Notes:

1. This example BCAR A8-25 National Supplement is produced to provide GA industry with an example of an acceptable supplement reflecting differences between A8-25 and the maintenance elements of Part-CAO.
2. The structure and content are based on BCAR A8-25 paragraphs where differences exist between the EASA and national requirements, with the CAE being the primary document.
3. All material contained within this document is for guidance purposes only. It is descriptive not prescriptive in content. Organisations may choose which if any parts of the text they wish to adopt/adapt expanding the content where necessary toreflect their processes. All references in redare for editorial guidance or where general guidance is given to aid an organisation in drafting a supplement that would accurately reflect their situation. It should not form part of any completed exposition.
4. The UK CAA provide this document in the spirit of assistance. If content is used, it is the responsibility of the organisation to ensure it is adjusted to fully reflect the organisations processes and in respect of the approval held, meet the applicable regulatory requirements, specifically BCAR A8-25. There is no obligation to use this material, and organisations are entitled to produce a suitable document that meets the requirements without reference to this example.
5. The formatting has deliberately been kept to a minimum to assist in customisation.
6. This document does not include elements relevant to commercial air transport, a formal quality system (as opposed to organisational review) or Supplement 2 procedures.
7. Where there are major differences between elements of the organisations approved activities under EASA and National regulation (e.g. facilities), this type of supplement may not be appropriate or may need to be further adjusted.
8. Where the primary work of an organisation is national aircraft, it may be more appropriate to have entirely separate expositions for the A8 and EASA approvals.
9. Organisations need to ensure that staff are aware of the differences between the regulations and more importantly, the way work is processed and released under national regulation in accordance with this supplement.

**COMPANY LOGO**

**ABCD Aero Limited**

**UK CAA Approval Number: AI/XXXXX/XX**

**Supplement Reference: XXXXXXXXX**



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**Amendment Transmittal** and **Record:**

|  |  |
| --- | --- |
| Issue  | Initial Issue |
| Revision  | N/A |
| Highlights: | This A8-25 National Supplement is issued to reflect the requirements of A8-25 and how the organisation complies with those requirements through its working practices. This exposition is a new issue.  |

Note: This page includes details related only to the latest revision. For details of changes made in previous revisions please refer to the appropriate revision.

I confirm that this revision meets the applicable requirements of BCAR A8-25.

Signed:

Dated:

Chief Engineer

G1. Statement by the Accountable Manager:

This supplement and any associated referenced manuals define the organisation and procedures upon which the Civil Aviation Authority A8-25 approval are based.

These procedures are approved by the undersigned and must be complied with, as applicable, when work/orders are being progressed under the terms of the A8-25 approval.

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

It is understood that the Civil Aviation Authority will approve this organisation whilst the Civil Aviation Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Civil Aviation Authority reserves the right to suspend, limit or revoke the A8-25 approval of the organisation if the Civil Aviation Authority has evidence that procedures are not followed, or standards not upheld, or the organisation is no longer in compliance with A8-25.

Name:

Signed:

Dated:

Accountable Manager

G2. Introduction

Due to the high level of commonality between BCAR A8-25 and Part-CAO, the majority of working practices, processes and procedures are common irrespective of the work being performed under the National system or the EASA system.

Notwithstanding the above, there are differences between the EASA and BCAR requirements and where those differences have been identified, they have been included in this supplement.

In terms of practical use, the CAE is considered the main document for detailing how continuing airworthiness and airworthiness review are managed and performed with any differences noted in this supplement for national aircraft considered and actioned accordingly.

**G3. Scope of Work (A8-25)**

The organisation scope of work is limited to non-EASA aircraft, not used for commercial air transport or for state purposes, 2730kg or below and comprises of the following privileges related to the aircraft contained in the table below:

1. To manage the continuing airworthiness of aircraft as listed in the exposition.
2. To issue National Airworthiness Review Certificates in accordance with BCAR A3-1.
3. To issue Certificates of Validity in accordance with BCAR A3-7.
4. In the case of initial issue, make recommendations to the UK CAA for the issue of a National Airworthiness Review Certificate or Certificate of Validity.
5. To extend a National Airworthiness Review Certificate that has been issued by this organisation, the UK CAA or by another A8-25 continuing airworthiness management organisation.

|  |  |  |  |
| --- | --- | --- | --- |
| Aircraft TYPE/GROUP/SERIES | Airworthiness Review (CofA) | Airworthiness Review (Permit) | Organisation working under the quality system |
| Aeroplane (Single Piston Engine, Metal Structure not exceeding 5700kg MTOM).  | Yes | Yes | N/A |
| PA 23 Apache Series  | Yes | No | N/A |

The limitation in the first paragraph is necessary if the organisation has an organisational review system as opposed to a full quality system. Likewise subcontracting, which is a privilege of the approval is not possible in the absence of a full quality system. The table header bar reflects the description from the table on the company approval certificate.

If the organisation has procedures for indirect approval of maintenance programmes, this would need to be added to the list. See also para G7.

Details on the available approval scope can be found here:

[https://www.caa.co.uk/Commercial-industry/Aircraft/Airworthiness/Organisation-and-maintenance-programme-approvals/BCAR/Applications-for-BCAR-A8-23,-A8-24-and-A8-25-Approvals/](https://www.caa.co.uk/Commercial-industry/Aircraft/Airworthiness/Organisation-and-maintenance-programme-approvals/BCAR/Applications-for-BCAR-A8-23%2C-A8-24-and-A8-25-Approvals/)

**G4. Supplement Amendment**

All amendments to this supplement must be approved by the UK CAA, in the first instance by sending a PDF copy of the amended supplements indicating the changes in the same way as detailed in the CAE to apply@caa.co.uk

For existing organisations, indirect approval procedures may have been approved and should be reflected here.

**G5. Personnel Requirements**

The Chief Engineer will ensure that staff are aware of the differences between the EASA or National regulations and importantly, the way continuing airworthiness is managed under national regulation in accordance with this supplement.

**G6. Airworthiness Review Staff**

The Chief Engineer will ensure and keep records to demonstrate that Airworthiness Review Staff meet the following minimum requirements.

For aircraft not used in commercial air transport (CAT) of 2730kg MTWA and below the staff will have acquired:

1. At least 3 years of experience in Continuing Airworthiness; and
2. An appropriate license in compliance with BCAR Section L or Part 66 as appropriate to the aircraft category or and aeronautical degree or equivalent; and
3. Appropriate aeronautical maintenance training; and
4. A position within the organisation with appropriate responsibilities.

Notwithstanding the above, the requirement for an appropriate license or aeronautical degree may be replaced by four years of experience in continuing airworthiness additional to those already required by item 1 above.

For Aircraft operating on a National Permit to Fly and Certificate of Validity, the staff will have acquired four years of relevant maintenance / continuing airworthiness experience or; two years if the applicant has satisfactorily completed an appropriate aeronautical maintenance training course.

The company Airworthiness Review Staff qualified to the above requirement for national aircraft are listed below:

Mr. ABCD Chief Engineer ABCD01

Mrs. ACEF LAE ABCD02

The above staff are authorised to perform Airworthiness Review, and issue or recommend an ARC or Certificate of Validity as appropriate and limited to aircraft in Section G3 of this supplement.

If the privileges are to be used for larger aircraft or CAT, additional experience requirements apply and would need to be included.

**G7. Continuing Airworthiness Management**

Where required by regulation or requested by the owner / operator, a continuing Airworthiness Management Arrangement will be developed, agreed and signed by involved parties as detailed in supplement 1 to BCAR A8-25. All aircraft operating as Part of an SSAC approval or in accordance with CAP 632 will be subject to a continuing airworthiness management arrangement.

As this organisation does not have indirect privileges granted by the UK CAA, it is acknowledged that the provisions of Part-CAO do not apply with respect to the organisation locally approving AMP for national aircraft and the procedures below will be followed.

Aircraft Maintenance Programmes for Permit to Fly aircraft will be developed and organised as detailed in BCAR A3-7 paragraph 15. Where required to have a programme approved by the UK CAA, reference will be made to CAP 1740 and application made on Form SRG/1766.

Aircraft Maintenance programmes for National C of A aircraft will be developed and organised as detailed in BCAR A6-1 paragraph 5. Programmes will be approved by the CAA and application made on form SRG/1753. The application will be accompanied by an Operators Maintenance Programme Compliance Checklist Form SRG/1724.

Use of CAA LAMS (Light Aircraft Maintenance Schedule) CAP 411 is permitted for aircraft within the scope of the programme provided the rules of the programme are applied appropriately. The use of LAMS is not permitted where specifically prohibited by regulations (e.g. MPD2019/003 for high performance aircraft operating on a national permit to fly).

In addition to the types of data already specified in the CAE, data provided within the terms of a BCAR A8-21 approval is approved data for modifications and repairs as is data directly approved by the UK CAA. Modifications and Repairs can also be accomplished using the provisions of CS-STAN, with some minor adjustments (such as using the UK CAA Form 123). CAP 1419 will be consulted when managing this activity.

The Certificate of Release to Service (CRS) or Permit Maintenance Release (PMR) wording for national aircraft will be as detailed in A8-23, A8-24, A6-1 and A3-7 as appropriate. Only organisations appropriately approved in accordance with BCAR A8-23 / A8-24 or Independent Certifying Staff detailed in BCAR A6-1 Supplement 2 as appropriate to the aircraft and its use will be contracted to perform maintenance on national aircraft.

Regarding applicable ADs, attention will be given to CAP 747 Mandatory Requirements for Airworthiness. Mandatory information for Permit to Fly aircraft also includes Mandatory Permit Directives (MPDs) available on the UK CAA website.

With respect to the determination as to when a check flight is required, the responsibility will be as detailed in the CAE and additionally to CAP 1038, AMC to A3-7, Paragraph 14 or AMC to A6-1 paragraph 4 will be considered.

Regarding components to be installed on National aircraft, a UK CAA Approved Certificate is also considered to be an acceptable release. Care will be taken when accepting a component for a C of A aircraft using this document to ensure that the detail in block 12 does not limit the use of that component to aircraft operating on a National Permit to Fly.

With respect to defect management, only authorised staff can determine that a defect hazards seriously the flight safety and therefore how and when the rectification action will be taken, including when a defect can be deferred. However, this does not apply where the approved Minimum Equipment List (MEL) as mandated by the CAA is used or where defects are defined as being acceptable by the UK CAA. Any aircraft defect that would not hazard flight safety will be rectified as soon as practicable, within any limits specified in the maintenance data. Any defect not rectified before flight will be recorded in the aircraft records or technical log system as applicable. Any aircraft defect that hazards seriously the flight safety will be rectified before flight.

With respect to the release to service (CRS or PMR), the Technical Office staff will ensure that the correct release documentation is requested of the maintainer or loaded in the work package. This will be verified on return of the work package for post maintenance processing / filing and update of records.

Where the organisation has indirect privileges to approve maintenance programmes, relevant procedures should be included in this section and adjustments made where needed.

G8. Documentation

Where ex-military aircraft are operating on a Permit to Fly, the data applicable to that mark of aircraft or component may not in all cases be the latest version of the data produced. In such cases the Chief Engineer will ensure that the maintenance data used is the latest edition of historical data applicable to that aircraft or component.

In addition to the sources of approved data detailed in the CAE, for national aircraft, applicable maintenance data also includes data published in accordance with BCAR A8-21 and BCAR A8-23 paragraph 10.4 and Mandatory Permit Directives (MPDs) published by the UK CAA.

G9. **Airworthiness Review (National C of A)**

For aircraft operating on a National C of A, the Airworthiness Review will be performed in accordance with BCAR A8-25, Paragraph 10 and documented on Form ABCD/006c.

The Airworthiness Review can be anticipated by a maximum of 90 days without loss of continuity of the Airworthiness Review pattern, to allow the physical review to take place during a maintenance check.

Where the aircraft has not previously held a NARC, the NARC must be issued by the UK CAA for which purpose a full review will be performed and a recommendation made. The recommendation forms part of Form ABCD/006c.

Where an aircraft remains in a controlled environment, the NARC may be extended a maximum of two times by this organisation. BCAR A8-25 paragraph 10.4.2 describes a controlled environment for the purpose of this procedure.

For aircraft not in a controlled environment the NARC may be extended a maximum of two times by this organisation after carrying out an annual review to establish that:

1. All maintenance specified by the maintenance programme has been carried out in accordance with that programme.
2. All modifications and inspections deemed mandatory by the UK CAA have been carried out.
3. All defects entered in the aircraft records have been rectified or deferred in accordance with CAA approved procedures.
4. All required CRS have been issued.

The annual review is detailed on form ABCD/006d and can be issued by staff listed in section G5 above (Airworthiness Review Staff).

The recommendation will not be made, or a NARC will not be issued or extended if there is reason to believe the aircraft is not airworthy or if the airworthiness review is inconclusive. In the case of an inconclusive review, the UK CAA will be informed.

Any findings will be corrected prior to making a recommendation or issue / extension of the NARC.

An issued NARC will be valid for 12 months. A copy of the issued or extended NARC will be sent to the UK CAA apply@caa.co.uk within 10 days of issue or extension.

G10. **Airworthiness Review (National Permit to Fly)**

For aircraft operating on a National Permit to Fly, the Airworthiness Review will be performed in accordance with BCAR A3-7, Paragraph 12 and documented on Form ABCD/006e.

Where the aircraft has not previously held a Certificate of Validity, the certificate must be issued by the UK CAA for which purpose a full review will be performed and a recommendation made. The recommendation forms part of Form ABCD/006c.

The recommendation will not be made, or a Certificate of Validity will not be issued if there is reason to believe the aircraft is not airworthy.

Any findings will be corrected prior to making a recommendation or issue of the Certificate of Validity.

A copy of the Certificate of Validity is valid for 12 months and copy will be sent to the UK CAA apply@caa.co.uk within 10 days of issue.

A Certificate of Validity cannot be extended.

G11. Operators Technical Log

For certain categories of operation including SSAC, CAP 632 and commercial operation, a Technical Log System is required to be used by the operator. The Chief Engineer will liaise with the operator to ensure that the information required by A8-25 paragraph 9 and the ANO is in place, and that through established communication this organisation receives that information on a timely basis such that the airworthiness of the aircraft can be properly managed. The arrangements will be included in the Supplement 1 arrangement.

G12. Record Keeping

Operators Technical Log pages will be filed in the archive and retained until at least 36 months after the last entry.

Issued Certificates of Validity, National Airworthiness Review Certificates (including NARC extensions) and Certificates of Fitness for Flight issued under A conditions including all supporting documents for each shall be shall be retained until at least two years after the aircraft has been withdrawn from service.

**G13. Organisational Review**

Through the established Organisational Review system, the samples taken for each 12m period will include work performed in accordance with BCAR A8-25 and the review records will adequately reflect that activity.

The OR system is only possible for small organisations not managing aircraft used in CAT or State Operations. The system of OR can be used except when the organisation issues NARCs for aircraft above 2730 kg MTWA other than balloons. There can be no contracting out of continuing airworthiness tasks when the OR system is in place. Note that if the organisation has elected or the EASA regulation mandates a Quality System for the EASA approvals, reference to that Quality System can be included here. The organisation should ensure that the oversight covers the A8-25 approval.

G14. Changes to the Approved Maintenance Organisation

Notwithstanding the additional flexibility and devolved responsibility afforded by Part-CAO as expressed in the CAE, the following changes where they affect the national BCAR A8-25 approval will be notified to the CAA in advance of such changes occurring. In the case of personnel changes not known to the management beforehand, these changes will be notified at the earliest opportunity:

1. Change of organisation name.
2. Change in the organisation location or addition of location(s).
3. Change of the Accountable Manager or Senior Staff
4. Change in the facilities, procedures, work scope and certifying staff that could affect the approval.

**G15. List of Approved Maintenance Programmes**

|  |  |
| --- | --- |
| Aircraft | AMP Reference |
| North American / Noorduyn Harvard Series  | MP/04532/P |
| PA 23 Apache Series  | MP/09999/P |

If none, state none.

**G16. List of Forms Applicable to the A8-25 approval**

Refer to the CAE.