

Advisory Circular

GUIDANCE ON CONTINUING AIRWORTHINESS MANAGEMENT FOR OPERATOR OF GENERAL AVIATION AIRCRAFT

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GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance for the continuing airworthiness management requirements in regulation 100 of the Air Navigation (91 – General Operating Rules) Regulations (ANR-91).

APPLICABILITY

This AC is applicable for the operator of a Singapore-registered aircraft used in general aviation operations and operating in accordance with ANR-91.

RELATED REGULATIONS

This AC relates to regulation 100 of ANR-91.

RELATED ADVISORY CIRCULARS

Nil.

CANCELLATION

This is the first AC issued on the subject.

EFFECTIVE DATE

This AC is effective from 20 July 2022.

OTHER REFERENCES

Nil.

1 INTRODUCTION

- 1.1 As required by regulation 100 of ANR-91, the operator of a Singapore-registered aircraft must ensure that the aircraft is maintained in accordance with the Air Navigation Order (ANO) & Singapore Airworthiness Requirements (SAR) and must appoint a person who is responsible for ensuring that appropriate arrangements are in place for continuing airworthiness management.
- 1.2 The operator¹ of a Singapore-registered aircraft used in general aviation operations (“GA operator”) may contract out the management of continuing airworthiness to another organisation (“contracted organisation”). However, the arrangement to contract out continuing airworthiness management does not absolve the operator of the responsibility to ensure the continuing airworthiness of the aircraft – this responsibility continues to lie with the operator.

2 MANUAL FOR MANAGING CONTINUING AIRWORTHINESS (“MANUAL”)

- 2.1 It is recommended that the arrangements for continuing airworthiness management be documented in a manual. The purpose of this manual is to guide the operator and its contracted organisation, as applicable, in the management of continuing airworthiness activities.
- 2.2 The manual may be established by the GA operator or its contracted organisation, however it should be noted that responsibility for the airworthiness of the aircraft lies with the GA operator. The manual should set out the operator’s intentions and procedures necessary to ensure the airworthiness of the aircraft is maintained satisfactorily during the aircraft’s operational life. This manual should describe the administrative arrangement between the operator, the contracted organisation and other service providers (e.g. maintenance service providers, engineering service providers), procedures to be used, the duties and responsibilities of key personnel, and the instructions and information to permit maintenance and operational personnel involved to perform their duties to a high degree of safety.
- 2.3 The manual should demonstrate the means and methods for ensuring ongoing compliance with the applicable continuing airworthiness requirements stipulated in ANR-91, ANO and SAR, and include the following details:
- (a) a general description and location of the facilities;
 - (b) the names and duties of any person assigned by the operator or the contracted organisation to ensure that continuing airworthiness activities are carried out in accordance with the manual;
 - (c) a description of the administrative arrangements between the operator and its service provider(s), if the operator has contracted out continuing airworthiness management, engineering or maintenance support;
 - (d) the procedures to apply for, or to renew, Certificate(s) of Airworthiness;
 - (e) the procedures to ensure the continuing airworthiness of any aircraft operated

¹ In accordance with regulation 4 of ANR-91, the owner of a Singapore registered aircraft used for general aviation is deemed to be the operator of that aircraft unless the owner has informed the Director-General of Civil Aviation in writing otherwise

by the operator in accordance with ANR-91, ANO and SAR;

- (f) a reference to maintenance programmes that the operator is required to comply with;
 - (g) the procedures for authorising persons issuing Certificate of Maintenance Review (CMR) and for the issuance of CMR;
 - (h) a list of CMR signatories;
 - (i) the training programme for persons involved in managing continuing airworthiness requirements, including procedures to perform an initial assessment of such persons, and to maintain the competency of such persons;
 - (j) the procedures for informing CAAS of significant in-service occurrences;
 - (k) the procedures to ensure the manual remains effective in maintaining aircraft in an airworthy condition; and
 - (l) the procedures to control, amend, and distribute the manual, including distribution of the initial copy and all subsequent amendments made to the manual.
- 2.4 The GA operator should ensure the manual, if established, is readily available to all personnel concerned with the maintenance or operation of an aircraft it operates, and that the manual being used by the personnel concerned contains current information.
- 2.5 The manual may be organized in the manner as presented in the Appendix.

1. Overview
 - a. Content
 - b. Amendment record list
 - c. List of effective pages
 - d. Declaration by operator
 - e. Distribution list
2. Premises and facilities
3. Organisation and key personnel
 - a. Contracted-out activities
 - b. Organisation chart
 - c. Duties and responsibilities of key personnel
 - d. Training requirements
4. Airworthiness of aircraft
 - a. Certificate of airworthiness
5. Continuing airworthiness tasks
 - a. Managing the continuing airworthiness of an aircraft
 - b. Aircraft maintenance programme
 - c. Compliance with airworthiness directives
 - d. Continuing airworthiness information
 - e. Aircraft weighing
 - f. Approved components and parts
 - g. Critical maintenance tasks
 - h. Maintenance by approved organisations
 - i. Aircraft certificate of release to service
6. Continuing airworthiness records
 - a. Management of continuing airworthiness records
 - b. Records keeping
 - c. Document retention period
 - d. Transfer of continuing airworthiness records
7. Certificate of maintenance review and signatories