

Guidance for Redaction of Maintenance Programme In Accordance with DACL Template

Disclaimer: The content of this document is provided for guidance only. Any question regarding this guidance can be submitted to DACL Airworthiness Department via nav@av.etat.lu.

Maintenance Programme is a manual issued by the Owner, Operator or Continuing Airworthiness Management Organisation in charge of managing the aircraft continuing airworthiness. The aim of this manual is, based on the Manufacturers'/Type Certificate Holders' maintenance publications, to define the maintenance schedule and to clearly identify maintenance requirements applicable to this particular aircraft based on the type of operation, equipments installed and modifications and repairs incorporated.

A maintenance programme can only be applicable to one aircraft type.

The programme should content the following information:

General requirements

- Aircraft type/model, registration marks and serial number.
- Engines and propellers types, as necessary.
- Name and address of the Owner, Operator or Continuing Airworthiness Management Organisation managing the aircraft airworthiness.
- Programme reference, date of issue and issue number.
- A statement signed by the Owner, Operator or Continuing Airworthiness Management 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.
- Contents/list of effective pages and their revision status of the document.
- Check periods.
- Anticipated utilisation of the aircraft including a 25% tolerance.
- Provision to record the date and reference of approved amendments incorporated in the maintenance programme.
- Details of pre-flight tasks.
- Tasks and periods at which each part of the aircraft, engines, propellers, components, accessories, equipment, instruments, electrical and radio apparatus should be inspected, checked, cleaned, lubricated, replenished, adjusted and tested including the type and degree of inspection required.
- Time Between Overhaul or replacements by new or overhauled components.
- Cross-reference to other approved documents containing details of maintenance tasks related to Mandatory Life Limitations, Certification Maintenance Requirements and AD's with specific identification of their mandatory status.
- A statement that practices and procedures to satisfy the programme shall be to the standards specified in the TC holder's Maintenance Instructions.
- Maintenance task quoted shall be defined in a definition section.

Programme basis

- Aircraft maintenance programme shall be based upon the MRB report, the TC holder's maintenance planning document or Chapter 4 and/or 5 of the maintenance manual.
- 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.

Amendments

- Amendments (revisions) to the maintenance programme shall be made by the Owner, Operator or Continuing Airworthiness Management Organisation, to reflect changes in the Manufacturer's/TC holder's recommendations, modifications incorporated in the aircraft, service experience, or as required by DACL.

Permitted variations to maintenance periods

- The Owner, Operator or Continuing Airworthiness Management Organisation may only vary the programme defined periods with the approval of DACL.

Periodic review of maintenance programme contents

- The Owner, Operator or Continuing Airworthiness Management Organisation maintenance programmes should be reviewed at least annually to ensure that they are still current.

Important note: if the **review** concludes that there is no change to the maintenance programme, there is no need to **revise** the maintenance programme.

In order to establish an Aircraft Maintenance Programme in accordance with DACL template, the Owner, Operator or Continuing Airworthiness Management Organisation may use this guideline.

All shaded information on the DACL Maintenance Programme Template should be filled in by the Owner, Operator or Continuing Airworthiness Management Organisation.

- Generic:

- It is recommended to use the maintenance programme template, and the statements contained herein, as published on the DACL website. The statements can be used without amendment. Any modification to the statements should not alter the intents.

- Cover page:

- Header and Cover Page of the document should identify the maintenance programme owner and the aircraft itself or fleet of aircraft. Maintenance programme owner and aircraft owner may not be the same entity if continuing airworthiness activity and/or maintenance programme development is contracted to an Operator or Continuing Airworthiness Management Organisation.

- Chapter 0:

- Table of Content should be up-dated and accurate.
- List of Effective Pages should reflect each individual page Edition and/or Revision status.
- The Owner, Operator or Continuing Airworthiness Management Organisation can decide to use an edition and / or a revision system to track its Aircraft Maintenance Programme, as long as this system is **coherent** and allow the discrimination between **direct and indirect approval**.
 - Example 1: a private owner can decide to use, for the first issue of the manual, "revision 1", for the second issue, "revision 2", etc.
 - Example 2: an appropriately approved CAMO can decide to use, for the first issue of the manual, "edition 1 revision 0" (direct approval), for the second issue, "edition 1 revision 1" in case of indirect approval or "edition 2 revision 0" in case of direct approval, etc.
- Record of Revision table should be up-dated each time the manual is revised such as it includes a clear reference to the previous approved maintenance programme of this aircraft.
- Distribution list should identify all the manual holders, including DACL. When a maintenance contract is established with a Maintenance Organisation, this organisation should appear on the list. When the maintenance programme owner is an Operator or a Continuing Airworthiness Management

Organisation, the aircraft owner should be in the distribution list. As well, when the maintenance programme applies to several aircraft, all aircraft owners should be listed in this table.

- Chapter 1:
 - The statement should identify namely the person responsible for the airworthiness of the aircraft. This person should sign at the bottom of this paragraph.
 - It is important that aircraft yearly utilisation is estimated in this chapter in order to evaluate the effectiveness of the maintenance programme based on the rate of operation.
 - Manufacturers'/Type Certificate Holders' maintenance publications references and revision status should be identified in the Maintenance Data table. In particular, the Owner, Operator or Continuing Airworthiness Management Organisation should take care on the following points:
 - The latest Temporary Revision should be used in addition to the Revision of the Maintenance / Service Manual;
 - The engine Operators / Service Manual, which are more relevant for the engine maintenance, should be used instead the Overhaul Manual. Moreover, any Service Letter / Service Bulletin / Service Instructions regarding the Time Between Overhaul (TBO) should be defined in this section as well;
 - The maintenance publications references for the propeller are the ones containing the Time Between Overhaul period;
 - The maintenance publications references for the STCs should not be mentioned in this table (Another paragraph is aimed to take them into account)
 - Aircraft details as registration mark and serial number, aircraft, engine and propeller Manufacturer/Type Certificate Holders information should be incorporated in this section. In the eventuality of maintenance programme applicable to several aircraft, all aircraft details should be quoted in this table.
 - Modifications/STC's incorporated should be listed as well as any related publication affecting the continuing airworthiness (ex: maintenance manual supplement) or operation (POH or AFM supplement). These publications references should be kept up-to-date.
 - Maintenance standard should indicate who is in charge of maintenance performance. It can be a Part 145 approved organisation, a Part M subpart F approved organisation, a Part 66 Certifying Staff or the Pilot Owner. Nevertheless, there are restrictions on tasks that can be performed by Part 66 Certifying Staff or Pilot Owners. Tasks that can be or cannot be performed by those people should be clearly identified in the Maintenance Programme. Refer to [Appendix III](#) and [Appendix IV](#) to this procedure for more details about those maintenance tasks.
 - Pre-flight inspection can be done in accordance with the Pilot Operating Handbook or the Aircraft Flight Manual. If the aircraft maintenance manual mandates some additional inspections to be performed by the pilot or a person qualified in accordance with the maintenance standard defined here above, those tasks should be quoted in this chapter.
- Chapter 2:
 - This chapter should establish the baseline maintenance intervals in accordance with the aircraft Manufacturers'/Type Certificate Holders' maintenance data. Airframe, engines and propeller main maintenance events should be listed in this section (ex: 100Hrs / Annual inspection, 200Hrs inspection, 24Mths inspection, etc).
 - When Manufacturers'/Type Certificate Holders' maintenance data requires **specific periodic inspections / servicing / check** on components or assemblies (Examples: Check 600Hrs / Annual on the autopilot rigging, Inspection 500Hrs / 5 years of the Cabin Air Control Assembly, etc.), those components and their required inspections / servicing / checks and intervals should be identified. This can be achieved by inserting a copy of the maintenance schedule(s) customized to this aircraft in section 6.
 - This section should take into account the **airworthiness limitations related to the inspections / servicing / check** (Example: mentioned in a STC) if they are not already mentioned in section 6;

- Chapter 3:
 - This chapter should contain the components or assemblies **replacement / overhaul** (Example: Magnetos overhaul each 500Hrs / 4 years, etc.) requested by the Manufacturers'/Type Certificate Holders'. Note that the inspections / servicing / checks on components or assemblies are already covered by Chapter 2. . In particular, the Owner, Operator or Continuing Airworthiness Management Organisation should take care on the following points:
 - If the component **overhaul / removal** is already mentioned in the maintenance schedule(s) of the section 6, there is no need to duplicate them in Chapter 3;
 - This section should take into account any **airworthiness limitations related to the overhaul / removal** (Example: mentioned in a STC) if they are not already mentioned in section 6;
 - When several types of the same components can be fitted to the aircraft, this table should clearly identify which component is installed. This can be achieved by listing only the components installed
 - DACL maintenance requirements should appear in this chapter too.
- Chapter 4:
 - This chapter should list the different types of events that will require the aircraft to undergo unscheduled inspection. The list given in Appendix 1 is not limitative.
- Chapter 5:
 - Run-up and test flight policy should define in which circumstances and after which type of maintenance those actions are performed.
 - This chapter should define the checklists to be used as required.
- Chapter 6:
 - This chapter should contain the list of maintenance tasks constituting the checks packages (ex: 100Hrs / Annual inspection, 200Hrs inspection, 24Mths inspection, etc). This can be achieved by inserting copies of the Manufacturers'/Type Certificate Holders' Maintenance publications referred to in Chapter 1 providing those lists are customized to the aircraft configuration.