Part B BCAR Section A3-7 Aircraft Maintenance Programme (Aeroplanes and Helicopters)

# Maintenance Programme template

The following Maintenance Programme template has been produced by the UK CAA as a preferred format for maintenance programmes that require CAA approval. The template has been produced to satisfy the requirements of BCAR A3-7 for aircraft operating on a UK National Permit to Fly only.

Whilst the template has obvious formatting parallels with the UK CAA published Light Aircraft Maintenance Schedule (LAMS), a significant difference is that this programme does not detail task content as for compliance reasons and to be effective for the associated aircraft, the programme should be based on the manufacturers requirements as set out in the guidance section of this CAP.

The UK CAA acknowledges that the use of this document whilst preferred is not mandatory and other formats may be used if the requirements of BCAR A3-7 are met. In producing this template, the CAA is providing a common structure that will assist the CAA in approving the expected volume of programmes in the set timeframe and reduce the amount of industry time and research required to produce a compliant programme.

**BCAR Section A3-7 Aircraft Maintenance Programme (Aeroplanes and Helicopters)**

|  |
| --- |
| Aircraft Type: |
| Maintenance Programme CAA Reference Number: |
| Maintenance Programme Organisation/Operator\* Reference Number: |
| Anticipated annual aircraft utilisation of between: \_\_\_\_\_\_ and \_\_\_\_\_\_ hours; \_\_\_\_\_\_ and \_\_\_\_\_\_ cycles/landings. |
| Maintenance Programme Owner: |
| Name & Address: |
|  |

|  |  |
| --- | --- |
| **This maintenance programme is approved by:** | |
| UK Civil Aviation Authority \* | BCAR A8-25 organisation (with indirect approval privileges) \* |
| Revision Number / Date: | |
| Name / Position: | |
| Date: | |
| Authorisation: | |

**Section 1 Aircraft Details**

This maintenance programme is applicable to the following aircraft only:

|  |  |
| --- | --- |
| Aircraft Basic Type / Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Registration:** | G- |  |  |
| Aircraft Designation: |  | Serial Number: |  |
| Engine Type / Mk: |  | Prop Type / Mk: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Registration:** | G- |  |  |
| Aircraft Designation: |  | Serial Number: |  |
| Engine Type / Mk: |  | Prop Type / Mk: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Registration:** | G- |  |  |
| Aircraft Designation: |  | Serial Number: |  |
| Engine Type / Mk: |  | Prop Type / Mk: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Registration:** | G- |  |  |
| Aircraft Designation: |  | Serial Number: |  |
| Engine Type / Mk: |  | Prop Type / Mk: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Registration:** | G- |  |  |
| Aircraft Designation: |  | Serial Number: |  |
| Engine Type / Mk: |  | Prop Type / Mk: |  |

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| --- | --- | --- | --- |
| **Registration:** | G- |  |  |
| Aircraft Designation: |  | Serial Number: |  |
| Engine Type / Mk: |  | Prop Type / Mk: |  |

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| --- | --- | --- | --- |
| **Registration:** | G- |  |  |
| Aircraft Designation: |  | Serial Number: |  |
| Engine Type / Mk: |  | Prop Type / Mk: |  |

**Section 2 Certification Statement**

This maintenance programme addresses the scheduled maintenance requirements for the subject aircraft operating on a UK CAA Permit to Fly in accordance with BCAR A3-7. This programme is based on the recommendations of the \*Type Certificate Holder / \*Organisation Responsible for Type Design)/\*as specified on the applicable Airworthiness Approval Note (AAN) and supplemented with information relating to continued airworthiness of installed equipment both operable and inoperable. The \*owner / \*CAMO undertakes to maintain the aircraft in accordance with this programme.

This maintenance programme also includes tasks based on a review of the specific aircraft operation, utilisation vs the manufacturers original assumptions or assumptions from the associated derived military programme. This programme also includes instructions for longer term parking and / or storage.

Variations from the manufacturers requirements are stated and fully justified in this programme.

The programme will be reviewed at least annually to ensure it remains valid for the subject aircraft considering at a minimum the published maintenance data for the aircraft type, modifications and repairs, mandatory requirements, utilisation, defects arising since the last review and aircraft storage periods. Such reviews shall be recorded in this programme.

It is recognised that approval of this programme does not prevent the necessity of compliance with mandatory instructions that from time to time may be issued by the UK CAA or country of type / equipment design.

It is recognised that the compliance with this programme alone does not discharge the owner / operator from ensuring that the programme reflects the maintenance needs of the aircraft, such that continuing safe operation can be assured. It is further understood that the UK CAA reserves the right to suspend, vary or cancel the approval of the maintenance programme if the CAA has evidence that the requirements of the maintenance programme are not being followed or that the required standards of airworthiness are not being maintained.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Position: |  | Signed: |
| Date: |  | | |

\*Delete where not applicable

**Section 3 Amendment Record**

|  |  |  |
| --- | --- | --- |
| Revision | Date of Incorporation: | Reason for Revision |
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**NOTE:** Revisions to the content of this programme are indicated by margin bars or highlighting.

**Section 4 – List of Effective Sections and Pages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section | Title | Revision | Date | Pages | Applicable |
| Section 1 to 6 | Aircraft Details |  |  |  | Yes |
| Certification Statement |
| Amendment Record |
| List of Effective Sections and pages |
| Programme Review |
| Instructions for continued airworthiness |
| Programme Rules |
| Appendix 1 | Maintenance Check cycle & Scheduled Task List |  |  |  | Yes |
| Appendix 2 | Maintenance related to modification and repairs |  |  |  | Yes/No |
| Appendix 3 | Repeat Mandatory Requirements (e.g. Airworthiness Directives / Generic Requirements / AMOC) |  |  |  | Yes/No |
| Appendix 4 | Life Limited Parts (LLP) / Overhaul Life / Airframe Ultimate Life |  |  |  | Yes/No |
| Appendix 5 | Parking & Storage |  |  |  | Yes/No |
| Appendix 6 | Deviations / Permitted Variations |  |  |  | Yes/No |
| Appendix 7 | Fatigue Life Monitoring |  |  |  | Yes/No |
| Appendix 8 | Additional Operator Defined Tasks and Pilot Maintenance |  |  |  | Yes/No |
| Appendix 9 | Tasks relating to UK National Requirements |  |  |  | Yes/No |

**Section 5 Programme Review**

This maintenance programme shall be reviewed at intervals not exceeding 12 months and details recorded in the table below. The review shall include

* Changes to published data for the type and its equipment
* Modifications and repairs
* Defects arising
* Aircraft utilisation
* Aircraft extended parking and or storage
* Changes in the aircraft operation
* Unscheduled Component Changes

|  |  |  |
| --- | --- | --- |
| **Date** | Review Details / Outcome | Name / Signature |
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\*Approval of the maintenance programme approves the format of the above table and does not signify approval of the content.

**Section 6 Instructions for Continued Airworthiness / Maintenance Data**

Data stated below is the latest data applicable to the aircraft, engine(s), propellers and components as appropriate.

This programme is based on the instructions for continued airworthiness issued by the Type Certificate Holder, organisation responsible for type design and/or Original Equipment Manufacturers as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Document Title / Reference | Rev No. / Date | Comments |
| Aircraft |  |  |  |
| Engine(s) |  |  |  |
| Propeller(s) |  |  |  |
| Escape System |  |  |  |
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**Section 7 Programme Rules**

Responsibilities

Owners/CAMO are responsible for the accomplishment of the maintenance prescribed in this maintenance programme and ensuring that the aircraft remains airworthy. They are also responsible for ensuring that the programme is reviewed at least annually and/or when Certifying Persons highlight any defect or condition which in their judgement is related to deficiencies in either the content or application of this programme.

Certifying Persons and / or Organisations are responsible for ensuring that the maintenance required by this programme, as ordered by the owner/CAMO is performed and released to service in accordance with the standard defined in this programme and that all identified defects are accurately and adequately recorded in the aircraft records, rectified prior to further aircraft operation or deferred in accordance with an approved standard.

Certifying Persons are also responsible for reporting directly to the owner/CAMO any defect or condition which in their judgement is related to deficiencies in either the content or application of this maintenance programme.

Utilisation

This maintenance programme is based on an anticipated annual utilisation as stated on the front page. Any utilisation outside of this anticipated annual utilisation shall lead to a review of the maintenance programme to ensure that it remains effective for the anticipated utilisation.

Permit Maintenance Release

With the exception of maintenance performed by the pilot, the aircraft shall be issued with a Permit Maintenance Release Certificate (PMR) on the completion of maintenance activity. The PMR supports the continued validity of the Permit to Fly and the associated Certificate of Validity. The aircraft log books/worksheets shall contain the particulars of the maintenance performed and shall include the following certification statement:

“The work recorded above has been completed to my satisfaction and in that respect the aircraft is considered fit for flight”. The statement shall be accompanied by the signature of the person issuing the PMR, that persons authorisation details and the date of release.

Only those persons specifically approved by the UK CAA or persons specifically authorised by an organisation appropriately approved by the UK CAA may issue a Permit Maintenance Release.

Duplicate Inspections (may be referred to as Independent or Second Inspections)

A duplicate inspection shall be carried out after any flight safety sensitive maintenance task. Maintenance tasks that involve the assembly or any disturbance of a control system that, if errors occurred, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft should be considered as flight safety sensitive maintenance tasks needing a duplicate inspection.

A control system is an aircraft system by which the flight path, attitude, or propulsive force of the aircraft is changed, including the flight, engine and propeller controls, the related system controls and the associated operating mechanisms.

Duplicate inspections should be carried out by at least two persons, to ensure correct assembly, locking and sense of operation. A technical record of the inspections should contain the signatures of both persons before the relevant Permit Maintenance Release (PMR) is issued.

A duplicate inspection is an inspection first made by an authorised person signing for the maintenance release who assumes full responsibility for the satisfactory completion of the work, before being subsequently inspected by a second independent competent person who attests to the satisfactory completion of the work recorded and that no deficiencies have been found. The second independent competent person is independent if they were not involved in doing the work being inspected.

The second independent competent person is not issuing a maintenance release therefore is not required to hold certification privileges. However, they should be suitably qualified to carry out the inspection. \*Where the work and first inspection has been carried out by an authorised person, the pilot may carry out the second inspection.

\* The requirements of BCAR A3-7 and/or appropriate organisational procedures (e.g. A8-25) shall be complied with when performing Duplicate Inspections. An owner, operator or CAMO may extend the list of items requiring Duplicate Inspection beyond the above based on operational, maintenance or specific type experience.

**Section 8 Maintenance Programme Appendices**

Maintenance programme appendices include specific maintenance tasks and procedures for the applicable aircraft. Whilst most appendices will be relevant, there are some aircraft for which certain appendices do not apply and this is indicated in Section 4 (List of Effective Sections and Pages).

The programme is designed to accommodate single aircraft or multiple aircraft of the same type that are substantially similar in both operation and design. Where maintenance requirements for a particular aircraft or group of aircraft vary significantly due to modification status or nature of operation in a way that would make the content or applicability of the appendices unclear, the aircraft or group shall be removed from this programme and moved to a programme designed for the specific maintenance needs of that aircraft or group.

Note that Appendix 8 has been created for any operator specific requirements to be included in this programme. Use of these appendices is indicated in Section 4 and the content is defined by the person or organisation creating this programme.

The specific details of the appendices are as follows:

**Appendix 1 Maintenance Check Cycle & Scheduled Task List**

This appendix details the check cycle for the maintenance programme, listing the specific maintenance check package titles and frequency from pre-flight check up to the most extensive maintenance checks. The check cycle also includes any scheduled structural or aging aircraft packages as defined by the organisations responsible for the type design or other approved sources (e.g. A8-21 organisation or as required by the AAN).

The appendix also includes listings and / or work sheets related to each check package.

As applicable, this appendix encompasses maintenance related to:

Airframe & Systems

Engine(s)

Propeller(s)

Avionics, Electrics and Instrumentation

Emergency Escape Systems

Installed components

Role Specific Equipment & equipment required to meet operational requirements (e.g. safety equipment / smoke generator)

Scheduled maintenance tasks falling outside of the check cycle specified are also included as “Out of Phase” tasks.

Scheduled maintenance tasks arising from a review of CAA requirements and CAA specifications are to be included in this section.

Where available from the manufacturer, definitions relating to the performance of maintenance shall be included in Appendix 1 and form part of this maintenance programme. Where the manufacturer has not provided definitions, the following shall apply:

Service / Lubrication

The terms “service” or “lubrication” requires that a component or system should be serviced and/or replenished as necessary with fuel, oil, grease, water, oxygen, nitrogen etc. to a condition specified in the appropriate maintenance manual. The term “Service” may also be used to require filter cleaning or replacement.

Inspect

An “inspection” is a visual check performed externally or internally in suitable lighting conditions from a distance considered necessary to detect unsatisfactory conditions/discrepancies using, where necessary, inspection aids such as mirrors, torches, a magnifying glass etc. surface cleaning and removal of detachable cowlings, panels, covers and fabric maybe required to satisfy the inspection requirements. Special access equipment may also be required, particularly for larger aircraft.

Operational Check

An “operational check” is a test used to determine that a system of component or any function thereof is operating normally.

Functional Check

A “Functional Check” is a detailed examination of a complete system, sub-system or component to determine if operating parameters are within limits of range of movement, rate of flow, temperature, pressure, revolutions per minute, degrees of travel etc. as specified in the appropriate maintenance data. Measured parameter should be recorded.

Check

A “Check” is the verification of compliance with the type design organisations recommendations.

**Appendix 2 Maintenance Related to Modifications and Repairs**

Approved changes that have been carried out to the aircraft, engine(s), propeller(s) and components after original manufacture shall be recorded in the appropriate log book(s) and copies of associated approved data used in the repair or modification retained. Where as a result of modifications and repairs, the design organisation generates associated instructions for continued airworthiness (ICA) such as additional inspections, these requirements shall be included in this Appendix.

**Appendix 3 Maintenance Related to Mandatory Requirements (e.g. Airworthiness Directives / Generic Requirements / AMOC)**

The following documentation is reviewed for applicability and shall be complied with within the provisions and limitations of the issued document. Unless already included in Appendix 1, any items requiring repeat inspection shall be listed in the Appendix 3 of this maintenance programme.

1. CAP 747 CAA Mandatory Requirements for Airworthiness (Including Airworthiness Directives and Generic Requirements)
2. UK CAA Mandatory Permit Directives (MPD) Inc. CAP 661
3. Airworthiness Directives of the state of design
4. Any maintenance requirements specified on the applicable Airworthiness Approval Note (AAN)
5. Alternative Method of Compliance (AMOC) relating to a mandatory requirement

The above applies to the aircraft, engine(s), propeller(s) and installed components / equipment as applicable.

Notwithstanding the detail above, where such requirements are controlled by a BCAR A8-25 Approved Organisation, this appendix can be cross referenced to the computer system or report used to control compliance with mandatory requirements. In such a case the appendix will detail the organisation name, CAMO approval reference of the organisation performing this service.

**Appendix 4 Life Limited Parts (LLP) / Overhaul Life / Airframe Ultimate Life**

This appendix lists all items subject to an ultimate life, including the airframe itself if applicable (e.g. dry vacuum pump / oil and fuel flexible hoses / escape system cartridges / pressure vessels). It also includes components to be removed for off wing maintenance not already covered by Appendix 1 (e.g. Engine(s) / Propeller(s) / Magnetos).

The list includes detail relating to the type of maintenance required (e.g. Overhaul / 500h Inspections / hydrostatic test) and the associated task frequency.

**Appendix 5 Parking and Storage**

The appendix details the aircraft / engine / systems maintenance and preservation requirements for periods where the aircraft is not being operated for periods more than 7 days. Where applicable, details of preservation and storage requirements for “off wing” or “spare” engines are also included.

**Appendix 6 Deviations and Permitted Variations**

Deviations from the organisation responsible for type design maintenance recommendations are listed in this appendix showing both the nature of the deviation and the associated justification with reference to source data if applicable.

Where the aircraft manufacturer defines permitted variations from the maintenance programme, appendix 6 shall include relevant information with reference to the source data.

*Variations shall be permitted only when the periods prescribed in this programme cannot be complied with due to circumstances which could not reasonably have been foreseen by the operator or by the contracted Maintenance Organisation. Examples of such circumstances:*

* *Aircraft on Ground away from main base*
* *Weather conditions preventing return of aircraft*
* *Maintenance provider goes out of business*
* *Failure of ground equipment*
* *Non-availability of a hangar due to late release of another aircraft*

|  |  |
| --- | --- |
| **Period Involved** | **Maximum Variation of the Prescribed Period** |
|  |  |
| (a) Items Controlled by Flying Hours | |
| (i) 5000 flying hours or less | 10% |
| (ii) More than 5000 flying hours | 500 flying hours |
|  |  |
| (b) Items Controlled by Calendar Time | |
| (i) 1 year or less | 10% or 1 month, whichever is the lesser |
| (ii) More than 1 year but not exceeding 3 years | 2 months |
| (iii) More than 3 years | 3 months |
|  |  |
| (c) Items Controlled by Landing/Cycles |  |
| (i) 500 landings/cycles or less | 10% or 25 landings/cycles, whichever is the lesser |
| (ii) More than 500 landings/cycles | 10% or 500 landings/cycles, whichever is the lesser |

**NOTES**

1. Permitted variations for tasks controlled by flying hours should not be understood to be a maintenance planning tool, but as an exceptional means to allow the operator to fly for a limited period of time until the required check is performed.

1. Permitted variations may not be applied to Airworthiness Directives, mandatory permit directives, CAA Generic Requirements, airworthiness life limitations or overhaul and test periods.
2. The more restrictive limit shall be applied for tasks controlled by both flying hours and calendar time.
3. Any application of a permitted variation to the maintenance check cycle period must be recorded in the appropriate log book(s) together with the reason for the variation, by a person who is authorised to sign the log book entry for that particular check. Details of the permitted variation must be made visible to the pilot.
4. Permitted variations are not required to be deducted from the next scheduled check.

**Appendix 7 Fatigue Life Monitoring**

This appendix identifies which items, if any are subject to fatigue life monitoring, a defined fatigue index (FI) or flight hour factoring based on the aircraft use. The rules / calculations associated with the applicable system are defined in this appendix, including also the maintenance requirements of any installed equipment (e.g. fatigue meter).

Source data may include information published by the manufacturer, content from a military maintenance programme or requirements specified on the aircraft AAN.

**Appendix 8 Additional Operator Tasks / Pilot Maintenance**

This Appendix identifies additional tasks inserted by the operator and the details of any permitted Pilot Maintenance.

**Appendix 9 Tasks Relating to UK National Requirements**

This Appendix identifies additional tasks required by UK National Requirements.



Maintenance Programme Template

# Appendix 1 Cover Sheet – Check Cycle & Scheduled Tasks

**Cover Sheet – Check Cycle & Scheduled Tasks**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| A description and details of the check cycle |  |  |
| Scheduled tasks (check packages) |  |  |
| Out of Phase Tasks |  |  |

\*Tick as applicable to each item.

# Appendix 2 Cover Sheet – Maintenance Related to Modifications and Repairs

**Maintenance Related to Modifications and Repairs**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| Maintenance tasks related to repairs to the aircraft, engines and equipment |  |  |
| Maintenance tasks related to modifications to the aircraft, engines and equipment |  |  |

\*Tick as applicable to each item.

# Appendix 3 Cover Sheet – Repeat Mandatory Requirements

**Maintenance Related to Mandatory Requirements**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| Maintenance tasks related to Airworthiness Directives |  |  |
| Maintenance tasks related to Mandatory Permit Directives |  |  |
| Maintenance tasks related to CAP 747 Generic Requirements |  |  |
| Maintenance tasks specified on the aircraft AAN or equivalent |  |  |
| Maintenance tasks related to an Alternative Method of Compliance |  |  |

\*Tick as applicable to each item.

# Appendix 4 Cover Sheet – Life Limited Parts / Overhaul Life / Airframe Ultimate Life

**Life Limited Parts / Overhaul Life / Airframe Ultimate Life**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| Ultimate Scrap Life Items (inc. airframe if applicable) |  |  |
| Off wing maintenance tasks (up to and including overhaul) |  |  |

\*Tick as applicable to each item.

# Appendix 5 Cover Sheet – Parking & Storage

**Parking & Storage**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| Maintenance tasks related to parking |  |  |
| Maintenance tasks related to aircraft storage |  |  |
| Maintenance tasks related to preservation of off wing spare engines |  |  |

\*Tick as applicable to each item.

# Appendix 6 Cover Sheet – Deviations / Permitted Variations

**Deviations and Permitted Variations**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| Details of manufacturers permitted variations \*\*see note below |  |  |
| Details of deviations from the manufacturers recommendations |  |  |

\*Tick as applicable to each item

\*\*Where N/A, permitted variations from Section 7, programme rules apply

# Appendix 7 Cover Sheet – Fatigue Life Monitoring

**Fatigue Life Monitoring**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| Rules and tasks related to any fatigue life limitations or monitoring system |  |  |
| Details of any flight hour factoring programme |  |  |
| Maintenance requirements for any associated equipment or systems |  |  |

\*Tick as applicable to each item

# Appendix 8 Cover Sheet – Additional Operator Defined Tasks and Pilot Maintenance

**Additional Operator Tasks & Pilot Maintenance**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| Details of any additional tasks required by the owner / operator / CAMO |  |  |
| Details of any permitted pilot maintenance |  |  |

\*Tick as applicable to each item

# Appendix 9 Tasks Relating to UK National Requirements

**Additional Tasks related to National Requirements**

CAA MP Reference: Revision:

The following pages\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ contain:

|  |  |  |
| --- | --- | --- |
| Details | \*Yes | \*N/A |
| Details of any additional tasks generated from National Requirements or Specifications. |  |  |

\*Tick as applicable to each item

# Application for Approval of a Maintenance Programme (A3-7 National Permit to Fly Aircraft)

The application form is available to complete online: [www.caa.co.uk/SRG1766](http://www.caa.co.uk/SRG1766)

It has been included in the following pages for reference.