**[Organisation]**

**Policy & Procedures Supplement**

**Name and address of Approved Organisation**

**[Organisation]**

**[Address]**

**[EASA/UK CAA] Part CAMO Approval No.: [Host Approval number]**

**issued by [Country or name of CAA]**

**Date of Supplement:**

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Name of Accountable Manager:

Signature of Accountable Manager:

Date:

# Accountable Manager Statement of Commitment

This supplement is provided to meet the requirements of the Guernsey Aviation Requirements (GAR) Part 39 Subpart G Options 1 and 2 validations issued by the Bailiwick of Guernsey Director of Civil Aviation (hereafter: DCA) and administered by the Guernsey Aircraft Registry (hereafter: 2-REG).

The Continuing Airworthiness Management Organisation approval validation is based on a valid foreign approval, reference **[foreign issuing authority] [approval number]** (hereafter: host approval) and supplements that approval.

These procedures are approved by the undersigned and should be complied with as applicable, in order to ensure all continuing airworthiness tasks of aircraft managed by [Organisation] are completed on time and to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulation are in conflict with these procedures.

It is understood that the Bailiwick of Guernsey Director of Civil Aviation [hereafter: DCA] will approve this manual supplement and maintenance management arrangements whilst it is satisfied that the procedures are being followed and the work standard is maintained. It is also understood that the DCA reserves the right to suspend, vary or revoke this approval it has evidence that these procedures are not being followed and the standards not upheld.

Signature of Accountable Manager:

Date:

Organisation name: [Organisation]

# Scope

This supplement stipulates the conditions under which [Organisation] undertakes continuing airworthiness management of Guernsey registered aircraft.

# Standards

The standards and procedures used by the [Organisation] are those of the host approval issuing authority, GAR 39, GAR 43 and this supplement

# Continuing Airworthiness Management Exposition(CAME)/ Maintenance Control Manual (MCM)

A copy of [Organisation]’s approved CAME/MCM together with this supplement are supplied to 2-REG in the English language to demonstrate compliance with GAR 39.59.

# Privileges of validation holder

The capability and scope of approval used by [Organisation] for managing the airworthiness of Guernsey registered aircraft are specified in CAME/MCM section [CAME/MCM's reference here].

# Duration of Approval

The DCA approval validation is valid for 24 months from date of issue provided the host approval remains valid.

Should the Guernsey approval validation be revoked, or suspended by the DCA, the approval validation certificate will be returned.

# Notification of ceasing approval activity

Should [Organisation] cease to offer continuing airworthiness management services on Guernsey registered aircraft it will notify 2-REG in writing within 30 days of the date of cessation and request revocation of the maintenance approval validation.

# Renewal of approval

[Organisation] shall make an application to 2-REG for the renewal of the Continuing Airworthiness Management Organisation approval validation not less than 30 days before it expires.

# Approval Limitations

[Organisation] is approved to manage the continuing airworthiness of Bailiwick of Guernsey registered aircraft for the aircraft types as referenced in [CAME/MCM 's reference here].

# Major and Minor Repairs

All major and minor repairs will be carried out to the requirements of GAR Part 21 Subpart M and CAME/MCM section [CAME/MCM 's reference here]. The [Organisation] will forward all supporting documents to the Bailiwick of Guernsey Aircraft Registry for approval and issue of a reference number.

# Major and Minor Design Changes (Modifications)

Approval of all major and minor design changes installed on the aircraft, whilst on the Bailiwick of Guernsey Aircraft Registry, shall comply with the requirements of GAR Part 21 Subpart C and CAME/MCM section [CAME/MCM 's reference here]. Any continuing airworthiness requirements arising from the changes will be incorporated in the aircraft maintenance programme as necessary.

# Maintenance Programme

The maintenance programme as approved in accordance with GAR 39.61 and CAME/MCM section [CAME/MCM 's reference here] is subject to regular development to ensure effective continuing airworthiness of the aircraft and will be made available to those involved in the maintenance of the aircraft.

# Mass and Balance

Each aircraft shall be weighed in accordance with the requirements of GAR 39.81 and records maintained to reflect the approved aircraft configuration.

# Contracted Maintenance

All contracted maintenance will be carried out by an appropriately approved GAR Part 145 Organisation unless agreed otherwise by the Bailiwick of Guernsey Aircraft Registry. A list of contracted maintenance organisations is provided in Appendix A.

# Certification of Maintenance

It shall be ensured that all contracted maintenance organisations issue Certificates of Release to Service as prescribed in GAR 43 and/ or GAR 145 and CAME/MCM section [CAME/MCM 's reference here] upon completion of the maintenance.

Each person authorised to certify an aircraft or component for release to service after maintenance shall:

1. enter in the log book or other record required by paragraph 43.57(b)(1) a statement of release to service that states that:

‘’the work recorded has been carried out in accordance with the Air Navigation (Bailiwick of Guernsey) Law 2012 and in respect of that work the aircraft or component is fit for release to service’’; and

1. in all cases enter beside the statement of release to service:
	1. their signature; and
	2. their GAR Part 66 or pilot’s licence number and where applicable the Director’s authorisation reference; or,
	3. approved Maintenance Organisation approval and authorisation number, where applicable; and
	4. basic details of the maintenance carried out including detailed reference of the data used; and
	5. the date of entry

# Defects and Discrepancies

Any discrepancy or defect shall be rectified or deferred in accordance prior to flight and any inoperative equipment shall be identified and carried forward in accordance with the provisions of GAR 91.610 and CAME/MCM section [CAME/MCM 's reference here].

# Mandatory Continued Airworthiness requirements

Arrangements shall be made to receive all relevant mandatory continuing airworthiness requirements (including Airworthiness Directives) which shall be assessed and complied with within the prescribed period in accordance with CAME/MCM section [CAME/MCM 's reference here].

# Mandatory Occurrence reporting

[Organisation] has established a Mandatory Occurrence Reporting system in compliance with GAR 13 in [CAME/MCM] section [CAME/MCM's reference here] and will report to the operator, the Type Certificate holder and 2-REG any condition affecting the safety of aircraft it is maintaining.

Every person listed in GAR 13.51(a) shall report to the Director as soon as practicable any event which constitutes an occurrence described in GAR 13.53 and which comes to that person’s attention in the exercise of that person’s functions.

An acceptable method of reporting to the Director is by completion of the occurrence reporting forms available on the 2-REG website: <http://www.2-reg.com/services/occurrence-reporting>

# Technical Log

A technical log shall be provided which has the provision for recording the requirements of GAR 39.79.

# Training

It is [Organisation]’s responsibility to notify staff assigned to Bailiwick of Guernsey registered aircraft of this supplement during quality manual and continuation training.

# Audits

The Bailiwick of Guernsey Aircraft Registry auditors have the right to access the [Organisation] facility at any reasonable time it is requested in coordination and arrangement with [nominated coordinator].

# Aircraft Maintenance Records

All continuing airworthiness records shall be maintained in accordance with GAR 39 Subpart E.

# Appendix A

[Organisation] has maintenance management contracts in place for 2-registered aircraft as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Aircraft type  | Aircraft registration | Name of contracted party | Contract reference |
|  | 2- |  |  |
|  | 2- |  |  |
|  | 2- |  |  |
|  | 2- |  |  |