Maintenance Control Manual Assistance

Introduction

Article 99(I) of the Air Navigation (Isle of Man) Order 2015, as amended, (ANO) identifies the requirements in title format and are driven by the ICAO Annex 6 Pt II initial wording.

The following information is provided as assistance for an Operator to prepare their Maintenance Control Manual (MCM), and it should consider HF requirements.

Please note that IOMAR terminology must be used, where appropriate, for example, the term CAMO is not recognised within the IOMAR system, and Only reference to the Nominated Aircraft Technical Representative or NATR should be used where appropriate.

All details in **BOLD** are direct extracts from ANO. Guidance information is included directly beneath the ANO extracts in Italics. Where the document includes examples or instructions, these are clearly annotated.

An updated and easy to read reference copy of the ANO can be accessed here, or from the Legislation page from our website www.iomaircraftregistry.com.

99I.—(1) The operator of an aircraft must ensure that a reference to an operator’s maintenance control manual developed in accordance with industry codes of practice is included in the company operations manual.

(2) The manual must contain information about—

(a) The operator’s maintenance responsibilities;

*See IOMAR 2016 amendments Article 99F – Operators Maintenance Responsibilities.*

(b) The means of recording names and positions of maintenance personnel;

*Article 99F (c) provides the information of details of who is required under this aspect.*

**EXAMPLE**

All personnel associated with maintenance of the aircraft must be in conformance with this maintenance control manual (MCM) which details the methods and procedures to be used in order that our aircraft meet the applicable airworthiness standard at all times, as advised via the Operators NATR.

The Operator has engaged the below stated Validated Aircraft Maintenance Engineers, who are recognised to carry out Line Maintenance and Defect Rectification.

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<tr>
<th>AME NAME</th>
<th>NAA Licence Issuing State</th>
<th>IOMAR Validation Number</th>
<th>Valid from</th>
<th>Valid to</th>
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The Operator has engaged the below stated IOMAR Authorised Individuals who are recognised to carry out the specific tasks as entered on the IOMAR Authorisation Document.

<table>
<thead>
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<th>Individual NAME</th>
<th>IOMAR Authorisation Number</th>
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**OPTIONAL ADDITION**

Although not mandatory, and purely at the discretion of the Operator, as the requirement of compliance then enables a single reference point, it could also serve to collate all other details of entities that make a CRS. Example as below. To stress, the ONLY mandated requirement is to identify the above information of certifying staff.

The Operator has maintenance from the following Organisations.

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<th>AMO Name</th>
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(c) The maintenance programme;

This should identify how the Approved Maintenance Programme has been prepared, i.e. TC Holders recommendations, AMM CH 4-5, or TLMC document, MPD, MRB etc.

**INSERT IOMAR AMP approval Number XXX/X AMP.**

(d) The methods used for the completion and retention of maintenance records;

Operator identifies methods prescribing how entries are made example if they utilise a) hard copy or b) electronic data retention (and how electronic back-ups are carried out if this medium is chosen).

(e) The procedures for ensuring that appropriate information, including any amendment to the maintenance programme, is disseminated to others;

**EXAMPLE**

Introduction of a Sign As Read system, or other notification system (email, surface mail etc.), identifying how an assessment is made by the NATR / Operator of what information is notified and to whom.

(f) The procedures for implementing action required following the receipt of mandatory continuing airworthiness information;
Identify how Mandatory IFCA are received, including ADs (Web site subscription, hard copy external mail etc.) through to assessment of applicability and inclusion in the RP9 requirements, and issuing of task for completion on the aircraft.

(g) A system of analysis and continued monitoring of the performance and efficiency of the maintenance programme in order to correct identified deficiencies;

EXAMPLE

Operator regular review or Aircraft maintenance check packs / work cards etc. to identify defects raised, rectification action required. Annual AMP review against the source data requirement (RP9 already requires this).

(h) The aircraft types and models to which the manual applies;

Self explanatory.

(i) Procedures for ensuring that any unserviceability affecting an aircraft’s airworthiness is recorded and rectified;

Operator to identify the system & process in place, please note that there is NO requirement to have a Tech Log (the requirement is for a Journey Log only), although operators may choose to have one, that includes defect recording and clearance with a correct CRS. Where a Tech Log is not being used, the Operator must clearly identify how defects are then actioned / recorded / cleared and should include...

EXAMPLES of inclusion.

- when an MEL can be used and how
  - Notified to NATR for tracking and resolution
  - NATR to arrange maintenance rectification
  - Defect rectified.
  - NATR to review CRS and documentation and incorporate into the Aircraft Log Book.
  - Where applicable, if any follow up IFCA are required as repetitive items after repair or replacement, (cable settling checks, or repair inspections etc. These must be identified within the RP9 documentation.

- Process for IOMAR permission when applicable.

(j) The procedures for advising the Department of significant in-service occurrences.

How Occurrences are actioned, recorded, monitored from an airworthiness view starting with the IOMAR Form 30 Occurrence Report