AZƏRBAYCAN RESPUBLİKASININ
NƏQLİYYAT, RABİTƏ VƏ YÜKSƏK TEXNOLOGİYALAR NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ

Ə M R

№ 53/1

Bakı şəhəri "28" oktyabr 2020

"Xarici dövlətdə qeydiyyatda olan və Azərbaycan Respublikasında istismar olunan mülki hava gəmilərinin və onların komponentlərinin uçuşa yararlılığının saxlanılması Qaydası" (AAQ-T) sənədinin təsdiq edilməsi haqqında

Xarici dövlətdə qeydiyyatda olan və Azərbaycan Respublikasında istismar olunan, eləcə də uçuşların təhlükəsizliyi üzrə nəzarət öhdəlikləri Azərbaycan Respublikasına ötürülməmiş mülki hava gəmilərinin uçuşa yararlılığının saxlanılmasına dair tələbləri müəyyən etmək məqsədilə "Xarici dövlətdə qeydiyyatda olan və Azərbaycan Respublikasında istismar olunan mülki hava gəmilərinin və onların komponentlərinin uçuşa yararlılığının saxlanılması Qaydası" (AAQ-T) sənədinin 1-ci nəşri işlənib hazırlanıb.

Sözügedən sənədin tətbiqini təmin etmək məqsədilə "Azərbaycan Respublikasının Nəqliyyat, Rabitə və Yüksək Texnologiyalar Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi haqqında Əsasnamə"nin 5.6.6-cı yarımbəndini rəhbər tutaraq, **əmr edirəm:**

1. "Xarici dövlətdə qeydiyyatda olan və Azərbaycan Respublikasında istismar olunan mülki hava gəmilərinin və onların komponentlərinin uçuşa yararlılığının saxlanılması Qaydası" sənədinin 1-ci nəşri 01.06.2021-ci il tarixindən qüvvəyə minsin.
2. Sənəddə göstərilən tələblərə uyğun olaraq bütün zəruri prosedurların tətbiqi təmin edilsin.
3. Sənədin DMAA-nın və "Mülki Aviasiyada Uçuşların Təhlükəsizliyi üzrə Dövlət Müfəttişliyi"nin aidiyyəti mütəxəssisləri tərəfindən öyrənilməsi və icrası təşkil edilsin.
4. Sənəd DMAA-nın rəsmi internet saytında yerləşdirilsin.
5. Əmr bütün şəxsi heyətə çatdırılsın.
6. Əmrin icrasına nəzarət direktorun müavini Hacıağa Əliyevə həvalə edilsin.

Direktor **Arif Məmmədov**

APPROVED
by SCAA Director Order
№ 53/1 dd. 01 June 2020

AZERBAIJAN AVIATION RULES – CONTINUING AIRWORTHINESS REQUIREMENTS FOR AIRCRAFT REGISTERED IN A FOREIGN COUNTRY AND DRY LEASED BY AZERBAIJAN OPERATOR (AAR-T)

State Civil Aviation Agency of the Republic of Azerbaijan

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0.3. DISTRIBUTION CONTROL

Copy #	Type of Copy	Department	Title
Master	**(S)**	Quality Control and Rulemaking	Head of QC & Rulemaking Department
1	**(S)**	SCAA Q-Pulse	Head of QC & Rulemaking Department
2	**(S)**	Airworthiness Oversight Department	Head of Airworthiness Oversight Department
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(S) Soft Copy - (electronic version)

(H) Hard Copy – (printed version)

Note: *Electronic and hard copies are considered "uncontrolled" if they are printed or not included into this distribution list.*

0.4. RECORD OF AMENDMENTS AND REVISIONS

Edition/ Revision №:	Date of Edition/ Revision:	Inserted by:	Para/ Page	Effective date:
Edition № 01	01.06.2021	AIR Dep.	All	01.06.2021

Edition: - *Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue color. Current edition of a document shown on each page in footer.*

Revision: *- A change made to a part of document, where it is reflected with blue text or accompanied with a vertical line on right side of a document. Basic information on revisions (number and date) given in the List of effective Pages and indicated in header of affected page and in context itself.*

0.5. ABBREVIATION

AD	Airworthiness Directive
AOC	Air Operator Certificate
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organisation
CDL	Configuration Deviation List
ICA	Instruction for Continued Airworthiness
ICAO	Internation Civil Aviation Organisation
MEL	Minimum Equipment List
MSI	Mandatory Safty Information
SCAA	State Civil Aviation Agency of the Republic of Azerbaijan

0.6. TERMS SHALL, SHOULD, MAY

The following terms shall have the meaning outlined below:

“Shall” - An action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory.

“Should” - Means that the application of a procedure or provision is recommended.

“May” - Means that the application of a procedure or provision is optional.

0.7. ADMINISTRATION AND CONTROL

This document is published as a book on A4-sized sheets. The PDF files will be locked and signed to prevent changes.

This document is regularly revised and amended. All personnel must be familiarized with all revisions done.

This document will be Amended and Revised in accordance with requirements of “Documentation and Control” procedure.

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SUBPART A - GENERAL

T.101 SCOPE

These Rules establish requirements to ensure that continuing airworthiness of aircraft registered in a foreign country and components for installation thereon for which their regulatory safety oversight has not been delegated to the Republic of Azerbaijan that are dry-leased in by a licensed air carrier is maintained in compliance with the essential requirements of the Aviation Law.

It also specifies the conditions to be met by the persons and organisations responsible for management of the continuing airworthiness and maintenance of such aircraft.

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SUBPART B - CONTINUING AIRWORTHINESS

T.201 RESPONSIBILITIES

1. The operator is responsible for the following:

a) the airworthiness of the aircraft and it shall ensure that it is not operated unless the aircraft has a type certificate validated by the SCAA;

b) the aircraft is in an airworthy condition;

c) the aircraft holds a valid certificate of airworthiness issued in accordance with ICAO Annex 8;

d) the maintenance of the aircraft is performed in accordance with a maintenance programme which shall comply with the requirements of the State of Registry and the applicable requirements of ICAO Annex 6;

e) any defect or damage affecting the safe operation of the aircraft is rectified to a standard acceptable to the State of Registry;

f) the aircraft complies with any applicable:

(i) airworthiness directives or continued airworthiness requirement issued or adopted by the State of Registry; and

(ii) mandatory safety information issued by the SCAA;

g) a release to service is issued to the aircraft after maintenance by qualified organisations in compliance with the State of Registry requirements. The signed release to service shall contain, in particular, the basic details of the maintenance carried out;

h) the aircraft is inspected, through a pre-flight inspection, before each flight;

i) all modifications and repairs comply with the airworthiness requirements established by the State of Registry;

j) the following aircraft records are available until the information contained has been superseded by new information equivalent in scope and detail but not less than 24 months:

(1) the total time in service (hours, cycles and calendar time, as appropriate) of the aircraft and all life-limited components;

(2) current status of compliance with T.201(1)(f) requirements;

(3) current status of compliance with the maintenance programme

(4) current status of modifications and repairs together with appropriate details and substantiating data to demonstrate that they comply with the requirements established by the State of Registry.

2. The tasks specified in point (1) shall be controlled by the operator's continuing airworthiness management organisation. For this purpose the organisation shall comply with the additional requirements of Subpart G of these Rules.

3. The continuing airworthiness management organisation referred to in point (2) shall ensure that the maintenance and release of the aircraft are performed by a maintenance organisation meeting the requirements of Subpart E of these Rules. For this purpose, when the continuing airworthiness management organisation does not meet those requirements itself, it shall establish a contract with a maintenance organisation meeting those requirements.

AMC TO T.201(1)(H)

PRE-FLIGHT INSPECTION

Contents of the pre-flight inspection may be found in AMC to M.301(a).

GM TO T.201(1)(J)

RECORDS

The records shall provide all the necessary information to allow the CAMO and the SCAA to clearly establish the airworthy condition of the aircraft during the whole lease period.

AMC1 TO T.201(3)

MAINTENANCE ORGANISATION

1. The CAMO carries the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management; it shall thus be satisfied before the intended flight that all required maintenance has been properly carried out by a maintenance organisation.

2. The CAMO shall establish a process to verify that the maintenance organisation complies with the applicable requirements of Subpart E of these Rules.

AMC2 TO T.201(3)

CONTRACT

1. The contract between the CAMO and the maintenance organisation(s) shall specify in detail the responsibilities and the work to be performed by each party.

2. Both the specification of work and the assignment of responsibilities shall be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned 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. Appendix IV to AMC1 to CAMO.315(c) — Contracted maintenance gives further details on the contents of the contract.

3. The CAMO shall consider checking at the maintenance facilities any aspect of the contracted work to satisfy its responsibility for the airworthiness of the aircraft during the period of the contract.

AMC3 TO T.201(3)

CONTRACT

Normally the contract with the maintenance organisation should be established for the duration of the lease period, which should not be more than 7 months. For unscheduled line maintenance and component maintenance up to engines, the contract may take the form of individual work orders as long as the scope of work and the responsibilities of the CAMO and of the maintenance organisation are properly addressed.

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SUBPART E - MAINTENANCE ORGANISATION

T.501 MAINTENANCE ORGANISATION

The continuing airworthiness management organisation shall ensure that the aircraft and its components are maintained by organisation complying with the following requirements:

(1) The organisation holds a maintenance organisation approval issued or acceptable to the State of Registry.

(2) The scope of approval of the organisation includes the appropriate aircraft and/or component capability.

(3) The organisation has established an occurrence reporting system which ensures that any identified condition of an aircraft or component which endangers the flight safety is reported to the operator, the SCAA, the organisation responsible for the type design or supplemental type design and the continuing airworthiness management organisation.

(4) The organisation has established an organisation's manual providing a description of all the procedures of the organisation.

GM1 TO T.501

The CAMO shall establish a process to verify that the maintenance organisation complies with the applicable requirements of Subpart E of these Rules. One of the inputs to this process may be whether the maintenance organisation holds an approval by the State of Registry issued in accordance with the requirements of ICAO Annex 6 Part I Section 8.7.

AMC1 TO T.501(3)

The occurrence-reporting system shall describe the procedures followed by the organisation whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft are transmitted to the operator, to the organisation responsible for the type design of that aircraft, and to the State of Registry.

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SUBPART G - ADDITIONAL REQUIREMENTS FOR CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATIONS APPROVED PURSUANT TO AAR-CAMO

T.701 SCOPE

This Subpart establishes the requirements to be met in addition to the requirements of AAR-CAMO, by an organisation approved in accordance with AAR-CAMO, for it to be entitled to control the tasks specified in point T.201.

T.704 CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

In addition to the requirements provided for in point CAMO.300, the exposition shall contain procedures specifying how the organisation ensures compliance with these Rules.

AMC TO T.704

In addition to the contents described in AMC1 to CAMO.300, the CAME shall provide additional information describing how the CAMO manages the continuing airworthiness of the aircraft under these Rules. Guidance on the specific contents may be found in Appendix I to AMC to T.704.

T.706 PERSONNEL REQUIREMENTS

In addition to the requirements provided for in point CAMO.305, the personnel referred to in points (a)(3) to (a)(5) and (b)(2) of point CAMO.305 shall have adequate knowledge of the applicable laws of the foreign country where the aircraft is registered.

AMC TO T.706

1. Adequate knowledge may be demonstrated by training or work experience with the applicable foreign country regulations or a combination of training and experience.

2. The competence assessment required by point CAMO.305(g) shall include the knowledge necessary for the performance of the activities under AAR-T.

T.708 CONTINUING AIRWORTHINESS MANAGEMENT

Notwithstanding point CAMO.315, for aircraft for which the continuing airworthiness is managed in accordance with the requirements of these Rules the organisation shall:

(a) ensure that the aircraft is taken to a maintenance organisation whenever necessary;

(b) ensure that all maintenance is carried out in accordance with the maintenance programme;

(c) ensure the application of the T.201(1)(f) mandatory information;

(d) ensure that all defects discovered during scheduled maintenance or reported are corrected by the maintenance organisation in accordance with the maintenance data acceptable to the State of Registry;

(e) coordinate scheduled maintenance, the application of the T.201(1)(f) mandatory information, the replacement of life-limited parts, and component inspection to ensure the work is carried out properly;

(f) manage and archive the continuing airworthiness records required by point T.201(1)(j);

(g) ensure that modifications and repairs are approved in accordance with the requirements of the State of Registry.

GM TO T.708

The CAMO has already approved procedures to perform the management of the aircraft under AAR-CAMO. These procedures may be adapted as necessary to satisfy the requirements under point T.708 or the CAMO may decide to develop different procedures.

T.709 DOCUMENTATION

Notwithstanding point CAMO.325, for every aircraft for which the continuing airworthiness is managed in accordance with the requirements of these Rules, the organisation shall hold and use applicable maintenance data acceptable to the State of Registry of the aircraft.

AMC TO T.709

Applicable maintenance data shall include the instructions for continued airworthiness (ICA) applicable to the aircraft, the requirements, procedures, standards and mandatory safety information (MSI) issued by the State of Registry, the requirements, procedures, standards and MSI issued by the SCAA.

The applicable maintenance data shall be in a language acceptable to the SCAA.

T.711 PRIVILEGES

An organisation approved in accordance with AAR-CAMO may perform the tasks specified in point T.708 for the aircraft included in its Air Operator Certificate, provided that the organisation has established procedures, approved by the SCAA, in order to ensure compliance with the requirements of these Rules.

AMC TO T.711

Under the privilege of CAMO.125(d)(3), the CAMO may contract the performance of limited continuing airworthiness tasks required by AAR-T with another organisation working under the CAMO's quality system and listed on the approval certificate.

T.712 MANAGEMENT SYSTEM

In addition to the requirements of point CAMO.200, the organisation shall ensure its compliance with the requirements of these Rules.

T.714 RECORD-KEEPING

In addition to the requirements of point (a) of point CAMO.220, the organisation shall keep the records referred to in point T.201(1)(j).

T.715 CONTINUED VALIDITY

For the approval of an organisation managing the continuing-airworthiness to remain valid, the following requirements shall be met in addition to the requirements of point CAMO.135:

(a) the organisation complies with the applicable requirements of there Rules; and

(b) the organisation ensures that any person authorised by the SCAA is granted access to any of its facilities, aircraft or documents related to its activities, including any subcontracted activities, to determine compliance with these Rules.

T.716 FINDINGS

(a) After having received a notification of findings from the SCAA, the organisation shall do the following:

(1) identify the root cause or causes of, and contributing factors to the finding of non-compliance;

(2) prepare, adopt and implement a corrective action plan;

(3) demonstrate to the satisfaction of the SCAA that the necessary corrective action to address the finding has been taken.

(b) The actions referred to in points (1) to (3) of paragraph (a) shall be performed within the time period set by the SCAA.

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APPENDIX I TO AMC TO T.704 CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

The CAME of the CAMO shall be amended to take into account the following elements:

1. In Part 0.1, the accountable manager stating for compliance with AAR-T:

PART 0 — GENERAL ORGANISATION, SAFETY POLICY AND OBJECTIVES

0.1 Safety policy, objectives and accountable manager statement

The accountable manager's exposition statement shall embrace the intent of the following paragraph, and in fact this statement may be used without amendment. Any amendment to the statement shall not alter its intent.

'This exposition and any associated referenced manuals define the organisation and procedures upon which the SCAA's approval of the continuing airworthiness management organisation is based.

These procedures are endorsed by the undersigned and must be complied with, as applicable, in order to ensure that all continuing airworthiness activities, including maintenance of the aircraft managed, are carried out on time to an approved standard.

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 approval of the organisation is based on the continuous compliance of the organisation with AAR-CAMO, AAR-M and AAR-T and with the organisation's procedures described in this exposition. The SCAA is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by AAR-CAMO, AAR-M and AAR-T or any conditions according to which the approval was issued.

Suspension or revocation of the CAMO certificate will invalidate the AOC.'

2. In Part 0.2, point 'Scope of work — aircraft managed':

0.2 General information

Scope of work — aircraft managed

This paragraph shall specify the scope of work for which the CAMO is approved. This includes aircraft type/series, aircraft registrations, owner/operator, contract references, State of Registry for CAMOs approved under AAR-T, etc. The following is given as an example:

Aircraft type/ series	Data included in the scope of work	Aircraft maintenance programme or 'generic'/ 'baseline' maintenance programme	Aircraft registration(s)	Owner/ operator	CAMO contract reference	AAR-T State of Registry

Reference can be made in this paragraph to the operations specifications or operations manual where the aircraft registration(s) is (are) listed.

Depending on the number of aircraft, this paragraph may be updated as follows:

1) the paragraph is revised each time an aircraft is removed from or added to the list;

2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list. In that case, it shall be stated in the paragraph where the current list of aircraft managed is available for consultation.

3. A new Part 6 is added to include the continuing airworthiness management procedures:

PART 6 — CONTINUING AIRWORTHINESS PROCEDURES FOR AIRCRAFT REFERRED TO IN T.101

6.1 CONTINUING AIRWORTHINESS MANAGEMENT

6.1.1 Aircraft continuing airworthiness records system

a) Aircraft continuing airworthiness records system and aircraft technical log

This section shall describe the system used by the CAMO to manage the aircraft's continuing airworthiness records.

b) Minimum equipment list (MEL) procedures

This section shall describe the specific responsibilities of the CAMO with regard to the issue, update, use and management of the MEL, if applicable to the aircraft.

6.1.2. Aircraft maintenance programme

This paragraph shall identify the State of Registry requirements for the maintenance programme, and shall describe how the procedure established by the CAMO satisfies those requirements. This procedure shall address the specific responsibilities of the CAMO with regard to the development, update, approval or acceptance and management of the maintenance programme. The sources for the maintenance programme and the mandatory tasks shall be clearly identified.

6.1.3 Time and continuing airworthiness records, responsibilities, retention and access

a) Recording of hours and cycles

The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph shall describe how the CAMO has access to the current flight hours and cycles information and how this information is processed in the organisation.

b) Records

This paragraph shall describe in detail the type of documents that are required to be recorded and the recording-period requirements for each document. This can be provided by a table or series of tables that shall include the following:

— family of document (if necessary),
— name of document,
— retention period,
— responsible person for retention,
— place of retention.

c) Preservation of records

This paragraph shall set out the means to protect the records from fire, floods, etc., as well as the specific procedures in place to guarantee that the records will not be altered during the retention period [especially for the computer records].

d) Transfer of continuing airworthiness records

Transfer-in:

This paragraph shall describe the procedure for the acquisition of the necessary continuing airworthiness records by the CAMO before leasing the aircraft and who is responsible for its implementation. The records shall include the applicable status of compliance, release to service, approval and substantiating data for modifications and repairs, compliance with mandatory information, etc.

Transfer-out:

This paragraph shall describe the procedure for the transfer of records in case of transfer of the aircraft to another organisation. In particular, it shall specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer.

6.1.4 Accomplishment and control of mandatory safety information (MSI) issued by the State of Registry and the SCAA

This paragraph shall identify the MSI requirements issued by the State of Registry and the SCAA. Additionally, it shall demonstrate that the CAMO has a comprehensive system for the management of MSI including airworthiness directives (ADs). It may, for instance, include the following subparagraphs:

a) MSI acquisition

This paragraph shall specify the sources for the MSI (State of Registry, manufacturer, type certificate holder, the SCAA).

b) MSI decision

This paragraph shall describe how and by whom the MSI is analysed. It shall also describe the decision-making process in case the MSI of the State of Registry conflicts with the MSI issued by the SCAA. This paragraph shall also describe what kind of information is provided to the contracted maintenance organisations in order to plan and perform the MSI. This shall include, as necessary, a specific procedure for emergency MSI management.

c) MSI control

This paragraph shall specify how the organisation manages to ensure that all the applicable MSI is performed and that they are performed on time. This shall include a closed-loop system that allows verifying that for each new or revised MSI and for each aircraft:

1. the MSI is not applicable, or

2. if the MSI is applicable:
— the MSI is not yet performed but the time limit is not overdue,
— the MSI is performed, and any repetitive inspection is identified and performed.

This may be a continuous process or may be based on scheduled reviews.

6.1.5 Modifications and repairs

This paragraph shall describe the State of Registry requirements for modifications and repairs. In particular, the process for the issue and approval of design data for repairs and modifications, the classification of repairs and modifications, and the specific responsibilities of the CAMO with regard to the management and approval of any modification and repair before embodiment.

6.1.6 Defect reports

a) Analysis

This paragraph shall describe how the defect reports provided by the contracted maintenance organisations are processed by the CAMO. The analysis of these reports shall be taken into account for the maintenance programme evolution and non-mandatory modification policy.

b) Liaison with type certificate holders and regulatory authorities

Where a defect report shows that such defect is likely to occur to other aircraft, a liaison shall be established with the type certificate holder and the authority

that has issued the type certificate so that they may take all the necessary actions.

c) Deferred defect policy

This paragraph shall describe the State of Registry requirements for deferred defects. Defects such as cracks and structural defects are not addressed by the MEL and the configuration deviation list (CDL). However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph shall establish the procedure to be followed in order to ensure that the deferment of any defect rectification will not lead to any safety concern. This will include appropriate liaison with the manufacturer and with the State of Registry.

6.1.7 Reliability programmes

If a reliability programme is required, this paragraph shall describe appropriately the management of a reliability programme. It shall at least address the following:

— extent and scope of the reliability programme,
— specific organisational structure, duties and responsibilities,
— establishment of reliability data,
— analysis of the reliability data,
— corrective action system (maintenance programme amendment),
— scheduled reviews (reliability meetings with the participation of the SCAA).

This paragraph may, where necessary, be subdivided as follows:

a) airframe,
b) propulsion,
c) component.

6.1.8 Pre-flight inspections

This paragraph shall show how the scope and definition of pre-flight inspection, that is usually performed by the operating crew, is kept consistent with the scope of the maintenance performed by the contracted maintenance organisation. It shall show how the evolution of the pre-flight inspection content and of the maintenance programme is concurrent.

The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, they have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.

a) Preparation of aircraft for flight,
b) Subcontracted ground-handling function,
c) Security of cargo and baggage loading,
d) Control of refuelling, quantity/quality,
e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard.

6.1.9 Aircraft weighing

This paragraph shall state in which occasion an aircraft has to be weighed taking into account the SCAA operational requirements and the State of Registry requirements. Weighing may also be required after a major modification. This paragraph shall describe who performs the weighing, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.

6.1.10 Check flight procedures

This paragraph shall describe the criteria for performing a check flight, taking into account the State of Registry requirements and the applicable instructions for continued airworthiness (ICA).

This paragraph shall describe how the check flight procedure is established in order to meet its intended purpose, for instance after a heavy maintenance check, after engine or flight control removal installation, etc., and the release procedures to authorise such a check flight.

6.2 CONTRACTER MAINTENANCE

6.2.1 Procedures for contracted maintenance

a) Procedures for the development of maintenance contracts

This paragraph shall describe the procedures that the organisation follows to develop maintenance contracts. The CAMO processes to implement the different elements described in Appendix IV to AMC1 CAMO.315(c) shall be described. In particular, it shall cover the responsibilities, tasks and interaction with the contracted maintenance organisation.

This paragraph shall also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance. The organisation may develop a work order template to ensure that the applicable elements of Appendix IV to AMC1 CAMO.315(c) are considered. Such a template shall be included in Part 5.1.

b) Maintenance contractor selection procedure

This paragraph shall describe how a maintenance contractor is selected by the CAMO. The selection procedure shall describe the verification that the maintenance organisation complies with Subpart E and also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure shall preferably include a contract review process in order to ensure that:

— the contract is comprehensive and it contains no gaps or unclear areas,
— everyone involved in the contract [both at the CAMO and at the maintenance contractor] agrees with the terms of the contract and fully understands their responsibilities,
— the functional responsibilities of all parties are clearly identified.

6.2.2 Audit of aircraft

This paragraph shall set out the procedures to perform an audit of an aircraft. It shall describe the audit of aircraft before lease and the quality audit of aircraft during the lease period.

a) Audit of aircraft before lease

This audit shall include an inspection of the aircraft and its records to ensure that the aircraft is airworthy and it complies with the State of Registry requirements, AAR-T and any SCAA requirement applicable for the intended operation. This shall include checking that all emergency and operational equipment as required by the SCAA operational and airspace rules is available, that all required maintenance and MSI has been performed, that all modifications and repairs comply with the State of Registry requirements and they are recorded, etc.

b) Audit of aircraft during lease

This paragraph shall set out the procedure to perform a quality audit of the aircraft during the lease period. This procedure may include:

— compliance with approved procedures,
— contracted maintenance is carried out in accordance with the contract,
— continued compliance with AAR-T.

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