

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

2. Aircraft maintenance arrangement

2.1. Level of maintenance required								
2.2. Operator's number of staff		Home base:		Other stations		Station:		Total
		Excluding riding and station engineer for other stations		Including all riding engineers and/or station engineers		Including all riding engineers and/or station engineers		
		Full time	Part time	Full time	Part time	Full time	Part time	
	Continuing airworthiness management							
	Maintenance – certifying staff							
Maintenance – supporting staff								
<i>Total maintenance staff:</i>								
2.3. Maintenance arrangement	<input type="checkbox"/> Handled by engineer deployed from home base whenever necessary <input type="checkbox"/> Handled by riding engineer of the operator's MAR-145 maintenance organisation <input type="checkbox"/> Handled by station engineer of the operator's MAR-145 maintenance organisation <input type="checkbox"/> Handled by the operator's MAR-145 line station <input type="checkbox"/> Subcontract under the operator's MAR-145 approval <input type="checkbox"/> Contract out to another MAR-145 organisation <input type="checkbox"/> Contract out to non-MAR-145 maintenance organisation under JMM							

3. Aircraft maintenance service provider		
3.1. Maintenance Service provider	Name:	
	AMO local approval no.:	Valid until:
3.2. Service agreement	Effective date:	Valid until:
3.3. Agreed services		
3.4. Standard of Work		
3.5. Training provided by operator to service provider	Training subjects	Training completion date
3.6. Operator's authorisation	<input type="checkbox"/> Will be issued on or before(date) <input type="checkbox"/> Issued and still valid <input type="checkbox"/> Suspended	
3.7. Operator's last audit	Date:	Finding(s) status: <input type="checkbox"/> Nil finding <input type="checkbox"/> Open <input type="checkbox"/> Closed

4. Manuals and documents available at the station					
Manual	Issue/Revision	CD/ Hardcopy	Online	N/A	Remarks
Minimum Equipment List (MEL)		<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"/>	
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"/>	
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"/>	
<i>Others (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"/>	
		<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"/>	

5. 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"/>							

6. Required document

Document		Remark
<input type="checkbox"/>	A. Latest station audit report	
<input type="checkbox"/>	B. List of sub-contracted or contracted certifying staff authorised by the operator	
<input type="checkbox"/>	C. Delegation document if the declaration in Section 8 is made by a delegate of the Post-holder of Aircraft Maintenance	

7. Operator's self-assessment

	Yes	No	N/A
7.1. All OPSM.890 activities at the station are properly covered.	<input type="checkbox"/>	<input type="checkbox"/>	
7.2. The quality function of OPSM.900 is properly defined in the service agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Declaration by the Post-holder of Aircraft Maintenance

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.

Name:	Signature:
Position:	
Company:	
Address:	Date signed:

Form AW/APP/022 (Rev. 0) 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	Provide the name of the operator.		
1.2	Provide the type of the aircraft operated at the station. Example: Airbus A320 and A321		
1.3	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		
1.4	Provide the frequency of scheduled flights of the operator at the station.		
1.5	Enter the name and contact information of the person whom the AACM can contact regarding this report.		
1.6	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).		
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	Provide the number of staff of the operator's organisation for continuing airworthiness management and aircraft maintenance under the MAR-145 approval of the operator. Staff of service providers under subcontract or contract is not counted.		
2.3	Check only one box according to the actual maintenance arrangement.		
3	Complete Section 3 only if maintenance is subcontracted or contracted out. Leave it blank otherwise.		
3.1	Self-explanatory.		
3.2	Self-explanatory.		
3.3	Self-explanatory.		

Field #	Completion Instructions
3.4	<p>List all the agreed services according to the service agreement in detail. Example: (in the case that IATA Standard Ground Handling Agreement is used) IATA Standard Ground Handling Agreement of January 2013 Annex A Section 1 Managing Functions 1.2.3 (j) aircraft maintenance – keep Carrier's technical log station copy for at least 30 days. 1.2.4 Maintain the Carrier's manuals, circulars, and other operational documents connected with the performance of the services. For engineering services only. Section 8 Aircraft Maintenance 8.1.1 Maintain the Carrier's technical manuals, handbooks, catalogues, and other operational documents connected with performance of the services as specified in Annex B. 8.1.2 Perform line inspection in accordance with Carrier's current instructions. 8.1.3 Enter in the aircraft log(s) and sign for the performance of line inspection. 8.1.4 Enter remarks in aircraft log(s) regarding defects observed during the inspection. 8.1.5 Provide personnel to assist the flight crew or ground staff in the performance of their tasks.</p>
3.5	Describe in detail the standard of the maintenance work provided by the maintenance service provider at the station. Reference should be made to operator's MME/MOE, SOP or interface procedure.
3.6	Provide the details about training provided to the maintenance service provider at the station by the operator by the operator.
4	Provide the details about manual and documents available at the station.
5	Provide the details about other services provided to the aircraft at the station.
6	For Document C, if delegation document is not applicable, leave the checkbox blank and enter "N/A" in the remark column.
7.1	Self-explanatory.
7.2	Check "N/A" if there is no maintenance service agreement for the station.
8	This field shall be completed by the post-holder for aircraft maintenance as listed on the operator's Operations Specifications.