Notes:

1. This example BCAR A8-24 National Supplement is produced to provide GA industry with an example of an acceptable supplement reflecting differences between A8-24 and the maintenance elements of Part-CAO.
2. The structure and content are based on BCAR A8-24 paragraphs where differences exist between the EASA and national requirements, with the CAE being the primary document and this supplement providing differences in the way the national work is managed and performed.
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 A8-24. 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. Where there are major differences between elements of the organisations approved activities under EASA and National regulation (e.g. facilities / personnel), this type of supplement may not be appropriate or may need to be further adjusted.
7. 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.
8. 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**



**Combined List of Effective Pages and Contents**

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

|  |  |
| --- | --- |
| Issue  | Initial Issue |
| Revision  | N/A |
| Highlights: | This A8-24 National Supplement is issued to reflect the requirements of A8-24 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 A8-24.

Signed:

Dated:

Chief Engineer

F1. Statement by the Accountable Manager:

This supplement and any associated referenced manuals define the organisation and procedures upon which the Civil Aviation Authority A8-24 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 A8-24 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 A8-24 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 A8-24.

Name:

Signed:

Dated:

Accountable Manager

F2. Introduction

Due to the high level of commonality between BCAR A8-24 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 maintenance work is ordered, processed, performed and released with any differences noted in this supplement for national aircraft considered and actioned accordingly during the maintenance process.

**F3. Scope of Work (A8-24)**

The organisation scope of work is limited to non-EASA aircraft, not used for commercial air transport or for state purposes and comprises of aircraft and component maintenance as follows:

This example shows Aircraft rating and Components rating. Additional ratings should be added to this section as held or applied for. Available ratings can be found in Supplement 2 to BCAR A8-24. This section must be clearly within and relate to the class, rating and limitations included on the approval certificate.

|  |  |  |
| --- | --- | --- |
| Aircraft - A2 – Aeroplanes 5700kg and below - Piston Engine | C of A | Permit |
| North American / Noorduyn Harvard Series | x | x |
| Piper PA22 Tri-pacer | x |  |
| Piper PA23 Apache Series | x |  |

Where an organisation has multiple sites with different scope, this should be reflected here such that the scope in each location is accurately defined.

Components other than complete engines or APUs

|  |  |  |
| --- | --- | --- |
| Component Rating | Details | Scope |
| C5 Electrical Power & Lights | Concorde Series 12 & 24V Lead Acid Batteries | Capacity Test |
| Gill Series 12 & 24V Lead Acid Batteries | Capacity Test |
| C7 Engine - APU | Slick Champion 4200 Series Magneto | Maintenance and Overhaul  |

Component level detail can be split out to a standalone capability list if needed, however it should be referenced here such that the capability list is identified as the source document.

Where an organisation has multiple sites with different scope, this should be reflected here such that the scope in each location is accurately defined.

A list of C ratings can be found in BCAR A8-24 Supplement 2.

**F4. 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

**F5. Procedures to maintain and safely operate specialist equipment and systems (ex-military).**

Self-explanatory or can be removed, marked as not used as applicable or cross referred to the main CAE. An example of where this might be applicable is where specific technology is not seen in the civilian world and special methods, equipment or techniques are required to safely perform the maintenance work required (e.g. emergency egress systems / cartridge starting system).

**F6. Personnel Requirements & Certifying Staff**

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

The use of temporary sub-contracted staff is permitted in the case of higher than normally expected workload and only for personnel not issuing the CRS. For Permit to Fly aircraft, volunteers may be used. For long term restoration work of Permit to Fly aircraft, temporary staff may be utilised throughout the project. In all cases discussed above, the provisions of the CAE for assessing competence will apply as if the staff were permanent and temporary staff will be under the management and control of the nominated engineer.

For national C of A aircraft, Certifying Staff will be qualified, and type rated in accordance with BCAR Section L. The use of a Part-66 AML is only permitted if that license includes the specific airframe and engine combination type rating for the aircraft being certified.

For national Permit to Fly aircraft, staff may be authorised to issue a Permit Flight Release Certificate (PFRC) or Permit Maintenance Release (PMR) in accordance with BCAR A3-7. Where licensed staff are not available, unlicensed personnel may be used. In this case all existing requirements specified in the CAE for Certifying Staff will be met and knowledge of the aircraft will be supported by significant type experience acceptable to the Chief Engineer and / or previous military service bringing specialised knowledge of the type.

The Chief Engineer will ensure that any person authorised by this organisation will be able to read, write and communicate to an understandable level in the languages in which the technical documentation and procedures necessary to support the CRS are written.

List of Certifying Staff (National)

The below aircraft ratings also authorise personnel listed for the issue of a Certificate of Fitness for Flight under A Conditions (on authorised types only) as detailed in the ANO and / or BCAR A3-8 having made all due investigations.

Aircraft Rating (C of A)

Mr. ABCD Chief Engineer BCAR Section L AMEL.1234567A ABCD01

The above staff are authorised to perform and certify maintenance to the extent of the referenced AMEL, including any paragraph or individual aircraft type ratings and this National Supplement Section F3 Scope of Work, whichever is most restrictive.

Note: There are currently no Limited Authorisations issued for Flight Crew.

Aircraft Rating (Permit to Fly / Permit Flight Release Certificate)

Mr. ABCD Chief Engineer Harvard Series ABCD01

**Component Rating**

Mrs. ACEF LAE C5/C7 ABCD02

The above staff are authorised to perform and certify maintenance related to components listed in the section F3, within the C ratings shown against each person above.

**F7. Components, Equipment & Tools**

In addition to the content of the CAE regarding documentation required for the acceptance of components, parts, consumables and materials, the organisation may also accept a UK CAA Approved Certificate for components being installed on national aircraft only. Where block 12 of the UK CAA Approved Certificate indicates that the item can only be fitted to an aircraft eligible for a National Permit to Fly, the affected parts cannot be used on C of A aircraft. A UK CAA approved certificate is not an eligible release for installation of any component on EASA aircraft.

The organisation will ensure that tooling is held for each aircraft as specified in the maintenance data for the full scope of work defined in this supplement.

If applicable this Section should also include the company procedures for procurement of spares for aircraft of military origin operating on a National Permit to Fly showing how BCAR A8-24 para 10.4 is met. Cover also how parts received for Permit to Fly aircraft are inspected and stored segregated in a manner that precludes installation on a National C of A or EASA aircraft.

F8. Maintenance Data

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 A8-24 paragraph 11 and Mandatory Permit Directives (MPDSs) published by the UK CAA.

F9. **Component Maintenance & Release to Service**

Component maintenance may be performed in accordance with aircraft or component maintenance data under the A rating, only whilst such components are fitted to the aircraft. Nevertheless, the component may be removed temporarily to improve access to the component, except when the removal necessitates additional work not eligible for the provisions of this paragraph. Work performed using this provision must be released as part of the aircraft CRS and is not eligible for the issue of a UK CAA Approved Certificate.

There is a similar clause in BCAR A8-24 Para 14.3 relating to the maintenance of engine component maintenance being performed under a B rating. If the organisation holds a B rating for engine work, this should be considered.

Section C9 of the CAE entitled “Component Release to Service after Maintenance or Overhaul” applies equally to national aircraft however the “CAA Form 1” will not be issued. The document issued to release a component for installation on a national aircraft is a UK CAA Approved Certificate form ABCD/11b.

Where the component is not from a civilian certified aircraft (e.g. ex-military Permit to Fly aircraft), the statement **“Item can only be fitted to an aircraft eligible for a national permit to fly”** will be written in bold capital text in block 12 for the awareness of the installer.

The provisions 21.A.307 (c) as detailed in the CAE do not apply to national aircraft.

**F10. Defects**

Any aircraft defect that hazards seriously the flight safety will be rectified before flight.

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.

**F11. Aircraft Release to Service**

Due to the different methods of release between EASA and the two national options, care will be taken to ensure the correct release documentation is issued.

For Permit to Fly Aircraft, the Release to Service will take the form of a Permit Maintenance Release (PMR) as detailed in BCAR A3-7. A copy of the PMR is attached to this supplement.

For C of A aircraft, the Release to Service will contain the statement included in BCAR A8-24 paragraph 16.7. A copy of the CRS is attached to this supplement.

**F12. Organisational Review**

Through the established Organisational Review system, the samples taken for each 12m period will include work performed in accordance with BCAR A8-24 and the review records will adequately reflect that activity.

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 A8-24 approval and can be demonstrated.

F13. Changes to the Approved Maintenance Organisation

Notwithstanding the additional flexibility and devolved responsibility afforded by Part-ML as expressed in the CAE, the following changes where they affect the national BCAR A8-24 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, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

**F14. List of Forms Applicable to the A8-24 approval**

Refer to the CAE.