



# TTCAA Advisory Circular

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**Subject: MAINTENANCE CONTRACTURAL ARRANGEMENT**

**TTCAA Advisory Circular TAC- 014**

**Date: 05/04/20**

## PURPOSE

1. This TTCAA Advisory Circular (TAC) provides guidance to an operator for evaluating a maintenance contractual arrangement with a contractor that maintains his aircraft under a Maintenance Programme.

## GENERAL

2. (1) Contractual arrangement extends the maintenance facilities and capabilities of an operator for accomplishing elements of the approved maintenance programme. An operator contracting to have maintenance performed by another certificate holder may be authorized by operations specifications to adopt all or part of the contractor's maintenance programme, including involvement in that contractor's reliability programme where -.

- (a) The operator retains primary airworthiness responsibility regardless of the terms of any contractual arrangement. It is the operator's responsibility to verify the suitability of the arrangement;
- (b) A contractor must have the capabilities and facilities to perform the contracted work;
- (c) A contractor's publications may be adopted in part or in total by the operator as methods, techniques, and standards. The operator's Maintenance Control Manual (MCM) should describe the applicability and authority of the affected publication;
- (d) The MCM of the operator should describe the policies and procedures for administering the contractual arrangement;
- (e) The operator should develop appropriate procedures for administering such arrangements and means of ensuring compliance to those procedures; and
- (f) The related procedures should apply to the arrangement as a whole and should not require notification or approval for each action under the authorization.

(2) **Operations Specifications.** Operations specifications must provide sufficient detail to control the contractual arrangement, including data transactions and records. The contract and details of the obligations/commitments of each participant must be referenced on operations specifications which must provide for cancellation. Programmes outlined in TTCAR, and authorized by the operations specifications become an integral part of the operator's maintenance programme.

## PROCEDURES

3. (1) The operator should have the contractors facilities inspected to substantiate proper operations and adequate supervision, authorizations and capabilities.

(2) When the operator is satisfied that the contractor would be able to meet his requirements and is ready to make contractual arrangements he should ensure that contract/referenced documents describe at least the following:

- (a) The work scope and methods of compliance;
- (b) Responsibilities of all participants;
- (c) Location of contracted work; and
- (d) Duration of the contract, if applicable.

(3) The Contractors MPM must include the following:

- (a) A list or reference to a list (large aircraft only) of all contracted persons, including:
  - (i) Certificate number
  - (ii) Ratings and limitations
  - (iii) Description of work scope authorized
- (b) Procedures to ensure:
  - (i) Proper transfer of all required documents and reports between contractor and operator as required;
  - (ii) Work is accomplished by the contractor;
  - (iii) Periodic evaluations of the contractor's facilities are accomplished as required by TTCARs;
  - (iv) Contracted personnel are appropriately certificated, trained, qualified, and authorized to perform maintenance and inspections, including these items in the operator's MCM that requires specific Inspection; and
  - (v) The contractor's maintenance procedures (MPM) manuals or portions thereof that are to be used for the contract maintenance are accepted in the operator's MCM.

(4) The operator should make arrangements for at least the following to be presented to the Authority with his application for approval:

- (a) A copy of the contract, and referenced documents if applicable;
- (b) Contractor's operations specifications;
- (c) Contractor's maintenance manual and revisions to the operator's manual;

(5) Opportunity for AWI to determine Capabilities of Contractor:

(6) Where contractor is located outside of Trinidad and Tobago, the Authority may as an alternate request the assistance of the contractor's certificate holding Authority (State) to determine the contractor's authorizations and capabilities. However, the Authority reserves the right to inspect the facilities of all contractors.

(7) Access for the TTCAA inspectors should be afforded via the contractor, (ref TTCAR No.6:10).

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