



# AIRWORTHINESS REVIEW PROCEDURE

## PROCEDURE MANAGEMENT

	<b>Name</b>	<b>Title</b>	<b>date</b>	<b>Signature</b>
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## REVISION FOLLOWUP

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## CONTENT LIST

<b>1</b>	<b>GENERAL</b> .....	<b>3</b>
1.1	SCOPE .....	3
1.2	GLOSSARY .....	3
1.3	RELATED EASA PROCEDURES .....	3
1.4	REFERENCED DOCUMENTS .....	4
<b>2</b>	<b>Opt-outs</b> .....	<b>5</b>
<b>3</b>	<b>PROCEDURES</b> .....	<b>6</b>
3.1	Airworthiness review by DACL .....	6
3.2	Initial approval of airworthiness review staff .....	7
3.3	Assessment of recommendations .....	8
3.4	Aircraft continuing airworthiness monitoring .....	8
3.5	Findings .....	8
3.6	Revocation, suspension and limitation of approval .....	9



## **1 GENERAL**

### **1.1 SCOPE**

The intent of this document is to describe DAC Luxembourg (DACL) procedure for the issue and surveillance of airworthiness review certificates (ARC).

In particular, this document defines the DACL procedure regarding:

- the initial approval of airworthiness review staff;
- the issue of ARC by DACL;
- the management of the findings;
- the revocation, suspension and limitation policy;
- the aircraft continuing airworthiness monitoring policy.

### **1.2 GLOSSARY**

**PART M:** Annex I of regulation 2042/2003

**PART 145:** Annex II of regulation 2042/2003

### **1.3 RELATED EASA PROCEDURES**

<b>EASA Regulation</b>	<b>Article</b>	<b>Title</b>
2042/2003	M.B.303	Aircraft continuing airworthiness monitoring
2042/2003	M.B.304	Revocation, suspension and limitation
2042/2003	M.B.702	Initial approval of airworthiness review staff
2042/2003	M.B.901	Assessment of recommendations
2042/2003	M.B.902	Airworthiness review by the competent authority
2042/2003	M.B.903	Findings



**1.4 REFERENCED DOCUMENTS**

<b>Document</b>	<b>Issue</b>
Commission Regulation (CE) 2042/2003	20/11/2003
Decision No 2003/19/RM -- AMC	28/11/2003
Règlement grand-ducal du 8 juin 1979 relatif à la procédure à suivre par les administrations relevant de l'Etat et des communes	08/06/1979
Form 344-2 Examen de navigabilité	As revised
Form 15a (Form 344-E15a) – DAC ARC	As revised
Form 15b – Part M Subpart G organisation ARC	As revised
Form 4 (Form 300-E4) – Personnel approval	As revised



## **2 OPT-OUTS**

DACL has notified the Commission and the Agency on the use of article 7.3.a and 7.3.b of regulation (EC) 2042/2003.

As a consequence, the following 2042/2003 non compliances are maintained until 28 september 2008:

- DACL procedure regarding the airworthiness review performed by the competent authority is based on but not totally in compliance with M.B.902 requirements.;
- ARCs issued by DACL are based on EASA Form 15a but are not issued in accordance with M.A.710 and may be valid for more than 1 year.



### **3 PROCEDURES**

#### **3.1 AIRWORTHINESS REVIEW BY DACL**

DACL will carry out the airworthiness review and issue the ARC for:

1. aircraft which are not within a controlled environment (ARC validity of maximum 1 year);
2. aircraft which are managed by a Part M Subpart G approved organisation which does not hold the privilege to carry out airworthiness review (ARC validity of maximum 3 years); or
3. aircraft which are newly imported into Luxembourg (ARC validity maximum 1 year)

DACL may choose to assign the airworthiness review to airworthiness inspectors from Bureau Veritas Luxembourg who have appropriate training according to MB.902(b). Procedure AIR 002 defines inspectors qualification requirements.

The content of an airworthiness review is compliant to M.A.710. DACL Form 344-2 will be used as review support document.

If no non compliance has been raised during the review, the ARC will be issued for the maximum period as defined at the beginning of this paragraph.

If one or more minor non compliances have been raised during the review, the ARC will be issued for a period of 3 months.

If one or more major non compliances have been raised during the review, the ARC will not be issued. After receipt of the corrective actions, the airworthiness inspector may issue the ARC.



### **3.2 INITIAL APPROVAL OF AIRWORTHINESS REVIEW STAFF**

Concerning the initial approval of airworthiness review staff according to M.A.707, the following terms will be considered:

1. Airworthiness review staff must show at least 5 years experience in 3 tasks among M.A.710 tasks 1,3,4,5,6,7,9 and Part M training in a recognized training organisation as defined in DACL procedure AIR 002 annexe 3.1;
2. Airworthiness review staff must hold a relevant engineering degree or an aircraft maintenance technician qualification. ‘relevant engineering degree’ means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;
3. Airworthiness review staff must have followed an ATA Level 3 type training course in an aircraft type of similar technology than those included in the scope of the Subpart G organisation;
4. Airworthiness review staff must have a position in the organisation independent from the day to day airworthiness management process or with overall authority on the airworthiness management process of complete aircraft and must work under the control of the Quality Manager;
5. Airworthiness review staff must demonstrate 3 joint reviews with DACL airworthiness inspectors.

A Form 4 must be submitted to DACL for approval of each airworthiness review staff. The dates of the joint reviews shall be entered under paragraphe 3 of Form 4 and countersigned by the concerned inspector.



### **3.3 ASSESSMENT OF RECOMMENDATIONS**

DACL will assign the assessment of the ARC recommendation to airworthiness inspectors who have appropriate training according to MB.902(b). Procedure AIR 002 defines inspectors qualification requirements.

After successful review of the recommendation, the airworthiness inspector will issue the ARC.

### **3.4 AIRCRAFT CONTINUING AIRWORTHINESS MONITORING**

Currently, all aircraft on the Luxembourg register are reviewed through procedure 3.1. Hence, no aircraft continuing airworthiness monitoring program is implemented.

Nevertheless, DACL may perform spotchecks at any time checking for the airworthiness of an aircraft during which findings could be raised in accordance with §3.5.

### **3.5 FINDINGS**

Findings are categorized in level 1 and level 2 in accordance with article M.A.905 of PART M. If during aircraft surveys or by other means evidence is found showing non-compliance to a Part-M requirement, DACL will take the following actions:

1. for level 1 findings, DACL will require appropriate corrective action to be taken before further flight and the revocation, suspension and limitation procedure of paragraphe 3.6 will be activated.
2. for level 2 findings, a corrective action must be submitted within 3 months.

Findings are considered as closed as soon as a written action plan for the clearance is filled to DACL and quality system confirms the finding closure.



The DACL auditing surveyor is responsible for the management of the findings. It informs the organisation of opening and closing of the findings.

### **3.6 REVOCATION, SUSPENSION AND LIMITATION OF APPROVAL**

DACL will:

(a) suspend an airworthiness review certificate on reasonable grounds in the case of potential safety threat, or;

(b) suspend, revoke or limit an airworthiness review certificate in case of unanswered level 2 findings. A formal reminder letter will be sent to the organisation, asking for finding clearance within 8 working days as per applicable Luxembourg rules. Beyond that period, if the findings are not closed, the airworthiness inspector will recommend suspension or limitation of the certificate to the civil aviation directorate.