

Operator's Line Station Maintenance Arrangement

Personal Data Collection Statement

The personal data provided to the AACM are intended only for the processing of the report. For the purpose of complying with legal obligations, the personal data provided by the applicant may be transferred to other competent entities. The applicant may request, in writing, access and rectification of personal data.

1. General information

1.1. Purpose	<input type="checkbox"/> New station <input type="checkbox"/> Change of maintenance arrangement <input type="checkbox"/> As requested by the AACM		
1.2. Operator			
1.3. Aircraft types			
1.4. Station	Aerodrome:	Airport 3-letter code:	
1.5. Scheduled flight frequency flight(s) per week		
1.6. Contact person for this report	Name:	Position:	
	Telephone:	Email:	
1.7. Report revision	<input type="checkbox"/> Initial revision		
	<input type="checkbox"/> Revised report superseding the one submitted on (date and ref. no.)		
1.8. Status as of (date)			

2. Aircraft maintenance arrangement

2.1. Level of maintenance required	
2.2. Maintenance arrangement	<input type="checkbox"/> Handled directly by the operator's MAR-145 maintenance organisation (without subcontracting) <input type="checkbox"/> Subcontracted to another maintenance service provider under the operator's MAR-145 approval <input type="checkbox"/> Contracted to another MAR-145 organisation <input type="checkbox"/> Contracted to non-MAR-145 maintenance organisation under JMM <input type="checkbox"/> Other (specify in Remarks) Remarks:

3. Operator's MAR-145 maintenance organisation's manpower

	Home base <small>Excluding riding and/or station engineer for other stations</small>	Line station(s)	Other stations <small>Including all riding engineers and/or station engineers</small>	Station: <small>Including all riding engineers and/or station engineers</small>	Total
Aircraft certifying staff					
Aircraft maintenance technical staff other than certifying staff					
<i>Total:</i>					
Remarks:					

4. Aircraft maintenance service provider						
4.1. Maintenance Service provider	Name:			AMO approval no.:		
	Local authority:			Valid until:		
4.2. Maintenance contract	Effective date:			Valid until:		
4.3. Review of provisions	S	U	N/A	Article/section/paragraph		
				Maintenance Contract	Interface Procedures	
(1) Scope of work The type of maintenance to be performed by the maintenance organisation is specified unambiguously.	<input type="checkbox"/>	<input type="checkbox"/>	/			
(2) Maintenance location The place(s) where maintenance will be performed is specified.	<input type="checkbox"/>	<input type="checkbox"/>	/			
(3) Subcontract to another organisation If subcontract to another organisation is allowed, it should specify under which conditions the maintenance service provider may subcontract tasks to a third party. In addition, the operator may require the maintenance service provider to obtain the operator's approval before subcontracting to a third party. Access should be given to the operator to any information (especially the compliance monitoring information) about the maintenance organisation's subcontractors involved in the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
(4) Maintenance programme The maintenance programme, under which maintenance has to be performed, is specified.	<input type="checkbox"/>	<input type="checkbox"/>	/			
(5) Compliance monitoring The terms of the contract includes a provision allowing the operator to monitor the maintenance service provider in terms of compliance with the applicable requirements and how the results of such monitoring are addressed by the maintenance service provider.	<input type="checkbox"/>	<input type="checkbox"/>	/			
(6) AACM involvement It is specified AACM's access to the maintenance service provider is allowed.	<input type="checkbox"/>	<input type="checkbox"/>	/			
(7) Maintenance data It is specified the maintenance data and any other manual required for the fulfilment of the contract, and how these data and manuals are made available and kept current (regardless if they are provided by the operator or by the maintenance service provider)	<input type="checkbox"/>	<input type="checkbox"/>	/			
(8) Supply of parts It is specified whether a particular type of material or component is supplied by the operator or by the maintenance service provider, which type of component is pooled, etc.	<input type="checkbox"/>	<input type="checkbox"/>	/			
(9) Pooled parts at line stations It is specified how the subject of pooled parts at line stations should be addressed if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
(10) Defect rectification and deferment It is specified to which level the maintenance service provider may rectify a defect without reference to the operator. It should describe, as a minimum, the management of approval of repairs and the incorporation of repairs. The use of the operator's MEL and the liaison with the operator in case of a defect that cannot be rectified at the line station shall be addressed.	<input type="checkbox"/>	<input type="checkbox"/>	/			
(11) Release to service documentation It is specified which release documents have to be used (e.g. aircraft technical log, CRS, etc.) and the documentation that the maintenance service provider should provide to the operator.	<input type="checkbox"/>	<input type="checkbox"/>	/			
(12) Maintenance record-keeping If the maintenance service provider retains some of the maintenance records for the operator, the type of maintenance records, retention period and conditions are specified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
(13) Exchange of information It is specified what information should be provided and when (i.e. in which case or at what frequency), how, by whom and to whom it has to be transmitted.	<input type="checkbox"/>	<input type="checkbox"/>	/			
Remarks:						

5. Manuals and documents

Manual (check if applicable to the station)	Issue/ Revision	Availability			Remarks
		CD/ Hardcopy	Online	Other (Please specify)	
<input type="checkbox"/> Minimum Equipment List		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Maintenance Management Exposition		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Maintenance Organisation Exposition		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Interface Procedure		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Aircraft maintenance programme		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> AD compliance status		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Quality Notices		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Technical Notices		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Aircraft maintenance manual		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Illustrated part catalogue		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> AMM supplements		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> IPC supplements		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Operator's maintenance contact list		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Line maintenance check lists		<input type="checkbox"/>	<input type="checkbox"/>		
<i>Other manuals, document, forms or check lists applicable to the station (Please specify)</i>					
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

6. Other services for the aircraft							
Service (check if applicable to the station)		Service Provider	Service agreement		Standard of Work (Operator's manual or procedure reference)	Operator's last audit	
			Effective date	Expiry date		Date	Finding(s) status
<input type="checkbox"/>	Ground power						
<input type="checkbox"/>	Cooling or heating unit						
<input type="checkbox"/>	Air start unit						
<input type="checkbox"/>	Towing and pushback						
<input type="checkbox"/>	Provide towbar(s)						
<input type="checkbox"/>	Storage and maintenance of operator's towbar(s)						
<input type="checkbox"/>	Water service						
<input type="checkbox"/>	Toilet/waste service						
<input type="checkbox"/>	De-icing/ anti-icing						
<input type="checkbox"/>	ULD (determination of serviceability; handling and storage)						
<input type="checkbox"/>	Fluid and oil service						
<input type="checkbox"/>	Fuelling/ defuelling						
<i>Others (Please specify)</i>							
<input type="checkbox"/>							
<input type="checkbox"/>							

7. Required document				
Self-handle	Sub-contract	Contract out	Document	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Latest audit report, including finding and actions taken if any	
<input type="checkbox"/>	/	/	B. Latest maintenance man-hour plan	
/	<input type="checkbox"/>	<input type="checkbox"/>	C. Copy of signed maintenance contract	
/	<input type="checkbox"/>	<input type="checkbox"/>	D. Interface procedures	
/	<input type="checkbox"/>	/	E. List of sub-contracted certifying staff authorised to release the operator's aircraft with their scope of authorisation	
/	<input type="checkbox"/>	/	F. Latest interface procedure training record of certifying staff listed in Document E	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Management of change document (e.g. safety risk assessment)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Delegation document if the declaration in Section 9 is made by a delegate of the Post-holder of Aircraft Maintenance	

8. Operator's self-assessment			
	Yes	No	N/A
8.1. All OPSM.890 activities at the station are properly arranged.	<input type="checkbox"/>	<input type="checkbox"/>	/
8.2. The responsibilities and standard of maintenance are clearly specified in the maintenance contract and interface procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3. The related maintenance service provider staff has completed training on the interface procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4. The quality function of OPSM.900 is properly addressed in the maintenance contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Declaration by the Post-holder of Aircraft Maintenance	
<p>I have verified and confirmed that the information provided in this form including all attachments is correct and complete. I further declare that all information herein and documents submitted with this form are true in every respect.</p>	
Name:	Signature:
Position:	
Company:	
Address:	
Date signed:	

Form AW/APP/022 (Rev. 1)

Operator's Line Station Maintenance Arrangement

Completion Instructions

This section provides instructions and guidance necessary to complete this form.

IMPORTANT

- Complete all fields in a clear legible way.
- Do not enter ambiguous information such as "to be determined" or "TBD" in any field. Reporting form with ambiguous information will be rejected.
- For those fields that are not applicable to the station, enter 'N/A'. Do not leave any field blank unless otherwise specified. Incomplete form will not be accepted.

Field #	Completion Instructions		
1.1	Check the appropriate box.		
1.2	Provide the name of the air operator.		
1.3	Provide the type of the aircraft operated at the station. Example: Airbus A320 and A321		
1.4	Enter the full name and 3-letter code of the station. Example: <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Aerodrome: Beijing Capital International Airport</td><td style="width: 40%;">Airport 3-letter code: PEK</td></tr> </table>	Aerodrome: Beijing Capital International Airport	Airport 3-letter code: PEK
Aerodrome: Beijing Capital International Airport	Airport 3-letter code: PEK		
1.5	Provide the frequency of scheduled flights of the operator at the station.		
1.6	Enter the name and contact information of the person whom the AACM can contact regarding this report.		
1.7	Indicate whether the report is a new one or a revised one. If this is a revised report, enter the date of the previously submitted reporting form. Any changes to the form shall be made with a revised reporting form. Highlight the change(s).		
1.8	Enter the date as of which the status or information was reported in this form. For new station, the information in this form shall reflect the status as of a date at least 30 days, but no earlier than 40 days, prior to the commencement date of proposed operation as stated in form FS/APP/013.		
2.1	Describe the level of maintenance required in the station. Example: Line maintenance including and up to transit check, defect rectification, aircraft release to service		
2.2	Check according to the actual maintenance arrangement. Elaborate in Remarks as necessary.		
3	Complete Section 3 only if maintenance is handled directly by the operator's MAR-145 maintenance organisation without subcontracting. Leave it blank otherwise. "Home base" and "Line stations" refer to the locations detailed in MOE chapter 1.8 <i>General description of the facilities at each address intended to be approved</i> . "Other stations" refer to locations other than those described in MOE chapter 1.8.		

Field #	Completion Instructions
	Provide the number of staff for aircraft maintenance under the MAR-145 approval of the operator. Staff of service providers under subcontract or contract is not counted. Elaborate in the remarks field as necessary.
4	Complete Section 4 only if maintenance is subcontracted or contracted out. Leave it blank otherwise.
4.1	Provide the name, AMO approval number and validity date of the local maintenance service provider.
4.2	Provide the maintenance contract effective date and validity date.
4.3	Based on the provisions in the maintenance contract and interface procedures, check the appropriate boxes. Enter the corresponding article/section/paragraph number. Elaborate in remarks field as necessary.
5	Provide the details about manual and documents. For document not applicable to the operator, enter "N/A" in the remark column. Leave the check boxes blank.
6	Provide the details about other services provided to the aircraft at the station.
7	<p>"Self-handle" means maintenance at the station is handled directly by the operator's MAR-145 maintenance organisation (without subcontracting).</p> <p>"Subcontract" means maintenance at the station is subcontracted to another maintenance service provider under the operator's MAR-145 approval.</p> <p>"Contract out" means maintenance at the station is contracted to another MAR-145 organisation or non-MAR-145 maintenance organisation under JMM.</p> <p>Check the appropriate boxes according to the maintenance arrangement and submit the applicable document with this form. Elaborate in remarks field as necessary.</p> <p>For document G and H, if it is not applicable, leave the checkbox blank and enter "N/A" in the remark column.</p> <p>For new station, document G shall be submitted with form FS/APP/013 therefore it is not necessary to submit it with this form. Leave the checkbox blank and enter "Submitted with form FS/APP/013" in the remark column.</p>
8.1	Self-explanatory.
8.2 – 8.4	Check "N/A" if maintenance at the station is handled directly by the operator's MAR-145 maintenance organisation.
9	This field shall be completed by the post-holder for aircraft maintenance as listed on the operator's Operations Specifications.