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Continuing Airworthiness Requirements

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For the continuing airworthiness of aircraft, aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks CAO.IRI issued following continuing airworthiness articles.

Article 1

Objective and scope

This Regulation establishes common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are:

- (a) The continuing airworthiness of aircraft, including any component for installation thereto, which are:
 - i. Registered in IRAN except aircraft registered according to "bylaw of management and organizing of civil ultralight aircraft" issued by ministry bureau, unless their regulatory safety oversight has been delegated to a third country and they are not used by an Iran operator; or
 - ii. Registered in another country and used by an operator for which CAO.IRI has the responsibility for the oversight of such operations.

Article 2

Definitions

The following definitions shall apply:

- (1) **‘Aircraft’** means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;
- (2) **‘Certifying staff’** means personnel responsible for the release of an aircraft or a component after maintenance;
- (3) **‘Component’** means any engine, propeller, part or appliance;
- (4) **‘Continuing airworthiness’** means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation;

- (5) **‘Large aircraft’** means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5 700 kg, or a multi-engined helicopter;
- (6) **‘Maintenance’** means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of preflight inspection;
- (7) **‘Organisation’** means a natural person, a legal person or part of a legal person.
- (8) **‘Preflight inspection’** means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight;
- (9) **‘ILA1 aircraft’** means the following Iranian Light Aircraft:
- (a) an aeroplane with a maximum take-off mass (MTOM) of 1 200 kg or less that is not classified as complex motorpowered aircraft;
 - (b) a sailplane or powered sailplane of 1 200 kg MTOM or less; (iii) An airship designed for not more than two occupants and a maximum design lifting gas or hot air volume of not more than 2 500 m³ for hot air airships and 1 000 m³ for gas airships;
 - (c) a balloon with a maximum design lifting gas or hot air volume of not more than 3 400 m³ for hot air balloons, 1 050 m³ for gas balloons, 300 m³ for tethered gas balloons;
 - (d) an airship designed for not more than four occupants and a maximum design lifting gas or hot air volume of not more than 3 400 m³ for hot air airships and 1 000 m³ for gas airships;
- (10) **“ILA2 aircraft”** means the following manned European Light Aircraft:
- (a) an aeroplane with a Maximum Take-off Mass (MTOM) of 2 000 kg or less that is not classified as complex motorpowered aircraft;
 - (b) a sailplane or powered sailplane of 2 000 kg MTOM or less;
 - (c) a balloon;
 - (d) a hot air ship;
 - (e) a gas airship complying with all of the following characteristics: — 3 % maximum static heaviness, — non-vectored thrust (except reverse thrust), — conventional and simple design of structure, control system and ballonnet system, and — non-power assisted controls;
 - (f) a Very Light Rotorcraft.

- (11) **‘LSA aircraft’** means a light sport aeroplane which has all of the following characteristics:
- (a) A Maximum Take-off Mass (MTOM) of not more than 600 kg;
 - (b) A maximum stalling speed in the landing configuration (V_{S0}) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft’s maximum certificated take-off mass and most critical center of gravity;
 - (c) A maximum seating capacity of no more than two persons, including the pilot;
 - (d) A single, non-turbine engine fitted with a propeller;
 - (e) A non-pressurized cabin;
- (12) **“Critical maintenance task”** means a maintenance task that involves the assembly or any disturbance of a system or any part on an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety;
- (13) **‘Complex motor-powered aircraft’** shall mean:
- (a) an aeroplane:
 - with a maximum certificated take-off mass exceeding 5 700 kg, or
 - certificated for a maximum passenger seating configuration of more than nineteen, or
 - certificated for operation with a minimum crew of at least two pilots, or
 - equipped with (a) turbojet engine(s) or more than one turboprop engine, or
 - (b) a helicopter certificated:
 - for a maximum take-off mass exceeding 3 175 kg, or
 - for a maximum passenger seating configuration of more than nine, or
 - for operation with a minimum crew of at least two pilots, or
 - (c) a tilt rotor aircraft;
- (14) **“Commercial air transport (CAT) operation”** means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration;
- (15) **‘Air service’** means a flight or a series of flights carrying passengers, cargo and/or mail for remuneration and/or hire;
- (16) **“Limited operations”** means the operations of other-than-complex motor-powered

aircraft for:

- (a) cost-shared flights by private individuals, on the condition that the direct cost is shared by all the occupants of the aircraft, pilot included and the number of persons sharing the direct costs is limited to six;
- (b) competition flights or flying displays, on the condition that the remuneration or any valuable consideration given for such flights is limited to recovery of direct costs and a proportionate contribution to annual costs, as well as prizes of no more than a value specified by CAO.IRI;
- (c) introductory flights, parachute dropping, sailplane towing or aerobatic flights performed either by a approved training organisation having its principal place of business in a Iran, or by an organisation created with the aim of promoting aerial sport or leisure aviation, on the condition that the aircraft is operated by the organisation on the basis of ownership or dry lease, that the flight does not generate profits distributed outside of the organisation, and that whenever non-members of the organisation are involved, such flights represent only a marginal activity of the organisation;

For the purpose of this Regulation, “limited operations” are not considered as CAT operations or commercial specialised operations;

Article 3

Continuing Airworthiness Requirements

- (a) The continuing airworthiness of aircraft and components shall be ensured in accordance with the provisions of CAO.IRI Part-M.
- (b) Organisations and personnel involved in the continuing airworthiness of aircraft and components, including maintenance, shall comply with the provisions of CAO.IRI Part-M, and where appropriate those specified in Article 4 and Article 5.
- (c) By derogation from paragraph (a), the continuing airworthiness of aircraft holding a Flight Permit shall be ensured on the basis of the specific continuing airworthiness arrangements as defined in the Flight Permit issued in accordance with CAO.IRI Part-21.

Article 4

Maintenance Organisation Approval

- (a) Organisations involved in the maintenance of large aircraft or of aircraft used for commercial air transport, and components intended for fitment thereto, shall be approved in accordance with the provisions of CAO.IRI Part-145.
- (b) Organisations involved in the maintenance of aircraft and components not listed in point (a), shall be approved in accordance with the provisions of Subpart F of CAO.IRI Part-M or CAO.IRI Part-145.

Article 5

Certifying Staff

Certifying staff shall be qualified in accordance with the provisions of CAO.IRI Part-66, except as provided for in points M.A.606(h), M.A.607(b), M.A.801(d) and M.A.803 of CAO.IRI Part-M and in point 145.A.30(j), 145.A.30(i) and Appendix III to CAO.IRI Part-145.

Article 6

Training organisation requirements

Organisations involved in the training of personnel referred to in Article 5 shall be approved in accordance with CAO.IRI Part-147 to be entitled:

- (a) to conduct recognised basic training courses; and/or
- (b) to conduct recognised type training courses; and
- (c) to conduct examinations; and
- (d) to issue training certificates.

M.1 General

For the purpose of this part, "the Civil Aviation Organisation of the Islamic Republic of Iran", hereinafter referred to as "CAO.IRI", shall be the Authority:

- (a) For the oversight of the continuing airworthiness of individual aircraft and the issue of airworthiness review certificates, and
- (b) For the oversight of a maintenance organisation as specified in M.A. Subpart F, and
- (c) For the oversight of a continuing airworthiness management organisation as specified in M.A. Subpart G, and
- (d) For the approval of maintenance programmes:
 - (i) if the aircraft is registered in Iran, or
 - (ii) if agreed with the State of registry prior to the approval of the maintenance programme.
 - (iii) By derogation from paragraph (i), when the continuing airworthiness of an aircraft is managed by an organisation not subject to the oversight of CAO.IRI, the authority designated by State responsible for the oversight of the continuing airworthiness management organisation if agreed with the CAO.IRI prior to the approval of the maintenance programme.

SECTION A

TECHNICAL REQUIREMENTS

SUBPART A

GENERAL

M.A.101 Scope

This Section establishes the measures to be taken to ensure that airworthiness is maintained, including maintenance. It also specifies the conditions to be met by the persons or organisations involved in such continuing airworthiness management.

SUBPART B

ACCOUNTABILITY

M.A.201 Responsibilities

- (a) The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:
- (1) The aircraft is maintained in an airworthy condition, and;
 - (2) Any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and;
 - (3) The airworthiness certificate remains valid, and;
 - (4) The maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in M.A.302.
- (b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:
- (1) The lessee is stipulated on the registration document, or;
 - (2) Detailed in the leasing contract.
- When reference is made in this Part to the “owner”, the term owner covers the owner or the lessee, as applicable.
- (c) Any person or organisation performing maintenance shall be responsible for the tasks performed.
- (d) The pilot in command or, in the case of commercial air transport, the operator shall be responsible for the satisfactory accomplishment of the preflight inspection. This inspection must be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by Part-66 certifying staff.
- (e) In the case of aircraft used in Commercial Air Transport (AOC holder), the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:
- (1) ensure that no flight takes place unless the conditions defined in point (a) are met;
 - (2) be approved, as part of its air operator certificate, as a continuing airworthiness management organisation pursuant to M.A. Subpart G (CAMO) for the aircraft it operates; and
 - (3) be approved in accordance with Part-145 or establish a contract in accordance with M.A.708(c) with such organisation.

- (f) For Complex motor-powered aircraft used for commercial specialised operations, or commercial ATOs, the operator shall ensure that:
- (1) no flight takes place unless the conditions defined in paragraph (a) are met;
 - (2) the tasks associated with continuing airworthiness are performed by an approved CAMO. When the operator is not CAMO approved itself then the operator shall establish a written contract in accordance with Appendix I with such an organisation, and
 - (3) the CAMO referred to in (2) is approved in accordance with Part-145 for the maintenance of the aircraft and components for installation thereon, or it has established a contract in accordance with M.A.708(c) with such organisations.
- (g) For Complex motor-powered aircraft not included in point (e) or point (f), the owner shall ensure that:
- (1) no flight takes place unless the conditions defined in paragraph (a) are met;
 - (2) the tasks associated with continuing airworthiness are performed by an approved CAMO. When the owner is not CAMO approved itself then the owner shall establish a written contract in accordance with Appendix I with such an organisation, and
 - (3) the CAMO referred to in (2) is approved in accordance with Part-145 for the maintenance of the aircraft and components for installation thereon, or it has established a contract in accordance with M.A.708(c) with such organisations.
- (h) For other than Complex motor-powered aircraft, used for commercial specialised operations, or Commercial Air Transport that performed by non-power-driven aircraft or Commercial Air Transport that performed in local flight, or commercial ATOs, the operator shall ensure that:
- (1) no flight takes place unless the conditions defined in point (a) are met;
 - (2) the tasks associated with continuing airworthiness are performed by an approved CAMO. When the operator is not CAMO approved itself then the operator shall establish a written contract in accordance with Appendix I with such an organisation, and
 - (3) the CAMO referred to in point (2) is approved in accordance with Part-M Subpart-F or Part-145 for the maintenance of the aircraft and components for installation thereon, or it has established a contract in accordance with M.A.708(c) with such organisations.
- (i) For other than Complex motor-powered aircraft not included in point (e) or (h), or used for “limited operations”, the owner is responsible for ensuring that no flight takes place unless the conditions defined in point (a) are met. To that end, the owner shall:



- (1) contract the tasks associated with continuing airworthiness to an approved CAMO through a written contract in accordance with Appendix I, which will transfer the responsibility for the accomplishment of these tasks to the contracted CAMO, or;
 - (2) manage the continuing airworthiness of the aircraft under its own responsibility, without contracting an approved CAMO;
 - (3) ensure that maintenance carried out according to CAO.IRI Part-M or CAO.IRI Part-145.
- (j) The owner/operator is responsible for granting CAO.IRI access to the organisation/aircraft to determine continued compliance with this Part.

M.A.202 Occurrence reporting

- (a) Any person or organisation responsible in accordance with point M.A.201 shall report to the State of Registry, the organisation responsible for the type design or supplemental type design and, if applicable, the State of Operator, any identified condition of an aircraft or component which endangers flight safety.
- (b) Reports shall be made in a manner established by in Appendix VIII of CAO.IRI Part-145 and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation. The report to organisation responsible for the design of the aircraft or component that is not approved from CAO.IRI shall be makes in a form and manner established by such organisation.
- (c) Where the person or organisation maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organisation maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organisation any such condition affecting the owner's or the operator's aircraft or component.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organisation identifying the condition to which the report relates.

SUBPART C

Continuing Airworthiness

M.A.301 Continuing airworthiness tasks

The aircraft continuing airworthiness and the serviceability of both operational and emergency equipment shall be ensured by:

- (a) The accomplishment of preflight inspections;
- (b) The rectification in accordance with the data specified in point M.A.304 and/or point M.A.401, as applicable, of any defect and damage affecting safe operation, taking into account, the minimum equipment list and configuration deviation list as applicable to the aircraft type;
- (c) The accomplishment of all maintenance, in accordance with the M.A.302 approved aircraft maintenance programme;
- (d) For all complex motor-powered aircraft or aircraft used for commercial air transport, the analysis of the effectiveness of the M.A.302 approved maintenance programme;
- (k) The accomplishment of any applicable:
 - (i) Airworthiness directive,
 - (ii) Operational directive with a continuing airworthiness impact,
 - (iii) continued airworthiness requirement established by CAO.IRI,
 - (iv) Measures mandated by CAO.IRI in immediate reaction to a safety problem;
- (l) The accomplishment of modifications and repairs in accordance with M.A.304;
- (m) For non-mandatory modifications and/or inspections, for all complex motor-powered aircraft or aircraft used for commercial air transport the establishment of an embodiment policy;
- (n) Maintenance check flights when necessary.

M.A.302 Aircraft Maintenance Programme

- (a) Maintenance of each aircraft shall be organised in accordance with an aircraft maintenance programme.
- (b) The aircraft maintenance programme and any subsequent amendments shall be approved by CAO.IRI.

- (c) When the continuing airworthiness of the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Part, minor changes of the aircraft maintenance programme and its amendments may be approved through an indirect approval procedure.
- (i) In that case, the indirect approval procedure shall be established by the continuing airworthiness management organisation as part of the Continuing Airworthiness Management Exposition and shall be approved by CAO.IRI.
 - (ii) Reserved
- (d) The aircraft maintenance programme must establish compliance with:
- (i) Instructions issued or accepted by CAO.IRI
 - (ii) Instructions for continuing airworthiness issued by the holders of the type certificate, restricted type certificate, supplemental type certificate, major repair design approval, TSO authorization or any other relevant approval issued under CAO.IRI.
 - (iii) additional or alternative instructions proposed by the owner or the continuing airworthiness management organisation once approved in accordance with point M.A.302, except for intervals of safety related tasks referred in paragraph (e), which may be escalated, subject to sufficient reviews carried out in accordance with paragraph (g) and only when subject to direct approval in accordance with point M.A.302 (b).
- (e) The aircraft maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and the specificity of operations.
- (f) For complex motor-powered aircraft, when the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme.
- (g) The aircraft maintenance programme shall be subject to periodic reviews and amended accordingly when necessary. These reviews will ensure that the programme continues to be valid in light of the operating experience and instructions from CAO.IRI whilst taking into account new and/or modified maintenance instructions promulgated by the type certificate and supplementary type certificate holders and any other organisation that publishes such data in accordance with CAO.IRI. Part-21 or equivalent.
- (h) Reserved
 - (i) Reserved

M.A.303 Airworthiness directives

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive unless otherwise specified by CAO.IRI.

Applicable airworthiness directive means:

- (i) those airworthiness directives that issued by first state of design of the aircraft, its engines or components.
- (ii) by derogation of point (i), when the CAO.IRI issue an airworthiness directive, this airworthiness directive is applicable.

M.A.304 Data for modifications and repairs

Damage shall be assessed and modifications and repairs carried out using data approved by CAO.IRI or by an approved Part-21 design organisation, as appropriate.

M.A.305 Aircraft continuing airworthiness record system

- (a) At the completion of any maintenance, the certificate of release to service required by point M.A.801 or point 145.A.50 shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no case more than 30 days after the day of the maintenance action.
- (b) The aircraft continuing airworthiness records shall consist of:
 - (1) an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards, for any service life limited component as appropriate, and,
 - (2) when required in point M.A.306, the operator's technical log.
- (c) The aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft log books.
- (d) The aircraft continuing airworthiness records shall contain the current:
 - (1) Status of airworthiness directives and measures mandated by CAO.IRI in immediate reaction to a safety problem;
 - (2) Status of modifications and repairs;
 - (3) Status of compliance with maintenance programme;
 - (4) Status of service life limited components;
 - (5) Mass and balance report;
 - (6) List of deferred maintenance.
- (e) In addition to the authorized release document, CAO.IRI Form 1 or equivalent, the following information relevant to any component installed (engine, propeller, engine module or service life limited component) shall be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card:
 - (1) Identification of the component; and



- (2) The type, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module or service life limited component to which the particular component has been fitted, along with the reference to the installation and removal of the component; and
 - (3) The date together with the component's accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate; and
 - (4) The current paragraph (d) information applicable to the component.
- (f) The person responsible for the management of continuing airworthiness tasks pursuant to M.A. Subpart B, shall control the records as detailed in this paragraph and present the records to the CAO.IRI upon request.
- (g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.
- (h) An owner or operator shall ensure that a system has been established to keep the following records for the periods specified:
- (1) all detailed maintenance records in respect of the aircraft and any service life limited component fitted thereto, until such time as the information contained therein is superseded by new information equivalent in scope and detail but not less than 36 months after the aircraft or component has been released to service; and
 - (2) the total time in service (hours, calendar time, cycles and landings) of the aircraft and all service life limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service; and
 - (3) the time in service (hours, calendar time, cycles and landings) as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail; and the current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail; and
 - (4) The current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service; and
 - (5) Details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.

M.A.306 Operator's technical log system

- (a) In the case of commercial air transport, in addition to the requirements of M.A.305, an operator shall use an aircraft technical log system containing the following information for each aircraft:
- (1) Information about each flight, necessary to ensure continued flight safety, and;
 - (2) The current aircraft certificate of release to service, and;
 - (3) The current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that CAO.IRI may agree to the maintenance statement being kept elsewhere, and;
 - (4) All outstanding deferred defects rectifications that affect the operation of the aircraft, and;
 - (5) Any necessary guidance instructions on maintenance support arrangements.
- (b) The aircraft technical log system and any subsequent amendment shall be approved by CAO.IRI.
- (c) An operator shall ensure that the aircraft technical log is retained for 36 months after the date of the last entry.

M.A.307 Transfer of aircraft continuing airworthiness records

- (a) The owner or operator shall ensure when an aircraft is permanently transferred from one owner or operator to another that the M.A.305 continuing airworthiness records and, if applicable, M.A.306 operator's technical log is also transferred.
- (b) The owner shall ensure, when he contracts the continuing airworthiness management tasks to a continuing airworthiness management organisation, that the M.A.305 continuing airworthiness records are transferred to the organisation.
- (c) The time periods prescribed for the retention of records shall continue to apply to the new owner, operator or continuing airworthiness management organisation.

SUBPART D

Maintenance Standards

M.A.401 Maintenance data

- (a) The person or organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs.
- (b) For the purposes of this Part, applicable maintenance data is:
 - (1) Any applicable requirement, procedure, standard or information issued by CAO.IRI,
 - (2) Any applicable airworthiness directive,
 - (3) Applicable instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders and any other organisation that publishes such data in accordance with Part-21.
 - (4) Any applicable data issued in accordance with 145.A.45 (d).
- (c) The person or organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.

M.A.402 Performance of maintenance

Except for maintenance performed by a maintenance organisation approved in accordance with CAO.IRI Part-145, any person or organisation performing maintenance shall:

- (a) be qualified for the tasks performed, as required by this part
- (b) ensure that the area in which maintenance is carried out is well organised and clean in respect of dirt and contamination;
- (c) use the methods, techniques, standards and instructions specified in the M.A.401 maintenance data;
- (d) use the tools, equipment and material specified in the M.A.401 maintenance data. If necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard;
- (e) ensure that maintenance is performed within any environmental limitations specified in the M.A.401 maintenance data;

- (f) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
- (h) ensure that an error capturing method is implemented after the performance of any critical maintenance task; and
- (i) carry out a general verification after completion of maintenance to ensure the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted.

M.A.403 Aircraft defects

- (a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.
- (b) Only the authorized certifying staff, according to points M.A.801(b)1, M.A.801(b)2, M.A.801(c), M.A.801(d) or CAO.IRI Part-145 can decide, using M.A.401 maintenance data, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when the MEL is used by the pilot or by the authorised certifying staff.
- (c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data or the MEL.
- (d) Any defect not rectified before flight shall be recorded in the M.A.305 aircraft maintenance record system or M.A.306 operator's technical log system as applicable.

SUBPART E

Components

M.A.501 Installation

- (a) No component may be fitted unless it is in a satisfactory condition, has been appropriately released to service on an CAO.IRI Form 1 or equivalent and is marked in accordance with Part-21, Subpart Q, unless otherwise specified in Part-21, Part-145 or Subpart F, Section A of this Part.
- (b) Prior to installation of a component on an aircraft the person or approved maintenance organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive configurations may be applicable.
- (c) Standard parts shall only be fitted to an aircraft or a component when the maintenance data specifies the particular standard part. Standard parts shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard.
- (d) Material being either raw material or consumable material shall only be used on an aircraft or a component when the aircraft or component manufacturer states so in relevant maintenance data or as specified in Part-145. Such material shall only be used when the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing conformity to specification statement plus both the manufacturing and supplier source.

M.A.502 Component maintenance

- (a) The maintenance of components shall be performed by maintenance organisations appropriately approved in accordance with Section A, Subpart F of this Part or with Part-145.
- (b) By derogation from paragraph (a), maintenance of a component in accordance with aircraft maintenance data or, if agreed by CAO.IRI, in accordance with component maintenance data, may be performed by an A rated organisation approved in accordance with Section A, Subpart F of this Part or with Part-145 as well as by certifying staff referred to in point M.A.801 (b) 2 only whilst such components are fitted to the aircraft. Nevertheless, such organisation or certifying staff may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. Component maintenance performed in accordance with this paragraph is not eligible for the issuance of a CAO.IRI Form 1

and shall be subject to the aircraft release requirements provided for in point M.A.801.

- (c) By derogation from paragraph (a), maintenance of an engine/Auxiliary Power Unit (APU) component in accordance with engine/APU maintenance data or, if agreed by CAO.IRI, in accordance with component maintenance data, may be performed by a B rated organisation approved in accordance with Section A, Subpart F of this Part or with Part-145 only whilst such components are fitted to the engine/APU. Nevertheless, such B rated organisation may temporarily remove this component for maintenance, in order to improve access to the component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph.
- (d) By derogation from paragraph (a) and point M.A.801(b)2, maintenance of a component while installed or temporarily removed from an ILA1 aircraft not used in commercial air transport and performed in accordance with component maintenance data, may be performed by certifying staff referred to in point M.A.801(b)2, except for:
- (1) Overhaul of components other than engines and propellers, and;
 - (2) Overhaul of engines and propellers for aircraft other than CS-VLA, CS-22 and LSA. Component maintenance performed in accordance with paragraph (d) is not eligible for the issuance of a CAO.IRI Form 1 and shall be subject to the aircraft release requirements provided for in point M.A.801.

M.A.503 Service life limited components

- (a) Installed service life limited components shall not exceed the approved service life limit as specified in the approved maintenance programme and airworthiness directives, except as provided for in point M.A.504(c).
- (b) The approved service life is expressed in calendar time, flight hours, landings or cycles, as appropriate.
- (c) At the end the approved service life, the component must be removed from the aircraft for maintenance, or for disposal in the case of components with a certified life limit.

M.A.504 Control of unserviceable components

- (a) A component shall be considered unserviceable in any one of the following circumstances:
- (1) Expiry of the service life limit as defined in the maintenance program;
 - (2) Non-compliance with the applicable airworthiness directives and other continued airworthiness requirements mandated by CAO.IRI;
 - (3) Absence of the necessary information to determine the airworthiness status or eligibility for installation;

- (4) Evidence of defects or malfunctions;
 - (5) Involvement in an incident or accident likely to affect its serviceability.
- (b) Unserviceable components shall be identified and stored in a secure location under the control of an approved maintenance organisation until a decision is made on the future status of such component. Nevertheless, for aircraft not used in commercial air transport other than large aircraft, the person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner provided that such transfer is reflected in the aircraft logbook or engine logbook or component logbook.
- (c) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system, unless certified life limits have been extended or a repair solution has been approved according to M.A.304.
- (d) Any person or organisation accountable under Part-M shall, in the case of a paragraph (c) unsalvageable components:
- (1) Retain such component in the paragraph (b) location, or;
 - (2) Arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such component.
- (e) Notwithstanding paragraph (d) a person or organisation accountable under Part-M may transfer responsibility of components classified as unsalvageable to an organisation for training or research without mutilation.

SUBPART F

Maintenance Organisation

M.A.601 Scope

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft other than complex motor powered aircraft and components to be installed therein not used by commercial air transport (AOC holder).

M.A.602 Application

An application for issue or change of a maintenance organisation approval shall be made on CAO.IRI Form 2.a and submitted to the CAO.IRI.

M.A.603 Extent of approval

- (a) An organisation involved in activities subject to this Subpart shall not exercise its activities unless approved by CAO.IRI. Appendix V of this Part provides the template certificate for this approval.
- (b) The maintenance organisation's manual referred to in point M.A.604 shall specify the scope of work deemed to constitute approval. Appendix IV to Part-M defines all classes and ratings possible under Subpart F.
- (c) An approved maintenance organisation may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.

M.A.604 Maintenance organisation manual

- (a) The maintenance organisation shall provide a manual containing at least the following information:
 - (1) A statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with Part-M and the manual at all times, and;
 - (2) The organisation's scope of work, and;
 - (3) The title(s) and name(s) of person(s) referred to in M.A.606 (b), and;
 - (4) An organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.606 (b), and;
 - (5) A list of certifying staff with their scope of approval, and;

- (6) A list of locations where maintenance is carried out, together with a general description of the facilities,
 - (7) Procedures specifying how the maintenance organisation ensures compliance with this Part, and;
 - (8) The maintenance organisation manual amendment procedure(s).
- (b) The maintenance organisation manual and its amendments shall be approved by CAO.IRI.
- (c) Notwithstanding paragraph (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).

M.A.605 Facilities

The organisation shall ensure that:

- (a) Facilities are provided for all planned work, specialized workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.
- (b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.
- (c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorized personnel.

M.A.606 Personnel requirements

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.
- (b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.
- (c) All paragraph (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.
- (d) The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily subcontracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.
- (e) The qualification of all personnel involved in maintenance shall be demonstrated and recorded.

- (f) Personnel who carry out specialized tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with Part-66 or with an officially recognized standard.
- (g) The maintenance organisation shall have sufficient certifying staff to issue M.A.612 and M.A.613 certificates of release to service for aircraft and components. They shall comply with the requirements of Article 5 of continuing airworthiness requirement.
- (h) By derogation from paragraph (g), the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual:
- (1) For a repetitive preflight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certifying staff authorization to the aircraft commander on the basis of the flight crew license held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;
 - (2) In the case of aircraft operating away from a supported location, the organisation may issue a limited certifying staff authorization to the aircraft commander on the basis of the flight crew license, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.
 - (3) Component certifying staff shall comply with Appendix VII of CAO.IRI Part-145.
 - (4) Certifying staff for aircraft other than helicopter and aeroplane shall have basic B1, B2 as appropriate and 3 years' experience on relevant aircraft and authorized by organisation.

M.A.607 Certifying staff

- (a) In addition to M.A.606 (g), certifying staff can only exercise their privileges, if the organisation has ensured:
- (1) That certifying staff can demonstrate that they meet the requirements of point 66.A.20(b) of Part-66, except when Part-66 refers to other regulation, in which case they shall meet the requirement of such regulation, and;
 - (2) That certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures.
- (b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorization:
- (1) to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or

- (2) To any person with not less than three years maintenance experience and holding a valid ICAO aircraft maintenance license rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the license of that person.

All such cases must be reported to the CAO.IRI within seven days of the issuance of such certification authorization. The approved maintenance organisation issuing the one-off certification authorization shall ensure that any such maintenance that could affect flight safety is rechecked.

- (c) The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval as part of the organisation's manual pursuant to point M.A.604 (a) 5.

M.A.608 Components, equipment and tools

- (a) The organisation shall:
- (1) Hold the equipment and tools specified in the maintenance data described in point M.A.609 or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval; and,
 - (2) Demonstrate that it has access to all other equipment and tools used only on an occasional basis.
- (b) Tools and equipment shall be controlled and calibrated to an officially recognized standard. Records of such calibrations and the standard used shall be kept by the organisation.
- (c) The organisation shall inspect, classify and appropriately segregate all incoming components.

M.A.609 Maintenance data

The approved maintenance organisation shall hold and use applicable current maintenance data specified in M.A.401 in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.

M.A.610 Maintenance work orders

Before the commencement of maintenance, a written work order shall be agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out.

M.A.611 Maintenance standards

All maintenance shall be carried out in accordance with the requirements of M.A. Subpart D.

M.A.612 Aircraft certificate of release to service

At the completion of all required aircraft maintenance in accordance with this Subpart an aircraft certificate of release to service shall be issued according to M.A.801.

M.A.613 Component certificate of release to service

(a) At the completion of all required component maintenance in accordance with this Subpart, a component certificate of release to service shall be issued in accordance with point M.A.802. CAO.IRI Form 1 shall be issued except for those components maintained in accordance with points M.A.502 (b) and M.A.502 (d) and components fabricated in accordance with point M.A.603 (b).

(b) The component certificate release to service document, CAO.IRI Form 1 may be generated from a computer database.

M.A.614 Maintenance records

(a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service including the subcontractor's release documents shall be retained.

(b) The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.

(c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation.

(1) The records under this paragraph shall be stored in a manner that ensures protection from damage, alteration and theft.

(2) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.

(3) Where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by CAO.IRI.

M.A.615 Privileges of the organisation

The maintenance organisation approved in accordance with Section A, Subpart F of this Part, may:

- (a) Maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual;
- (b) arrange for the performance of specialized services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organisation Manual approved by CAO.IRI directly;
- (c) maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organisation Manual;
- (d) Issue certificates of release to service on completion of maintenance, in accordance with point M.A.612 or point M.A.613.
- (d) Rebuild or restorative of aircraft provided that compliance to Appendix X of CAO.IRI Part-145.

M.A.616 Organisational review

To ensure that the approved maintenance organisation continues to meet the requirements of this Subpart, it shall organise, on a regular basis, organisational reviews.

M.A.617 Changes to the approved maintenance organisation

In order to enable the CAO.IRI to determine continued compliance with this Part, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

- (1) The name of the organisation
- (2) The location of the organisation;
- (3) Additional locations of the organisation;
- (4) The accountable manager;
- (5) Any of the persons specified in paragraph M.A.606 (b);
- (6) The facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

M.A.618 Continued validity of approval

- (a) An approval shall be issued for a limited duration not exceeding one year. It shall remain valid subject to:
- (1) the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.A.619, and;
 - (2) CAO.IRI being granted access to the organisation to determine continued compliance with this Part, and;
 - (3) The approval not being surrendered or revoked;
- (b) Upon surrender or revocation, the approval certificate shall be returned to the CAO.IRI.

M.A.619 Findings

- (a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings according to M.B.605, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of CAO.IRI within a period agreed with this authority.

M.A.620 Maintenance personnel duty time limitations

The organisation shall establish procedures to ensure that a technical person (such as mechanic, certifying staff, support staff, specialized service staff, planners) is relieved from duty for:

- (a) A period of at least 8 consecutive hours in the 24-hour period immediately before exercising the authorization; and
- (b) At least 4 periods of at least 24 consecutive hours each in the 30-day period immediately before exercising the authorization.

SUBPART G

Continuing Airworthiness Management Organisation

M.A.701 Scope

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.

M.A.702 Application

An application for issue or change of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by CAO.IRI.

M.A.703 Extent of approval

- (a) The approval is indicated on a certificate included in issued by CAO.IRI.
- (b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate issued by CAO.IRI, for the aircraft operated.
- (c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with point M.A.704.

M.A.704 Continuing airworthiness management exposition

- (a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing the following information:
 - (1) a statement signed by the accountable manager to confirm that the organisation will work in accordance with this Part and the exposition at all times, and;
 - (2) The organisation's scope of work, and;
 - (3) the title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i);
 - (4) an organisation chart showing associated chains of responsibility between all the person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i);
 - (5) A list of the airworthiness staff referred to in point M.A.707, specifying, where applicable, the staff authorized to issue permits to fly in accordance with point M.A.711(c);
 - (6) A general description and location of the facilities, and;

- (7) Procedures specifying how the continuing airworthiness management organisation ensures compliance with this Part, and;
 - (8) The continuing airworthiness management exposition amendment procedures.
 - (9) The list of approved aircraft maintenance programmes, or, for aircraft not involved in commercial air transport, the list of “generic” and “baseline” maintenance programmes.
- (b) The continuing airworthiness management exposition and its amendments shall be approved by CAO.IRI.
- (c) Notwithstanding paragraph (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organisation as part of the exposition and be approved by CAO.IRI.

M.A.705 Facilities

The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in M.A.706.

M.A.706 Personnel requirements

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part.
- (b) For commercial air transport the paragraph (a) accountable manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator’s certificate.
- (c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.
- (d) For commercial air transport, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).
- (e) The nominated post holder referred to in paragraph (d) shall not be employed by a Part-145 approved organisation under contract to the operator, unless specifically agreed by CAO.IRI
- (f) The organisation shall have sufficient appropriately qualified staff for the expected work.
- (g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.

- (h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.
- (i) For organisations extending airworthiness review certificates in accordance with points M.A.711 (a) 4 and M.A.901 (f), the organisation shall nominate persons authorized to do so, subject to approval by CAO.IRI.
- (j) The organisation shall define and keep updated in the continuing airworthiness management exposition the title(s) and name(s) of person(s) referred to in points M.A.706 (a), M.A.706(c), M.A.706 (d) and M.A.706 (i).
- (k) For all complex motor-powered aircraft and for aircraft used for commercial air transport(AOC holder), the organisation shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with a procedure and to a standard agreed by CAO.IRI

M.A.707 Airworthiness review staff

- (l) To be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Section A of Subpart I and, if applicable, to issue a permit to fly in accordance with point M.A.711(c):
 - (1) for all aircraft used in commercial air transport (AOC holder), and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired:
 - (i) At least five years' experience in continuing airworthiness, and
 - (ii) An appropriate license in compliance with Part-66 or an aeronautical degree or a national equivalent; and
 - (iii) Formal aeronautical maintenance training; and
 - (iv) A position within the approved organisation with appropriate responsibilities.
 - (v) Notwithstanding points (i) to (iv), the requirement laid down in point M.A.707(a)1(ii) may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1(i).
 - (2) For aircraft not used in commercial air transport (AOC holder) of 2730 kg MTOM and below, and balloons, these staff shall have acquired:
 - (i) At least three years' experience in continuing airworthiness; and
 - (ii) An appropriate license in compliance with Part-66 or an aeronautical degree or a national equivalent; and
 - (iii) Appropriate aeronautical maintenance training; and
 - (iv) A position within the approved organisation with appropriate responsibilities;

- (v) Notwithstanding points (i) to (iv), the requirement laid down in point M.A.707(a)2(ii) may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.A.707(a)2(i).
- (m) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorization by the approved continuing airworthiness organisation when formally accepted by CAO.IRI after satisfactory completion of an airworthiness review under supervision.
- (n) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.
- (o) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorization reference.
- (p) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorization. This record shall be retained until two years after the airworthiness review staff have left the organisation.

M.A.708 Continuing airworthiness management

- (a) All continuing airworthiness management shall be carried out according to the prescriptions of M.A Subpart C.
- (b) For every aircraft managed, the approved continuing airworthiness management organisation shall:
- (1) Develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,
 - (2) Present the aircraft maintenance programme and its amendments to CAO.IRI for approval, unless covered by an indirect approval procedure in accordance with point M.A.302(c), and provide a copy of the programme to the owner of aircraft not involved in commercial air transport,
 - (3) Manage the approval of modification and repairs,
 - (4) Ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. Subpart H,
 - (5) Ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,
 - (6) Ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation,
 - (7) Ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,

- (8) Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,
 - (9) Manage and archive all continuing airworthiness records and/or operator's technical log.
 - (10) Ensure that the mass and balance statement reflects the current status of the aircraft.
- (c) In the case of complex motor-powered aircraft or commercial air transport(AOC holder) or aircraft used for commercial specialised operations or commercial ATO operations, when the operator is not appropriately approved to Part-145 or Part-M.A. Subpart-F, the operator shall establish a written maintenance contract between the operator and a Part-145 or Part-M.A. Subpart-F, approved organisation or another operator, detailing the functions specified under M.A.301-2, M.A.301-3, M.A.301-5 and M.A.301-6, ensuring that all maintenance is ultimately carried out by a Part-145 or Part-M.A. Subpart-F approved maintenance organisation and defining the support of the quality functions of M.A.712(b).
- (d) Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the Part-145 or Part-M.A. Subpart-F maintenance organisation in the case of:
- (1) an aircraft requiring unscheduled line maintenance,
 - (2) component maintenance, including engine maintenance.

M.A.709 Documentation

- (a) The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with point M.A.401 for the performance of continuing airworthiness tasks referred to in point M.A.708. This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organisation only needs to keep such data for the duration of the contract, except when required by point M.A.714.
- (b) For aircraft not involved in commercial air transport(AOC holder), the approved continuing airworthiness management organisation may develop "baseline" and/or "generic" maintenance programmes in order to allow for the initial approval and/or the extension of the scope of an approval without having the contracts referred to in Appendix I to this Part. These "baseline" and/or "generic" maintenance programmes however do not preclude the need to establish an adequate Aircraft Maintenance Programme in compliance with point M.A.302 in due time before exercising the privileges referred to in point M.A.711.

M.A.710 Airworthiness review

- (a) To satisfy the requirement for the airworthiness review of an aircraft referred to in point M.A.901, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation in order to be satisfied that:
- (1) Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded; and
 - (2) The flight manual is applicable to the aircraft configuration and reflects the latest revision status; and
 - (3) All the maintenance due on the aircraft according to the approved maintenance programmed has been carried out; and
 - (4) All known defects have been corrected or, when applicable, carried forward in a controlled manner; and
 - (5) All applicable airworthiness directives have been applied and properly registered; and
 - (6) All modifications and repairs applied to the aircraft have been registered and are approved according to Part-21; and
 - (7) All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit; and
 - (8) All maintenance has been released in accordance with this Part; and
 - (9) The current mass and balance statement reflects the configuration of the aircraft and is valid; and
 - (10) The aircraft complies with the latest revision of its type design approved; and
 - (11) If required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of the Part-21.
- (b) The airworthiness review staff of the approved continuing airworthiness management organisation shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part-66 shall be assisted by such qualified personnel.
- (c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:
- (1) All required markings and placards are properly installed; and
 - (2) The aircraft complies with its approved flight manual; and
 - (3) The aircraft configuration complies with the approved documentation; and
 - (4) No evident defect can be found that has not been addressed according to point M.A.403; and

- (5) No inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.
- (d) By derogation to point M.A.901 (a), the airworthiness review can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.
- (e) The airworthiness review certificate (CAO.IRI Form 15b) or the recommendation for the issue of the airworthiness review certificate (CAO.IRI Form 15a) referred to in Appendix III to this Part can only be issued:
- (1) By airworthiness review staff appropriately authorized in accordance with point M.A.707 on behalf of the approved continuing airworthiness management organisation or by certifying staff in cases provided for in point M.A.901(g); and
 - (2) When satisfied that the airworthiness review has been completely carried out and that there is no non-compliance which is known to endanger flight safety.
- (f) A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to CAO.IRI of that aircraft within 10 days.
- (g) Airworthiness review tasks shall not be sub-contracted.
- (h) Should the outcome of the airworthiness review be inconclusive, CAO.IRI shall be informed as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the review relates.

M.A.711 Privileges of the organisation

- (a) A continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Part may:
- (1) Manage the continuing airworthiness of aircraft, except those involved in commercial air transport (AOC holder), as listed on the approval certificate.
 - (2) Manage the continuing airworthiness of commercial air transport(AOC holder) aircraft when listed both on its approval certificate and on its Air Operator Certificate (AOC);
 - (3) Arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under its quality system, as listed on the approval certificate;
 - (4) Extend, under the conditions of point M.A.901 (f), an airworthiness review certificate that has been issued by CAO.IRI or by another continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Part;
- (b) An approved continuing airworthiness management organisation registered in IRAN may, additionally, be approved to carry out airworthiness reviews referred to in point M.A.710 and:

- (1) Issue the related airworthiness review certificate and extend it in due time under the conditions of points M.A.901(c)2 or M.A.901(e)2; and,
 - (2) Issue a recommendation for the airworthiness review to CAO.IRI
- (c) A continuing airworthiness management organisation whose approval includes the privileges referred to in point M.A.711(b) may additionally be approved to issue a permit to fly in accordance with Part-21A.711(d) of the Part-21 for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate, when the continuing airworthiness management organisation is attesting conformity with approved flight conditions, subject to an adequate approved procedure in the exposition referred to in point M.A.704.

M.A.712 Quality system

- (a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.
- (b) The quality system shall monitor M.A. Subpart G activities. It shall at least include the following functions:
 - (1) Monitoring that all M.A. Subpart G activities are being performed in accordance with the approved procedures, and;
 - (2) Monitoring that all contracted maintenance is carried out in accordance with the contract, and;
 - (3) monitoring the continued compliance with the requirements of this Part.
- (c) The records of these activities shall be stored for at least two years.
- (d) Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the quality system may be combined with that required by the other Part.
- (e) In case of commercial air transport (AOC holder), the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.
- (f) In the case of a small organisation not managing the continuing airworthiness of aircraft used in commercial air transport(AOC holder), the quality system may be replaced by regular organisational reviews subject to the approval of the CAO.IRI, except when the organisation issues airworthiness review certificates for aircraft above 2730 kg MTOM other than balloons. In the case where there is no quality system, the organisation shall not contract continuing airworthiness management tasks to other parties.

M.A.713 Changes to the approved continuing airworthiness organisation

In order to enable CAO.IRI to determine continued compliance with this Part, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

- (1) The name of the organisation.
- (2) The location of the organisation.
- (3) Additional locations of the organisation.
- (4) The accountable manager.
- (5) Any of the persons specified in M.A.706(c).
- (6) The facilities, procedures, work scope and staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

M.A.714 Record-keeping

- (a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by M.A.305 and if applicable M.A.306 shall be retained.
- (b) If the continuing airworthiness management organisation has the privilege referred to in point M.A.711 (b), it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation shall retain a copy of any airworthiness review certificate that it has extended under the privilege referred to in point M.A.711 (a) 4.
- (c) If the continuing airworthiness management organisation has the privilege referred to in point M.A.711(c), it shall retain a copy of each permit to fly issued in accordance with the provisions of point 21A.729 of the Part-21.
- (d) The continuing airworthiness management organisation shall retain a copy of all records referred to in paragraphs (b) and (c) until two years after the aircraft has been permanently withdrawn from service.
- (e) The records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (f) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
- (g) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.

- (h) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.

M.A.715 Continued validity of approval

- (a) An approval shall be issued for a limited duration not exceeding one year. It shall remain valid subject to:
- (1) the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.B.705 and;
 - (2) CAO.IRI being granted access to the organisation to determine continued compliance with this Part, and;
 - (3) The approval not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval certificate shall be returned to CAO.IRI

M.A.716 Findings

- (a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings according to M.B.705, the holder of the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAO.IRI Within a period agreed with this authority.

SUBPART H

Certificate of Release to Service – CRS

M.A.801 Aircraft certificate of release to service

- (a) Except for aircraft released to service by a maintenance organisation approved in accordance with Part-145, the certificate of release to service shall be issued according to this Subpart;
- (b) No aircraft can be released to service unless a certificate of release to service is issued at the completion of any maintenance, when satisfied that all maintenance required has been properly carried out, by:
- (1) Appropriate certifying staff on behalf of the maintenance organisation approved in accordance with Section A, Subpart F of this Part; or

- (2) Certifying staff in compliance with the requirements laid down in Part-66, except for complex maintenance tasks listed in Appendix VII to this Part for which point 1 applies; or
 - (3) By the Pilot-owner in compliance with point M.A.803;
- (c) By derogation from point M.A.801(b)2 for ILA1 aircraft not used in CAT or not used in commercial specialised operations or not used in commercial ATO operations, aircraft complex maintenance tasks listed in Appendix VII may be released by certifying staff referred to in point M.A.801(b)2;
- (d) By derogation from point M.A.801(b), in the case of unforeseen situations, when an aircraft is grounded at a location where no approved maintenance organisation appropriately approved under this Part or Part-145 and no appropriate certifying staff are available, the owner may authorize any person, with not less than three years of appropriate maintenance experience and holding the proper qualifications, to maintain according to the standards set out in Subpart D of this Part and release the aircraft. The owner shall in that case:
- (1) Obtain and keep in the aircraft records details of all the work carried out and of the qualifications held by that person issuing the certification; and
 - (2) Ensure that any such maintenance is rechecked and released by an appropriately authorized person referred to in point M.A.801(b) or an organisation approved in accordance with Section A, Subpart F of this Part, or Part-145 at the earliest opportunity but within a period not exceeding seven days; and
 - (3) Notify the organisation responsible for the continuing airworthiness management of the aircraft when contracted in accordance with point M.A.201 (i), or CAO.IRI in the absence of such a contract, within seven days of the issuance of such certification authorization;
- (e) In the case of a release to service in accordance with point M.A.801(b)2 or point M.A.801(c), the certifying staff may be assisted in the execution of the maintenance tasks by one or more persons subject to his/her direct and continuous control;
- (f) A certificate of release to service shall contain as a minimum:
- (1) Basic details of the maintenance carried out; and
 - (2) The date such maintenance was completed; and
 - (3) The identity of the organisation and/or person issuing the release to service, including:
 - (i) the approval reference of the maintenance organisation approved in accordance with Section A, Subpart F of this Part and the certifying staff issuing such a certificate; or
 - (ii) In the case of point M.A.801 (b) 2 or M.A.801(c) certificate of release to service, the identity and if applicable license number of the certifying staff issuing such a certificate;

- (4) The limitations to airworthiness or operations, if any.
- (g) By derogation from paragraph (b) and notwithstanding the provisions of paragraph (h), when the maintenance prescribed cannot be completed, a certificate of release to service may be issued within the approved aircraft limitations. Such fact together with any applicable limitations of the airworthiness or the operations shall be entered in the aircraft certificate of release to service before its issue as part of the information required in paragraph (f) 4;
- (h) A certificate of release to service shall not be issued in the case of any known non-compliance which endangers flight safety.

M.A.802 Component certificate of release to service

- (a) A certificate of release to service shall be issued at the completion of any maintenance carried out on an aircraft component in accordance with point M.A.502.
- (b) The authorized release certificate identified as or CAO.IRI Form 1 constitutes the component certificate of release to service, except when such maintenance on aircraft components has been performed in accordance with point M.A.502 (b) or point M.A.502 (d), in which case the maintenance is subject to aircraft release procedures in accordance with point M.A.801.

M.A.803 Pilot-owner authorization

- (a) To qualify as a Pilot-owner, the person must:
 - (1) Hold a valid pilot license (or equivalent) issued or validated by a CAO.IRI for the aircraft type or class rating; and
 - (2) Own the aircraft, either as sole or joint owner; that owner must be:
 - (i) One of the natural persons on the registration form; or
 - (ii) A member of a non-profit recreational legal entity, where the legal entity is specified on the registration document as owner or operator, and that member is directly involved in the decision making process of the legal entity and designated by that legal entity to carry out Pilot-owner maintenance.
- (b) For any non-complex motor-powered aircraft of 2730 kg MTOM and below, sailplane, powered sailplane or balloon, that are not used in CAT, or not used in commercial specialised operations or not used in commercial ATO operations, the pilot-owner may issue a certificate of release to service after limited Pilot-owner maintenance as specified in Appendix VIII.
- (c) The scope of the limited Pilot-owner maintenance shall be specified in the aircraft maintenance programme referred to in point M.A.302.



- (d) The certificate of release to service shall be entered in the logbooks and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed and the identity, the signature and pilot license number of the Pilot-owner issuing such a certificate.

SUBPART I

Airworthiness Review Certificate

M.A.901 Aircraft airworthiness review

To ensure the validity of the aircraft airworthiness certificate, an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out periodically.

- (a) An airworthiness review certificate is issued in accordance with Appendix III (CAO.IRI Form 15a or 15b) on completion of a satisfactory airworthiness review. The airworthiness review certificate is valid for a limited duration not exceeding one year.
- (b) An aircraft in a controlled environment is an aircraft:
 - (i) Continuously managed during the previous 12 months by a unique continuing airworthiness management organisation approved in accordance with Section A, Subpart G, of this Part, and
 - (ii) Which has been maintained for the previous 12 months by maintenance organisations approved in accordance with Section A, Subpart F of Part-M, or with Part-145. This includes maintenance tasks referred to in point M.A.803 (b) carried out and released to service in accordance with point M.A.801 (b) 2 or point M.A.801 (b) 3;
- (c) For all aircraft used in commercial air transport (AOC), and aircraft above 2730 kg MTOM, except balloons, that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft may, if appropriately approved, and subject to compliance with paragraph (k):
 - (1) Issue an airworthiness review certificate in accordance with point M.A.710, and;
 - (2) For the airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment, extend twice the validity of the airworthiness review certificate for a period of one year each time;
- (d) For all aircraft used in commercial air transport (AOC), and aircraft above 2730 kg MTOM, except balloons, that
 - (i) are not in a controlled environment, or
 - (ii) which continuing airworthiness is managed by a continuing airworthiness management organisation that does not hold the privilege to carry out airworthiness reviews,

the airworthiness review certificate shall be issued by CAO.IRI upon satisfactory assessment based on a recommendation made by a continuing airworthiness management organisation appropriately approved in accordance with Section A,

Subpart G of this Part sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710;

- (e) For aircraft not used in commercial air transport (AOC), of 2730 kg MTOM and below, and balloons, any continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Part and appointed by the owner or operator may, if appropriately approved and subject to paragraph (k):
 - (1) Issue the airworthiness review certificate in accordance with point M.A.710, and;
 - (2) For airworthiness review certificates it has issued, when the aircraft has remained within a controlled environment under its management, extend twice the validity of the airworthiness review certificate for a period of one year each time;
- (f) By derogation from points M.A.901(c)2 and M.A.901(e)2, for aircraft that are in a controlled environment, the organisation referred to in (b) managing the continuing airworthiness of the aircraft, subject to compliance with paragraph (k), may extend twice for a period of one year each time the validity of an airworthiness review certificate that has been issued by CAO.IRI or by another continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Part;
- (g) By derogation from points M.A.901(e) and M.A.901(i)2, for ILA1 aircraft not used in CAT or not used in commercial specialised operations or not used in commercial ATO operations the airworthiness review certificate may also be issued by CAO.IRI Upon satisfactory assessment, based on a recommendation made by certifying staff formally approved by CAO.IRI and complying with provisions of Part-66 as well as requirements laid down in point M.A.707(a)2(i), sent together with the application from the owner or operator. This recommendation shall be based on an airworthiness review carried out in accordance with point M.A.710 and shall not be issued for more than two consecutive years;
- (h) Whenever circumstances reveal the existence of a potential safety threat, CAO.IRI shall carry out the airworthiness review and issue the airworthiness review certificate itself;
- (i) In addition to paragraph (h), CAO.IRI may also carry out the airworthiness review and issue the airworthiness review certificate itself in the following cases:
 - (1) When the aircraft is managed by a continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Part located in another country;
 - (2) For all balloons and any other aircraft of 2730 kg MTOM and below, if it is requested by the owner;

- (j) When CAO.IRI Carries out the airworthiness review and/or issues the airworthiness review certificate itself, the owner or operator shall provide CAO.IRI with:
- (1) The documentation required by CAO.IRI; and
 - (2) Suitable accommodation at the appropriate location for its personnel; and
 - (3) When necessary, the support of personnel appropriately qualified in accordance with Part-66 or equivalent personnel requirements laid down in point 145. A.30 (j) (1) and (2) of Part-145;
- (k) An airworthiness review certificate cannot be issued nor extended if there is evidence or reason to believe that the aircraft is not airworthy.

M.A.902 Validity of the airworthiness review certificate

- (a) An airworthiness review certificate becomes invalid if:
- (1) Suspended or revoked; or
 - (2) The airworthiness certificate is suspended or revoked; or
 - (3) The aircraft is not on the aircraft register of Iran; or
 - (4) The type certificate under which the airworthiness certificate was issued is suspended or revoked.
- (b) An aircraft must not fly if the airworthiness certificate is invalid or if:
- (1) The continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Part, or;
 - (2) The aircraft does not remain in conformity with the type design approved by CAO.IRI; or
 - (3) The aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or
 - (4) The aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or
 - (5) A modification or repair has not been approved in accordance with Part-21.
- (c) Upon surrender or revocation, the airworthiness review certificate shall be returned to CAO.IRI

M.A.903 Reserved

M.A.904 Airworthiness review of aircraft imported into Iran

- (a) When importing an aircraft onto Iran register from another country, the applicant shall:

- (1) Apply to the CAO.IRI for the issuance of a new airworthiness certificate in accordance with Part-21; and
 - (2) For aircraft other than new, have an airworthiness review carried out satisfactorily in accordance with point M.A.901; and
 - (3) Have all maintenance carried out to comply with the approved maintenance programme in accordance with point M.A.302.
- (b) When satisfied that the aircraft is in compliance with the relevant requirements, the continuing airworthiness management organisation, if applicable, shall send a documented recommendation for the issuance of an airworthiness review certificate to CAO.IRI.
- (c) The owner shall allow access to the aircraft for inspection by CAO.IRI.
- (d) A new airworthiness certificate will be issued by CAO.IRI when it is satisfied the aircraft complies with the prescriptions of Part-21.
- (e) CAO.IRI shall also issue the airworthiness review certificate, valid normally for one year, unless CAO.IRI has safety reason to limit the validity.

M.A.905 Findings

- (a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.
- (b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings according to point M.B.903, the person or organisation accountable referred to in point M.A.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAO.IRI within a period agreed with CAO.IRI including appropriate corrective action to prevent reoccurrence of the finding and its root cause.

SECTION B

Procedure for CAO.IRI

SUBPART A

GENERAL

M.B.101 Scope

This Section establishes the administrative requirements to be followed by CAO.IRI in charge of the application and the enforcement of Section A of this Part.

M.B.102 Organisation requirements

(a) General

CAO.IRI is the sole organisation responsible for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. CAO.IRI shall establish documented procedures and an organisational structure.

(b) Resources

The number of staff shall be appropriate to carry out the requirements as detailed in this Section B.

(c) Qualification and training

All staff involved in Part-M activities shall be appropriately qualified and have appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks.

(d) Procedures

CAO.IRI shall establish procedures detailing how compliance with this Part is accomplished. The procedures shall be reviewed and amended to ensure continued compliance.

The procedure for approve MEL shall be defined according Air Operation Regulation

M.B.103 Acceptable means of compliance

The CAO.IRI shall develop acceptable means of compliance. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met. Until such time as the CAO.IRI specifies acceptable means of compliance, the EASA Part-M acceptable means of compliance could be applied as appropriate.

M.B.104 Record-keeping

- (a) CAO.IRI shall establish a system of record-keeping that allows adequate traceability of the process to issue, continue, change, suspend or revoke each certificate.
- (b) The records for the oversight of Part-M approved organisations shall include as a minimum:
 - (1) The application for an organisation approval.
 - (2) The organisation approval certificate including any changes.
 - (3) A copy of the audit program listing the dates when audits are due and when audits were carried out.
 - (4) CAO.IRI continued oversight records including all audit records.
 - (5) Copies of all relevant correspondence.
 - (6) Details of any exemption and enforcement actions.
 - (7) Any report from other authorities relating to the oversight of the organisation.
 - (8) Organisation exposition or manual and amendments.
 - (9) Copy of any other document directly approved by CAO.IRI.
- (c) The retention period for the paragraph (b) records shall be at least four years.
- (d) The minimum records for the oversight of each aircraft shall include, at least, a copy of:
 - (1) Aircraft certificate of airworthiness,
 - (2) Airworthiness review certificates,
 - (3) Section A Subpart G organisation recommendations,
 - (4) Reports from the airworthiness reviews carried out directly by the CAO.IRI,
 - (5) All relevant correspondence relating to the aircraft,
 - (6) Details of any exemption and enforcement action(s),
 - (7) Any document approved by CAO.IRI pursuant to Part-M
- (e) The records specified in paragraph (d) shall be retained until ten years after the aircraft has been permanently withdrawn from service.
- (f) Reserved

M.B.105 Reserved

SUBPART B

Accountability

M.B.201 Responsibilities

CAO.IRI is responsible for conducting inspections and investigations in order to verify that the requirements of this Part are complied with.

SUBPART C

Continuing Airworthiness

M.B.301 Maintenance programme

- (a) CAO.IRI shall verify that the maintenance programme is in compliance with M.A.302.
- (b) Except where stated otherwise in point M.A.302(c), the maintenance programme and its amendments shall be approved directly by CAO.IRI
- (c) In the case of indirect approval, the maintenance programme procedure shall be approved by CAO.IRI through the continuing airworthiness management exposition.
- (d) In order to approve a maintenance programme according to paragraph (b), CAO.IRI shall have access to all the data required in points M.A.302 (d), (e) and (f).

M.B.302 Exemptions

- (a) In certain case flight standard may accept application for exemption to requirement of this part, provided that appropriate justification provided by applicant.
- (b) Any exemptions shall be granted only after approval of president of Civil Aviation Organisation of Islamic Republic of Iran.
- (c) All exemption shall be recorded and retained by CAO.IRI.

M.B.303 Aircraft continuing airworthiness monitoring

- (a) CAO.IRI shall develop a survey programme on a risk-based approach to monitor the airworthiness status of the fleet of aircraft on its register.
- (b) The survey programme shall include sample product surveys of aircraft and shall cover all aspects of airworthiness key risk elements.
- (c) The product survey shall sample the airworthiness standards achieved, on the basis of the applicable requirements, and identify any findings.
- (d) Any findings identified shall be categorised against the requirements of this Part and confirmed in writing to the person or organisation accountable according to M.A.201. CAO.IRI shall have a process in place to analyse findings for their safety significance.
- (e) CAO.IRI shall record all findings, closure actions and recommendations.

- (f) If during aircraft surveys evidence is found showing non-compliance with this Part, or with any other Part, the finding shall be dealt with as prescribed by the relevant Part.
- (g) In order to facilitate appropriate enforcement action, CAO.IRI shall exchange information on non-compliances to other states.

M.B.304 Revocation, suspension and limitation

CAO.IRI shall:

- (a) Suspend an airworthiness review certificate on reasonable grounds in the case of potential safety threat, or;
- (b) Suspend or revoke an airworthiness review certificate pursuant to M.B.903 (1).



SUBPART D

Maintenance Standards

(To be developed as appropriate)



SUBPART E

Components

(To be developed as appropriate)

SUBPART F

Maintenance Organisation

M.B.601 Application

The investigation and continuous oversight of the maintenance facilities shall be carried out by CAO.IRI.

M.B.602 Initial Approval

- (a) Provided the requirements of M.A.606 (a) and (b) are complied with, the CAO.IRI shall formally indicate its acceptance of the M.A.606 (a) and (b) personnel to the applicant in writing.
- (b) CAO.IRI shall establish that the procedures specified in the maintenance organisation manual comply with M.A Subpart F and ensure the accountable manager signs the commitment statement.
- (c) CAO.IRI shall verify that the organisation is in compliance with the Part-M.A Subpart F requirements.
- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the commitment of the organisation to compliance with the procedures specified in the manual.
- (e) All findings shall be confirmed in writing to the applicant organisation.
- (f) CAO.IRI shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (g) For initial approval all findings shall be corrected by the organisation before the approval can be issued.

M.B.603 Issue of approval

- (a) CAO.IRI shall issue to the applicant a CAO.IRI Form 3.a approval certificate (Appendix V) which includes the extent of approval, when the maintenance organisation is in compliance with the applicable paragraphs of this Part.
- (b) The CAO.IRI shall indicate the conditions attached to the approval on the CAO.IRI Form 3.a approval certificate.
- (c) The reference number shall be included on the CAO.IRI Form 3.a approval certificate in a manner specified by CAO.IRI.

M.B.604 Continuing oversight

- (a) The CAO.IRI shall keep and update a program listing for each M.A Subpart F approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 12 months.
- (c) All findings shall be confirmed in writing to the applicant organisation.
- (d) CAO.IRI shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (e) A meeting with the accountable manager shall be convened at least once every 12 months to ensure he/she remains informed of significant issues arising during audits.

M.B.605 Findings

- (a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the CAO.IRI shall take the following actions:
 - (1) For level 1 findings, immediate action shall be taken by CAO.IRI to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.
 - (2) For level 2 findings, CAO.IRI shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period and subject to the nature of the finding, the CAO.IRI can extend the three month period subject to a satisfactory corrective action plan.
- (b) Action shall be taken by CAO.IRI to suspend in whole or part the approval in case of failure to comply within the timescale granted by CAO.IRI.

M.B.606 Changes

- (a) The CAO.IRI shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point M.A.617.
- (b) The CAO.IRI may prescribe the conditions under which the approved maintenance organisation may operate during such changes, unless it determines that the approval should be suspended due to the nature or the extent of the changes.
- (c) For any change to the maintenance organisation manual:
 - (1) In the case of direct approval of changes in accordance with point M.A.604 (b), CAO.IRI shall verify that the procedures specified in the manual are in compliance with this Part before formally notifying the approved organisation of the approval.

- (2) In the case an indirect approval procedure is used for the approval of the changes in accordance with point M.A.604(c), CAO.IRI shall ensure that:
- (i) The changes remain minor and
 - (ii) It has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of this Part.

B.607 Revocation, suspension and limitation of an approval

CAO.IRI shall:

- (a) Suspend an approval on reasonable grounds in the case of potential safety threat,
or;
- (b) Suspend, revoke or limit an approval pursuant to M.B.605.

SUBPART G

Continuing Airworthiness Management Organisation

M.B.701 Application

- (a) For commercial air transport (AOC holder), the CAO.IRI shall receive for approval with the initial application for the air operator's certificate and where applicable any variation applied for and for each aircraft type to be operated:
 - (1) The continuing airworthiness management exposition;
 - (2) The operator's aircraft maintenance programmes;
 - (3) The aircraft technical log;
 - (4) Where appropriate the technical specification of the maintenance contracts between the operator and Part-145 approved maintenance organisation.
- (b) Reserved.

M.B.702 Initial approval

- (a) Provided the requirements of M.A.706 (a), (c), (d) and M.A.707 are complied with, CAO.IRI shall formally indicate its acceptance of the M.A.706 (a), (c), (d) and M.A.707 personnel to the applicant in writing.
- (b) The CAO.IRI shall establish that the procedures specified in the continuing airworthiness management exposition comply with Part-M.A. Subpart G and ensure the accountable manager signs the commitment statement.
- (c) CAO.IRI shall verify the organisation's compliance with M.A. Subpart G requirements.
- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the continuing airworthiness management exposition.
- (e) All findings shall be confirmed in writing to the applicant organisation.
- (f) CAO.IRI shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (g) For initial approval all findings shall be corrected by the organisation before the approval can be issued.

M.B.703 Issue of approval

- (a) CAO.IRI shall issue to the applicant a CAO.IRI Form 14 approval certificate (Appendix VI) which includes the extent of approval, when the continuing airworthiness management organisation is in compliance with M.A. Subpart G.
- (b) CAO.IRI shall indicate the validity of the approval on the CAO.IRI Form 14 approval certificate.
- (c) The reference number shall be included on the Form 14 approval certificate in a manner specified by CAO.IRI.
- (d) In the case of commercial air transport (AOC holder), the information contained on a CAO.IRI Form 14 will be included on the air operator's certificate.

M.B.704 Continuing oversight

- (a) The CAO.IRI shall keep and update a program listing for each M.A. Subpart G approved continuing airworthiness organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 12 months.
- (c) A relevant sample of the aircraft managed by the M.B. Subpart G approved organisation shall be surveyed in every 12 month period. The size of the sample will be decided by CAO.IRI based on the result of prior audits and earlier product surveys.
- (d) All findings shall be confirmed in writing to the applicant organisation.
- (e) CAO.IRI shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (f) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

M.B.705 Findings

- (a) When during audits or by other means evidence is found showing non-compliance to the Part-M requirement, the CAO.IRI shall take the following actions:
 - (1) For level 1 findings, immediate action shall be taken by CAO.IRI to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the continuing airworthiness management organisation approval, until successful corrective action has been taken by the organisation.
 - (2) For level 2 findings, CAO.IRI shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period, and subject to the nature of the finding the CAO.IRI can extend the three month period subject to a satisfactory corrective action plan.

- (b) Action shall be taken by CAO.IRI to suspend in whole or part the approval in case of failure to comply within the timescale granted by CAO.IRI.

M.B.706 Changes

- (a) CAO.IRI shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point M.A.713.
- (b) CAO.IRI may prescribe the conditions under which the approved continuing airworthiness management organisation may operate during such changes unless it determines that the approval should be suspended due to the nature or the extent of the changes.
- (c) For any change to the continuing airworthiness management exposition:
- (1) In the case of direct approval of changes in accordance with M.A.704 (b), CAO.IRI shall verify that the procedures specified in the exposition are in compliance with this Part before formally notifying the approved organisation of the approval.
 - (2) In the case an indirect approval procedure is used for the approval of the changes in accordance with point M.A.704(c), CAO.IRI shall ensure:
 - (i) That the changes remain minor and
 - (ii) That it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of this Part;

M.B.707 Revocation, suspension and limitation of an approval

CAO.IRI shall:

- (a) Suspend an approval on reasonable grounds in the case of potential safety threat,
or;
- (b) Suspend, revoke or limit an approval pursuant to M.B.705.



SUBPART H

Certificate of Release to Service – CRS

(To be developed as appropriate)

SUBPART I

Airworthiness Review Certificate

M.B.901 Assessment of recommendations

Upon receipt of an application and associated airworthiness review certificate recommendation in accordance with M.A.901:

- (1) Appropriate qualified personnel from the CAO.IRI shall verify that the compliance statement contained in the recommendation demonstrates that a complete M.A.710 airworthiness review has been carried out.
- (2) CAO.IRI shall investigate and may request further information to support the assessment of the recommendation.

M.B.902 Airworthiness review by CAO.IRI

- (a) When the CAO.IRI carries out the airworthiness review and issues the airworthiness review certificate CAO.IRI Form 15a (Appendix III), CAO.IRI shall carry out an airworthiness review in accordance with point M.A.710.
- (b) CAO.IRI shall have appropriate airworthiness review staff to carry out the airworthiness reviews.
 - (1) For all aircraft used in commercial air transport (AOC holder), and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired:
 - (i) At least five years' experience in continuing airworthiness, and;
 - (ii) An appropriate license in compliance with Part-66 or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Part-66 refers to national rules) or an aeronautical degree or equivalent, and;
 - (iii) Formal aeronautical maintenance training, and;
 - (iv) A position with appropriate responsibilities.

Notwithstanding the points "i" to "iv" above, the requirement laid down in point M.B.902 (b) 1(ii), may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.B.902 (b) 1(i).

- (2) For aircraft not used in commercial air transport (AOC holder) of 2730 kg MTOM and below, and balloons, these staff shall have acquired:
 - (i) At least three years' experience in continuing airworthiness, and;

- (ii) An appropriate license in compliance with Part-66 or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Part-66 refers to national rules) or an aeronautical degree or equivalent, and;
- (iii) Appropriate aeronautical maintenance training, and;
- (iv) A position with appropriate responsibilities.

Notwithstanding the points “i” to “iv” above, the requirement shown in point M.B.902 (b) 2(ii) may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.B.902 (b) 2(i).

- (c) CAO.IRI shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training.
- (d) CAO.IRI shall have access to the applicable data as specified in points M.A.305, M.A.306 and M.A.401 in the performance of the airworthiness review.
- (e) The staff that carries out the airworthiness review shall issue a Form 15a after satisfactory completion of the airworthiness review.”

M.B.903 Findings

If during aircraft surveys or by other means evidence is found showing non-compliance to a Part-M requirement, the CAO.IRI shall take the following actions:

- (1) For level 1 findings, the CAO.IRI shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by CAO.IRI to revoke or suspend the airworthiness review certificate.
- (2) For level 2 findings, the corrective action required by CAO.IRI shall be appropriate to the nature of the finding.

Appendix I

Continuing Airworthiness Arrangement

- (1) When an owner contracts an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 to carry out continuing airworthiness management tasks, upon request by CAO.IRI a copy of the arrangement shall be sent by the owner to CAO.IRI once it has been signed by both parties.
- (2) The arrangement shall be developed taking into account the requirements of Part-M and shall define the obligations of the signatories in relation to continuing airworthiness of the aircraft.
- (3) It shall contain as a minimum the:
 - (i) Aircraft registration,
 - (ii) Aircraft type,
 - (iii) Aircraft serial number,
 - (iv) Aircraft owner or registered lessee's name or company details including the address, M.A. Subpart G approved continuing airworthiness organisation details including the address.

- (4) It shall state the following:

“The owner entrusts to the approved organisation the management of the continuing airworthiness of the aircraft, the development of a maintenance programme that shall be approved by the airworthiness authorities where the aircraft is registered, and the organisation of the maintenance of the aircraft according to said maintenance programme in an approved organisation.

According to the present arrangement, both signatories undertake to follow the respective obligations of this arrangement.

The owner certifies, to the best of their belief that all the information given to the approved organisation concerning the continuing airworthiness of the aircraft is and will be accurate and that the aircraft will not be altered without prior approval of the approved organisation.

In case of any non-conformity with this arrangement, by either of the signatories, it will become null. In such a case, the owner will retain full responsibility for every task linked to the continuing airworthiness of the aircraft and the owner will undertake to inform CAO.IRI within two full weeks.”

- (5) When an owner contracts an M.A. Subpart G approved continuing airworthiness organisation in accordance with M.A.201 the obligations of each party shall be shared as follows:

5.1. Obligations of the approved organisation:

1. Have the aircraft type in the scope of its approval;
2. Respect the conditions to maintain the continuing airworthiness of the aircraft listed below:
 - (a) Develop a maintenance programme for the aircraft, including any reliability programme developed, if applicable;
 - (b) Declare the maintenance tasks (in the maintenance programme) that may be carried out by the pilot-owner in accordance with point M.A.803(c);
 - (c) Organise the approval of the aircraft's maintenance programme;
 - (d) Once it has been approved, give a copy of the aircraft's maintenance programme to the owner;
 - (e) Organise a bridging inspection with the aircraft's prior maintenance programme;
 - (f) Organise for all maintenance to be carried out by an approved maintenance organisation;
 - (g) Organise for all applicable airworthiness directives to be applied;
 - (h) Organise for all defects discovered during scheduled maintenance, airworthiness reviews or reported by the owner to be corrected by an approved maintenance organisation;
 - (i) Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements;
 - (j) Inform the owner each time the aircraft shall be brought to an approved maintenance organisation;
 - (k) Manage all technical records;
 - (l) Archive all technical records;
3. Organise the approval of any modification to the aircraft in accordance with Part-21 before it is embodied;
4. Organise the approval of any repair to the aircraft in accordance with the Part-21 before it is carried out;
5. Inform the CAO.IRI whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation;
6. Inform the CAO.IRI whenever the present arrangement has not been respected;
7. Carry out the airworthiness review of the aircraft when necessary and issue the airworthiness review certificate or the recommendation to CAO.IRI
8. Send within 10 days a copy of any airworthiness review certificate issued or extended to the CAO.IRI;
9. Carry out all occurrences reporting mandated by applicable regulations;
10. Inform the CAO.IRI whenever the present arrangement is denounced by either party.

5.2. Obligations of the owner:

1. Have a general understanding of the approved maintenance programme;
2. Have a general understanding of this Part;
3. Present the aircraft to the approved maintenance organisation agreed with the approved organisation at the due time designated by the approved organisation's request;

4. Not modify the aircraft without first consulting the approved organisation;
5. Inform the approved organisation of all maintenance exceptionally carried out without the knowledge and control of the approved organisation;
6. Report to the approved organisation through the logbook all defects found during operations;
7. Inform CAO.IRI whenever the present arrangement is denounced by either party;
8. Inform CAO.IRI and the approved organisation whenever the aircraft is sold;
9. Carry out all occurrences reporting mandated by applicable regulations;
10. Inform on a regular basis the approved organisation about the aircraft flying hours and any other utilization data, as agreed with the approved organisation;
11. Enter the certificate of release to service in the logbooks as mentioned in point M.A.803(d) when performing pilot-owner maintenance without exceeding the limits of the maintenance tasks list as declared in the approved maintenance programme as laid down in point M.A.803(c);
12. Inform the approved continuing airworthiness management organisation responsible for the management of the continuing airworthiness of the aircraft not later than 30 days after completion of any pilot-owner maintenance task in accordance with point M.A.305 (a).

Appendix II

Authorized Release Certificate CAO.IRI Form 1

These instructions relate only to the use of the CAO.IRI Form 1 for maintenance purposes. Attention is drawn to Appendix I to Part-21 which covers the use of the CAO.IRI Form 1 for production purposes.

1. PURPOSE AND USE

- 1.1 The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').
- 1.2 Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- 1.3 The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The 'approved design data' mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
- 1.4 The Certificate is not a delivery or shipping note.
- 1.5 Aircraft are not to be released using the Certificate.
- 1.6 The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
- 1.7 A mixture of production released and maintenance released items is not permitted on the same Certificate.

2. GENERAL FORMAT

- 2.1 The Certificate must comply with the format attached including block numbers and the location of each block. The size of each block may however be varied to suit the individual application, but not to the extent that would make the Certificate unrecognizable.
- 2.2 The Certificate must be in 'landscape' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognizable and legible. If in doubt consult the CAO.IRI.
- 2.3 The User/Installer responsibility statement can be placed on either side of the form.
- 2.4 All printing must be clear and legible to permit easy reading.
- 2.5 The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 2.6 The Certificate should be in English language as well as Persian.
- 2.7 The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 2.8 Limit the use of abbreviations to a minimum, to aid clarity.

2.9 The space remaining on the reverse side of the Certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the Certificate must be referenced in the appropriate block on the front side of the Certificate

3. COPIES

3.1 There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.

4. ERROR(S) ON A CERTIFICATE

4.1 If an end user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.

4.2 The new Certificate must have a new tracking number, signature and date.

4.3 The request for a new Certificate may be honored without re-verification of the item(s) condition. The new Certificate is not a statement of current condition and should refer to the previous Certificate in block 12 by the following statement; “This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service”. Both Certificates should be retained according to the retention period associated with the first.

5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

Block 1 Approving CAO.IRI/Country

. Enter ‘The Civil Aviation Organisation of the Islamic Republic of IRAN’. This title may be pre-printed.

Block 2 CAO.IRI Form 1 headers

Pre-printed ‘AUTHORISED RELEASE CERTIFICATE/CAO.IRI FORM 1’.

Block 3 Form Tracking Number

. Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.

Block 4 Organisation Name and Address

. Enter the full name and address of the approved organisation (refer to CAO.IRI Form 3.a) releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

Block 5 Work Order/Contract/Invoice

. To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

Block 6 Item

. Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.

Block 7 Description

. Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin and Component Maintenance Manual).

Block 8 Part Number

. Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

Block 9 Quantity

. State the quantity of items.

Block 10 Serial Number

. If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter "N/A".

Block 11 Status/Work

. The following describes the permissible entries for block 11. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

- (i) *Overhauled*. Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.
- (ii) *Repaired*. Rectification of defect(s) using an applicable standard.
- (iii) *Inspected/Tested*. Examination, measurement, etc. in accordance with an applicable standard (e.g. visual inspection, functional testing, bench testing etc.).

(f) *Applicable standard means* a manufacturing/design/maintenance/ quality standard, method, technique or practice approved by or acceptable to CAO.IRO. The applicable standard shall be described in block 12

(v) *Modified.* Alteration of an item to conform to an applicable standard (*).

Block 12 Remarks

. Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main CAO.IRI Form 1. Each statement must clearly identify which item(s) in Block 6 it relates to.

. Examples of information to be entered in block 12 are:

- (i) Maintenance data used, including the revision status and reference.
- (ii) Compliance with airworthiness directives or service bulletins.
- (iii) Repairs carried out.
- (iv) Modifications carried out.
- (v) Replacement parts installed.
- (vi) Life limited parts status.
- (vii) Deviations from the customer work order.
- (viii) Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) For maintenance organisations approved in accordance with Subpart F of Part-M, the component certificate of release to service statement referred to in point M.A.613:

“Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance to the requirements of Section A, Subpart F of Part-M and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER PART-145.”

. If printing the data from an electronic CAO.IRI Form 1, any appropriate data not fit for other blocks should be entered in this block.

Block 13a-13e

. General Requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorized use.

Block 14a

. Mark the appropriate box (es) indicating which regulations apply to the completed work. If the box “other regulations specified in block 12” is marked, then the regulations of the other airworthiness authority (ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.

. For all maintenance carried out by maintenance organisations approved in accordance with Section A, Subpart F of Part-M, the box “other regulation specified in block 12” shall be ticked and the certificate of release to service statement made in block 12. In that case, the certification statement “unless otherwise specified in this block” is intended to address the following cases;

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by Part-M.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in Part-M. In this case block 12 shall specify the particular national regulation.

. For all maintenance carried out by maintenance organisations approved in accordance with Section A of Part-145, the certification statement “unless otherwise specified in block 12” is intended to address the following cases;

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by Part-145.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in Part-145. In this case block 12 shall specify the particular national regulation.

Block 14b Authorized Signature

. This space shall be completed with the signature of the authorized person. Only persons specifically authorized under the rules and policies of the CAO.IRI are permitted to sign this block. To aid recognition, a unique number identifying the authorized person may be added.

Block 14c Certificate/Approval Number

. Enter the Certificate/Approval number/reference. This number or reference is issued by CAO.IRI.

**Block 14d Name**

. Enter the name of the person signing block 14b in a legible form.

Block 14e Date

. Enter the date on which block 14b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year

User/Installer Responsibilities

. Place the following statement on the Certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

“THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.

WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.”



 Civil Aviation Organisation of Islamic Republic of Iran		2. AUTHORIZED RELEASE CERTIFICATE CAO.IRI FORM 1		3. Form Tracking Number
4. Organisation Name and Address:				
6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.
12. Remarks				
13a. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in a condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12		14a. <input type="checkbox"/> Part-145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with		
13b. Authorized Signature		13c. Approval/ Authorization Number		14c. Certificate/Approval Ref. No.
13d. Name		13e. Date (dd mmm yyyy)		14e. Date (dd mmm yyyy)
USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.				



Appendix III

Airworthiness Review Certificate

CAO.IRI Form 15.a

Islamic Republic of Iran
Civil Aviation Organisation

Airworthiness Review Certificate

ARC reference:

Pursuant to Regulation for the time being into force, the Civil Aviation Regulation of the Islamic Republic of Iran hereby certifies that the following aircraft :

Aircraft manufacturer:
 Manufacturer's designation:
 Aircraft registration:
 Aircraft serial number:

Is considered airworthy at the time of the review.

Date of issue: Date of expiry:
 Signed: Authorization No:

1st Extension: The aircraft has remained in a controlled environment in accordance with point M.A.901 of Part M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: Date of expiry:
 Signed: Authorization No:
 Company Name: Approval reference:

2nd Extension: The aircraft has remained in a controlled environment in accordance with point M.A.901 of Part M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: Date of expiry:
 Signed: Authorization No:
 Company Name: Approval reference:

1 of 1 CAO.IRI Form 15.a

CAO.IRI Form 15.b

In the name of God



Islamic Republic of Iran
Civil Aviation Organisation

Airworthiness Review Certificate

ARC reference:

Pursuant to the Civil Aviation Regulation of the Islamic Republic of Iran for the time being into force, the following continuing airworthiness management organization, approved in accordance with Section A, Subpart G of Part M

[Company Name and Address]

Has performed an airworthiness review in accordance with point M.A.710 of Part Mon the following aircraft:

Aircraft manufacturer:

Manufacturer's designation:

Aircraft registration:

Aircraft serial number:

And this aircraft is considered airworthy at the time of the review.

Date of issue: Date of expiry:

Signed: Authorization No:

1st Extension: The aircraft has remained in a controlled environment in accordance with point M.A.901 of Part M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: Date of expiry:

Signed: Authorization No:

Company Name: Approval reference:

2nd Extension: The aircraft has remained in a controlled environment in accordance with point M.A.901 of Part M for the last year. The aircraft is considered to be airworthy at the time of the issue.

Date of issue: Date of expiry:

Signed: Authorization No:

Company Name: Approval reference:

1 of 1 CAO.IRI Form 15.b

Appendix IV

Class and Ratings System to be used for the Approval of Maintenance Organisations referred to in Part-M Subpart F and Part-145

- (17) Except as stated otherwise for the smallest organisations in paragraph 12, the table referred to in point 13 provides the standard system for the approval of maintenance organisation under Subpart F of Part-M and Part-145. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
- (18) In addition to the table referred to in point 13, the approved maintenance organisation is required to indicate its *scope of work* in its maintenance organisation manual/exposition. See also paragraph 11.
- (19) Within the approval class (es) and rating(s) granted by CAO.IRI, the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class (es) and rating(s) and the organisations scope of work are matching.
- (20) A *category A class rating* means that the approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines and/ or Auxiliary Power Units (APUs), in accordance with aircraft maintenance data or, if agreed by CAO.IRI, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such A-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. This will be subject to a control procedure in the maintenance organisation exposition to be approved by CAO.IRI. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
- (21) A *category B class rating* means that the approved maintenance organisation may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by CAO.IRI, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject

to a control procedure in the maintenance organisation exposition to be approved by CAO.IRI. The maintenance organisation exposition scope of work shall reflect such activity where permitted by CAO.IRI.

- (22) A *category C class rating* means that the approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance organisation exposition to be approved by CAO.IRI. The maintenance organisation exposition scope of work shall reflect such activity where permitted by CAO.IRI.
- (23) A *category D class rating* is a self-contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 – Non Destructive Testing (NDT) rating is only necessary for an approved maintenance organisation that carries out NDT as a particular task for another organisation. A maintenance organisation approved with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organisation exposition containing NDT procedures, without the need for a D1 class rating.
- (24) In the case of maintenance organisations approved in accordance with Part-145, *category A class ratings* are subdivided into ‘Base’ or ‘Line’ maintenance. Such an organisation may be approved for either ‘Base’ or ‘Line’ maintenance or both. It should be noted that a ‘Line’ facility located at a main base facility requires a ‘Line’ maintenance approval.
- (25) The *limitation* section is intended to give CAO.IRI the flexibility to customize the approval to any particular organisation. Ratings shall be mentioned on the approval only when appropriately limited. The table referred to in point 13 specifies the types of limitation possible. Whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation (an example could be avionics systems installations and related maintenance). Such mention in the limitation section indicates that the maintenance organisation is approved to carry out maintenance up to and including this particular type/task.
- (26) When reference is made to *series, type and group* in the limitation section of class A and B, series means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series or Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc; type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type or Cessna 172RG type; any number of series or types may be quoted; group means for example Cessna single piston engine aircraft or Lycoming non-supercharged piston engines etc.



- (27) When a *lengthy capability list* is used which could be subject to frequent amendment, then such amendment may be in accordance with the indirect approval procedure referred to in points M.A.604(c) and M.B.606(c) or 145.A.70(c) and 145.B.40, as applicable.
- (28) A *maintenance organisation which employs only one person* to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:

CLASS	RATING	LIMITATION
Class Aircraft	Rating A2 Aeroplanes 5700 Kg And Below	Piston Engine 5700 Kg And Below
Class Aircraft	Rating A3 Helicopters	Single Piston Engine 3175Kg And Below
Class Aircraft	Rating A4 Aircraft Other Than A1, A2 And A3	No Limitation
Class Engines	Rating B2 Piston	Less Than 450 Hp
Class Components Rating Other Than Complete Engines Or APU's.	C1 To C22	As Per Capability List
Class Specialized	D1 NDT	NDT Method(S) To Be Specified.

It should be noted that such an organisation may be further limited by CAO.IRI in the scope of approval dependent upon the capability of the particular organisation.

13. Table

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5700 kg	[Rating reserved to Maintenance Organisations approved in accordance with Part-145] [Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks]	[YES/NO]*	[YES/NO]*
	A2 Aeroplanes 5700 kg and below	[Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks]	[YES/NO]*	[YES/NO]*
	A3 Helicopters	[Shall state helicopter manufacturer or group or series or type and/or the maintenance task(s)] <i>Example: Robinson R44</i>	[YES/NO]*	[YES/NO]*
	A4 Aircraft other than A1, A2 and A3	[Shall state aircraft series or type and/or the maintenance task(s).]	[YES/NO]*	[YES/NO]*
ENGINES	B1 Turbine	[Shall state engine series or type and/or the maintenance task(s)] <i>Example: PT6A Series</i>		
	B2 Piston	[Shall state engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[Shall state engine manufacturer or series or type and/or the maintenance task(s)]		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Condition & Pressurisation	[Shall state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/ or cross refer to a capability list in the exposition and/or the maintenance task(s).] <i>Example: PT6A Fuel Control</i>		
	C2 Auto Flight			
	C3 Communication and Navigation			
	C4 Doors – Hatches			
	C5 Electrical Power & Lights			
	C6 Equipment			
	C7 Engine – APU			
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter – Rotors			
	C11 Helicopter – Transmission			
	C12 Hydraulic Power			
	C13 Indicating/Recording System			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic & Vacuum			
	C18 Protection ice/rain/ fire			
	C19 Windows			
	C20 Structural			
	C21 Water Ballast			
	C22 Propulsion Augmentation			
SPECIALISED SERVICES	D1 Non Destructive Testing	[Shall state particular NDT method(s)]		

Appendix V

CAO.IRI Form 3.a

Maintenance Organisation Approval referred to Part-M Subpart F

<p>In the name of God</p>  <p>Islamic Republic of Iran Civil Aviation Organisation</p> <p><i>Maintenance Organisation Approval Certificate</i></p> <p><i>Number: MF. [XXXX]</i></p> <p><i>Pursuant to the Civil Aviation Regulation of the Islamic Republic of Iran in force and subject to the conditions specified below, the civil aviation Organisation of the Islamic Republic of Iran hereby certifies:</i></p> <p>[Company Name and Address]</p> <p>As a maintenance organization in compliance with Section A, Subpart F of Part-M, approved to maintain the products, parts and appliances listed in the attached approval schedule and issue related certificates of release to service using the above references.</p> <p>Conditions:</p> <ol style="list-style-type: none"> 1. This approval is limited to that specified in the scope of work section of the approved maintenance organization manual as referred to in Section A of Subpart F of Part-M, and 2. This approval requires compliance with the procedures specified in the approved maintenance organization manual, and 3. This approval is valid whilst the approved maintenance organization remains in compliance with Part-M. 4. Subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked. <p><i>Date of issue:</i></p> <p><i>Date of expiry:</i></p> <p style="text-align: right;">Capt. Pahlavani <i>Vice minister of roads and urban development & President of CAO.IR of Iran</i></p> <p style="text-align: center;">Page 1 of 2</p> <p style="text-align: right;">CAO.IRI Form 3.a</p>
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Appendix VI

CAO Form 14

Continuing Airworthiness Management Organisation

Approval referred to Part-M Subpart G

In the name of God



Islamic Republic of Iran
Civil Aviation Organisation

*Continuing Airworthiness Management
Organization Approval Certificate*

Number: .MG.XXXX (ref. AOC XX.XXXX)

Pursuant to the Civil Aviation Regulation of the Islamic Republic of Iran in force and subject to the conditions specified below, the civil aviation Organisation of the Islamic Republic of Iran hereby certifies:

[Company Name and Address]

as a maintenance organization in compliance with Section A, Subpart F of Part-M, approved to maintain the products, parts and appliances listed in the attached approval schedule and issue related certificates of release to service using the above references.

Conditions:

as a continuing airworthiness management organization in compliance with Section A, Subpart G of Part-M, approved to manage the continuing airworthiness of the aircraft listed in the attached schedule of approval and, when stipulated, to issue recommendations and airworthiness review certificates after an airworthiness review as specified in point M.A.710 Part-M, and, when stipulated, to issue permits to fly as specified in point M.A.711(c) of Part-M of the same regulation.

Conditions:

1. This approval is limited to that specified in the scope of approval-section of the approved continuing airworthiness management exposition as referred to in Section A, Subpart G of Part-M.
2. This approval requires compliance with the procedures specified in Part-M approved continuing airworthiness management exposition.
3. This approval is valid whilst the approved continuing airworthiness management organization remains in compliance with Part-M
4. Where the continuing airworthiness management organization contracts under its Quality System the service of an/several organization(s), this approval remains valid subject to such organization(s) fulfilling applicable contractual obligations.
5. Subject to compliance with the conditions 1 to 4 above, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.
If this form is also used for AOC holders, the AOC number shall be added to the reference, in addition to the standard number, and the condition 5 shall be replaced by the following extra conditions:
6. This approval does not constitute an authorization to operate the types of aircraft referred in paragraph 1. The authorization to operate the aircraft is the Air Operator Certificate (AOC).
7. Termination, suspension or revocation of the AOC automatically invalidates the present approval in relation to the aircraft registrations specified in the AOC, unless otherwise explicitly stated by CAO.IRI.
8. Subject to compliance with the previous conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of issue:

Date of expiry:

Capt. Pahlavani
*Vice minister of roads and
urban development &
President of CAO.IR of Iran*

1 of 2 CAO.IRI Form 14



Civil Aviation Organization of IR. Iran

*Continuing Airworthiness Management
Organization Approval Schedule*

Number: MF.XXXX **Organization:**
[COMPANY NAME AND ADDRESS]

Aircraft type/series/ group	Airworthiness review authorized	Permits to fly authorized	Organization(s) working under quality system
	[YES / NO] (***)	[YES / NO] (***)	
	[YES / NO] (***)	[YES / NO] (***)	
	[YES / NO] (***)	[YES / NO] (***)	
	[YES / NO] (***)	[YES / NO] (***)	

This approval schedule is limited to that specified in the scope of approval contained in the approved Continuing Airworthiness Management Exposition section.....

Continuing Airworthiness Management Exposition Reference:

Date of issue: 06.Nov.2013
Date of expiry: 05.Nov.2014

Capt. Pahlavani
*Vice minister of roads and
urban development &
President of CAO.IR of Iran*

Appendix VII

Complex Maintenance Tasks

The following constitutes the complex maintenance tasks referred to in M.A.502 (d) 3, M.A.801 (b) 2 and M.A.801(c):

1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:
 - (a) A box beam;
 - (b) A wing stringer or chord member;
 - (c) A spar;
 - (d) A spar flange;
 - (e) A member of a truss-type beam;
 - (f) The web of a beam;
 - (g) A keel or chine member of a flying boat hull or a float;
 - (h) A corrugated sheet compression member in a wing or tail surface;
 - (i) A wing main rib;
 - (j) A wing or tail surface brace strut;
 - (k) An engine mount;
 - (l) A fuselage longeron or frame;
 - (m) A member of a side truss, horizontal truss or bulkhead;
 - (n) A seat support brace or bracket;
 - (o) A seat rail replacement;
 - (p) A landing gear strut or brace strut;
 - (q) An axle;
 - (r) A wheel; and
 - (s) A ski or ski pedestal, excluding the replacement of a low-friction coating.
2. The modification or repair of any of the following parts:
 - (a) Aircraft skin, or the skin of an aircraft floats, if the work requires the use of a support, jig or fixture;
 - (b) Aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15 cm (6 inches) in any direction;
 - (c) A load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding



- (i) The swaging of a repair splice or cable fitting, and
 - (ii) The replacement of a push-pull tube end fitting that is attached by riveting;
and
 - (d) Any other structure, not listed in (1) that a manufacturer has identified as primary structure in its maintenance manual structural repair manual or instructions for continuing airworthiness.
3. The performance of the following maintenance on a piston engine:
- (a) Dismantling and subsequent reassembling of a piston engine other than
 - (i) To obtain access to the piston/cylinder assemblies; or
 - (ii) To remove the rear accessory cover to inspect and/or replace oil pump assemblies, where such work does not involve the removal and re-fitment of internal gears;
 - (b) Dismantling and subsequent reassembling of reduction gears;
 - (c) Welding and brazing of joints, other than minor weld repairs to exhaust units carried out by a suitably approved or authorized welder but excluding component replacement;
 - (d) The disturbing of individual parts of units which are supplied as bench tested units, except for the replacement or adjustment of items normally replaceable or adjustable in service.
4. The balancing of a propeller, except:
- (a) For the certification of static balancing where required by the maintenance manual;
 - (b) Dynamic balancing on installed propellers using electronic balancing equipment where permitted by the maintenance manual or other approved airworthiness data;
5. Any additional task that requires:
- (a) Specialized tooling, equipment or facilities; or
 - (b) Significant coordination procedures because of the extensive duration of the tasks and the involvement of several persons.

Appendix VIII

Limited Pilot-Owner Maintenance

In addition to the requirements laid down in Part-M, the following basic principles are to be complied with before any maintenance task is carried out under the terms of Pilot-owner maintenance:

(a) Competence and responsibility

- (1) The Pilot-owner is always responsible for any maintenance that he performs.
- (2) Before carrying out any Pilot-owner maintenance tasks, the Pilot-owner must satisfy himself that he is competent to do the task. It is the responsibility of Pilot-owners to familiarize themselves with the standard maintenance practices for their aircraft and with the aircraft maintenance programme. If the Pilot-owner is not competent for the task to be carried out, the task cannot be released by the Pilot-owner.
- (3) The Pilot-owner (or his contracted continuing airworthiness management organisation referred to in Subpart G, Section A of this Part) is responsible for identifying the Pilot-owner tasks according to these basic principles in the maintenance programme and for ensuring that the document is updated in a timely manner.
- (4) The approval of the maintenance programme has to be carried out in accordance with point M.A.302.

(b) Tasks

The Pilot-owner may carry out simple visual inspections or operations to check for general condition and obvious damage and normal operation of the airframe, engines, systems and components.

Maintenance tasks shall not be carried out by the Pilot-owner when the task:

- (1) is critically safety related, whose incorrect performance will drastically affect the airworthiness of the aircraft or is a flight safety sensitive maintenance task as specified in point M.A.402(a) and/or;
- (2) Requires the removal of major components or major assembly and/or;
- (3) Is carried out in compliance with an Airworthiness Directive or an Airworthiness
- (4) Limitation Item, unless specifically allowed in the AD or the ALI and/or;
- (5) Requires the use of special tools, calibrated tools (except torque wrench and crimping tool) and/or;



(6) Requires the use of test equipments or special testing (e.g. NDT, system tests or operational checks for avionic equipment) and/or;

(7) Is composed of any unscheduled special inspections (e.g. Heavy landing check) and/or;

(8) Is effecting systems essential for the IFR operations and/or;

(9) Is listed in Appendix VII or is a component maintenance task in accordance with point M.A.502.

The criteria 1 to 8 listed above cannot be overridden by less restrictive instructions issued in accordance with “M.A.302 (d) Maintenance Programme”.

Any task described in the aircraft flight manual as preparing the aircraft for flight (Example: assembling the glider wings or pre-flight), is considered to be a pilot task and is not considered a Pilot-owner maintenance task and therefore does not require a Certificate of Release to Service.

(c) Performance of the maintenance Pilot-owner tasks and records

The maintenance data as specified in point M.A.401 must be always available during the conduct of Pilot-owner maintenance and must be complied with. Details of the data referred to in the conduct of Pilot-owner maintenance must be included in the Certificate of Release to Service in accordance with point M.A.803 (d).

The Pilot-owner must inform the approved continuing airworthiness management organisation responsible for the continuing airworthiness of the aircraft (if applicable) not later than 30 days after completion of the Pilot-owner maintenance task in accordance with point M.A.305 (a).

Appendix IX

CAO.IRI Form 2.a

Application for Maintenance Organisation Approval

In the name of God



Islamic Republic of Iran
Civil Aviation Organization

**Application for
Maintenance Organisation Approval (MOA)**
Section A, Subpart F of Part-M

Application for Initial grant
 Application for Renewal
 Application for Change

1. Registered name and address of the organization	
2. Trade name (if different)		
3. Locations for which the approval is applied for		
4. Contact person		
5. Tel.		
6. Fax.		
7. Email		
8. Scope of Section A, Subpart F of Part-M Approval relevant to this application:	سازمان هواپیمائی کشوری	
9. Staff number	Main Site	Additional site(s)
The total number of staff employed by the organisation in order to comply with CAO.IRI Section A, Subpart F of Part-M (Employees)
The number of contracted staff associated with the proposed approval (Contractors)
10. Approval (s)		
- Is this company EASA/FAA approved? <input type="checkbox"/> Yes (Attach Copy) <input type="checkbox"/> No		
- Approval held by National Authority / other Authorities (Attach Copy)		
- Current CAO.IRI Section A, Subpart F of Part-M approval No.: Expiry Date of Approval:		
- Exposition Rev No.: Date of Revision:		

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11. Scope of requested Section A, Subpart F of Part-M approval				
CLASS	RATING	LIMITATION (Type of aircraft with fitted engine)	BASE	LINE
AIRCRAFT	A1 Aeroplanes/airships above 5,700 Kg (Quote aeroplane/ airship type)		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
	A2 Aeroplanes/airships 5,700 Kg and below (Quote aeroplane/ airship manufacturer or group or type)		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
	A3 Helicopters (Quote helicopter manufacturer or group or type)		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
A4 Aircraft other than A1, A2 or A3 (Quote aircraft type or group)		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

CLASS	RATING	LIMITATION
ENGINES	B1 Turbine (Quote engine type)	
	B2 Piston (Quote engine manufacturer or group or type)	
	B3 APU (Quote engine manufacturer or type)	

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CLASS	RATING	✓	LIMITATION
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Condition & Pressurisation	<input type="checkbox"/>	(Quote aircraft type or aircraft manufacturer or component manufacturer or the particular component and or cross refer to a capability list in the exposition).
	C2 Auto Flight	<input type="checkbox"/>	
	C3 Communication and Navigation	<input type="checkbox"/>	
	C4 Doors – Hatches	<input type="checkbox"/>	
	C5 Electrical Power	<input type="checkbox"/>	
	C6 Equipment	<input type="checkbox"/>	
	C7 Engine – APU	<input type="checkbox"/>	
	C8 Flight Controls	<input type="checkbox"/>	
	C9 Fuel – Airframe	<input type="checkbox"/>	
	C10 Helicopter –Rotors	<input type="checkbox"/>	
	C11 Helicopter –Transmission	<input type="checkbox"/>	
	C12 Hydraulic	<input type="checkbox"/>	
	C13 Instruments	<input type="checkbox"/>	
	C14 Landing Gear	<input type="checkbox"/>	
	C15 Oxygen	<input type="checkbox"/>	
	C16 Propellers	<input type="checkbox"/>	
	C17 Pneumatic	<input type="checkbox"/>	
	C18 Protection ice/rain/fire	<input type="checkbox"/>	
	C19 Windows	<input type="checkbox"/>	
	C20 Structures	<input type="checkbox"/>	
	C21 Water Ballast	<input type="checkbox"/>	
	C22 Propulsion Augmentation	<input type="checkbox"/>	

CLASS	RATING	LIMITATION
SPECIALISED SERVICES	D1 Non Destructive Testing (Quote particular NDT methods)	

12. Applicant's declaration

I certify that the above statements are true.

Name and Signature of (proposed*) accountable manager
 (*Proposed is applicable only in the case of a new Section A, Subpart F of Part-M Applicant)

..... Date: / /

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CAO.IRI Form 2

Acceptable Means of Compliance

(d) AMC M.A.402(b)

In this context officially recognized standard means Standards acceptable to the Authority include acceptable national or international standards and approved original equipment manufacturer's standards.

(e) AMC M.B.902 (a)

When CAO.IRI carries out the airworthiness review and issues the airworthiness review certificate or airworthiness certificate, Appendix I (CAO.IRI Form 10) will be used by the competent CAO.IRI airworthiness staff.



1.2 Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded.	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No
Review all documents and Sample 2 document in depth from list: <input type="checkbox"/> Airframe log book <input type="checkbox"/> Engine log book or engine module log cards <input type="checkbox"/> Propeller log book (if applicable) <input type="checkbox"/> Log cards for service life limited component <input type="checkbox"/> Operator's technical log	Comments:
1.3 The Flight Manual is applicable to the aircraft configuration and reflects the latest revision status;	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No
FM issue/ Current revision number:	Comments:
Review following document in depth: <input type="checkbox"/> Flight Manual	
1.4 All the maintenance due on the aircraft according to the approved Maintenance Programme has been carried out;	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No
Maintenance Programme/revision number:	Comments:
Review following document in depth: <input type="checkbox"/> list of maintenance program status	
1.5 All known defects have been corrected or, when applicable, carried forward in a controlled manner;	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No
Review all documents and Sample 1 document in depth from list: <input type="checkbox"/> Defect sheets <input type="checkbox"/> Carried forward defects	Comments:
1.6 All maintenance has been released in accordance with Part-M;	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No
Review all documents and Sample 1 document in depth from list <input type="checkbox"/> Certificate of Release to Service issued by approved maintenance organisation according to subpart F of Part-M or Part-145 <input type="checkbox"/> All maintenance has been released to service by an approved licensed person. <input type="checkbox"/> All maintenance carried out according up to date maintenance data	Comments:
Review all documents and Sample 1 document in depth from list <input type="checkbox"/> Aircraft Maintenance manuals <input type="checkbox"/> Supplementary structural inspection document <input type="checkbox"/> Corrosion control document <input type="checkbox"/> Non destructive inspection manual <input type="checkbox"/> Component maintenance manuals <input type="checkbox"/> Repair manuals applicable <input type="checkbox"/> Illustrated Parts Catalogue (IPC) <input type="checkbox"/> Type certificate data sheets and any other specific document issued by the type certificate or supplementary type certificate holder's maintenance data	



<p>1.7 All applicable airworthiness directives have been applied and properly registered;</p> <p>All Airworthiness Directives have been reviewed</p> <p><input type="checkbox"/> status list for all AD applicable to type</p>	<p>Satisfactory: <input type="checkbox"/>Yes / <input type="checkbox"/>No</p> <p>Comments:</p>
<p>1.8 All modifications and repairs applied to the aircraft have been registered and are approved according to Part-21</p> <p>Review all documents and Sample 1 document in depth from list:</p> <p><input type="checkbox"/> Modification package (Provide a list of all modifications embodied by Owner(s)/ Operator(s), including approval status.)</p> <p><input type="checkbox"/> Repair package (Provide a list of all repairs embodied by Owner(s)/Operator(s), including approval status.)</p>	<p>Satisfactory: <input type="checkbox"/>Yes / <input type="checkbox"/>No</p> <p>Comments:</p>
<p>1.9 All parts, components, fitted or applied to the aircraft have been registered and are approved according to Part-21 or released according to Part-M.</p> <p>Review all documents and Sample 1 document in depth from list:</p> <p><input type="checkbox"/> Release of parts <input type="checkbox"/> Form 1 or Certificates of conformity</p>	<p>Satisfactory: <input type="checkbox"/>Yes / <input type="checkbox"/>No</p> <p>Comments:</p>
<p>1.10 All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;</p> <p>Note 1: Provided service life is valid the ARC is valid. If it is noticed that any service life may expire before the next review is due, note as comment and advise owner.</p> <p>Note 2: Some aircraft do not have lifed items – enter N/A in that case</p> <p>Review all documents and Sample 2 document in depth from list:</p> <p><input type="checkbox"/> list of Airframe service life <input type="checkbox"/> list of Engine service life (if applicable) <input type="checkbox"/> list of Propeller service life (if applicable) <input type="checkbox"/> list of Component service life (if applicable)</p>	<p>Satisfactory: <input type="checkbox"/>Yes / <input type="checkbox"/>No</p> <p>Comments:</p>
<p>1.11 The current mass and balance statement reflects the configuration of the aircraft and is valid;</p> <p>Review all documents and Sample 2 document in depth from list:</p> <p><input type="checkbox"/> Mass & balance report with a loading schedule, <input type="checkbox"/> Equipment list</p>	<p>Satisfactory: <input type="checkbox"/>Yes / <input type="checkbox"/>No</p> <p>Comments:</p>
<p>1.12 The aircraft complies with the latest revision of the type design.</p> <p>TCDS /Revision:</p> <p>Note: Review aircraft against latest issue of the Type Certificate or Specific Airworthiness Specification as applicable and any embodied Supplementary Type Certificates</p>	<p>Satisfactory: <input type="checkbox"/>Yes / <input type="checkbox"/>No</p> <p>Comments:</p>



Section 2: Physical survey of aircraft for Airworthiness Review

- A physical survey of the aircraft shall be carried out in a suitable hangar or workshop to ensure that Airworthiness Review task is comply
- Review all documents with in depth sample at least the minimum number of documents from list as indicated check box.
- Referring to previous Airworthiness Reviews – carry out in depth sample different documents each year where possible.
- Any unsatisfactory condition must be specified in Part 3 as a finding.

Airworthiness Review task	Compliance
2.1 General inspection of the aircraft	
a) All required markings and placards are properly installed (check by List of Placards and Markings) Note1: Ensure aircraft data plate model conforms to TCDS. Note2: Verify the owner plate including registration marks and name and address of owner near the cockpit main door are present.	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
b) The aircraft complies with its approved flight manual	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
c) The aircraft configuration complies with the approved documentation	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
d) The aircraft Avionic Equipment on board complies with the approved documentation	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
e) No evident defect can be found that has not been addressed according to point M.A.403;	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
f) No inconsistencies can be found between the aircraft and Part 1). (Documented review of records in case inconsistencies found please write in the comments.)	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
2.2 Exterior inspection of aircraft	
Checking of the aircraft exterior. Will watch very carefully: <input type="checkbox"/> Leaks in the engine area, tanks, landing gear <input type="checkbox"/> Condition of the tire <input type="checkbox"/> Brake status(eg. any distortion or coloration of brake discs and brake pad thickness) <input type="checkbox"/> Damage to the structure(eg. hard landing, traces of lightning, other indications of overload) <input type="checkbox"/> Technical condition and functioning of aircraft systems (eg. speed limit warning systems, pitot/static system heating and de-icing)	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
2.3 Interior inspection of aircraft	



Aircraft interior is checked for: <input type="checkbox"/> Equipment listed <input type="checkbox"/> Safety equipment <input type="checkbox"/> Operating equipment <input type="checkbox"/> Additional equipment if installed <input type="checkbox"/> Condition of seats <input type="checkbox"/> Technical condition of the instrument panel, windscreen, windows <input type="checkbox"/> Technical condition and the free movement of flight and engines controls(including gas lever, mixture control, propeller, etc) and doors <input type="checkbox"/> Critical areas vulnerable to corrosion according to aircraft type	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
2.5 Engine testing * (if required)	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:
2.6 Checks in flight ** (if required)	Satisfactory: <input type="checkbox"/> Yes / <input type="checkbox"/> No Comments:

Section 3: summary of findings identified during survey and corrective actions

Number of Findings: Number of Level I: Number of Level II:

For details refer to attached report.

Findings and conclusions:

- A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.
 - For level 1 finding, CAO.IRI shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by CAO.IRI to revoke or suspend the airworthiness review certificate.
- A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.
 - For level 2 findings, the corrective action required by CAO.IRI shall be appropriate to the nature of the finding.
 -

Section 4: Declaration of airworthiness review staff

I hereby confirm that all above airworthiness tasks carried out in according to point M.A.710 of CAO.IRI Part-M and then recommended that:			
CAO AID Name:	Stamp:	Date:	Sign:
C o A		ARC	
<input type="checkbox"/> Issue Until..... <input type="checkbox"/> don't Issue <input type="checkbox"/> Revoke <input type="checkbox"/> Suspend	<input type="checkbox"/> Issue Until..... <input type="checkbox"/> don't Issue <input type="checkbox"/> Revoke <input type="checkbox"/> Suspend	And /or recommended that.....	

* Engine testing must be performed at each evaluation of the aircraft. This must be performed only by authorized and trained personnel and only in appropriate areas. For positioning the aircraft for testing engines information are required on wind direction and speed, temperature and pressure. The towing equipment will be removed and sufficient fire extinguisher will be provided at a maximum distance of 40 m of aircraft. During the engine test the cockpit staff will be assisted by properly trained personnel on the ground. All preparatory work and the actual testing will be performed in accordance with flight manual or engine maintenance manual.

** The airworthiness inspector has the authority to require a check of the aircraft in flight when necessary. For such cases the following requirement will be met:

- The reason of the flight check must be recorded prior to verification. This record is part of the statement of airworthiness review.
- Operator/aircraft owner must agree the designated pilot.
- Aircraft commander (PIC) must have a valid license for airplane type and experience as per ARA standards.
- The airworthiness inspector cannot be the PIC.
- The flight scope and flight program must be discussed by the inspector and test flight pilot before the start. Depending on flight program, it may be necessary as the PIC to hold a valid license for acrobatics.
- There should be no restrictions that affect the flight. Safety first!
- Aircraft flight checking will be done within the validity of previous airworthiness review. So there is no reason to impede the evaluation.
- Only negligible deviation from the original flight plane is allowed.
- Flight test results must be recorded in the flight test report, document part of the airworthiness evaluation file.