

SCHEDULE 9

[Regulation 76(5)]

The following items shall be included in the Maintenance Control Manual of a national air operator:

**PART I: GENERAL ORGANIZATION**

1.1 Corporate commitment by the air operator

1.2 General information:

- (a) brief description of organization;
- (b) relationship with other organizations;
- (c) fleet composition—type of operation; and
- (d) line station locations.

1.3 Maintenance management personnel:

- (a) accountable manager;
- (b) nominated post holder;
- (c) maintenance co-ordination;
- (d) duties and responsibilities;
- (e) organization chart(s); and
- (f) man power resources and training policy.

1.4 Notification procedure to the Authority regarding changes to the maintenance arrangements.

1.5 Manual amendment procedures.

**PART 2: MAINTENANCE PROCEDURES**

2.1 Aircraft logbook utilization and Minimum Equipment List application

2.2 Aircraft maintenance—development and amendment

2.3 Time and maintenance records, responsibilities, retention

2.4 Accomplishment and control of mandatory continued airworthiness information (Airworthiness Directives)

2.5 Analysis of the effectiveness of the maintenance

2.6 Non-mandatory modification embodiment policy

2.7 Major modification standards

2.8 Defect reports:

- (a) Analysis;
- (b) liaison with manufacturers and regulatory authorities; and
- (c) deferred defect policy.

2.9 Engineering activity:

- (a) Reliability
- (b) airframe
- (c) propulsion
- (d) components

2.10 Pre-flight inspection:

- (a) preparation of aircraft for flight;
- (b) sub-contracted ground handling functions;
- (c) security of cargo and baggage loading;
- (d) control of refueling, quantity/quality; and
- (e) control of snow, ice, dust and sand contamination.

2.11 Aircraft weighing

2.12 Flight test procedures

2.13 Sample of documents, tags and forms used

2.14 Flight test procedures

2.15 Appropriate portions of the operating manual of the air operator.