



GENERAL CONTINUING AIRWORTHINESS PROCEDURE

PROCEDURE MANAGEMENT

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REVISION FOLLOWUP

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1 GENERAL

1.1 SCOPE

The intent of this document is to describe how DAC Luxembourg applies the regulation (CE) 2042/2003 regulatory procedures.

In particular, this document defines the DACL policy regarding its organisation, the interpretation of AMC material, the record-keeping and the exemption management regarding PART 145, PART 66, PART M and PART 147.

1.2 GLOSSARY

PART 145: Annex II of regulation 2042/2003

PART 147: Annex IV of regulation 2042/2003

PART M: Annex I of regulation 2042/2003

PART 66 : Annex III of regulation 2042/2003

1.3 RELATED EASA PROCEDURES

EASA Regulation	Article	Title
2042/2003	M.B.101	Scope
2042/2003	M.B.102	Competent authority
2042/2003	M.B.103	Acceptable means of compliance
2042/2003	M.B.104	Record-keeping
2042/2003	M.B.105	Mutual exchange of information
2042/2003	M.B.201	Responsibilities
2042/2003	145.B.01	Scope
2042/2003	145.B.10	Competent authority
2042/2003	145.B.15	Organisations located in several Member States
2042/2003	145.B.17	Acceptable means of compliance



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2042/2003	145.B.55	Record-keeping
2042/2003	145.B.60	Exemptions
2042/2003	66.B.05	Scope
2042/2003	66.B.10	Competent authority
2042/2003	66.B.15	Acceptable means of compliance
2042/2003	66.B.20	Record-keeping
2042/2003	66.B.25	Mutual exchange of information
2042/2003	66.B.30	Exemptions
2042/2003	147.B.05	Scope
2042/2003	147.B.10	Competent Authority
2042/2003	147.B.15	Acceptable means of compliance
2042/2003	147.B.20	Record keeping
2042/2003	147.B.25	Exemptions

1.4 REFERENCED DOCUMENTS

Document	Issue
Commission Regulation (CE) 2042/2003	20/11/2003
Decision No 2003/19/RM -- AMC	28/11/2003
Loi du 19 mai 1999 sur l'institution d'une DAC	19/05/1999
Arrêté grand-ducal du 14 juillet 1998 déterminant l'organisation et les attributions de la DAC	14/07/1998
DAC-AIR000 Gestion des procédures	As revised
DAC-AIR001 Répartition DAC BV	As revised
DAC-AIR002 Qualification des inspecteurs	As revised
DACL Policy Letter N°2004-6657	30/09/2004
Form 300-2 Demande de dérogation	As revised



2 DACL ORGANISATION

2.1 RESPONSABILITIES

DACL is responsible by law for the management of all continued airworthiness related activities in the field of civil aviation. In particular, the DACL airworthiness office, created through arrêté grand-ducal, has been assigned all continuous airworthiness related tasks, the conducting of inspections and investigations, the issue of aircraft maintenance licences as well as the establishment and distribution of relevant procedures.

2.2 RESOURCES

Personnel involved in continuous airworthiness tasks are either DACL or Bureau Veritas Luxembourg (BV) personnel.

The airworthiness office of the DAC Luxembourg is composed of permanent and part time personnel. The number of this personnel is reviewed on a yearly basis by the Ministry of Transport according.

For field related activities as defined in DAC-AIR001, DACL may choose to assign tasks to inspectors from Bureau Veritas Luxembourg. These inspectors are nominated by DACL according to procedure DAC-AIR002.

Tasks related to PART 66 are managed by the DACL airworthiness office. Lycée Technique Privé Emile Metz (LTPEM), a high school recognized by the Ministry of National Education and involved in maintenance training, acts as subcontractor for some PART 66 tasks, as for example question reduction, examinations etc. This activity is detailed in DAC-AIR323.

2.3 QUALIFICATION OF PERSONNEL

Qualifications for inspection and supervision personnel is defined in DAC-AIR002.



The qualifications of all personnel is continuously monitored by the head of airworthiness office. All personnel participate in regulatory reviews, courses, workshops or EASA meetings.

Personnel involved in PART 66 and examinations as described in DAC-AIR323 are teachers recognised and authorised by the Ministry of National Education for the courses held.

2.4 PROCEDURES

The DACL airworthiness office issues and maintains a Procedure Handbook and a list of applicable forms. These are available on the DACL website.

The procedure management is described in DAC-AIR000.



3 POLICY

3.1 ORGANISATIONS LOCATED IN SEVERAL MEMBER STATES

Currently, no Luxembourg organisation has facilities located in other EU states than Luxembourg. For the approval and auditing of such facilities, DACL would get in contact with the local authorities.

For foreign organisation facilities located in Luxembourg, DACL may not participate in the surveillance if the competent authority agrees.

3.2 ACCEPTABLE MEANS OF COMPLIANCE

Organisations may use EASA published AMC material to show compliance with the applicable 2042/2003 regulation requirements. Organisations may also use material issued following the LX maintenance standardisation process as described in procedure DAC-AIR312.

DACL will use AMC material concerning section B of 2042/2003 annexes as appropriate. Alternate means of compliance will be documented in the concerned procedures.

3.3 RECORD-KEEPING

All paper records concerning PART M, PART 145 and PART 147 activities as prescribed in articles 145.B.55, M.B.104 and 145.147.B.20 are kept on file for a period of 4 years at the DACL headquarters. Following that period, the records may be transferred to the DACL archive where they are kept for 10 years. After that period, they are transferred to the national archive.

Every aircraft maintenance license holder has its data as prescribed in PART 66.B.20 on file permanently at the DACL headquarters. Examination questions, conversion reports and any related material are kept on file for a period of 4 years at the DACL headquarters. Following



that period, the records may be transferred to the DACL archive where they are kept for 10 years. After that period, they are transferred to the national archive.

Emails or electronic paper documents are kept indefinitely on the DACL document server which is backed up on a regular basis.

3.4 EXEMPTIONS

Exemptions to 2042/2003 requirements are treated in accordance with article 10 of EASA basic regulation 1592/2002 as specified in DACL Policy Letter n°2004-6657.

Exemptions to DACL approved data such as maintenance programs or MOE/CAME/MTOE procedures are assessed by DACL or BV inspectors and approved/refused accordingly. Applications for exemptions according to this subparagraph must be made using Form 300-2.