

Advisory Circular

GUIDANCE ON LOGS AND RECORDS FOR ANR-135 OPERATIONS

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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 3C of the Air Navigation Act (Cap. 6) (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 to demonstrate compliance with, and information related to, requirements regarding logs and records for operations conducted under Air Navigation (135 – Commercial Air Transport by Helicopters and Small Aeroplanes) Regulations (ANR-135).

APPLICABILITY

This AC is applicable for the AOC holder operating in accordance with ANR-135.

RELATED REGULATIONS

This AC relates specifically to Division 12 in Part 2 of ANR-135.

RELATED ADVISORY CIRCULARS

- AC 135-12-2 Operations Manual for ANR-135 operations

CANCELLATION

This is the first AC issued on the subject.

EFFECTIVE DATE

This AC is effective from 1 October 2018.

OTHER REFERENCES

Nil.

**GUIDANCE 135REG175 GUIDANCE FOR REGULATION 175 OF ANR-135 –
OPERATIONS MANUAL**

- 1 Regulation 175 requires the AOC holder to develop an Operations Manual that contains instructions and information necessary for its operations personnel to perform their duties. This includes any appropriate procedures. The Operations Manual is also to be structured in accordance with the Fourth Schedule of ANR-135. The AOC holder is to refer to AC 135-12-2 for guidance on the Operations Manual and the procedures that should be included.

**GUIDANCE 135REG176 GUIDANCE FOR REGULATION 176 OF ANR-135 –
MAINTENANCE CONTROL MANUAL**

- 1 The maintenance control manual may be organised in the manner as presented in Appendix A to this AC.
- 2 A copy of the maintenance control manual, or its proposed amendment or revision, should be submitted to the CAAS at least 30 days prior to its planned initial use.

**GUIDANCE 135REG179 GUIDANCE FOR REGULATION 179 OF ANR-135 –
DOCUMENT RETENTION PERIOD**

- 1 The purpose of recording and retaining such documents or records is to enable the CAAS to ascertain that the requirements have been complied with. Hence, information needed to demonstrate compliance to the requirements should be clearly recorded.

APPENDIX A

ORGANISATION OF MAINTENANCE CONTROL MANUAL

PART 0 GENERAL ORGANISATION

- 0.1 Corporate Commitment by the Accountable Manager
- 0.2 General Information
 - 0.2.1 Description of the Organisation
 - 0.2.2 Relationship with Other Organisations (eg, Maintenance Contractor(s) and/or Continuing Airworthiness Sub-Contractor(s))
 - 0.2.3 List of Aircraft Types and Models
- 0.3 Organisation Structure
 - 0.3.1 Management Organisation Chart for continuing airworthiness management
 - 0.3.2 Description of Departments
- 0.4 Management Personnel
 - 0.4.1 Accountable Manager
 - 0.4.2 Nominated post-holder for continuing airworthiness management
Note: This may be the Engineering Division or Department for some operators.
 - 0.4.3 Duties and Responsibilities for Management Personnel
 - 0.4.4 Manpower Resources and Training Policy
- 0.5 Changes to the Organisation's Activities/ Locations/ Personnel/ Approvals
 - 0.5.1 Notification Procedure to the CAAS
 - 0.5.2 Maintenance Control Manual Administrative Procedures
 - 0.5.3 Maintenance Control Manual Review
- 0.6 Facilities
 - 0.6.1 Office accommodation

PART 1 CONTINUING AIRWORTHINESS PROCEDURES

- 1.1 Pre-Flight Inspection
 - 1.1.1 The Pre-flight Inspection
 - 1.1.2 Aircraft Refueling
 - 1.1.3 Management of Environmental Contamination (eg, Snow/Ice/Volcanic Ash)
- 1.2 Aircraft Technical Log Book Utilisation and MEL Application
 - 1.2.1 Aircraft Technical Log Book and its Contents
 - 1.2.2 MEL procedure
 - 1.2.3 Management of the MEL Rectification Intervals
 - 1.2.4 MEL Rectification Interval Extension
- 1.3 Aircraft Maintenance Programme
 - 1.3.1 Contents and Sources of the Maintenance Programme
 - 1.3.2 Structural Inspection, Corrosion Prevention and Control Programme
 - 1.3.3 Mandatory Life Limitations
 - 1.3.4 Inspection Standards
 - 1.3.5 Planning, documentation and control for Maintenance Checks
 - 1.3.6 Maintenance Releases
 - 1.3.7 Maintenance Programme Review, Development and Amendment
 - 1.3.8 Maintenance Programme Variations
 - 1.3.9 Variations in Excess of that Allowed by the programme

- 1.3.10 Maintenance Programme Escalations
- 1.3.11 Monitoring and Analysis of the Effectiveness of the Maintenance Programme
- 1.3.12 Reliability / Condition Monitoring Programmes for Aircraft and Engines
- 1.3.13 Control of Repetitive Defects
- 1.3.14 Aircraft Maintenance Pertaining to Special Operations (eg, EDTO, RVSM)
- 1.3.15 Control of Parts and Materials
- 1.3.16 Control of Tools and Equipment
- 1.3.17 Technical Publication and Documentation Control
- 1.3.18 Authorisation of certifying personnel

- 1.4 Airworthiness Directives and Notices
 - 1.4.1 Access to Airworthiness Directives and Notices
 - 1.4.2 Review and Implementation
 - 1.4.3 Compliance Monitoring
 - 1.4.4 Recording

- 1.5 Engineering Activities
 - 1.5.1 Modification and Repair Control
 - 1.5.2 Non-Mandatory Modification Embodiment Policy
 - 1.5.3 Service Bulletins
 - 1.5.4 Minor Changes
 - 1.5.5 Major Changes
 - 1.5.6 Recording of Changes
 - 1.5.7 Aircraft Weighing

- 1.6 Defect Reports
 - 1.6.1 Analysis of Defects
 - 1.6.2 Liaison with Manufacturers and Regulatory Authorities
 - 1.6.3 Deferred Defect Policy
 - 1.6.4 Non Deferrable Defects Away from Base (Dispatch Authorisation / Ferry Flight / Permit to Fly)
 - 1.6.5 Aircraft External Damage

- 1.7 Occurrences and Incidents
 - 1.7.1 Reporting to the CAAS
 - 1.7.2 Investigation

- 1.8 Time and Continuing Airworthiness Records: Responsibilities, Retention & Access
 - 1.8.1 Responsibilities, Retention & Access
 - 1.8.2 Hours and Cycles Recording
 - 1.8.3 Technical Log Retention
 - 1.8.4 Transfer of Continuing Airworthiness Records
 - 1.8.5 Access to Continuing Airworthiness Records in the Event of an Accident/Incident

- 1.9 Check Flight Procedure

- 1.10 Certificate of Maintenance Review (CMR)
 - 1.10.1 Procedure for completion and signing the CMR
 - 1.10.2 List of CMR signatories

- 1.11 Application for Issue and Renewal of Certificates of Airworthiness

- 1.12 Instructions to Maintenance Personnel and Flight Crew

PART 2 QUALITY SYSTEM

- 2.1 Quality Assurance Programme
- 2.2 Quality Audit Procedure
- 2.3 Quality Audit Remedial Action Procedure
- 2.4 Monitoring of Continuing Airworthiness Procedures and Contracted Maintenance
- 2.5 Quality System Record Retention
- 2.6 Management Review

PART 3 CONTRACTED MAINTENANCE SUPPORT

- 3.1 Contracted Maintenance
- 3.2 Advising the Authority of any Changes to the Maintenance Support
- 3.3 List of Maintenance Contractors for Airframe/ Engine/ APU
- 3.4 Technical arrangements with contractors and sub-contractors

PART 4 APPENDICES

- 4.1 Sample documents
- 4.2 List of maintenance contractors and sub-contractors