c) the operator/owner's management of the airworthiness of the aircraft is effective,

(d) the approvals and licenses granted to organisations and persons continue to be applied in a consistent manner to achieve the required standards.

A physical inspection of the aircraft is necessary during each ACAM survey (ramp or in-depth).

2. Sample product surveys of aircraft include:

(a) in-depth surveys carried out during extensive maintenance that fully encompass selected aspects of an aircraft's airworthiness,

(b) ramp surveys carried out during aircraft operations to monitor the apparent condition of an aircraft's airworthiness.

3. When performing a ramp survey, the inspector(s) should make all possible efforts to avoid an unreasonable delay of the aircraft inspected.

AMC2 M.B.303(b) Aircraft continuing airworthiness monitoring

In-depth survey

1. An ACAM in-depth survey is a sample inspection of the key risk elements (KREs) and should be performed during scheduled/extensive maintenance. Appendix III to GM 1 to M.B.303(b) provides guidance on KREs that can be used for planning and/or analysis of the inspections.

2. The survey should be a 'deep cut' through the elements or systems selected.

3. The record of an ACAM inspection should identify which KREs were inspected.

AMC3 M.B.303(b) Aircraft continuing airworthiness monitoring

Key risk elements

1. The following KREs should be used for aircraft continuing airworthiness monitoring:

(a) Type design and changes to type design

(b) Airworthiness limitations

(c) Airworthiness Directives

(d) Aircraft documents

(e) Flight Manual

(f) Mass & Balance

(g) Markings & placards

(h) Operational requirements

(i) Defect management

(j) Aircraft Maintenance Programme

(k) Component control

(l) Repairs

(m) Records

2. These KREs and their detailed components should be adapted to the complexity of the aircraft type being surveyed by retaining only those items that are applicable and relevant for the particular aircraft type.

GM1 M.B.303(b) Aircraft continuing airworthiness monitoring*

Key risk elements

The KREs define the scope of continuing airworthiness. The list of KREs is intended to provide the basis for planning and control of the ACAM survey programme. It will ensure that the programme covers all aspects of continuing airworthiness. While it is not required to cover all KREs during a given inspection, the ACAM survey programme needs to ensure that there is no omission, i.e. certain KRE are never inspected.

* See Appendices to Part-M - Appendix III to GM 1 M.B.303(b)

AMC M.B.303(c) Aircraft continuing airworthiness monitoring

The Kuwait DGCA should create an annual programme of surveys, selecting aircraft and/or operators depending on local knowledge of the maintenance environment, operating conditions, airworthiness standards and past surveillance experience. The programme should be used to identify the operator/fleet/aircraft, which are causing the greatest concern.

Subpart D - Maintenance Standards

(to be developed as appropriate)

Subpart E - Components

(to be developed as appropriate).

Subpart F - Maintenance Organisation

Reserved.

Subpart G - Continuing Airworthiness Management Organisation

AMC M.B.701(a) Application

1. The Kuwait DGCA should not expect the documents listed in M.B.701 (a) to be submitted in a completed state with the initial application for grant or change since each may require approval in its own right and may be subject to amendment as a result of Kuwait DGCA assessment during the technical investigations. Draft documents should be submitted at the earliest opportunity so that investigation of the application can begin. Grant or change cannot be achieved until the Kuwait DGCA is in possession of completed documents.
2. This information is required to enable the Kuwait DGCA to conduct its investigation, to assess the volume of maintenance work necessary and the locations at which it will be accomplished.
3. The applicant should inform the Kuwait DGCA where base and scheduled line maintenance is to take place and give details of any contracted maintenance which is in addition to that provided in response to M.A.201 (h) (2) or M.A.708 (c).
4. At the time of application, the operator should have arrangements for all base and scheduled line maintenance in place for an appropriate period of time, as accepted to the Kuwait DGCA. The operator should establish further arrangements in due course before the maintenance is due.

   Base maintenance contracts for high-life time checks may be based on one time contracts, when the Kuwait DGCA considers that this is compatible with the operator's fleet size.

AMC M.B.702(a) Initial approval

1. 'Formally indicate in writing' means that a DGCA Form 4 should be used for this activity. With the exception of the accountable manager, a DGCA Form 4 should be completed for each person nominated to hold a position required by M.A.706 (c), (d) and M.A.707.
2. In the case of the accountable manager, approval of the continuing airworthiness management exposition containing the accountable manager's signed commitment statement constitutes formal acceptance, once the Kuwait DGCA has held a meeting with the accountable manager and is satisfied with its results.

AMC M.B.702(b) Initial approval

1. The Kuwait DGCA should indicate approval of the continuing airworthiness management exposition in writing.
2. Contracts for sub-contracting continuing airworthiness management tasks by continuing airworthiness management organisations should be included in the continuing airworthiness management exposition. The Kuwait DGCA should verify that the standards set forth in AMC M.A.201(h)(1) are being met when approving the exposition.
3. The Kuwait DGCA while investigating the acceptability of the proposed subcontracted continuing airworthiness management tasks arrangements will take into account, in the subcontracted organisation, all other such contracts that are in place irrespective of state of registry in terms of sufficiency of resources, expertise, management structure, facilities and liaison between the contracting continuing airworthiness management organisation, the subcontracted organisation and where applicable contracted KCASR 8, Part-145 maintenance organisation(s).

AMC M.B.702(c) Initial approval

1. The Kuwait DGCA should determine by whom, and how the audit shall be conducted. For example, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.
2. The audit may be carried out on a product line type basis. For example, in the case of an organisation with Airbus A320 and Airbus A310 ratings, the audit is concentrated on one type only for a full compliance check. Dependent upon the result, the second type may only require a sample check that should at least cover the activities identified as weak for the first type.
3. When determining the scope of the audit and which activities of the organisation will be assessed during the audit, the privileges of the approved organisation should be taken into account, e.g. approval to carry out airworthiness reviews.
4. The Kuwait DGCA auditing inspector should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. Normally this is the quality manager. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.
5. The auditing inspector should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

AMC M.B.702(e) Initial approval

1. Findings should be recorded on an audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, the Kuwait DGCA should review the provisional finding levels, adjusting them if necessary and change the categorisation from ‘provisional’ to ‘confirmed’.
2. All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.
3. There may be occasions when the Kuwait DGCA finds situations in the applicant’s organisation on which it is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the Kuwait DGCA before a decision is made. If the review concludes that there is no finding then a verbal confirmation to the organisation will suffice.

AMC M.B.702(f) Initial approval

1. The audit report form should be the DGCA Form 13 (appendix VII).
2. A quality review of the DGCA Form 13 audit report should be carried out by a competent independent person nominated by the Kuwait DGCA. The review should take into account the relevant paragraphs of M.A. Subpart G, the categorisation of finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the DGCA Form 13.

AMC M.B.702(g) Initial approval

The audit reports should include the date each finding was cleared together with reference to the Kuwait DGCA report or letter that confirmed the clearance.

AMC M.B.703 Issue of approval

The table shown for the Approval Schedule in DGCA Form 14 (Approval Certificate) includes a field designated as “Aircraft type/series/group”.

The intention is to give maximum flexibility to the Kuwait DGCA to customise the approval to a particular organisation.

Possible alternatives to be included in this field are the following:

1. A specific type designation that is part of a type certificate, such as Airbus 340-211 or Cessna 172R.
2. A type rating (or series) as listed in Part-66 Appendix I to AMC, which may be further subdivided, such as Boeing 737-600/700/800, Boeing 737-600, Cessna 172 Series.
3. An aircraft group such as Cessna single piston engined aircraft.

Reference to the engine type installed in the aircraft may or may not be included, as necessary.

In all cases, the Kuwait DGCA should be satisfied that the organisation has the capability to the requested types/groups/series.

AMC M.B.703(a) Issue of approval

1. For approvals involving more than one ICAO member state and Kuwait DGCA, the approval should be granted in conjunction with the competent authority of the ICAO Member State in whose territories the other continuing airworthiness management organisation facilities are located. For practical reasons the initial approval should be granted on the basis of a joint audit visit by the Kuwait DGCA and competent authority of the ICAO Member State in whose territories the other continuing airworthiness management organisation facilities are located.

   Audits related to the renewal of the approval should be delegated to the competent authority of the ICAO Member State in whose territories the other continuing airworthiness management organisation facilities are located. The resulting audit form and recommendation should then be submitted to the approving competent authority.

AMC M.B.703(c) Issue of approval

The numeric sequence should be unique to the particular M.A. Subpart G Continuing Airworthiness Management Organisation.

AMC M.B.704(b) Continuing oversight

1. Where the Kuwait DGCA has decided that a series of audit visits are necessary to arrive at a complete audit of an approved continuing airworthiness management organisation, the program should indicate which aspects of the approval will be covered on each visit.
2. It is recommended that part of an audit concentrates on two ongoing aspects of the M.A. Subpart G approval, namely the organisations internal self monitoring quality reports produced by the quality monitoring personnel to determine if the organisation is identifying and correcting its problems and secondly the number of concessions granted by the quality manager.
3. At the successful conclusion of the audit(s) including verification of the exposition, an audit report form should be completed by the auditing inspector including all recorded findings, closure actions and recommendation. A DGCA Form 13 should be used for this activity.

4. Credit may be claimed by the Kuwait DGCA Inspectors/ Surveyor(s) for specific item audits completed during the preceding 23 month period subject to four conditions:
   (a) the specific item audit should be the same as that required by M.A. Subpart G latest amendment, and
   (b) there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
   (c) the Kuwait DGCA inspector(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit;
   (d) the specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.
5. When an operator sub-contracts continuing airworthiness management tasks all sub-contracted organisations should also be audited by the competent authority of operator at periods not exceeding 24 months (credits per paragraph 4 above are permitted) to ensure they fully comply with M.A. Subpart G. For these audits, the Kuwait DGCA auditing inspector should always ensure that he/she is accompanied throughout the audit by a senior technical member of the operator. All findings should be sent to and corrected by the operator.
6. When performing the oversight of organisations that hold both KCASR 8, Part 145 and M.A. Subpart G approvals, the Kuwait DGCA should arrange the audits to cover both approvals avoiding duplicated visit of a particular area.

AMC M.B.705(a)(1) Findings

1. For a level 1 finding the Kuwait DGCA should inform the owner/operator and the competent authority of any potentially affected aircraft in order that corrective action can be taken to ensure possible unsafe conditions on these aircraft are corrected before further flight.
2. Furthermore, a level 1 finding could lead to a non-compliance to be found on an aircraft as specified in M.B. 303 (g). In this case, proper action as specified in M.B.303 (h) would be taken.

AMC M.B.706 Changes

1. Changes in nominated persons

   The Kuwait DGCA should have adequate control over any changes to the personnel specified in M.A.706 (a), (c), (d) and (i). Such changes will require an amendment to the exposition.
2. It is recommended that a simple exposition status sheet is maintained which contains information on when an amendment was received by the competent authority and when it was approved.
3. The Kuwait DGCA should define the minor amendments to the exposition which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the approved continuing airworthiness management exposition.

   Changes notified in accordance with M.A.713 are not considered minor.

   For all cases other than minor, the applicable part(s) of the DGCA Form 13 should be used for the change.
4. The approved continuing airworthiness management organisation should submit each exposition amendment to the Kuwait DGCA whether it be an amendment for Kuwait DGCA approval or an indirectly approved amendment. Where the amendment requires

Kuwait DGCA approval, the Kuwait DGCA when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure the Kuwait DGCA should acknowledge receipt in writing.

Subpart H - Certificate of Release to Service - CRS

(to be developed as appropriate)

Subpart I - Airworthiness Review Report

AMC M.B.901 Assessment of recommendations

1. The result of the verification and the investigation of an Airworthiness Review Report (ARR) should be sent to the applicant within 30 days. If corrective action has been requested before the issuance of a Certificate of Airworthiness, the Kuwait DGCA may decide a further period for the assessment of the requested corrective action.
2. The verification of the compliance statement required by M.B.901 does not mean repeating the airworthiness review itself. However the Kuwait DGCA should verify that the M.A. Subpart G organisation has carried out a complete and accurate assessment of the airworthiness of the aircraft.
3. Depending on the content of the ARR, the history of the particular aircraft, and the knowledge of the M.A. Subpart G organisation or M.A.901(g) certifying staff compiling the ARR in terms of experience, number and correction of findings and previous Airworthiness reviews the extent of the investigation will vary. Therefore, whenever possible the person carrying out the investigation should be involved in the oversight of the M.A. Subpart G organisation producing the ARR.
4. In some cases, the inspector may decide that it is necessary to organise:

   (a) a physical survey of the aircraft, or;

   (b) a full or partial airworthiness review.

   In this case, the inspector should inform the M.A. Subpart G organisation compiling the ARR with sufficient notice so that it may organise itself according to M.A.901 (ej).

   Furthermore, this part of the investigation should be carried out by appropriate airworthiness review staff in accordance with M.B.902(b).
5. Only when satisfied the aircraft is airworthy, should the inspector issue a certificate of airworthiness.

AMC M.B.902(b) Airworthiness review by the DGCA

1. A person qualified in accordance with AMC M.B.102 (c) subparagraph 1.5 should be considered as holding the equivalent to an aeronautical degree.
2. “Experience in continuing airworthiness” means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.
3. An appropriate licence in compliance with KCASR 1, Part-66 is a category B or C licence in the subcategory of the aircraft reviewed. It is not necessary to satisfy the recent experience requirements of KCASR 1, Part 66 at the time of the review or to hold the type rating on the particular aircraft.
4. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position within the Kuwait DGCA that authorises that person to sign on behalf the Kuwait DGCA.
5. Reserved

AMC M.B.902(b)(1) Airworthiness review by the DGCA

For all aircraft used in commercial air transport and any other aircraft, other than balloons, above 2730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

1. Relevant parts of continuing airworthiness regulations.
2. Relevant parts of operational requirements and procedures, if applicable.
3. Knowledge of the internal procedures for continuing airworthiness.
4. Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation.

“Relevant sample” means that these courses should cover typical systems embodied in those aircraft being within the scope of approval

AMC M.B.902(b)(2) Airworthiness review by the DGCA

For all balloons and any other aircraft of 2730 Kg MTOM and below, not used in commercial air transport, appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:

1. Relevant parts of continuing airworthiness regulations.
2. Relevant parts of operational requirements and procedures, if applicable.
3. Knowledge of the internal procedures for continuing airworthiness.
4. Knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to KCASR 1, Part-66 Appendix III Level 1 General Familiarisation.

“Relevant sample” means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

This knowledge may be demonstrated by documented evidence or by an assessment performed by the Kuwait DGCA. This assessment should be recorded.

AMC M.B.902(c) Airworthiness review by the DGCA

The minimum content of the airworthiness review staff record should be:

1. Name,
2. Date of Birth,
3. Basic Education,
4. Experience,
5. Aeronautical Degree and/or part-66-qualification,
6. Initial Training received,
7. Type Training received,
8. Continuation Training received,
9. Experience in continuing airworthiness and within the organisation,
10. Responsibilities of current job

AMC to Appendix VI to Part-M Continuing Airworthiness Management Organisation Approval referred to in KCASR 8, Part-M, Subpart G

The following fields on page 2 "Continuing Airworthiness Management Organisation Approval Schedule" of the continuing airworthiness management organisation approval certificate should be completed as follows:

1. Date of original issue: It refers to the date of the original issue of the continuing airworthiness management exposition
2. Date of last revision: It refers to the date of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
3. Revision No: It refers to the revision No of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

AMC to Appendix VII "Complex Maintenance Tasks"

The sentence "suitably approved or authorised welder" contained in Appendix VII, paragraph 3(c), means that the qualification should meet an officially recognised standard or, otherwise, should be accepted by the Kuwait DGCA.

AMC to Appendix VIII "Limited Pilot Owner Maintenance"

1. The lists here below specify items that can be expected to be completed by an owner who holds a current and valid pilot licence for the aircraft type involved and who meets the competence and responsibility requirements of Appendix VIII to KCASR 8, Part-M.
2. The list of tasks may not address in a detailed manner the specific needs of the various aircraft categories. In addition, the development of technology and the nature of the operations undertaken by these categories of aircraft cannot be always adequately considered.
3. Therefore, the following lists are considered to be the representative scope of limited Pilot owner maintenance referred to in M.A.803 and Appendix VIII:
   (a) Part A applies to aeroplanes;
   (b) Part B applies to rotorcraft;
   (c) Part C applies to sailplanes and powered sailplanes;
   (d) Part D applies to balloons and airships.
4. Inspection tasks/checks of any periodicity included in an approved maintenance programme can be carried out providing that the specified tasks are included in the generic lists of Parts A to D of this AMC and remains compliant with Part M Appendix VIII basic principles.

   The content of periodic inspections/checks as well as their periodicity is not regulated or standardised in an aviation specification. It is the decision of the manufacturer/Type Certificate Holder (TCH) to recommend a schedule for each specific type of inspection/check.

For an inspection/check with the same periodicity for different TCHs, the content may differ, and in some cases may be critically safety-related and may need the use of special tools or knowledge and thus would not qualify for Pilot-owner maintenance. Therefore, the maintenance carried out by the Pilot-owner cannot be generalised to specific inspections such as 50 Hrs, 100 Hrs or 6 Month periodicity.

The Inspections to be carried out are limited to those areas and tasks listed in this AMC to Appendix VIII; this allows flexibility in the development of the maintenance programme and does not limit the inspection to certain specific periodic inspections. A 50 Hrs/6 Month periodic inspection for a fixed wing aeroplane as well as the one-year inspection on a glider may normally be eligible for Pilot-owner maintenance.

Tables

Note: *Tasks in Part A or Part B shown with ** exclude IFR operations following Pilot-owner maintenance. For these aircraft to operate under IFR operations, these tasks should be released by an appropriate licensed engineer.*

Part A – Pilot-owner Maintenance Tasks for Powered Aircraft (Aeroplanes)

ATA	Area	Task	Aeroplanes <=2730 kg
09	Towing	Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement (including weak links).	Yes
		Mirror – Installation and replacement of mirrors.	Yes
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes
12	Servicing	Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes
20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes
		Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting.	Yes
21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes
23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors, excluding IFR operations.	Yes**
24	Electrical power	Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations.	Yes**
		Wiring – Repairing broken circuits in non critical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes
		Bonding – Replacement of broken bonding cable.	Yes
		Fuses – Replacement with the correct rating.	Yes
25	Equipment	Safety Belts – Replacement of safety belts and harnesses excluding belts fitted with airbag systems.	Yes
		Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system.	Yes
		Non-essential instruments and/or equipment – Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes

ATA	Area	Task	Aeroplanes <=2730 kg
		Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems.	Yes
		ELT – Removal/Reinstallation.	Yes
27	Flight controls	Removal or reinstallation of co-pilot control column and rudder pedals where provision for quick disconnect is made by design.	Yes
28	Fuel System	Fuel Filter elements – Cleaning and/or replacement.	Yes
30	Ice and Rain Protection	Windscreen Wiper – Replacement of wiper blade.	Yes
31	Instruments	Instrument Panel – Removal and reinstallation provided that it is a design feature with quick disconnect connectors, excluding IFR operations.	Yes**
		Pitot Static System – Simple sense and leak check, excluding IFR operations.	Yes**
		Drainage – Drainage of water drainage traps or filters within the Pitot Static system excluding IFR operations.	Yes**
		Instruments – Check for legibility of markings and those readings are consistent with ambient conditions.	Yes
32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes
		Servicing – Replenishment of hydraulic fluid.	Yes
		Shock Absorber – replacement of elastic cords or rubber dampers.	Yes
		Shock Struts – Replenishment of oil or air.	Yes
		Skis – Changing between wheel and ski landing gear.	Yes
		Landing skids – Replacement of landing skids and skid shoes.	Yes
		Wheel fairings (spats) – Removal and reinstallation.	Yes
		Mechanical brakes – Adjustment of simple cable operated systems.	Yes
		Brake – Replacement of worn brake pads.	Yes
33	Lights	Lights – Replacement of internal and external blubs, filaments, reflectors and lenses.	Yes

ATA	Area	Task	Aeroplanes <=2730 kg
34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders.	Yes
		Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations.	Yes**
		Self contained data logger – Installation, data restoration.	Yes
51	Structure	Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or removal of structural parts or control surfaces.	Yes
		Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes
		Surface finish – Minor restoration where no disassembly of any primary structure or operating system is involved. This includes application of signal coatings or thin foils as well as registration markings.	Yes
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes
52	Doors and hatches	Doors – Removal and reinstallation	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes
56	Windows	Side Windows – Replacement if it does not require riveting, bonding or any special process.	Yes
61	Propeller	Spinner – Removal and reinstallation.	Yes
71	Powerplant installation	Cowling – Removal and reinstallation not requiring removal of propeller or disconnection of flight controls.	Yes
		Induction System – Inspection and replacement of induction air filter.	Yes
72	Engine	Chip detectors – Removal, checking and reinstallation provided the chip detector is a self-sealing type and not electrically indicated.	Yes
73	Engine fuel	Strainer or Filter elements – Cleaning and/or replacement.	Yes
		Fuel – Mixing of required oil into fuel.	Yes

ATA	Area	Task	Aeroplanes <=2730 kg
74	Ignition	Spark Plugs – Removal, cleaning, adjustment and reinstallation.	Yes
75	Cooling	Coolant – Replenishment of coolant fluid.	Yes
77	Engine Indicating	Engine Indicating – Removal and replacement of self contained, instrument panel mount indicators that have quick-release connectors and do not employ direct reading connections.	Yes
79	Oil System	Strainer or filter elements – Cleaning and/or replacement.	Yes
		Oil – Changing or replenishment of engine oil and gearbox fluid.	Yes

Part B – Pilot-owner Maintenance Tasks for Rotorcraft

ATA	Area	Task	Single Engine Rotorcraft <=2730 kg
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes
12	Servicing	Fuel, oil, hydraulic, de-iced and windshield liquid replenishment.	Yes
		Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes
20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes
		Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding latches and the replacement of receptacles and anchor nuts requiring riveting.	Yes
21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes
23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors, excluding IFR operations.	Yes**
24	Electrical power	Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations.	Yes**
		Wiring – Repairing broken circuits in non critical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes
		Bonding – Replacement of broken bonding cable excluding bonding on rotating parts and flying controls.	Yes
		Fuses – Replacement with the correct rating.	Yes
25	Equipment	Safety Belts – Replacement of safety belts and harnesses excluding belts fitted with airbag systems.	Yes
		Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system excluding flight crew seats.	Yes
		Removal/installation of emergency flotation gears with quick disconnect connectors.	Yes
		Non-essential instruments and/or equipment – Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes
		ELT – Removal/Reinstallation.	Yes
30	Ice and Rain Protection	Windscreen wiper replacement.	Yes
31	Instruments	Instrument Panel – Removal and reinstallation provided that it is a design feature with quick disconnect connectors, excluding IFR operations.	Yes**
		Pitot Static System – Simple sense and leak check, excluding IFR operations.	Yes**

ATA	Area	Task	Single Engine Rotorcraft <=2730 kg
		Drainage – Drainage of water drainage traps or filters within the Pitot Static system excluding IFR operations.	Yes**
		Instruments – Check for legibility of markings and those readings are consistent with ambient conditions.	Yes
32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes
		Replacement of skid wear shoes.	Yes
		Fit and remove snow landing pads.	Yes
		Servicing – Replenishment of hydraulic fluid.	Yes
		Brake – Replacement of worn brake pads.	Yes
33	Lights	Lights – Replacement of internal and external blubs, filaments, reflectors and lenses.	Yes
34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders.	Yes
		Navigation devices – Removal and replace self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations.	Yes**
		Self contained data logger – Installation, data restoration.	Yes
51	Structure	Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes
		Surface finish – Minor restoration where no disassembly of any primary structure or operating system is involved, excluding intervention on main and tail rotors. This includes application of signal coatings or thin foils as well as Registration markings.	Yes
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes
52	Doors	Doors – Removal and reinstallation	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes
56	Windows	Side Windows – Replacement if it does not require riveting, bonding or any special process.	Yes
62	Main rotor	Removal/Installation of main rotor blades that are designed for removal where special tools are not required (tail rotor blades excluded) limited to installation of the same blades previously removed refitted in the original position.	Yes
63 65	Transmission	Chip detectors – Remove, check and replace provided the chip detector is a self-se3aling type and not electrically indicated.	Yes

ATA	Area	Task	Single Engine Rotorcraft <=2730 kg
67	Fight control	Removal or reinstallation of co-pilot cyclic and collective controls and yaw pedals where provision for quick disconnect is made by design.	Yes
71	Powerplant installation	Cowlings – Removal and re-fitment.	Yes
72	Engine	Chip detectors – Removal, checking and reinstallation provided the chip detector is a self-sealing type and not electrically indicated.	Yes
79	Oil System	Filter elements – Replacement, provided that the element is of the “spin on/off” type.	Yes
		Oil – Changing or replenishment of engine oil.	Yes

Part C - Pilot-Owner Maintenance Tasks for Sailplanes and Powered Sailplanes

Reserved.

Part D - Pilot-Owner Maintenance Tasks for Balloons/Airships

Reserved.

Appendix I to AMC M.A.302 and AMC M.B.301(b) Content of the maintenance programme

1. General requirements

1.1 The maintenance programme should contain the following basic information.

1.1.1 The type/model and registration number of the aircraft, engines and, where applicable, auxiliary power units and propellers.

1.1.2 The name and address of the owner, operator or M.A Subpart G approved organisation managing the aircraft airworthiness.

1.1.3 The reference, the date of issue and issue number of the approved maintenance programme.

1.1.4 A statement signed by the owner, operator or M.A Subpart G approved organisation managing the aircraft airworthiness to the effect that the specified aircraft will be maintained to the programme and that the programme will be reviewed and updated as required.

1.1.5 Contents/list of effective pages and their revision status of the document.

1.1.6 Check periods, which reflect the anticipated utilisation of the aircraft. Such utilisation should be stated and include a tolerance of not more than 25%. Where utilisation cannot be anticipated, calendar time limits should also be included.

1.1.7 Procedures for the escalation of established check periods, where applicable and acceptable to the competent authority of registry.

1.1.8 Provision to record the date and reference of approved amendments incorporated in the maintenance programme.

1.1.9 Details of pre-flight maintenance tasks that are accomplished by maintenance staff.

1.1.10 The tasks and the periods (intervals/frequencies) at which each part of the aircraft, engines, APU's, propellers, components, accessories, equipment, instruments, electrical and radio apparatus, together with the associated systems and installations should be inspected. This should include the type and degree of inspection required.

1.1.11 The periods at which components should be checked, cleaned, lubricated, replenished, adjusted and tested.

1.1.12 If applicable details of ageing aircraft system requirements together with any specified sampling programmes.

1.1.13 If applicable details of specific structural maintenance programmes where issued by the type certificate holder including but not limited to:

(a) Maintenance of structural Integrity by damage Tolerance and Supplemental Structural Inspection Programmes (SSID).

(b) Structural maintenance programmes resulting from the SB review performed by the TC holder.

(c) Corrosion prevention and control.

(d) Repair Assessment.

(e) Widespread Fatigue Damage

1.1.14 If applicable, details of Critical Design Configuration Control Limitations together with appropriate procedures.

1.1.15 If applicable a statement of the limit of validity in terms of total flight cycles/calendar date/flight hours for the structural programme in 1.1.13.

1.1.16 The periods at which overhauls and/or replacements by new or overhauled components should be made.

1.1.17 A cross-reference to other documents approved by the Kuwait DGCA which contain the details of maintenance tasks related to mandatory life limitations, Certification Maintenance Requirements (CMR's) and ADs.

Note: To prevent inadvertent variations to such tasks or intervals these items should not be included in the main portion of the maintenance programme document, or any planning control system, without specific identification of their mandatory status.

1.1.18 Details of, or cross-reference to, any required reliability programme or statistical methods of continuous Surveillance.

1.1.19 A statement that practices and procedures to satisfy the programme should be to the standards specified in the TC holder's Maintenance Instructions. In the case of approved practices and procedures that differ, the statement should refer to them.

1.1.20 Each maintenance task quoted should be defined in a definition section of the programme.

2. Programme basis

2.1 An owner or a M.A Subpart G approved organisation's aircraft maintenance programme should normally be based upon the MRB report, where applicable, and the TC holder's maintenance planning document or Chapter 5 of the maintenance manual, (i.e. the manufacturer's recommended maintenance programme).

The structure and format of these maintenance recommendations may be re-written by the owner or the M.A Subpart G approved organisation to better suit the operation and control of the particular maintenance programme.

2.2 For a newly type-certificated aircraft where no previously approved maintenance programme exists, it will be necessary for the owner or the M.A Subpart G approved organisation to comprehensively appraise the manufacturer's recommendations (and the MRB report where applicable), together with other airworthiness information, in order to produce a realistic programme for approval.

2.3 For existing aircraft types it is permissible for the operator to make comparisons with maintenance programmes previously approved. It should not be assumed that a programme approved for one owner or the M.A Subpart G approved organisation would automatically be approved for another.

Evaluation should be made of the aircraft/fleet utilisation, landing rate, equipment fit and, in particular, the experience of the owner or the M.A Subpart G approved organisation when assessing an existing programme.

Where the Kuwait DGCA is not satisfied that the proposed maintenance programme can be used as is, the Kuwait DGCA should request appropriate changes such as additional maintenance tasks or de-escalation of check frequencies as necessary.

2.4 Critical Design Configuration Control Limitations (CDCCL)

If CDCCL have been identified for the aircraft type by the TC/STC holder, maintenance instructions should be developed. CDCCL's are characterised by features in an aircraft installation or component that should be retained during modification, change, repair, or scheduled maintenance for the operational life of the aircraft or applicable component or part.

3. Amendments

Amendments (revisions) to the approved maintenance programme should be made by the owner or the M.A Subpart G approved organisation, to reflect changes in the TC holder's recommendations, modifications, service experience, or as required by the Kuwait DGCA.

4. Permitted variations to maintenance periods

The owner or the M.A Subpart G approved organisation may only vary the periods prescribed by the programme with the approval of the Kuwait DGCA or through a procedure developed in the maintenance programme and approved by the Kuwait DGCA.

5. Periodic review of maintenance programme contents

5.1 The owner or the M.A Subpart G approved organisation's approved maintenance programmes should be subject to periodic review to ensure that they reflect current TC holder's recommendations, revisions to the MRB report if applicable, mandatory requirements and the maintenance needs of the aircraft.

5.2 The owner or the M.A Subpart G approved organisation should review the detailed requirements at least annually for continued validity in the light of operating experience.

6. Reliability Programmes

6.1 Applicability

6.1.1 A reliability programme should be developed in the following cases:

(a) the aircraft maintenance programme is based upon MSG-3 logic

(b) the aircraft maintenance programme includes condition monitored components

(c) the aircraft maintenance programme does not contain overhaul time periods for all significant system components

(d) when specified by the Manufacturer's maintenance planning document or MRB.

6.1.2 A reliability Programme need not be developed in the following cases:

(a) the maintenance programme is based upon the MSG-1 or 2 logic but only contains hard time or on condition items

(b) the aircraft is not a large aircraft according to Part-M

(c) the aircraft maintenance programme provides overhaul time periods for all significant system components.

Note: For the purpose of this paragraph, a significant system is a system the failure of which could hazard the aircraft safety.

6.1.3 Notwithstanding paragraphs 6.1.1 and 6.1.2 above, an M.A. Subpart G organisation may however, develop its own reliability monitoring programme when it may be deemed beneficial from a maintenance planning point of view.

6.2 Applicability for M.A. Subpart G organisation/operator of small fleets of aircraft

6.2.1 For the purpose of this paragraph, a small fleet of aircraft is a fleet of less than 6 aircraft of the same type.

6.2.2 The requirement for a reliability programme is irrespective of the M.A. Subpart G organisation's fleet size.

6.2.3 Complex reliability programmes could be inappropriate for a small fleet. It is recommended that such M.A. Subpart G organisations tailor their reliability programmes to suit the size and complexity of operation.

6.2.4 One difficulty with a small fleet of aircraft consists in the amount of available data which can be processed: when this amount is too low, the calculation of alert level is very coarse. Therefore "alert levels" should be used carefully.

6.2.5 An M.A. Subpart G organisation of a small fleet of aircraft, when establishing a reliability programme, should consider the following:

(a) The programme should focus on areas where a sufficient amount of data is likely to be processed.

(b) When the amount of available data is very limited, the M.A. Subpart G organisation's engineering judgement is then a vital element. In the following examples, careful engineering analysis should be exercised before taking decisions:

(1) A "0" rate in the statistical calculation may possibly simply reveal that enough statistical data is missing, rather that there is no potential problem.

(2) When alert levels are used, a single event may have the figures reach the alert level. Engineering judgement is necessary so as to discriminate an artefact from an actual need for a corrective action.

(3) In making his engineering judgement, a M.A.Subpart G organisation is encouraged to establish contact and make comparisons with other M.A.Subpart G organisations of the same aircraft, where possible and relevant. Making comparison with data provided by the manufacturer may also be possible.

6.2.6 In order to obtain accurate reliability data, it should be recommended to pool data and analysis with one or more other M.A.Subpart G organisation(s). Paragraph 6.6 of this paragraph specifies under which conditions it is acceptable that M.A.Subpart G organisations share reliability data.

6.2.7 Notwithstanding the above there are cases where the M.A.Subpart G organisation will be unable to pool data with other M.A.Subpart G organisation, e.g. at the introduction to service of a new type. In that case the Kuwait DGCA should impose additional restrictions on the MRB/MPD tasks intervals (e.g. no variations or only minor evolution are possible, and with the Kuwait DGCA approval).

6.3 Engineering judgement

6.3.1 Engineering judgement is itself inherent to reliability programmes as no interpretation of data is possible without judgement. In approving the M.A.Subpart G organisation's maintenance and reliability programmes, the Kuwait DGCA is expected to ensure that the organisation which runs the programme (it may be the M.A.Subpart G organisation, or an Part-145 organisation under contract) hires sufficiently qualified personnel with appropriate engineering experience and understanding of reliability concept (see AMC M.A.706).

6.3.2 It follows that failure to provide appropriately qualified personnel for the reliability programme may lead the Kuwait DGCA to reject the approval of the reliability programme and therefore the aircraft maintenance programme.

6.4 Contracted maintenance

6.4.1 Whereas M.A.302 specifies that, the aircraft maintenance programme – which includes the associated reliability programme-, should be managed and presented by the M.A.Subpart G organisation to the Kuwait DGCA, it is understood that the M.A.Subpart G organisation may delegate certain functions to the KCASR 8, Part-145 organisation under contract, provided this organisation proves to have the appropriate expertise.

6.4.2 These functions are:

(a) Developing the aircraft maintenance and reliability programmes,

(b) Performing the collection and analysis of the reliability data,

(c) Providing reliability reports, and

(d) Proposing corrective actions to the M.A.Subpart G organisation.

6.4.3 Notwithstanding the above decision to implement a corrective action (or the decision to request from the Kuwait DGCA the approval to implement a corrective action) remains the M.A.Subpart G organisation's prerogative and responsibility. In relation to paragraph 6.4.2(d) above, a decision not to implement a corrective action should be justified and documented.

6.4.4 The arrangement between the M.A.Subpart G organisation and the Part-145 organisation should be specified in the maintenance contract (see appendix 11) and the relevant CAME, and MOE procedures.

6.5 Reliability programme

In preparing the programme details, account should be taken of this paragraph. All associated procedures should be clearly defined.

6.5.1 Objectives

6.5.1.1 A statement should be included summarising as precisely as possible the prime objectives of the programme. To the minimum it should include the following:

(a) to recognise the need for corrective action,

(b) to establish what corrective action is needed and,

(c) to determine the effectiveness of that action

6.5.1.2 The extent of the objectives should be directly related to the scope of the programme. Its scope could vary from a component defect monitoring system for a small M.A.Subpart G organisation, to an integrated maintenance management programme for a big M.A.Subpart G organisation. The manufacturer's maintenance planning documents may give guidance on the objectives and should be consulted in every case.

6.5.1.3 In case of a MSG-3 based maintenance programme, the reliability programme should provide a monitor that all MSG-3 related tasks from the maintenance programme are effective and their periodicity is adequate.

6.5.2 Identification of items.

The items controlled by the programme should be stated, e.g. by ATA Chapters. Where some items (e.g. aircraft structure, engines, APU) are controlled by separate programmes, the associated procedures (e.g. individual sampling or life development programmes, constructor's structure sampling programmes) should be cross referenced in the programme.

6.5.3 Terms and definitions.

The significant terms and definitions applicable to the Programme should be clearly identified. Terms are already defined in MSG-3, KCASR 8, Part-145 and KCASR 8, Part-M.

6.5.4 Information sources and collection.

6.5.4.1 Sources of information should be listed and procedures for the transmission of information from the sources, together with the procedure for collecting and receiving it, should be set out in detail in the CAME or MOE as appropriate.

6.5.4.2 The type of information to be collected should be related to the objectives of the Programme and should be such that it enables both an overall broad based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary. The following are examples of the normal prime sources:

(a) Pilots Reports.

(b) Technical Logs.

(c) Aircraft Maintenance Access Terminal / On-board Maintenance System 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 Technical Delays and Incidents.

(k) Other sources: ETOPS, RVSM, CAT II/III.

6.5.4.3 In addition to the normal prime sources of information, due account should be taken of continuing airworthiness and safety information promulgated under KCASR 8 Part-21.

6.5.5 Display of information.

Collected information may be displayed graphically or in a tabular format or a combination of both. The rules governing any separation or discarding of information prior to incorporation into these formats should be stated. The format should be such that the identification of trends, specific highlights and related events would be readily apparent.

6.5.5.1 The above display of information should include provisions for "nil returns" to aid the examination of the total information.

6.5.5.2 Where “standards” or “alert levels” are included in the programme, the display of information should be oriented accordingly.

6.5.6 Examination, analysis and interpretation of the information.

The method employed for examining, analysing and interpreting the programme information should be explained.

6.5.6.1 Examination.

Methods of examination of information may be varied according to the content and quantity of information of individual programmes. These can range from examination of the initial indication of performance variations to formalised detailed procedures at specific periods, and the methods should be fully described in the programme documentation.

6.5.6.2 Analysis and Interpretation.

The procedures for analysis and interpretation of information should be such as to enable the performance of the items controlled by the programme to be measured; they should also facilitate recognition, diagnosis and recording of significant problems. The whole process should be such as to enable a critical assessment to be made of the effectiveness of the programme as a total activity. Such a process may involve:

(a) Comparisons of operational reliability with established or allocated standards (in the initial period these could be obtained from in-service experience of similar equipment of aircraft types).

(b) Analysis and interpretation of trends.

(c) The 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.

6.5.6.3 The range and depth of engineering analysis and interpretation should be related to the particular programme and to the facilities available. The following, at least, should be taken into account:

(a) Flight defects and reductions in operational reliability.

(b) Defects occurring on-line and at main base.

(c) Deterioration observed during routine maintenance.

(d) Workshop and overhaul facility findings.

(e) Modification evaluations.

(f) Sampling programmes.

(g) The adequacy of maintenance equipment and publications.

(h) The effectiveness of maintenance procedures.

(i) Staff training.

(j) Service bulletins, technical instructions, etc.

6.5.6.4 Where the M.A.Subpart G organisation relies upon contracted maintenance and/or overhaul facilities as an information input to the programme, the arrangements for availability and continuity of such information should be established and details should be included.

6.5.7 Corrective Actions.

6.5.7.1 The procedures and time scales both for implementing corrective actions and for monitoring the effects of corrective actions should be fully described. Corrective actions shall correct any reduction in reliability revealed by the programme and could take the form of:

(a) Changes to maintenance, operational procedures or techniques.

(b) Maintenance changes involving inspection frequency and content, function checks, overhaul requirements and time limits, which will require amendment of the scheduled maintenance periods or tasks in the approved maintenance programme. This may include escalation or de-escalation of tasks, addition, modification or deletion of tasks.

(c) Amendments to approved manuals (e.g. maintenance manual, crew manual).

(d) Initiation of modifications.

(e) Special inspections of fleet campaigns.

(f) Spares provisioning.

(g) Staff training.

(h) Manpower and equipment planning.

Note: Some of the above corrective actions may need the Kuwait DGCA's approval before implementation.

6.5.7.2 The procedures for effecting changes to the maintenance programme should be described, and the associated documentation should include a planned completion date for each corrective action, where applicable.

6.5.8 Organisational Responsibilities.

The organisational structure and the department responsible for the administration of the programme should be stated. The chains of responsibility for individuals and departments (Engineering, Production, Quality, Operations etc.) in respect of the programme, together with the information and functions of any programme control committees (reliability group), should be defined. Participation of the Kuwait DGCA should be stated. This information should be contained in the CAME or MOE as appropriate.

6.5.9 Presentation of information to the Kuwait DGCA.

The following information should be submitted to the Kuwait DGCA for approval as part of the reliability programme:

(a) The format and content of routine reports.

(b) The time scales for the production of reports together with their distribution.

(c) The format and content of reports supporting request for increases in periods between maintenance (escalation) and for amendments to the approved maintenance programme. These reports should contain sufficient detailed information to enable the Kuwait DGCA to make its own evaluation where necessary.

6.5.10 Evaluation and review

Each programme should describe the procedures and individual responsibilities in respect of continuous monitoring of the effectiveness of the programme as a whole. The time periods and the procedures for both routine and non-routine reviews of maintenance control should be detailed (progressive, monthly, quarterly, or annual reviews, procedures following reliability “standards” or “alert levels” being exceeded, etc).

6.5.10.1 Each Programme should contain procedures for monitoring and, as necessary, revising the reliability “standards” or “alert levels”. The organisational responsibilities for monitoring and revising the “standards” should be specified together with associated time scales.

6.5.10.2 Although not exclusive, the following list gives guidance on the criteria to be taken into account during the review:

(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 maintenance programme amendment

The Kuwait DGCA may authorise the M.A.Subpart G organisation to implement in the maintenance programme changes arising from the reliability programme results prior to their formal approval by the authority when satisfied that;

(a) the Reliability Programme monitors the content of the Maintenance Programme in a comprehensive manner, and

(b) the procedures associated with the functioning of the “Reliability Group” provide the assurance that appropriate control is exercised by the Owner/operator over the internal validation of such changes.

6.6 Pooling Arrangements.

6.6.1 In some cases, in order that sufficient data may be analysed it may be desirable to ‘pool’ data: i.e. collate data from a number of M.A. Subpart G organisations of the same type of aircraft. For the analysis to be valid, the aircraft concerned, mode of operation, and maintenance procedures applied should be substantially the same: variations in utilisation between two M.A. Subpart G organisations may, more than anything, fundamentally corrupt the analysis. Although not exhaustive, the following list gives guidance on the primary factors which need to be taken into account.

(a) Certification factors, such as: aircraft TCDS compliance (variant)/modification status, including SB compliance.

(b) Operational Factors, such as: operational environment/utilisation, e.g. low/high/seasonal, etc./respective fleet size operating rules applicable (e.g. ETOPS/RVSM/All Weather etc.)/operating procedures/MEL and MEL utilisation.

(c) Maintenance factors, such as: aircraft age maintenance procedures; maintenance standards applicable; lubrication procedures and programme; MPD revision or escalation applied or maintenance programme applicable.

6.6.2 Although it may not be necessary for all of the foregoing to be completely common, it is necessary for a substantial amount of commonality to prevail. Decision should be taken by the Kuwait DGCA on a case by case basis.

6.6.3 In case of a short term lease agreement (less than 6 month) more flexibility against the paragraph 6.6.1 criteria may be granted by the Kuwait DGCA, so as to allow the owner/operator to operate the aircraft under the same programme during the lease agreement effectivity.

6.6.4 Changes by any one of the M.A.Subpart G organisation to the above, requires assessment in order that the pooling benefits can be maintained. Where a M.A.Subpart G organisation wishes to pool data in this way, the approval of the Kuwait DGCA should be sought prior to any formal agreement being signed between M.A.Subpart G organisations.

6.6.5 Whereas this paragraph 6.6 is intended to address the pooling of data directly between M.A.Subpart G organisations, it is acceptable that the M.A.Subpart G organisation participates in a reliability programme managed by the aircraft manufacturer, when the Kuwait DGCA is satisfied that the manufacturer manages a reliability programme which complies with the intent of this paragraph.

Appendix II to M.A.201(h)(1) Sub-contracting of Continuing Airworthiness Management Tasks

1. Sub-Contracted Operator's Continuing Airworthiness Management Tasks

1.1 To actively control the standards of the sub-contracted organisation the operator should employ a person or group of persons who are trained and competent in the disciplines associated with M.A Subpart G. As such they are responsible for determining what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being operated.

1.2 The operator should conduct a pre-contract audit to establish that the sub-contracted organisation can achieve the standards required by M.A Subpart G in connection with those activities to be sub-contracted.

1.3 The operator should ensure that the sub-contracted organisation has sufficient qualified personnel who are trained and competent in the functions to be subcontracted.

In assessing the adequacy of personnel resources the operator should consider the particular needs of those activities that are to be sub-contracted, while taking into account the sub-contracted organisations existing commitments.

1.4 To be appropriately approved to contract out continuing airworthiness management tasks the operator should have procedures for the management control of these arrangements.

The operator's continuing airworthiness management exposition should contain relevant procedures to reflect his control of those arrangements made with the subcontracted organisation.

1.5 Sub-contracted continuing airworthiness management tasks should be addressed in a contract between the operator and the sub-contracted organisation. The contract should also specify that the sub-contracted organisation is responsible for informing the operator who is in turn responsible for notifying the respective Kuwait DGCA, of any subsequent changes that affect their ability to support the contract.

1.6 Organisations providing continuing airworthiness management tasks to support commercial air transport operators should use procedures which set out the manner by which the organisation fulfils its responsibility to those sub-contracted activities. Such procedures may be developed by either the sub-contracted organisation or the operator.

1.7 Where the sub-contracted organisation develops its own procedures these should be compatible with the operator's continuing airworthiness management exposition and the terms of the contract. These should be accepted by the Kuwait DGCA as extended procedures of the operator and as such should be cross-referenced from the continuing airworthiness management exposition. One current copy of the sub-contracted organisation's relevant procedures should be kept by the operator and should be accessible to the Kuwait DGCA where needed.

Note: *Should any conflict arise between the sub-contracted organisation's procedures and those of the operator then the policy and procedures of the continuing airworthiness management exposition will prevail.*

1.8 The contract should also specify that the sub-contracted organisation's procedures may only be amended with the agreement of the operator. The operator should ensure that these amendments are compatible with their continuing airworthiness management exposition and in compliance with M.A Subpart G.

The operator should nominate who will be responsible for continued monitoring and acceptance of the sub-contracted organisation procedures and their amendments. The controls used to fulfil this function should be clearly set out in the amendment section of the continuing airworthiness management exposition detailing the level of operator involvement.

1.9 Whenever any elements of continuing airworthiness management tasks are sub-contracted the operator's continuing airworthiness management personnel should have access to all relevant data in order to fulfil their responsibilities.

Note: *The operator retains authority to override where necessary for the continuing airworthiness of their aircraft, any recommendation of the sub-contracted organisation.*

1.10 The operator should ensure that the sub-contracted organisation continues to have qualified technical expertise and sufficient resources to perform the subcontracted tasks while in compliance with the relevant procedures. Failure to do so may invalidate the approval of the operators continuing airworthiness management system.

1.11 The contract should provide for Kuwait DGCA monitoring.

1.12 The contract should address the respective responsibilities to ensure that any findings arising from the Kuwait DGCA monitoring will be closed to the satisfaction of the Kuwait DGCA.

2. ACCOMPLISHMENT

This paragraph describes topics, which may be applicable in such a sub-contract arrangements.

2.1 Scope of work

The type of aircraft and their registrations, engine types and/or component subject to the continuing airworthiness management tasks contract should be specified.

2.2 Maintenance programme development and amendment.

The operator may sub-contract the preparation of the draft maintenance programme and any subsequent amendments. However, the operator remains responsible for assessing that the draft proposals meet his needs and obtaining Kuwait DGCA approval; the relevant procedures should specify these responsibilities. The contract should also stipulate that any data necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for operator agreement and/or Kuwait DGCA upon request.

2.3 Maintenance programme effectiveness and reliability

The operator should have in place a system to monitor and assess the effectiveness of the maintenance programme based on maintenance and operational experience. The collection of data and initial assessment may be made by the sub-contracted organisation; the required actions are to be endorsed by the operator.

Where reliability monitoring is used to establish maintenance programme effectiveness, this may be provided by the sub-contracted organisation and should be specified in the relevant procedures. Reference should be made to the operators approved maintenance programme and reliability programme. Participation of the operator's personnel in reliability meetings with the sub-contracted organisation should also be specified.

In providing reliability data the sub-contracted organisation is limited to working with primary data/documents provided by the operator or data provided by the operators contracted maintenance organisation(s) from which the reports are derived. The pooling of reliability data is permitted if accepted by the Kuwait DGCA.

2.4 Permitted variations to maintenance programme.

The reasons and justification for any proposed variation to scheduled maintenance may be prepared by the sub-contracted organisation. Acceptance of the proposed variation should be granted by the operator. The means by which the operator acceptance is given should be specified in the relevant procedures. When outside the limits set out in the maintenance programme, the operator is required to obtain approval by the Kuwait DGCA.

2.5 Scheduled maintenance

Where the sub-contracted organisation plans and defines maintenance checks or inspections in accordance with the approved maintenance programme, the required liaison with the operator, including feedback should be defined.

The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the operator's level of involvement in each type of check. This will normally involve the operator assessing and agreeing to a work specification on a case by case for base maintenance checks. For routine line maintenance checks this may be controlled on a day-to-day basis by the sub-contracted organisation subject to appropriate liaison and operator controls to ensure timely compliance. This typically may include, but is not necessarily limited to:

(a) Applicable work package, including job cards,

(b) Scheduled component removal list,

(c) Ads to be incorporated,

(d) Modifications to be incorporated

The associated procedures should ensure that the operator is advised in a timely manner on the accomplishment of such tasks.

2.6 Quality monitoring

2.7 Access by the Kuwait DGCA

The contract should specify that the sub-contracted organisation should always grant access to the Kuwait DGCA.

2.8 Maintenance data

The maintenance data used for the purpose of the contract should be specified, together with those responsible for providing such documentation and the Kuwait DGCA responsible for the acceptance/approval of such data when applicable. The operator should ensure such data including revisions is readily available to the operator's continuing airworthiness management personnel and those in the sub-contracted organisation who may be required to assess such data. The operator should establish a 'fast track' means of ensuring that urgent data is transmitted to the sub-contractor in a timely manner. Maintenance data may include, but is not necessarily limited to:

(a) Maintenance programme,

(b) ADs,

(c) Service Bulletins,

(d) Major repairs/modification data,

(e) Aircraft Maintenance Manual,

(f) Engine overhaul manual,

(g) Aircraft IPC,

(h) Wiring diagrams,

(i) Trouble shooting manual,

2.9 Airworthiness directives

While the various aspects of AD assessment, planning and follow-up may be accomplished by the sub-contracted organisation, embodiment is performed by a KCASR 8 Part- 145 maintenance organisation. The operator is responsible for ensuring timely embodiment of applicable ADs and is to be provided with notification of compliance. It therefore follows that the operator should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the operator agrees to the proposed means of compliance.

The relevant procedures should specify:

(a) What information (e.g. AD publications, continuing airworthiness records, flight hours/cycles, etc.) the sub-contracted organisation needs from the operator.

(b) What information (e.g. AD planning listing, detailed engineering order, etc) the operator needs from the sub-contracted organisation in order to ensure timely compliance with ADs.

To fulfil their above responsibility, operators should ensure that they are in receipt of current mandatory continued airworthiness information for the aircraft and equipment that they operate.

2.10 Service bulletin/modifications

The sub-contracted organisation may be required to review and make recommendations on embodiment of a SB and other associated non-mandatory material based on a clear operator policy. This should be specified in the contract.

2.11 Service life limit controls and component control/removal forecast.

Where the sub-contracted organisation performs planning activities, it should be specified that the organisation should be in receipt of the current flight cycles; flight hours; landings and/or calendar controlled details as applicable, at a frequency to be specified in the contract. The frequency should be such that it allows the organisation to properly perform the sub-contracted planning functions. It therefore follows that there will need to be adequate liaison between the operator, his Part-145 maintenance organisation(s) and the sub-contracted organisation. Additionally the contract should specify how the operator will be in possession of all current flight cycles, flight hours, etc. in order that the operator may assure the timely accomplishment of the required maintenance.

2.12 Engine health monitoring

If the operator sub-contracts the on wing engine health monitoring, the sub-contracted organisation should be in receipt of all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the operator for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the operator.

2.13 Defect control

Where the operator has sub-contracted the day-to-day control of technical log deferred defects this should be specified in the contract and should be adequately described in the appropriate procedures. The operator's MEL/CDL provides the basis for establishing which defects may be deferred and associated limits. The procedures should also define the responsibilities and actions to be taken for defects such as AOG situations, repetitive defects, and damage beyond type certificate holder's limits. For all other defects identified during maintenance, the information should be brought to the attention of the operator who dependent upon the procedural authority granted by the Kuwait DGCA may determine that some defects can be deferred. Therefore, adequate liaison between the operator, his sub- contracted organisation and contracted KCASR 8, Part-145 maintenance organisation should be ensured.

The sub-contracted organisation should make a positive assessment of potential deferred defects and consider potential hazards arising from the cumulative effect of any combination of defects. The sub-contracted organisations should liaise with the operator to gain his agreement following this assessment.

Deferment of MEL/CDL allowable defects can be accomplished by a contracted KCASR 8, Part 145 organisation in compliance with the relevant technical log procedures, subject to the acceptance by the aircraft commander.

2.14 Mandatory occurrence reporting

All incidents and occurrences that fall within the reporting criteria defined in KCASR 8, Part-M and KCASR 8, Part-145 should be reported as required by the respective requirements. The operator should ensure adequate liaison exists with the sub-contracted organisation and the KCASR 8, Part 145 organisation.

2.15 Continuing airworthiness records

These may be maintained and kept by the sub-contracted organisation on behalf of the operator who remains the owner of these documents. However, the operator should be provided with the current status of AD compliance and service life limited components in accordance with agreed procedures. The operator should also be provided with unrestricted and timely access to original records as and when needed.

On-line access to the appropriate information systems is acceptable. The record keeping requirements of KCASR 8 Part-M should be satisfied. Access to the records by duly authorised members of the Kuwait DGCA should be arranged upon request.

2.16 Check flight procedures

Check Flights are carried out under the control of the operator. Check flight requirements from the sub-contracted organisation or contracted KCASR 8, Part 145 maintenance organisations should be agreed by the operator

2.17 Communication between the operator and sub-contracted organisation

2.17.1 To exercise airworthiness responsibility the operator needs to be in receipt of all relevant reports and relevant maintenance data. The contract should specify what information should be provided and when.

2.17.2 Meetings provide one important corner stone whereby the operator can exercise part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communications between the operator, the sub-contracted organisation and, where different to the foregoing, the contracted KCASR 8, Part 145 organisation. The terms of contract should include whenever appropriate the provision for a certain number of meetings to be held between involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of:

(a) Contract review

Before the contract is applicable, it is very important that the technical personnel of both parties that are involved in the application of the contract meet in order to be sure that every point leads to a common understanding of the duties of both parties.

(b) Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

(c) Technical meeting

Scheduled meetings should be organised in order to review on a regular basis and agree actions on technical matters such as ADs, SBs, future modifications, major defects found during shop visit, reliability, etc.

(d) Quality meeting

Quality meetings should be organised in order to examine matters raised by the operator's quality surveillance and the Kuwait DGCA's monitoring activity and to agree upon necessary corrective actions.

(e) Reliability meeting

When a reliability programme exists, the contract should specify the operator's and KCASR 8, Part 145 approved organisation's respective involvement in that programme, including the participation to reliability meetings. Provision to enable the Kuwait DGCA participation in the periodical reliability meetings should also be provided

Appendix III to GM1 M.B.303(b) 'Key Risk Elements'

	Title	Description
A. AIRCRAFT CONFIGURATION		
A1	Type design and changes to type design	The type design is the part of the approved configuration of a product, as laid down in the TCDS, or TAC common to all products of that type. With the exception of changes contained in the certification specifications referred to in the TAC in accordance with KCASR 8, Part 21 Subpart B any changes to type design shall be approved and, for those embodied, shall be recorded with the reference to the approval.
A2	Airworthiness limitations	An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated to this airworthiness limitation is (are) complied with.
A3	Airworthiness Directives	An Airworthiness Directive means a document issued or adopted by the Kuwait DGCA, which mandates actions to be performed on an aircraft to restore an acceptable level of safety, when evidence shows that the safety level of this aircraft may otherwise be compromised (KCASR 8, Part 21.5).
B.AIRCRAFT OPERATION		
B1	Aircraft documents	Aircraft certificates and documents necessary for operations.
B2	Flight Manual	A manual, associated with the certificate of airworthiness, containing limitations within which operation of the aircraft is to be considered airworthy and, instructions and information necessary to the flight crew members for the safe operation of the aircraft.
B3	Mass & balance	Mass and balance data is required to make sure the aircraft is capable of operating within the approved envelope.
B4	Markings & placards	Markings and placards are defined in the individual aircraft type design. Some information may also be found in the Type Certificate Data Sheet, the Supplemental Type Certificates, the Flight Manual, the Aircraft

	Title	Description
		Maintenance Manual, the Illustrated Parts Catalogue, etc.
B5	Operational requirements	Items required to be installed to perform a specific type of operation.
B6	Defect management	Defect management requires a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is captured. This system should be properly documented. It may include, amongst others, the Minimum Equipment List system, the Configuration Deviation List system and deferred defects management.
C. AIRCRAFT MAINTENANCE		
C1	Aircraft Maintenance Programme	A document which describes or incorporates by reference the specific scheduled maintenance tasks and their frequency of completion, the associated maintenance procedures and related standard maintenance practices necessary for the safe operation of those aircraft to which it applies.
C2	Component control	The component control should consider a twofold objective for components maintenance: - maintenance for which compliance is mandatory; - maintenance for which compliance is recommended.
C3	Repairs	All repairs and unrepaired damage/ degradations need to comply with the instructions of the appropriate maintenance manual (e.g. the SRM, the AMM, the CMM). With the exception of repairs contained in the certification specifications referred to in KCASR 8, Part 21, Subparts D and M , all repairs not defined in the appropriate maintenance manual need to be appropriately approved and recorded with the reference to the approval. This includes any damage or repairs to the Aircraft, engine(s), propeller(s), and their components.

	Title	Description
C4	Records	Continuing Airworthiness records are defined in KCASR 8, M.A.305 and M.A.306 and related AMCs.
A1	Type design and changes to type design	The type design is the part of the approved configuration of a product, as laid down in the TCDS and TAC, common to all products of that type. With the exception of changes contained in the certification specifications referred to in KCASR 8, Part 21 Subparts D and M any changes to type design shall be approved and, for those embodied, shall be recorded with the reference to the approval.

Supporting information	**Typical inspection items**
The type design consists of: 1. the drawings and specifications, and a listing of those drawings and specifications, necessary to define the configuration and the design features of the product (i.e. the aircraft, its components, etc.) shown to comply with the applicable type-certification basis and environmental protection requirements; 2. information on materials and processes and on methods of manufacture and assembly of the product necessary to ensure the conformity of the product; 3. an approved Airworthiness Limitation Section (ALS) of the Instructions for Continued Airworthiness (ICA); and 4. any other data necessary to allow by comparison the determination of the airworthiness, the characteristics of noise, fuel venting, and exhaust emissions (where applicable) of later products of the same type. The individual aircraft design is made of the type design supplemented with changes to the type design (e.g. modifications) embodied on the considered aircraft.	1. Use the current type certificate data sheets (airframe, engine, propeller as applicable) and check that the aircraft conforms to its type design (correct engine installed, seat configuration, etc.). 2. Check that changes have been approved properly (approved data is used, and a direct relation to the approved data). 3. Check for unintentional deviations from the approved type design, sometimes referred to as concessions, divergences, or non-conformances, Technical Adaptations, Technical Variations, etc. 4. Check cabin configuration (LOPA). 5. Check for embodiment of STC's, and, if any Airworthiness Limitations Section (ALS)/ FM/MEL/WBM and revisions are needed, they have been approved and complied with. a. Aircraft S/N applicable b. Applicable engines c. Applicable APU d. Max. certified weights e. Seating configuration f. Exits 6. Check that the individual aircraft design/ configuration is properly established and used as a reference.

	Title	Description
	Depending on the product State of Design, Bilateral Agreements and/or Kuwait DGCA decisions on acceptance of certification findings exist and should be taken into account.	
Reference Documents:		- KCASR 8, Part 21, Subpart B - KCASR 8, Part 21, Subpart D - KCASR 8, Part 21, Subpart M

A2	**Airworthiness Limitations**	An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated to this airworthiness limitation is (are) complied with.
Supporting information		**Typical inspection items**
Airworthiness limitations are exclusively associated with instructions whose compliance is mandatory as part of the type design. They apply to some scheduled or unscheduled instructions that have been developed to prevent and/or to detect the most severe failure. They mainly apply to maintenance (mandatory modification, replacement, inspections, checks, etc., but can also apply to instructions to control critical design configurations (for example Critical Design Configuration Control Limitations (CDCCL) for the fuel tank safety).		1. Check that the Aircraft Maintenance Programme (AMP) reflects airworthiness limitations and associated instructions (standard or alternative) issued by the relevant design approval holders and is approved by the competent authority. 2. Check that the aircraft and the components thereof comply with the approved AMP. 3. Check the current status of life-limited parts. The current status of life-limited parts is to be maintained throughout the operating life of the part. Typical Airworthiness Limitation items: - Safe Life ALI (SL ALI)/Life limited parts, - Damage Tolerant ALI (DT ALI)/Structure, including ageing aircraft structure, - Certification Maintenance Requirements (CMR), - Ageing Systems Maintenance (ASM), including Airworthiness Limitations for Electrical Wiring Interconnection System (EWIS),

	Title	Description
		- Fuel Tank Ignition Prevention (FTIP)/ Flammability Reduction Means (FRM), - CDCCL, check wiring if any maintenance carried out in same area - wiring separation, - Ageing fleet inspections mandated through ALS or AD are included in the AMP.
Reference documents:		- KCASR 8, Part 21, Subpart B - KCASR 8, Part 21, Subpart D - CS/FAR 22.1529 - CS/FAR 23.1529, Appendix G, para. G25.4 - CS/FAR 25.1529, Appendix H, para. H25.4 - CS/FAR 27.1529, Appendix A, para. A27.4 - CS/FAR 29.1529, Appendix A, para. A29.4 - CS/FAR 31HB.82 - CS/FAR-APU 30 - CS/FAR-E 25 - CS/FAR -P 40 - CS VLR.1529, Appendix A, para. A.VLR.4 - KCASR 8, Part M.A.302 - KCASR 8, Part M.A.305 - KCASR 8, Part M.A.710(a)(7)

A3	**Airworthiness Directives**	An Airworthiness Directive means a document issued or adopted by the Kuwait DGCA, which mandates actions to be performed on an aircraft to restore an acceptable level of safety, when evidence shows that the safety level of this aircraft may otherwise be compromised. (KCASR 8, Part 21.5)
Supporting information		**Typical inspection items**
Any Airworthiness Directive issued by a State of Design for an aircraft, or for an engine, propeller, part or appliance and installed on an aircraft registered in the State of Kuwait, shall apply unless the Kuwait DGCA has issued a different		1. Check if all ADs applicable to the airframe, engine(s), propeller(s) and equipment have been incorporated in the AD-status, including their revisions.

	Title	Description
Instruction before the date of entry into force of that airworthiness directive.		2. Check records for correct AD applicability (including ADs incorrectly listed as non-applicable). 3. Check by sampling in the current AD status that applicable ADs have been or are planned to be (as appropriate) carried out within the requirements of these Airworthiness Directives, unless otherwise specified by the Kuwait DGCA (AMOC). 4. Check that applicable ADs related to maintenance are included into the Aircraft Maintenance Programme. 5. Check that task-cards correctly reflect AD requirements or refer to procedures and standard practises referenced in ADs. 6. Sample during a physical survey some ADs for which compliance can be physically checked.
Reference documents:		- KCASR 8, Part 21.5 - KCASR 8, Part 21.Subpart B - KCASR 8 Part 21.Subpart H - KCASR 8 Part M.A.201 & AMC M.A.201(h)§ 4 - KCASR 8 Part M.A.303 - KCASR 8 Part M.A.305 § (d) & (h) - KCASR 8 Part M.A.401 § (a) & (b) -- KCASR 8 Part M.A.501 § (b) - KCASR 8 Part M.A.503 § (a) - KCASR 8 Part M.A.504 § (a) 2 - KCASR 8 Part M.A.504 & AMC M.A.504(c) § 1(f) - KCASR 8 Part M.A.613 & AMC M.A.613(a) § 2.4.3, 2.5.2, 2.6.1(h) & 2.8(b) - KCASR 8 Part M.A.708 § (b)8 - KCASR 8 Part M.A.709(a) - KCASR 8 Part M.A.710 § (a)5 - KCASR 8 Part M.A.801 & AMC M.A.801(h)

	Title	Description
B1	**Aircraft Documents**	Aircraft certificates and documents necessary for operations.
Supporting information		**Typical inspection items**
The aircraft certificates and documents necessary for operations may include, but are not necessarily limited to: - Certificate of Registration; - Certificate of Airworthiness; - Noise certificate; - Aircraft certificate of release to service; - Technical log book, if required; - Airworthiness Review Report; - Etc.		1. Check that all certificates and documents pertinent to the aircraft and necessary for operations (or copies, as appropriate) are on board. 2. Check C of A modification/Aircraft identification. 3. Check that noise certificate corresponds to aircraft configuration. 4. Check Permit to fly and Flight Conditions when necessary. 5. Check that there is an appropriate aircraft certificate of release to service.
Reference documents:		- KCASR 8, Part 21 Subpart H - KCASR 8, Part 21 Subpart I - KCASR 8, Part 21 Subpart P - KCASR 8, Part 21 Subpart Q - KCASR 8, Part M.A.201(a)(2) - KCASR 8, Part M.A 801

B2	Flight Manual	A manual, associated with the certificate of airworthiness, containing limitations within which operation of the aircraft is to be considered airworthy and, instructions and information necessary to the flight crew members for the safe operation of the aircraft.
Supporting information		**Typical inspection items**
The Flight Manual needs to reflect the current status/configuration of the aircraft. When it does not, it may provide flight crew members with wrong information. This may lead to errors and/or to override limitations that could contribute to severe failure.		1. Check the conformity of the Flight Manual (FM), latest issue, with aircraft configuration, including modification status, (AD, SB, STC etc.). 2. Check: - the FM approval, revision control, Supplement to FM;

	Title	Description
		- the impact of modification status on noise and weight & balance; - additional required manuals (QRH/FCOM/OM-B etc.); - FM limitations.
Reference documents:		- KCASR 8 Part 21.Subpart H - KCASR 8 Part 21.Subpart I - KCASR 8 Part M.A. 305, AMC M.A. 305(d) - KCASR 8 Part M.A.710(a), 2 - KCASR 8 Part M.A. 710(c), 2 - KCASR 8 AMC M.A.710(a), 1 - KCASR 8 AMC M.A.901(b), (g) - KCASR 8 AMC M.A.902(b), 3 - KCASR 8 AMC M.A.904(a), 2(c) and (k) - KCASR 8 AMC M.A.904(b), (c)
B3	**Mass and Balance**	Mass and balance data is required to make sure the aircraft is capable of operating within the approved envelope.
Supporting information		**Typical inspection items**
The mass and balance report needs to reflect the actual configuration of the aircraft. When it does not, the aircraft might be operated outside the certified operating envelope.		1. Check that mass and balance report is valid, considering current configuration. 2. Make sure that modifications and repairs are taken into account in the report. 3. Check that equipment status is recorded on the mass and balance report. 4. Compare current mass and balance report with previous report for consistency.
Reference documents:		- KCASR 8 Part M.A.305(d)5 - KCASR 8 Part M.A.708(b)(10) - KCASR 8 Part M.A.710(a)(9),AMC M.A.710 (1) - KCASR 6 Part-CAT: CAT.POL.MAB.100 and related AMCs/GM

	Title	Description
B4	Markings & placards	Markings and placards are defined in the individual aircraft type design. Some information may also be found in the TCDS, the Supplemental Type Certificates (STC), the FM, the AMM, the IPC, etc.

Supporting information	**Typical inspection items**
Markings and placards on instruments, equipment, controls, etc. shall include such limitations or information as necessary for the direct attention of the crew during flight. Markings and placards or instructions shall be provided to give any information that is essential to the ground handling in order to preclude the possibility of mistakes in ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardise the safety of the aircraft in subsequent flights. Markings and placards or instructions shall be provided to give any information essential in the prevention of passenger injuries. National registration markings must be installed. They include registration, possible flag, fireproof registration plate. Product data plates must be installed. When markings and placards are missing, or unreadable, or not properly installed, mistakes or aircraft damages may occur and could subsequently contribute to a severe failure.	1. Check that the required markings and placards are installed on the aircraft, especially the emergency exit markings instructions and passenger information signs and placards. 2. Check that all installed placards are readable. 3. Check the Flight Manual versus the instruments. (General Aviation usually). 4. Check registration markings, including State of Registry fireproof nameplate. 5. Check product data plates. Examples of markings & placards: - door means of opening, - each compartment's weight/load limitation/ placards stating limitation on contents, - passenger information signs, including no smoking signs, - emergency exit marking, - pressurised cabin warning, - calibration placards, - cockpit placards and instrument markings, - O^2 system information data, - accesses to the fuel tanks with flammability reduction means (CDCCL), - fuelling markings (fuel vent, fuel dip stick markings), - EWIS identification, - towing limit markings, - break-in markings, - inflate tyres with nitrogen,

	Title	Description
		- RVSM + static markings.
Reference documents:		- KCASR 8 Part 21 Subpart H - KCASR 8 Part 21 Subpart P - KCASR 8 Part 21 Subpart Q - relevant CS/FAR for the aircraft type being inspected - KCASR 8 Part M.A.501 - KCASR 8 Part M.A.710(c) - KCASR 8 AMC M.A.504(e) - KCASR 8 AMC M.A.603(c) - KCASR 8 AMC M.A.904(a)(2)

B5	Operational Requirements	Requirements for the type of operation are complied with (e.g. equipment, documents, approvals).
Supporting information		**Typical inspection items**
This includes all equipment required by the applicable operational code including national requirements. In case of malfunction, it can create a hazardous situation. Especially emergency equipment needs attention during this inspection.		1. Check permits & approvals required for type of operation. 2. Check for the presence and serviceability of equipment required by operational approvals. 3. Check safety equipment, check that emergency equipment is readily accessible.
Reference documents:		- KCASR 8 Part M.A.201(a)(2) - KCASR 8 Part 21 Subpart I - KCASR 6 Part-CAT, Subpart D ‘Instruments, Data and Equipment

B6	Defect Management	Defect management requires a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is captured. This system should be properly documented.

	Title	Description
		It includes, amongst others, the MEL system, the CDL system and deferred defects management.
Supporting information		**Typical inspection items**
This KRE addresses the effectiveness of defect management, it should also consider defects found during the physical inspection.		1. Check that the deferred defects have been identified, recorded, and rectified/deferred in accordance with approved procedures and within approved time limits. 2. Check that operations outside published approved data have only been performed under a Permit to Fly or under flexibility provisions (e.g. Exemptions issued by Kuwait DGCA). Sample on: a. TLB and hold item list, b. maintenance task cards, c. engine shop report, d. (major) component shop report, e. maintenance/repair/modification working party files after embodiment of modifications or repairs, f. occurrence reporting data, g. communications between the user of maintenance data and the maintenance data author in case of inaccurate, incomplete, ambiguous procedures and practices. 3. Check that the consequences of the deferral have been managed with Operation/Crew. 4. Check that defects are being deferred in accordance with approved data (current revision of the MEL, CDL, aircraft maintenance programme). 5. Compare physical location of parts/serial numbers with recorded locations to identify undocumented parts swaps for troubleshooting.
Reference documents:		- KCASR 8 Part M.A.301(2) - AMC M.A.301-2 - KCASR 8 Part M.A.403 - AMC M.A.710(a) Airworthiness review

	Title	Description
		- KCASR 8 Part 145.A.60 - KCASR 8 Part 145.A.45(c) - EASA AMC 20-8 Occurrence Reporting

C1	Aircraft Maintenance Programme	A document which describes the specific scheduled maintenance tasks and their frequency of completion, related standard maintenance practices and the associated procedures necessary for the safe operation of those aircraft to which it applies.
Supporting information		**Typical inspection items**
The Aircraft Maintenance Programme (AMP) is intended to include scheduled maintenance tasks, the associated procedures and standard maintenance practices. It also includes the reliability programme, when required. Tasks included in the maintenance programme can originate from: tasks for which compliance is mandatory: instructions specified in repetitive Airworthiness Directives (AD), or in the Airworthiness Limitations Section (ALS), which may include Certification Maintenance Requirements (CMRs). The ALS is included in the Instructions for Continuing Airworthiness (ICA) of a design approval holder; tasks for which compliance is recommended: additional instructions specified in the Maintenance Review Board Report (MRBR), the Maintenance Planning Document (MPD), Service Bulletins (SB), or any other non-mandatory continuing airworthiness information issued by the design approval holder; additional or alternative instructions proposed by the owner or the continuing airworthiness management organisation once approved in accordance with point M.A.302(d)(iii); The AMP shall contain details, including frequency, of all maintenance to be		Review of AMP contents: 1. Check that the AMP properly reflects mandatory continuing airworthiness instructions (ALIs, CMRs (the latest source documents' revision. Sample check that tasks are implemented within approved compliance times and that no tasks have been omitted. 2. Check how recommended scheduled maintenance tasks (such as TBO intervals, recommended through Service Bulletins, Service Letters, etc., the latest source documents' revision) are considered when updating the AMP. If applicable, check embodiment policy as required by M.A.301 point 7. 3. Check that the AMP properly reflects the maintenance tasks specified in repetitive ADs. 4. Check that the AMP properly reflects additional instructions for continuing airworthiness resulting from specific installed equipment or modifications embodied. 5. Check that the AMP properly reflects additional instructions for continuing airworthiness resulting from repairs embodied. 6. If applicable, check that the AMP properly reflects additional maintenance tasks required by specific approvals (e.g. RVSM, ETOPS, MNPS, B-RNAV). Check for any additional scheduled maintenance

	Title	Description
carried out, including any specific tasks linked to the type and the specificity of operations.		measures required due to the use of the aircraft and the operational environment. 7. If applicable, check for proper identification of pilot-owner maintenance tasks and identification of the pilot-owner(s) or the alternative procedure described in AMC M.A.803 point 3. 8. Check approval status of additional or alternative instructions (M.A.302(d)(iii)). 9. Check if a reliability programme is present and active when required. 10. Review of aircraft compliance with an AMP: 11. Check if the AMP used is valid for the aircraft, is approved and is amended correctly. 12. Check if tasks are performed within the value(s) quoted in AMP and the source documents 13. Sample check that no task has been omitted without justifications accepted by the Kuwait DGCA (at the time of decision). 14. Check the reporting of performed scheduled maintenance into the records system. 15. Analyse the effectiveness of the AMP and reliability by reviewing the unscheduled tasks.
Reference documents:		- KCASR 8 Part M.A.302 and its AMC - KCASR 8 Part M.A.708(b) - KCASR 8 Part M.A.803 and its AMC

C2	Component control	The component control should consider a twofold objective for components maintenance: - maintenance for which compliance is mandatory. - maintenance for which compliance is recommended
Supporting information		**Typical inspection items**

	Title	Description
Depending on each maintenance task, accomplishment is scheduled or unscheduled. Refer to KRE C.1 'Aircraft Maintenance Programme'. Components affected by scheduled maintenance: Life-limited components are of two types: - components subject to a certified life limit; - components subject to a service life limit. Components with a certified life-limit must be permanently removed from service when, or before, their operating limitation is exceeded. The life limitation is controlled at the component level (in opposition to aircraft level). Components subject to a service life ('time controlled components') include the following: - components for which removal and restoration are scheduled, regardless of their level of failure resistance. Reference is made to hard time components: They are subject to periodic maintenance dealing with a deterioration that is assumed to be predictable (the overall reliability invariably decreases with age): Failure is less likely to occur before restoration is necessary; - components for which failure resistance can reduce and drop below a defined level: Inspections are scheduled to detect potential failures. Reference is made to 'On-condition' components: They are called such because components, which are inspected, are left in service (no further maintenance action taken) on the condition that they continue to meet specified performance standards. Notes:	1. Check that the mandatory maintenance tasks are identified as such and managed separately from recommendations. 2. Sample check installed components (PN and SN) against aircraft records: a. Correct Part Number and Serial Number installed. b. Correct authorised release document available. 3. Check the current status of time-controlled components, with due consideration to deferred items. They must identify: a. The affected components (Part Number and Serial Number). b. For components subject to a repetitive task: the task description and reference, the applicable threshold/interval, the last accomplishment data (date, the component's total accumulated life in Hours, Cycles, Landings, Calendar time, as necessary) and the next planned accomplishment data. c. For components subject to an unscheduled task: the task description and reference, the accomplishment data (date, the component's total accumulated life in Hours, Cycles, Landings, Calendar time, as necessary). Pay attention to ETOPS and CDCCL components. 4. Check current status of life-limited components. This status can be requested upon each transfer throughout the operating life of the part: a. The life limitation, the component's total accumulated life, and the life remaining before the component's life limitation is reached (indicating Hours, Cycles, Landings, Calendar time, as necessary). b. If relevant for the determination of the remaining life, a full installation history indicating the number of hours, cycles or calendar time relevant to each installation on these different types of aircraft/engine.

	Title	Description
1. Restoration tasks for hard time components are not the same as 'On-condition' tasks, since they do not monitor gradual deterioration, but are primarily done to ensure the item may continue to remain in service until the next planned restoration. 2. Components subject to 'condition-monitoring' are permitted to remain in service without preventive maintenance until functional failure occurs. Reference is made to 'fly-to-failure'. Such components are subject to unscheduled tasks.		5. Check if the aircraft maintenance programme and reliability programme results impact the component control. 6. Check that life-limited and time controlled components are correctly marked during a physical survey.
Reference documents:		- KCASR 8 Part 21 Subpart Q - KCASR 8 Part M.A.302 - KCASR 8 Part M.A.305 - KCASR 8 Part M.A.501 - KCASR 8 Part M.A.503 - KCASR 8 Part M.A.710

C3	Repairs	All repairs and unrepaired damage/ degradations need to comply with the instructions of the appropriate maintenance manual (e.g. the SRM, the AMM, the CMM). With the exception of repairs contained in the certification specifications referred to in KCASR 8, Part 21, Subparts D and M, all repairs not defined in the appropriate maintenance manual need to be appropriately approved and recorded with the reference to the approval. This includes any damage or repairs to the Aircraft, engine(s), propeller(s), and their components.
Supporting information		**Typical inspection items**
The data substantiating repairs should include, but is not limited to, the damage assessment, the rationale for the classification of the repair, the evidence the repair has been designed in		1. Sample the repair status to confirm it appropriately traces repairs and un-repaired damage/deteriorations. 2. Sample repair files (at least one file for each type of repaired items) to check that repaired

	Title	Description
	accordance with approved data, i.e. by reference to the appropriate manual, procedure or to a KCASR 6, Part 21 repair design approval, the drawings/material and accomplishment instructions, as well as the maintenance and operational instructions. 'Repair status' means a list of: - the repairs embodied since the original delivery of (and still existent upon) the aircraft/engine/propeller/component; and - the un-repaired damage/ degradations. It also includes, either directly or by reference to supporting documentation (i.e. repair files), the substantiating data supporting compliance with the applicable airworthiness requirements. The repair status should identify the repair file reference, the repair classification, the repaired item (i.e. aircraft, engine, propeller, component, and a precise location if necessary), and the date and total life in FH/FC accumulated by the item at the time of repair or finding of the un-repaired damage/degradations. Cross-reference to the aircraft maintenance programme should also be included, as necessary. Depending on the product State of Design, Bilateral Agreements and/or Kuwait DGCA decisions on acceptance of certification findings exist and should be taken into account for the determination of acceptable data for repairs.	and unrepaired damage/deterioration have been assessed against the latest published approved repair data. 3. Check that repair instructions detailed in the repair file comply with published approved repair data. 4. Check that major repairs resulting in new or amended airworthiness limitations and associated mandatory instructions (including ageing aircraft programme) have been included in the aircraft maintenance programme. 5. Check that new or amended maintenance instructions resulting from repairs have been considered for inclusion in the aircraft maintenance programme. 6. Compare the repair status and the physical status of the repaired aircraft, engine(s), propeller(s), and their repaired components (physical survey) in order to confirm the accuracy of the repair status. Sample embodied repairs to check their conformity against the repair files (physical survey).
	Reference documents:	- KCASR 8 Part 21.Subpart M - KCASR 8 Part M.A.304 - KCASR 8 AMC Part M.A.304 - KCASR 8 Part M.A.305 - KCASR 8 AMCs to Part M.A.305 - KCASR 8 Part M.A.401

	Title	Description
		- KCASR 8 AMCs to Part M.A.401

C4	Records	Continuing Airworthiness records are defined in KCASR 8 M.A.305 and M.A.306 and related AMCs.

Supporting information	Typical inspection items
Retention/Transfer of the records is required so that the status of the aircraft and its components can be readily established at any time. Task accomplishment is scheduled (one time or periodically), or unscheduled (e.g. following an event). Aircraft continuing airworthiness records (refer to logbooks, technical logbooks, component log cards or task cards) shall provide the status with regard to: - scheduled tasks: - one-time: life-limited parts status, modification status, repair status. - repetitive: maintenance programme status. - unscheduled tasks.	1. Check the aircraft continuing airworthiness record system: KCAS R 8 M.A.305 and M.A.306, as applicable, require that certain records are kept for defined periods. Pay attention to the continuity, integrity and traceability of records: a. integrity: Check the data recorded is legible, b. continuity: Check that records are available for the applicable retention period, c. traceability: Check the link between operator/CAMO and maintenance documentation, traceability to approved data, traceability to appropriate release documents, etc. 2. If applicable, make sure that the tech log system is used correctly, including: a. current aircraft release to service (including the maintenance statement) issued and b. pre-flight inspections signed-off by authorised persons; 3. Check that any maintenance required following abnormal operation/event (such as overspeed, overweight operation, hard landing, excessive turbulence, and operation outside of Flight Manual limitations) has been performed, as applicable.

	Title	Description
Reference documents:		- KCASR 8 Part M.A.305 - KCASR 8 Part M.A.306 - KCASR 8 Part M.A.307 - KCASR 8 Part M.A.801 - KCASR 8 AMCs to Part M.A.305 - KCASR 8 AMCs to Part M.A.306 - KCASR 8 AMC to Part M.A.307

Abbreviations used:

A/C	Aircraft
ACAM	Aircraft Continuous Airworthiness Monitoring
AD	Airworthiness Directive
ALI	Airworthiness Limitation Items
ALS	Airworthiness Limitations Section
AMM	Aircraft Maintenance Manual
AMP	Aircraft Maintenance Programme
APU	Auxiliary Power Unit
ASM	Ageing Systems Maintenance
B-RNAV	Basic Area Navigation
CAMO	Continuing Airworthiness Management Organisation
CDL	Configuration Deviation List
CDCCL	Critical Design Configuration Control Limitations
CMM	Component Maintenance Manual
CMR	Certification Maintenance Requirement
DT	Damage Tolerant
EASA	European Aviation Safety Agency
ETOPS	Extended Range Operations with Two-engined aeroplanes
ETSO	European Technical Standard Order
EWIS	Electrical Wiring Interconnection System
EZAP	Enhanced Zonal Analysis Procedure
FCOM	Flight Crew Operations Manual
FDR	Flight Data Recorder
FM	Flight Manual
FRM	Flammability Reduction Means
FTIP	Fuel Tank Ignition Prevention
GA	General Aviation
ICA	Instructions for Continuing Airworthiness
IPC	Illustrated Parts Catalogue
KRE	Key Risk Element
Kuwait DGCA	National Airworthiness Authority of Kuwait
LHIRF	Lightning High Intensity Radiated Field
LOPA	Layout of Passenger Accommodation
MCAI	Mandatory Continuing Airworthiness Information

MEL	Minimum Equipment List
MNPS	Minimum Navigation Performance Specification
MRB	Maintenance Review Board
MRBR	Maintenance Review Board Report
MPD	Maintenance Planning Document
NAA	National Aviation Authority
OEM	Original Equipment Manufacturer
OM	Operations Manual
OM-B	Operations Manual Part-B
PN	Part Number
PWR	Power
QRH	Quick Reference Handbook
RVSM	Reduced Vertical Separation Minima
SN	Serial Number
SB	Service Bulletin
SM	Service Manual
SRM	Structural Repair Manual
STC	Supplemental Type Certificate
TBO	Time Between Overhauls
TC	Type Certificate
TCDS	Type Certificate Data Sheet
TLB	Technical Logbook
TSO	Technical Standard Order

Appendix IV Reserved

Reserved as it pertains to Part M Subpart F.

Appendix V to AMC M.A.704 Continuing Airworthiness Management Exposition



State of Kuwait



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CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

Draft Sample Manual

XXX Airline

KCASR 8, Part M Subpart G Approval : . . . . .

Address: *This should be the Organisation's registered office and principle place of business*

Telephone Number:

Facsimile Number:

Email Address:

Document Ref Number: *(Reference number to assist in correspondence)*

SPECIMEN EXPOSITION

This specimen Exposition has been prepared for the guidance of those air transport operators wishing to obtain a KCASR 8, Part M Subpart G approval as part of their Air Operators Certificate. The contents relate directly to the requirements of Part M and are based on the example of Exposition contents shown in Appendix V to AMC M.A.704.

The text of this guide has been arranged so that each subject is dealt within so far as AMC material defines it. Notes and bracketed information are used to explain the recommended text and suggest ways in which the organisation might expand it to suit its own purposes. It will be appreciated that no single specimen Exposition can meet the needs of all types and sizes of organisation or, indeed, reflect the different organisational structures and corporate policies, which emerge as companies develop.

For example, in management "Duties and Responsibilities", the text given here reflects the specific requirements of Part M only, and does not attempt to deal with matters such as employment and the discipline of personnel quotas or achieving output targets. These matters depend on the specific organisation and must, therefore, be included as appropriate by the applicant for approval.

Including a suitable text or procedure wherever possible has expanded the guidance given. It must be appreciated that this is not the only method of compliance and may, in fact, be unsuitable for some organisations. Its purpose is only to illustrate the nature of the information required.

Sample Only

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Appendix VI Reserved

Reserved as it pertains to KCASR 8 Part M Subpart F which is not applicable.

Appendix VII to AMC M.B.702 (f) (DGCA Form 13) Approval Recommendation Reports



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Part M Subpart G Approval Recommendation Report (DGCA Form 13)

Purpose of Report

Initial Grant ☐ Spot Check ☐ Change ☐ Renewal ☐

Part 1: General

Approval Reference:

Requested Approval Rating/
Form 14 or AOC dated:

Other Approvals held (if app.):

Current Audit: From: To:

Date of Last Audit:

CAME Ref. No.: Issue: Rev: Rev. Date:

Audit Reference(s):

PERSONS INTERVIEWED:

Name	Position	Telephone	E-mail

Title	Name	Signature / Date
Airworthiness Inspector		
Airworthiness Inspector		
Head of Airworthiness Division		

Date of Form 13 Part 1 Completion:

Sample Only

Part 2: M.A. Subpart G Compliance Audit Review

Para	DESCRIPTION	Conformity			
		Yes	No	N/C	N/A
M.A. 201	Responsibilities	☐	☐	☐	☐
M.A. 202	Occurrence Reporting	☐	☐	☐	☐
M.A. 302	Maintenance Programme	☐	☐	☐	☐
M.A. 303	Airworthiness directives	☐	☐	☐	☐
M.A. 304	Data for modifications and repairs	☐	☐	☐	☐
M.A. 305	Aircraft continuing Airworthiness record system	☐	☐	☐	☐
M.A. 306	Operator's Technical Log System	☐	☐	☐	☐
M.A. 307	Transfer of aircraft Continuing airworthiness records	☐	☐	☐	☐
M.A. 703	Extent of approval	☐	☐	☐	☐
M.A. 704	Continuing airworthiness Management exposition (see part 3 of this form)	☐	☐	☐	☐
M.A. 705	Facilities	☐	☐	☐	☐
M.A. 706	Personnel requirements	☐	☐	☐	☐
M.A. 707	Airworthiness review staff	☐	☐	☐	☐
M.A. 708	Continuing airworthiness management	☐	☐	☐	☐
M.A. 709	Documentation	☐	☐	☐	☐
M.A. 710	Airworthiness review and Airworthiness review report	☐	☐	☐	☐
M.A. 711	Privileges of the organisation	☐	☐	☐	☐
M.A. 712	Quality system	☐	☐	☐	☐
M.A. 713	Changes to the approved Continuing airworthiness organization	☐	☐	☐	☐
M.A. 714	Record keeping	☐	☐	☐	☐
M.A. 716	Findings	☐	☐	☐	☐

Title	Name	Signature / Date
Airworthiness Inspector		
Airworthiness Inspector		
Head of Airworthiness Division		
Date of Form 13 Part 2 Completion:		

Sample Only

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State of Kuwait

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ASD Aviation Safety Department

Part 3: Compliance with M.A. Subpart G Continuing Airworthiness Management Exposition (CAME)

Please either tick (✓) the box if satisfied with compliance; or cross (✗) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part 0		**General Organisation**
0.1		Corporate commitment by the accountable manager
0.2		General information
0.3		Management personnel
0.4		Management Organisation Chart
0.5		Notification procedure to the competent authority regarding changes to the organisation's activities / approval / location / personnel
0.6		Exposition amendment procedures
Part 1		**Continuing Airworthiness Management Procedures**
1.1		Aircraft technical log utilisation and MEL application **(commercial air transport)**
		Aircraft continuing airworthiness record system utilisation **(non commercial air transport)**
1.2		Aircraft maintenance programmes – development amendment and approval
1.3		Time and continuing airworthiness records, responsibilities, retention, access
1.4		Accomplishment and control of airworthiness directives
1.5		Analysis of the effectiveness of the maintenance programme(s)
1.6		Non mandatory modification embodiment policy
1.7		Major modification standards
1.8		Defect reports
1.9		Engineering activity
1.10		Reliability programmes
1.11		Pre-flight inspections
1.12		Aircraft weighing
1.13		Check flight procedures
Part 2		**Quality System**
2.1		Continuing airworthiness quality policy, plan and audits procedure
2.2		Monitoring of continuing airworthiness management activities
2.3		Monitoring the effectiveness of the maintenance programme(s)
2.4		Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.5		Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor
2.6		Quality audit personnel

Sample Only

Part 3		**Contracted Maintenance**
3.1		Maintenance contractor selection procedure
3.2		Detailed list of maintenance contractors
3.3		Quality audit of aircraft
Part 4		**Airworthiness Review Procedures**
4.1		Airworthiness review staff
4.2		Review of aircraft records
4.3		Physical survey
4.4		Additional procedures for recommendations to competent authorities for the import of aircraft
4.5		Recommendations to competent authorities for the issue of Certificates of Airworthiness
4.6		Issuance of Airworthiness Review Reports
4.7		Airworthiness review records, responsibilities, retention, access
Part 5		**Appendices**
5.1		Sample Documents
5.2		List of airworthiness review staff
5.3		List of subcontractors as per M.A.711(a)3 and AMC M.A.201(h)1
5.4		List of approved maintenance organisations contracted
5.5		Copy of contracts for subcontracted work (appendix 2 to AMC M.A.201(h)1
5.6		Copy of contracts with approved maintenance organisations

CAME Reference:	CAME Amendment:
Scope of Approval section reference:	
DGCA audit staff:	Signature(s):

Title	Name	Signature / Date
Airworthiness Inspector		
Airworthiness Inspector		
Head of Airworthiness Division		
Date of Form 13 Part 3 Completion:		

Sample Only

Part 4: Findings Regarding M.A. Subpart G Compliance Status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 Ref.	Audit Reference(s): **Findings**	LEVel	Corrective Action		
			Date Due	Date Closed	Reference

Sample Only

Part 5: M.A. Subpart G Approval or Continued Approval or Change Recommendation*

*(*Delete as required)*

Name of Organisation:

Approval Reference:

Audit reference(s):

The following M.A. Subpart G scope of approval is recommended for this organisation:

See attached document referenced:

Or

Aircraft Type	Airworthiness Review Authorised YES/NO	Organisation working under the Quality System	Status New Revised Cancelled

Or, it is recommended that the M.A. Subpart G scope of approval specified in Form 14 referenced.....be continued/ not continued.

Title	Name	Signature / Date
Airworthiness Inspector:		
Airworthiness Inspector:		
Head of Airworthiness Division (Quality Check):		

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Appendix VIII Reserved

Reserved as KCASR 8 Part M Subpart F not applied in Kuwait.

Appendix IX to AMC M.A.702 (DGCA Form 1297)

الطيران المدني Civil Aviation — State of Kuwait — دولـة الكـويـت — ASD Aviation Safety Department

APPLICATION FOR CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION (CAMO) APPROVAL

1. **CAMO Organization:**		2. **Reasons for Submission:**
a. Official Name of **CAMO Organization**:	CAMO Approval Number:	☐ Initial Application for Certificate ☐ CAMO Certificate Renewal ☐ Change in Location or Housing and Facilities ☐ Change in Ownership ☐ Variation (Specify):
b. Address requiring approval:		
c. Air Operator Certificate Holder: ☐ YES ☐ NO		AOC NO.:
d. Official Mailing Address of **CAMO Organization** (Number, Street, City, State, & Zip)		
e. Tel.:	Fax:	Email:
f. Trading name (if different than above):		Date of Certificate of Incorporation:

3. Scope of approval relevant to this application:

a.

Rating	Aircraft Manufacturer	Aircraft Type with Engine type filled	Aircraft Registration	Approved Maintenance Programme Reference
A1 Aero planes above 5700Kg				
A2 Aero planes 5700Kg and above				
A3 Helicopter				
A4 Aircraft other than A1, A2 & A3				

b. Airworthiness Review : ☐ YES ☐ NO

4. Documents Submitted:
(Attach copy(s) of any Civil Aviation Authority Approval(s) held)

Document	Document Reference
4.1 Compliance matrix	
4.2 Continuing Airworthiness Management Exposition (CAME)	
4.3 Nominated Post Holders (DGCA Form 4)	
4.4 Others (Please Specify):	

5. List of Sub Contracted Organization working under this approval, if any:

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6. Declaration:		
I hereby certify that I have been authorized by the CAMO organization identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.		
Name of Accountable Manager: _____	**Signature:** _____	
Designation: _____	**Date:** _____	
7. For DGCA Official Use Only		
Application:	**Accepted** ☐	**Rejected** ☐
Remarks: _____		
DGCA/ASD Inspector:	**Signed:**	
	Date:	
Invoice Ref:	**Accountant Stamp/Signature:**	**Date:**

LETTER OF INTENTION

Upon submitting this application, a letter of intention from a Kuwaiti Air Operator Certificate holder must be enclosed.

FEES

A. For issuance of CAMO approval KD. 1,200/- or its equivalent in U.S. Dollars
B. For renewal of CAMO approval KD. 1,000/- or its equivalent in U.S. Dollars
C. For amending or extending the Scope of Approval KD. 400/- or its equivalent in U.S. Dollars
D. For changing company name, trading name or any other alteration to the certificate or its annexes KD. 100/- or its equivalent in U.S. Dollars. Cheque, Demand Draft etc. made payable in favor of **DIRECTORATE GENERAL OF CIVIL AVIATION**, or Telex Transfer directly to our Account at

CONFIRMATION OF BANK DETAILS	
Name of Bank	CENTRAL BANK OF KUWAIT
Branch	KUWAIT
Account Name	DIRECTORATE GENERAL OF CIVIL AVIATION
Account Number	11023041
IBAN Number	KW 17 CB KU 0000000000000011023041
Bank Code/ Sort Code	CBKUKWKW
Swift Code	CBKUKWKW
Currency of Payment	KWD

VALIDITY

The CAMO Certificate Approval is valid for **TWO YEARS** from the date of issue.

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Appendix X to AMC to AMC M.B.702(a) (DGCA Form 4)

الطيران المدني
Civil Aviation

State of Kuwait

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ASD Aviation Safety Department

DGCA FORM 4 APPLICATION
BIOGRAPHICAL DETAILS OF PERSONS NOMINATED BY DGCA APPROVED ORGANIZATION

Details of Management Personnel required to be accepted as specified in KCASR:

Part 145 ☐ Part M ☐ Part 147 ☐ AOC ☐

1. **Name of Organization :**
2. **Approval Reference :**
3. **Name of Nominee :**
4. **Position for the DGCA Approval :**
5. **Title Within the Organization :**
6. **Email Address :**
7. **Contact Number :**
8. **Qualification Relevant to the Position :**
9. **Work Experience Relevant to the Position :**
10. **Signature :** **Date:**

DGCA Use Only :

Name and Signature of Authorized DGCA staff member accepting this person :

Name : **Date :** _____

Office : _____ **Signature :** _____

Once authorized, a copy of the completed DGCA Form4 must be returned to the nominee.

Note: a) On completion, please send this form under confidential cover to the DGCA.
b) Use separate sheet if needed.

P.O. Box 17, Safat 13001, State of Kuwait, Tel (965) 24743940, Fax (965) 24765796, Site: www.dgca.gov.kw, Email: safety@dgca.gov.kw

DGCA Form 4 **Page 1 *of* 1** **Issue 2, Rev. 4, Feb 2019**

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Appendix XI to AMC to M.A.708(c) Contracted Maintenance

1 Maintenance contracts

The following paragraphs are not intended to provide a standard maintenance contract but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between an Operator and a KCASR 8, Part 145 approved organisation. As only the technical parts of the maintenance contracts have to be acceptable to the Kuwait DGCA, the following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc.

When maintenance is contracted to more than one Part 145 approved organisation (for example aircraft base maintenance to X, engine maintenance to Y and line maintenance to Z1, Z2&Z3), attention should be paid to the consistency of the different maintenance contracts. A maintenance contract is not normally intended to provide appropriate detailed work instruction to the personnel (and is not normally distributed as such). Accordingly there should be established organisational responsibility, procedures and routines in the operator's M.A.

Subpart G & KCASR 8, Part 145 organisations to take care of these functions in a satisfactory way such that any person involved is informed about his/her responsibility and the procedures which apply. These procedures and routines can be included/appended to the operator's CAME and maintenance organisation's MOE or consist in separate procedures. In other words procedures and routines should reflect the conditions of the contract.

2 Aircraft/Engine maintenance

The following subparagraphs may be adapted to a maintenance contract that applies to aircraft base maintenance, aircraft line maintenance and engine maintenance.

Aircraft maintenance also includes the maintenance of the engines and APU while they are installed on the aircraft.

2.1 Scope of work

The type of maintenance to be performed by the KCASR 8, Part 145 approved organisation should be specified unambiguously. In case of line and/or base maintenance, the contract should specify the aircraft type and, preferably include the aircraft's registrations.

In case of engine maintenance, the contract should specify the engine type.

2.2 Locations identified for the performance of maintenance/certificates held

The place(s) where base, line or engine maintenance, as applicable, will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where the maintenance will be performed should be referred to in the contract. If necessary the contract may address the possibility of performing maintenance at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance.

2.3 Subcontracting

The maintenance contract should specify under which conditions the KCASR 8, Part 145 approved organisation may subcontract tasks to a third party (whether this third party is KCASR 8, Part 145 approved or not). At least the contract should make reference to 145.A.75. Additional guidance is provided by the AMC 145.A.75. In addition the operator may require the KCASR 8, Part 145 approved organisation to obtain the operator's approval before subcontracting to a third party. Access should be given to the operator to any information (especially the quality monitoring information) about the KCASR 8, Part 145 approved organisation's subcontractors involved in the contract. It should however be noted that under operators responsibility both the operator and the Kuwait DGCA are entitled to be fully informed about subcontracting, although the Kuwait DGCA will normally only be concerned with aircraft, engine and APU subcontracting.

2.4 Maintenance programme

The maintenance programme under which the maintenance has to be performed has to be specified. The operator should have that maintenance programme approved by the Kuwait DGCA. When the maintenance programme is used by several operators, it is important to remember that it is the responsibility of each operator to have that maintenance programme approved under its own name by the Kuwait DGCA.

2.5 Quality monitoring

The terms of the contract should include a provision allowing the operator to perform a quality surveillance (including audits) upon the KCASR 8, Part 145 approved organisation. The maintenance contract should specify how the results of the quality surveillance are taken into account by the KCASR 8, Part 145 approved organisation (See also paragraph 2.22. 'Meetings').

2.6 Kuwait DGCA involvement

When the operator's competent authority and the Kuwait DGCA who approved the KCASR 8, Part 145 approved organisation's is not the same, the operator and the KCASR 8, Part 145 approved organisation have to ensure together with the Kuwait DGCA that the respective competent authority's responsibilities are properly defined and that, if necessary, delegations have been established.

2.7 Airworthiness data

The airworthiness data used for the purpose of this contract as well as the authority responsible for the acceptance/approval should be specified. This may include, but may not be limited to:

- maintenance programme,
- airworthiness directives,
- major repairs/modification data,
- aircraft maintenance manual,
- aircraft IPC,
- wiring diagrams,
- trouble shooting manual,

- Minimum Equipment List (normally on board the aircraft),
- operators manual,
- Flight Manual,
- engine maintenance manual,
- engine overhaul manual

2.8 Incoming Conditions

The contract should specify in which condition the operator should send the aircraft to the KCASR 8, Part 145 approved organisation. For checks of significance i.e. 'C' checks and above, it may be beneficial that a work scope planning meeting be organised so that the tasks to be performed may be commonly agreed (see also paragraph 2.23: 'Meetings').

2.9 Airworthiness Directives and Service Bulletin/Modifications

The contract should specify what information the operator is responsible to provide to the KCASR 8, Part 145 approved organisation, such as the due date of the airworthiness directives (ADs), the selected means of compliance, the decision to embody Service Bulletins (SBs) or modification, etc. In addition the type of information the operator will need in return to complete the control of ADs and modification status should be specified.

2.10 Hours & Cycles control

Hours and cycles control is the responsibility of the operator, but there may be cases where the KCASR 8, Part 145 approved organisation should receive the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions (see also paragraph 2.22: 'Exchange of information').

2.11 Service life-limited components

Service life-limited components control is the responsibility of the operator.

The KCASR 8, Part 145 approved organisation will have to provide the operator with all the necessary information about the service life-limited components removal/installation so that the operator may update its records (see also paragraph 2.22 'Exchange of information').

2.12 Supply of parts

The contract should specify whether a particular type of material or component is supplied by the operator or by the contracted KCASR 8, Part 145 approved organisation, which type of component is pooled, etc. The contract should clearly state that it is the KCASR 8, Part 145 competence and responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for installation.

In other words, there is definitely no way for a KCASR 8, Part 145 organisation to accept whatever is supplied by the operator. Additional guidance is provided by 145.A.42 for acceptance of components.

2.13 Pooled parts at line stations

If applicable the contract should specify how the subject of pooled parts at line stations should be addressed.

2.14 Scheduled maintenance

For planning scheduled maintenance checks, the support documentation to be given to the KCASR 8, Part 145 approved organisation should be specified. This may include, but may not be limited to:

(a) applicable work package, including job cards;

(b) scheduled component removal list;

(c) modifications to be incorporated.

When the KCASR 8, Part 145 approved organisation determines, for any reason, to defer a maintenance task, it has to be formally agreed with the operator. If the deferment goes beyond an approved limit, refer to paragraph 2.17: 'Deviation from the maintenance schedule'. This should be addressed, where applicable, in the maintenance contract.

2.15 Unscheduled maintenance/Defect rectification

The contract should specify to which level the KCASR 8, Part 145 approved organisation may rectify a defect without reference to the operator. As a minimum, the approval and incorporation of major repairs should be addressed. The deferment of any defect rectification should be submitted to the operator and, if applicable, to its competent authority.

2.16 Deferred tasks

See paragraphs 2.14 and 2.15 above and AMC 145.A.50 (e). In addition, for aircraft line and base maintenance the use of the operator's MEL and the relation with the operator in case of a defect that cannot be rectified at the line station should be addressed.

2.17 Deviation from the maintenance schedule

Deviations have to be requested by the operator to its competent authority or granted by the operator in accordance with a procedure acceptable to its competent authority. The contract should specify the support the KCASR 8, Part 145 approved organisation may provide to the operator in order to substantiate the deviation request.

2.18 Test flight

If any test flight is required after aircraft maintenance, it should be performed in accordance with the procedures established in the operator's continuing airworthiness management exposition.

2.19 Bench Test

The contract should specify the acceptability criterion and whether a representative of the operator should witness an engine undergoing test.

2.20 Release to service documentation

The release to service has to be performed by the KCASR 8, Part 145 approved organisation in accordance with its MOE procedures. The contract should, however, specify which support forms have to be used (Operator's technical log, KCASR 8, Part 145 approved organisation's maintenance visit file, etc.) and the documentation the KCASR 8, Part 145 approved organisation should provide to the operator upon delivery of the aircraft. This may include, but may not be limited to:

(a) Certificate of release to service — mandatory,

(b) flight test report,

(c) list of modifications embodied,

(d) list of repairs,

(e) list of ADs incorporated,

(f) maintenance visit report,

(g) test bench report.

2.21 Maintenance recording

The operator may contract the KCASR 8, Part 145 approved organisation to retain some of the maintenance records required by KCASR 8, Part-M Subpart C. It should be ensured that every requirement of KCASR 8, Part-M Subpart C is fulfilled by either the operator or the KCASR 8, Part 145 approved organisation. In such a case, free and quick access to the above-mentioned records should be given by the KCASR 8, Part 145 approved organisation to the operator and its competent authority (in case of two different competent authorities involved, see paragraph 2.6 'Kuwait DGCA involvement').

2.22 Exchange of information

Each time exchange of information between the operator and the KCASR 8, Part 145 approved organisation is necessary, the contract should specify what information should be provided and when (i.e. on what occasion or at what frequency), how, by whom and to whom it has to be transmitted.

2.23 Meetings

For the Kuwait DGCA to be satisfied that a good communication system exists between the operator and the KCASR 8, Part 145 approved organisation, the terms of the maintenance contract should include the provision for a certain number of meetings to be held between both parties.

2.23.1 Contract review

Before the contract is applicable, it is very important for the technical personnel of both parties that are involved in the application of the contract to meet in order to be sure that every point leads to a common understanding of the duties of both parties.

2.23.2 Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

2.23.3 Technical meeting

Scheduled meetings may be organised in order to review on a regular basis technical matters such as ADs, SBs, future modifications, major defects found during maintenance check, reliability, etc.

2.23.4 Quality meeting

Quality meetings may be organised in order to examine matters raised by the operator's quality surveillance and to agree upon necessary corrective actions.

2.23.5 Reliability meeting

When a reliability programme exists, the contract should specify the operator's and KCASR 8, Part 145 approved organisation's respective involvement in that programme, including the participation in reliability meetings.

Appendix XII to AMC to M.A.706(f) and M.B.102(c) Fuel Tank Safety training

This appendix includes general instructions for providing training on Fuel Tank Safety issues.

A Effectivity

- Large aeroplanes as defined in EASA CS-25 and certified after 1 January 1958 with a maximum type certified passenger capacity of 30 or more or a maximum certified payload capacity of 7500 lbs (3402 kg) cargo or more, and
- Large aeroplanes as defined in EASA CS-25 amendment 1 or later in their certification basis.

B Affected organisations

- M.A. Subpart G approved organisations involved in the continuing airworthiness management of aeroplanes specified in paragraph A).
- Competent authorities responsible for the oversight as per M.B.704 of aeroplanes specified in paragraph A) and for the oversight of the M.A. Subpart G approved organisations specified in this paragraph B).

C Persons from affected organisations who should receive training

Phase 1 only:

- The quality manager and quality personnel.
- Personnel of the competent authorities responsible for the oversight as per M.B.704 of aeroplanes specified in paragraph A) and in the oversight of M.A. Subpart G approved organisations specified in paragraph B).

Phase 1 + Phase 2 + Continuation training:

- Personnel of the M.A. Subpart G organisation involved in the management and review of the continuing airworthiness of aircraft specified in paragraph A);

D General requirements of the training courses

Phase 1 – Awareness

The training should be carried out before the person starts to work without supervision but not later than 6 months after joining the organisation. The persons who have already attended the Level 1 Familiarisation course in compliance with ED decision 2007/001/R Appendix XII are already in compliance with Phase 1.

Type:

Should be an awareness course with the principal elements of the subject. It may take the form of a training bulletin, or other self-study or informative session. Signature of the reader is required to ensure that the person has passed the training.

Level:

It should be a course at the level of familiarisation with the principal elements of the subject.

Objectives:

The trainee should, after the completion of the training:

1. Be familiar with the basic elements of the fuel tank safety issues.
2. Be able to give a simple description of the historical background and the elements requiring a safety consideration, using common words and showing examples of non-conformities.
3. Be able to use typical terms.

Content:

The course should include:

1. a short background showing examples of FTS accidents or incidents,
2. the description of concept of fuel tank safety and CDCCL,
3. some examples of manufacturers documents showing CDCCL items,
4. typical examples of FTS defects,
5. some examples of TC holders repair data
6. some examples of maintenance instructions for inspection.

Phase 2 - Detailed training

A flexible period may be allowed by the competent authorities to allow organisations to set the necessary courses and impart the training to the personnel, taking into account the organisation's training schemes/means/practices. This flexible period should not extend beyond 31 December 2010.

The persons who have already attended the Level 2 Detailed training course in compliance with this Appendix XII either from a M.A. Subpart G approved organisation or from a KCASR 1, Part-147 training organisation are already in compliance with Phase 2 with the exception of continuation training.

Staff should have received Phase 2 training by 31 December 2010 or within 12 months of joining the organisation, whichever comes later.

Type:

Should be a more in-depth internal or external course. It should not take the form of a training bulletin or other self-study. An examination should be required at the end, which should be in the form of a multi choice question, and the pass mark of the examination should be 75%.

Level:

It should be a detailed course on the theoretical and practical elements of the subject.

The training may be made either:

(a) in appropriate facilities containing examples of components, systems and parts affected by Fuel Tank Safety (FTS) issues. The use of films, pictures and practical examples on FTS is recommended; or

(b) by attending a distance course (e-learning or computer based training) including a film when such film meets the intent of the objectives and content here below. An e-learning or computer based training should meet the following criteria:

(1) A continuous evaluation process should ensure the effectiveness of the training and its relevance;

(2) Some questions at intermediate steps of the training should be proposed to ensure that the trainee is authorised to move to the next step;

(3) The content and results of examinations should be recorded;

(4) Access to an instructor in person or at distance should be possible in case support is needed.

A duration of 8 hours for phase 2 is an acceptable compliance. When the course is provided in a classroom, the instructor should be very familiar with the data in Objectives and Guidelines. To be familiar, an instructor should have attended himself a similar course in a classroom and made additionally some lecture of related subjects.

Objectives:

The attendant should, after the completion of the training:

(a) have knowledge of the history of events related to fuel tank safety issues and the theoretical and practical elements of the subject, have an overview of the FAA regulations known as SFAR (Special FAR) 88 of the FAA and of JAA Temporary Guidance Leaflet TGL 47, be able to give a detailed description of the concept of fuel tank system ALI (including Critical Design Configuration Control Limitations CDCCL, and using theoretical fundamentals and specific examples;

(b) have the capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner;

(c) have knowledge on how the above items affect the aircraft;

(d) be able to identify the components or parts or the aircraft subject to FTS from the manufacturer's documentation,

(e) be able to plan the action or apply a Service Bulletin and an Airworthiness Directive.

Content:

Following the guidelines described in paragraph E).

Continuation training:

The organisation should ensure that the continuation training is performed in each two years period. The syllabus of the training programme referred to in the Training policy of the Continuing Airworthiness Management Exposition (CAME) should contain the additional syllabus for this continuation training.

The continuation training may be combined with the phase 2 training in a classroom or at distance.

The continuing training should be updated when new instructions are issued which are related to the material, tools, documentation and manufacturer's or competent authority's directives.

E Guidelines for preparing the content of Phase 2 courses

The following guidelines should be taken into consideration when the phase 2 training programme are being established:

(a) understanding of the background and the concept of fuel tank safety,

(b) how the mechanics can recognise, interpret and handle the improvements in the instructions for continuing airworthiness that have been made or are being made regarding fuel tank systems,

(c) awareness of any hazards especially when working on the fuel system, and when the Flammability Reduction System using nitrogen is installed.

Paragraphs a) b) and c) above should be introduced in the training programme addressing the following issues:

(a) The theoretical background behind the risk of fuel tank safety: the explosions of mixtures of fuel and air, the behaviour of those mixtures in an aviation environment, the effects of temperature and pressure, energy needed for ignition etc., the 'fire triangle', - Explain 2 concepts to prevent explosions:

(1) ignition source prevention and

(2) flammability reduction,

(b) The major accidents related to fuel tank systems, the accident investigations and their conclusions,

(c) SFAR 88 of the FAA and JAA Interim Policy INT POL 25/12: ignition prevention program initiatives and goals, to identify unsafe conditions and to correct them, to systematically improve fuel tank maintenance),

(d) Explain briefly the concepts that are being used: the results of SFAR 88 of the FAA and JAA INT/ POL 25/12: modifications, airworthiness limitations items and CDCCL,

(e) Where relevant information can be found and how to use and interpret this information in the various instructions for continuing airworthiness (aircraft maintenance manuals, component maintenance manuals…),

(f) Fuel Tank Safety during maintenance: fuel tank entry and exit procedures, clean working environment, what is meant by configuration control, wire separation, bonding of components etc.,

(g) Flammability reduction systems when installed: reason for their presence, their effects, the hazards of an Flammability Reduction System (FRS) using nitrogen for maintenance, safety precautions in maintenance/working with an FRS,

(h) Recording maintenance actions, recording measures and results of inspections. The training should include a representative number of examples of defects and the associated repairs as required by the TC / STC holders maintenance data.

F Approval of training

For M.A. Subpart G approved organisations the approval of the initial and continuation training programme and the content of the examination can be achieved by the change of the CAME exposition. The modification of the CAME should be approved as required by M.A. 704(b). The necessary changes to the CAME to meet the content of this decision should be made and implemented at the time requested by the Kuwait DGCA.

Appendix XIII to AMC M.A.712(f) Organisational Reviews (CAMO Organisations)

Organisational reviews may replace a full quality system in accordance with the provisions of M.A.712 (f) and AMC M.A.712 (f) and as described in the continuing airworthiness management exposition (CAME).

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, privilege to perform airworthiness reviews, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the CAME:

(a) Identification of the person responsible for the organisational review programme: By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the M.A.706(c) person(s).

(b) Identification and qualification criteria for the person(s) responsible for performing the organisational reviews:

These persons should have a thorough knowledge of the regulations and of the continuing airworthiness management organisation (CAMO) procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the Kuwait DGCA).

(c) Elaboration of the organisational review programme:

(1) Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the CAME should be addressed.

(2) A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.

(d) Performance of organisational reviews:

Each checklist item should be answered using an appropriate combination of:

(1) review of records, documentation, etc.

(2) sample check of aircraft under contract

(3) interview of personnel involved

(4) review of discrepancies and difficulty internal reports (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.)

(5) • review of complaints filed by customers

(e) Management of findings and occurrence reports

(1) All findings should be recorded and notified to the affected persons.

(2) All level 1 findings, in the sense of M.A.716(a), should be immediately notified to the Kuwait DGCA and all necessary actions on aircraft in service should be immediately taken.

All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.

(3) Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.

(4) Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.

(5) The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

(6) Following is a typical example of a simplified organisational review checklist, to be adapted as necessary to cover the CAME procedures:

1. **Scope of work**

(a) All aircraft under contract are covered in the DGCA Form 14.

(b) The scope of work in the CAME does not disagree with the DGCA Form 14.

(c) No work has been performed outside the scope of the DGCA Form 14 and the CAME.

(d) Is it justified to retain in the approved scope of work aircraft types for which the organisation has no longer aircraft under contract?

2. **Airworthiness situation of the fleet**

(a) Does the continuing airworthiness status (AD, maintenance programme, life limited components, deferred maintenance, Airworthiness Review Report or CofA validity) show any expired items? If so, are the aircraft grounded?

3. **Aircraft maintenance programme**

(a) Check that all revisions to the TC/STC holders Instructions for Continuing Airworthiness, since the last review, have been (or are planned to be) incorporated in the maintenance programme, unless otherwise approved by the Competent Authority.

(b) Has the maintenance programme been revised to take into account all modifications or repairs impacting the maintenance programme?

(c) Have all maintenance programme amendments been approved at the right level (competent authority or indirect approval)?

(d) Does the status of compliance with the maintenance programme reflect the latest approved maintenance programme?

(e) Has the use of maintenance programme deviations and tolerances been properly managed and approved?

4. **Airworthiness Directives (and other mandatory measures issued by the competent authority)**

(a) Have all ADs issued since the last review been incorporated into the AD status?

(b) Does the AD status correctly reflect the AD content: applicability, compliance date, periodicity…? (sample check on ADs)

(c) All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.

(d) Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.

(e) Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.

(f) The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

The following is a typical example of a simplified organisational review checklist, to be adapted as necessary to cover the CAME procedures:

1. **Scope of work**

(a) All aircraft under contract are covered in the DGCA Form 14.

(b) The scope of work in the CAME does not disagree with the DGCA Form 14.

(c) No work has been performed outside the scope of the DGCA Form 14 and the CAME.

(d) Is it justified to retain in the approved scope of work aircraft types for which the organisation has no longer aircraft under contract?

2. **Airworthiness situation of the fleet**

(a) Does the continuing airworthiness status (AD, maintenance programme, life limited components, deferred maintenance, ARR or CofA validity) show any expired items? If so, are the aircraft grounded?

3. **Aircraft maintenance programme**

(a) Check that all revisions to the TC/STC holders Instructions for Continuing Airworthiness, since the last review, have been (or are planned to be) incorporated in the maintenance programme, unless otherwise approved by the Kuwait DGCA.

(b) Has the maintenance programme been revised to take into account all modifications or repairs impacting the maintenance programme?

(c) Have all maintenance programme amendments been approved at the right level (Kuwait DGCA or indirect approval)?

(d) Does the status of compliance with the maintenance programme reflect the latest approved maintenance programme?

(e) Has the use of maintenance programme deviations and tolerances been properly managed and approved?

4. **Airworthiness Directives (and other mandatory measures issued by the Kuwait DGCA)**

(a) Have all ADs issued since the last review been incorporated into the AD status?

(b) Does the AD status correctly reflect the AD content: applicability, compliance date, periodicity…? (sample check on ADs)

5. **Modifications/repairs**

(a) Are all modifications/repairs listed in the corresponding status approved in accordance with M.A.304? (sample check on modifications/repairs)

(b) Have all the modifications/repairs which have been installed since the last review been incorporated in the corresponding status? (sample check from the aircraft/component logbooks)

6. **Relations with the owners/operators**

(a) Has a contract (in accordance with Annex I to KCASR 8,Part M) been signed with each external owner/operator, covering all the aircraft whose airworthiness is managed by the CAMO?

(b) Have the owners/operators under contract fulfilled their obligations identified in the contract? As appropriate:

(1) Are the pre-flight checks correctly performed? (interview of pilots)

(2) Are the technical log or equivalent correctly used (record of flight hours/cycles, defects reported by the pilot, identification of what maintenance is next due etc.)?

(3) Did flights occur with overdue maintenance or with defects not properly rectified or deferred? (sample check from the aircraft records)

(4) Has maintenance been performed without notifying the CAMO (sample check from the aircraft records, interview of the owner/operator)?

7. **Personnel**

(a) Check that the current accountable manager and other nominated persons are correctly identified in the approved CAME.

(b) If the number of personnel has decreased or if the activity has increased, check that the organisation still has sufficient staff.

(c) Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.

(d) Check that the staff has been trained, as necessary, to cover changes in:

(1) regulations,

(2) Kuwait DGCA authority publications,

(3) the CAME and associated procedures,

(4) the approved scope of work,

(5) maintenance data (significant ADs, SBs, ICA amendments, etc.).

8. **Maintenance contracted**

(a) Sample check of maintenance records:

(1) Existence and adequacy of the work order,

(2) Data received from the maintenance organisation:

(b) Valid CRS including any deferred maintenance

(c) List of removed and installed equipment and copy of the associated DGCA Form 1 or equivalent.

(d) Obtain a copy of the current approval certificate (DGCA Form 3) of the maintenance organisations contracted.

9. **Technical records and record-keeping**

(a) Have the certificates (DGCA Form 1 and Conformity certificates) been properly collected and recorded?

(b) Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.

(c) Is storage of computerised data properly ensured?

10. **Occurrence reporting procedures**

(a) Check that reporting is properly performed,

(b) Actions taken and recorded.

11. **Airworthiness review**

END

Affected Pages from Last Update

#	Page	Reference Section/Article	Amended Text
1.	7		[TABLE] 3 Dec. 2020 NPA 2020-21 Adding UK CAA form 1
2.	28	Section 5 should contain any necessary maintenance support information that the aircraft commander needs to kn... (4.7.)(d)	UK CAA Form 1~~a JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State~~;
3.	28	Section 5 should contain any necessary maintenance support information that the aircraft commander needs to kn... (4.7.)(Number deleted)	Reserved ~~a JAA Form One issued prior to 28 September 2005 by a JAR 21 production organisation approved by a European competent authority in accordance with its national regulations;~~
4.	54	Section 5 should contain any necessary maintenance support information that the aircraft commander needs to kn... (b)	The Airworthiness Review Report sent by a continuing airworthiness management organisation (CAMO) to the Kuwait DGCA ~~should be, at least,~~shall be in the English language.
5.	58	Section B Procedure For Kuwait DGCA Subpart A - General (1.4.)	Properly qualified Air Worthiness Inspector (as per the ASD Job Description Manual) and five years relevant work experience as an Air worthiness inspector to be allowed to work as an inspector independently. ~~This may include experience gained during training to obtain the subparagraph 1.5 qualification~~.
6.	58	Section B Procedure For Kuwait DGCA Subpart A - General (1.4.)	~~a relevant engineering degree or an aircraft maintenance technician qualification with additional education. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.~~ knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course, including Fuel Tank Safety (FTS) training as described in Appendix XII to AMC to M.A.706(f) and M.B.102(c). These courses should be at least at a level equivalent to KCASR 1, Part-66 Appendix III Level 1 General Familiarisation.
7.	70	Section B Procedure For Kuwait DGCA Subpart A - General (8.2.)(m)	The table shown for the Approval Schedule in DGCA Form 14 (Approval Certificate) includes a field designated as “Aircraft type/series/group”.