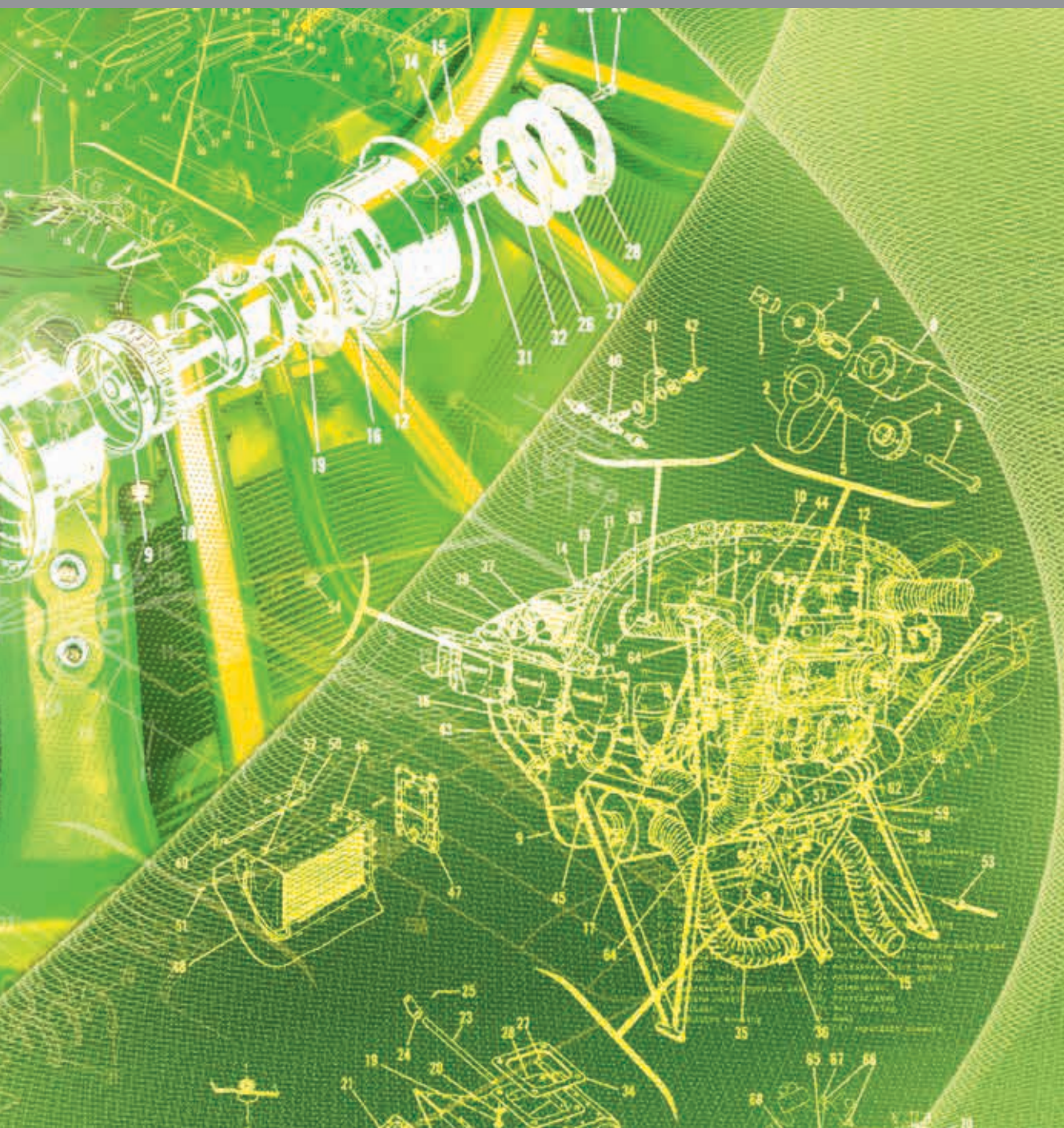
Australian Government
Civil Aviation Safety Authority

maintenance guide for **owners/operators**



Download further information from CASA's website:
www.casa.gov.au

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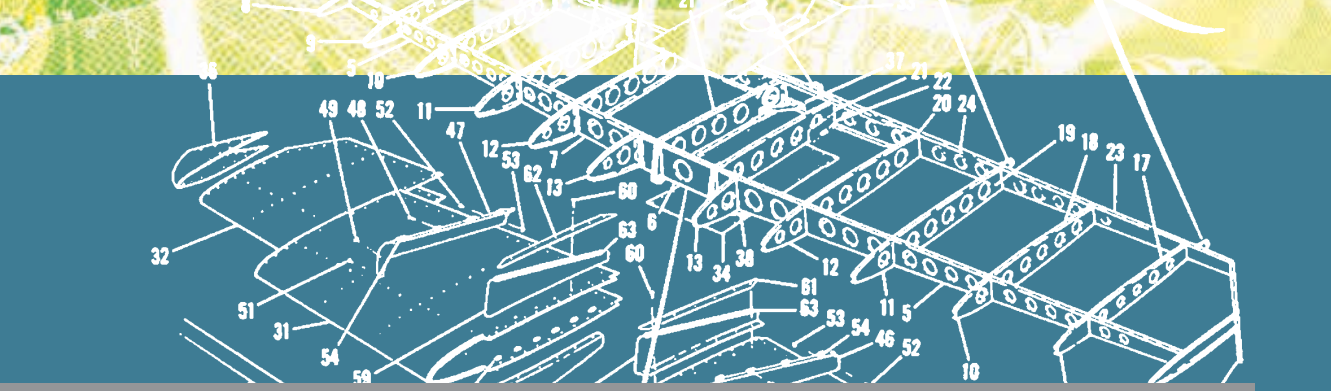


Contents

SAFETY PAGE

- Check that all charts and documents are current before you fly.
- Make sure you have sufficient fuel, oil and maintenance release hours available for your intended flight.
- Monitor the forecasted weather for your entire route.
- Check all available NOTAMs.
- Use your radio—on the correct frequency. If in doubt, speak out!
- Buy, register (at www.amsa.gov.au/beacons) and carry a personal locator beacon (PLB), emergency locator transmitter (ELT) or emergency position indication radio beacon (EPIRB). You must use a 406 MHz distress beacon because121.5 MHz distress beacons are no longer detected by satellites. Do not risk your life by relying on a 121.5 MHz distress beacon, with a signal that only may (or may not) be picked up by a passing aircraft. Activate the beacon while you are still in the air if you fear that you are in danger of crashing.
- Select your route carefully, avoiding dangerous/isolated regions, particularly if you are in a single-engine aircraft.
- Submit a flight notification form (including a SARTIME) to Airservices and/or leave a flight note with someone responsible. Remember to cancel your SARTIME when you arrive. The Airservices Flight Information Centre (AusFIC) number is 1800 814 931. Use your radio to notify air traffic control (ATC) of any changes to your flight plan.
- Always set your radio to the area or overlying air traffic frequency, so you can immediately contact ATC or another aircraft in an emergency.
- Consider every flight a potential survival situation and carry water, first aid equipment, matches, critical medications, warm clothing and a life jacket with a light.
- Carry a mobile phone with its location setting enabled (and leave it on whenever it is approved to do so).
- Review the emergency sections of the *En Route Supplement Australia (ERSA), Visual Flight Guide (VFG), Aeronautical Information Package book (AIP)* or Jeppesen documents, which provide instructions and survival advice for emergency situations. If you do not know what these documents are, find out before you take off!
- Make a MAYDAY call and squawk code 7700 on your transponder if you have grave concerns for your safety. Remember to cancel the call and the code if the situation changes. The MAYDAY call should include your call sign, the nature of the problem, intentions, present position, level and heading, and any other useful information, such as the number of people on board.

Aviation Accident Notification
24 hours/7days a week
ATSB Duty Officer **1800 011 034**

Responsibilities of registered owners/operators of aircraft

You are the proud owner of a new or pre-loved aircraft—now what?

As a registered owner/operator, you are responsible for the continuing airworthiness of your aircraft. This responsibility begins and ends with you.

You should therefore familiarise yourself with Civil Aviation Regulation 41 (CAR 41) 1988.

CIVIL AVIATION REGULATIONS (CARS) 1988 CAR 41

Maintenance schedule and maintenance instructions

1. The holder of the certificate of registration for a class B aircraft must ensure that all maintenance required to be carried out on the aircraft (including any aircraft components from time to time included in or fitted to the aircraft) by the aircraft's maintenance schedule is carried out when required by that schedule.

   Penalty: 50 penalty units.

2. A person must not use a class B aircraft in an operation if there is not a maintenance schedule for the aircraft that includes provision for the maintenance of all aircraft components from time to time included in, or fitted to, the aircraft.

   Penalty: 50 penalty units.

3. An offence against subregulation (1) or (2) is an offence of strict liability (see section 6.1 of the Criminal Code).

Your aircraft should remain airworthy and safe for flight when it is operated and maintained in accordance with the approved data, such as the aircraft flight manual (AFM), approved maintenance data and airworthiness directives (ADs).

The certificate of airworthiness (CofA) for your aircraft was issued on the basis that:

- the aircraft manufacturer's data plate correctly identified the aircraft
- the correct engine (and propeller, on an aeroplane) were fitted
- all applicable airworthiness directives and maintenance requirements had been met
- a current maintenance release had been issued
- a maintenance schedule had been identified as per the log book statement for your aircraft.

The term 'aircraft' covers both fixed-wing aeroplanes and rotary-wing helicopters/rotorcraft.

You are responsible for operating your aircraft in accordance with the requirements of the aircraft flight manual (AFM). You are also responsible for ensuring your aircraft is maintained in accordance with approved data.

Maintenance is critical to aviation safety to ensure that the aircraft will continue to meet its type-certificated design and thus mitigate risk. If your aircraft is not maintained in accordance with the requirements of the manufacturer's data—the maintenance manuals and the aircraft flight manual, for example—it may not meet its type design and may no longer reach the intended level of safety.

This means there is a serious risk of injury, damage to property and your aircraft, or even loss of life, if all the required maintenance tasks have not been completed properly and certified for on the aircraft technical documents.

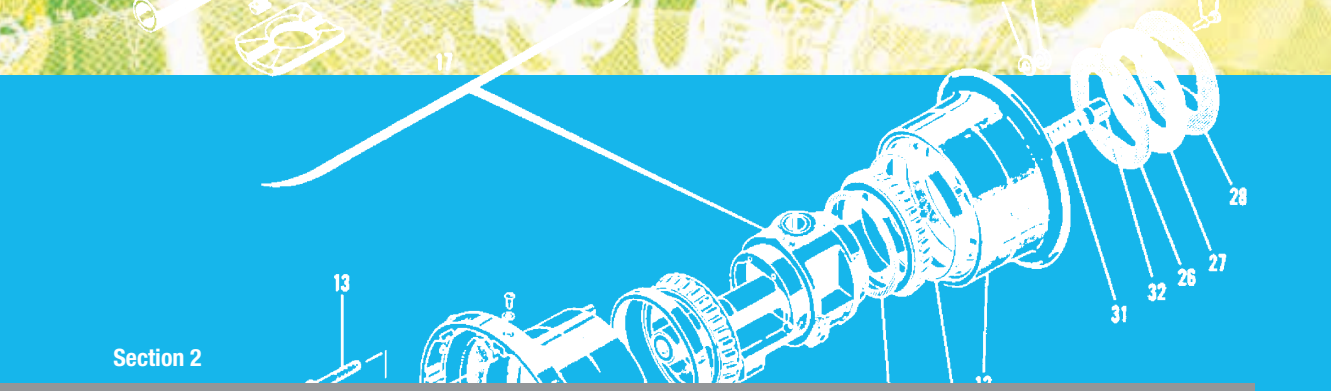
Maintenance error is a contributing factor in a significant proportion of aviation accidents and incidents. Such errors can also be difficult to detect and may remain hidden for some time before leaping out to inflict a painful and/or expensive bite.

Despite everyone's best efforts, it is not possible to eliminate all design, manufacturing and maintenance errors, so it is vital to have thorough inspection, maintenance and checking systems in place.

Before taking off, you must ensure that:

- you have familiarised yourself with your aircraft and its needs.
- you have a valid maintenance release (MR) signed by a licensed aircraft maintenance engineer (LAME). The MR must have enough flight hours remaining not to expire before the end of the intended flight.
- the fuel and oil you are using are those specified by the manufacturer in the flight manual. You are ultimately responsible for the quality and the amount of fuel you carry.
- you have (and carry in the aircraft at all times) a current approved flight manual for your aircraft which contains all the instructions on operating the aircraft and every piece of equipment installed in it.
- you complete your pre-flight daily inspection in accordance with the aircraft flight manual/pilot's operating handbook/ maintenance program or system of maintenance.
- your aircraft is maintained to a suitable maintenance program or system of maintenance. You are responsible for ensuring the maintenance program is adequate and for changing it if it is not.
- the maintenance tasks in the aircraft's maintenance program or approved system of maintenance for your aircraft have been carried out at the time specified, as indicated on the maintenance release and aircraft log books.
- you have a valid certificate of airworthiness and certificate of registration.
- you have the current technical log/aircraft log book detailing the history (and certification) of maintenance and modifications on your aircraft.
- your maintenance facility has the correct and current approved data for your aircraft type and that whoever is performing any maintenance on your aircraft is suitably qualified.

There are inherent risks in operating any aircraft and operators/ owners must exercise good judgement and act in a responsible manner at all times.



Section 2

Maintaining your aircraft

You are responsible for the continuing airworthiness of your aircraft. As the owner/operator, you are responsible for ensuring that the inspection and overhaul frequencies for your aircraft and all its components are not exceeded and that they are maintained in accordance with the most appropriate maintenance program. The overall principle is that 'the system of maintenance (or maintenance program) must adequately provide for the continuing airworthiness of the aircraft'.

Maintenance programs

There are three basic types of maintenance programs:

1. Manufacturer's maintenance program

The manufacturer of your aircraft knows the most about it and produces information that is automatically accepted as approved data, such as the maintenance manual (MM), the illustrated parts catalogue (IPC) and service bulletins (SBs).

The maintenance manual will provide both a maintenance schedule and Instructions on how to do the maintenance. This includes repairs, corrosion control and scheduled maintenance (e.g. every 100 hours/12 months) and unscheduled maintenance tasks in response to incidents such as heavy landings, bird strike, lightning strike or flight through heavy turbulence.

The maintenance manual might also contain an airworthiness limitations section, prescribing when an item such as an engine must be overhauled, or a set of rotor blades must be retired as scrap. The illustrated parts catalogue lists all the parts approved for installation on your aircraft. The service bulletins advise you about urgent or optional actions or modifications intended to enhance the safety of your aircraft.

All the above are known as instructions for continued airworthiness (ICA).

Note: Airworthiness Limitations (AWL) are mandatory.

The manufacturer of your aircraft knows the most about it and produces information that is automatically accepted as approved data, such as the maintenance manual (MM), the illustrated parts catalogue (IPC) and service bulletins (SBs)

2. System of maintenance (SOM)

This type of system consolidates all the different information required to provide for the continuing airworthiness of your aircraft. It combines the basic manufacturer's schedules and retirement lives found in the maintenance manual, applicable service bulletins etc. with specific requirements tailored to your operation. Under CAR 42C, CASA or an authorised person must approve a system of maintenance under CAR 42M.

If you own a helicopter, you must follow either the manufacturer's maintenance program, or a CASA-approved system of maintenance (SOM), and charter aeroplanes must follow the manufacturer's maintenance requirements or have an SOM. Irrespective of the maintenance schedule you elect to follow, the principle is the same: 'the system of maintenance must adequately provide for the continuing airworthiness of the aircraft'.

Private category fixed-wing piston-powered aircraft (class B aircraft) currently have the option of using CASA Schedule 5.

3. CASA Schedule 5

The CASA Maintenance Schedule, which is in Schedule 5 of the Civil Aviation Regulations (CARs), is widely misunderstood. Many think it replaces and relaxes the manufacturer's maintenance schedule.

However, the Civil Aviation Advisory Publication (CAAP) 42B-1 (0) (the CASA Maintenance Schedule) recommends studying manufacturers' schedules as they are generally more appropriate for the maintenance of individual aircraft.

Paragraph 2-1 says 'you must follow special techniques required by the manufacturer'. Read this with paragraph 2.7 of Schedule 5 itself, which says that 'the inspection is to be a thorough check ... to determine whether the items identified in the schedule will continue to be airworthy until the next periodic inspection'.

Remember too, that CAR 42V essentially states all maintenance must be carried out in accordance with the applicable provisions of the approved data.

CASA Schedule 5 came into being many years ago to address a specific identified unsafe condition, when light aeroplanes imported into Australia either had no manufacturer's maintenance schedule, or had an inadequate maintenance schedule.

Most manufacturers now provide quite comprehensive maintenance data, schedules and instructions for continuing airworthiness, because design and certification standards have been continually improved to provide you with greater safety.

However, some operators of privately operated aeroplanes favour CASA Schedule 5 over the manufacturer's schedule, because it appears at first glance to be simpler (and cheaper) than the manufacturer's schedule or an SOM. However, you should bear in mind that Schedule 5 is just a list of inspection items, a 'shopping list' of tasks to be completed either every 100 hours, or 12 months (whichever comes first), without any specific instructions on how any of the inspection items listed in the schedule should be carried out.

Remember also that under CAR 42V (1), because all maintenance is required to be carried out in accordance with the applicable approved data, you must still consult the manufacturer's maintenance manuals for the airframe, engine and propeller, as well as applicable literature such as service bulletins, for instructions on how to carry out inspections and corrective maintenance action.

Schedule 5 has the basic 'when' and 'what', but not the all-important 'how' the work should be done.

Even though CASA Schedule 5 might be identified in your aircraft log book statement (found at the front of the log book) as the maintenance program that should be used (or has been used) for continuing airworthiness, you must still assess CASA Schedule 5 (or any other maintenance program identified in your aircraft's log book statement) to determine whether it is adequate for your aircraft. If you should decide, as the operator of a class B aircraft, that your current system is inadequate, under CAR 42 you must notify CASA within seven days and alter the program to address any identified inadequacies.

If you do not follow the manufacturer's maintenance schedule, you should know why, and be able to explain your reasoning to an auditor or accident investigator.

The CASA maintenance schedule is also a check against inadequate manufacturers' maintenance schedules. Check it for maintenance the manufacturer should have included, but did not. Some manufacturers have also been unwilling or unable to keep up with the latest safety standards, design changes and service experience.

The CASA maintenance schedule *does not relax* the manufacturer's maintenance schedule.

Maintenance organisations

When selecting a maintenance facility to maintain your aircraft, ensure it is CASA approved—that it holds a current certificate of approval (COA) to do the maintenance identified in your aircraft's logbook statement. The list of CASA-approved maintenance organisations, including the scope of their approval, can be checked by searching for 'maintenance organisations' on the CASA website. The COA will usually be prominently displayed, probably somewhere near the chief engineer's office, so that you can be personally assured that the scope of the maintenance approvals held will be adequate for your aircraft and its systems. The maintenance organisation will employ CASA-approved licensed aircraft maintenance engineers (LAMEs) to carry out and certify for the maintenance. LAMEs have usually completed a four-year apprenticeship and passed exams set by CASA. They are responsible for signing off all aircraft maintenance they carry out (whether routine or after breakdowns), in accordance with approved maintenance data.

Service bulletins (SBs)

The manufacturer of your aircraft continually receives feedback from operators, such as you, as well as from maintenance facilities and national airworthiness authorities (such as CASA) all over the world about any maintenance defects and operational problems experienced while operating its product.

The manufacturer of your aeroplane, engine, propeller etc. analyses these reports, and may issue a service bulletin (or other service information) to advise you about the problem. They may also introduce an additional inspection, procedure, new part or service kit to try and prevent the problem happening again, thus improving product reliability and safety. Manufacturers' SBs are frequently issued well in advance of any update to the maintenance manuals (MMs) and inspection schedules. Some manufacturers rarely update their MMs and depend on SBs to provide new data to be used as the continuing airworthiness instructions for your aircraft, engine, propeller etc.

You are responsible for assessing each service bulletin to determine whether it should be followed or adopted. If you choose not to follow a bulletin applicable to your aircraft, you should be prepared to defend your decision to an auditor, particularly if your aircraft is involved in an accident which could be attributed to non-compliance with a service bulletin or other similar service information document, or an airworthiness directive.

Airworthiness directives (ADs)

You are responsible for ensuring that all airworthiness directives (ADs) applicable to your aircraft, aeronautical products and equipment are complied with. ADs are mandatory and signal that an unanticipated problem has been discovered in an aircraft-in-service. It could be a design deficiency, rapid wear, fatigue cracking or corrosion, any or all of which could pose a substantial hazard.

Upon receiving an AD, be sure to read the whole document. First, ensure it really is applicable—by aircraft type, model, serial number, right down to the dash-number of the affected part etc—to your aircraft. An airworthiness directive, which at first reading appears to be applicable, may not be after further analysis. After applicability is confirmed, study the requirements and be sure to understand their implications, and how they might interact. Compliance will usually be required either 'before further flight', or by a certain time limit in flight hours or calendar time. Since such ADs will become law, they are written using formal language and structured in accordance with the requirements of the issuing national aviation authority. They may therefore be difficult to understand on first reading. It is a good idea to discuss applicable ADs with your maintenance facility to clarify their requirements.

Since 1 October 2009, any ADs issued by the state of design (country of manufacture) of the aircraft are automatically accepted as Australian ADs. Unique Australian ADs for the aircraft are also mandatory. CASA publishes both Australian ADs and state of design ADs on its website: http://www.casa.gov.au/airworth/airwd/index.htm

CASA will try to notify you (as the registered operator) of any urgent ADs for your aircraft, but it is your responsibility to ensure that you are aware of all relevant ADs. The buck stops with you. This includes ADs for the airframe, engine and any equipment fitted. There are also aircraft and engine 'general' ADs you need to be aware of and comply with if necessary.

So that you can be kept up to date, make sure you notify CASA of any changes in your contact details. Go to www.casa.gov.au/change to do this.

Airworthiness directives are sometimes amended, so it pays to keep checking for any variations that are applicable to your aircraft and equipment. An AD that was not applicable to your aircraft at initial issue may become applicable upon amendment, and vice versa. When a certification for AD compliance is made in the aircraft technical records, such as the logbook, you are responsible for ensuring it is made correctly.

Defect reporting service (DRS)

Under CAR 51 you must, as the registered operator/owner, provide CASA with a defect report whenever a defect has caused (or could have caused) a failure in the engine or primary structure, loss of control, or fire in the air. The aim of the defect reporting program is to permit timely airworthiness control action in the Australian aircraft fleet and assist in long-term improvement in design, manufacturing and maintenance standards.

Basically speaking, all maintenance programs, service bulletins (SBs) and airworthiness directives (ADs) are based on the wealth of experience gained over the years and new emerging unsafe conditions. They are intended to identify and eliminate such problems before they develop into unanticipated failures. National airworthiness authorities (NAA) around the world, including CASA, have defect reporting systems to ensure that important safety information is collected and the essential details of the occurrence are shared with the aviation community in Australia, the NAA that issued the type certificate (TC), and the manufacturer.

The CASA defect reporting requirements are covered under CAR 51B etc. These same rules make you responsible not only for reporting the defect, but also for having an investigation carried out to establish its cause and suggest what might be done to stop it recurring.

The Civil Aviation Advisory Publication (CAAP) 51-1 has been written to help you to understand the kind of defects that CASA considers as reportable defects and guide you on how to report them.

To report urgent defects in your aircraft go to **drs.casa.gov.au**

The online form is the preferred method of submitting reports, because it is a more efficient means of capturing this important safety data. You can include valuable attachments (photos, diagrams etc.).

You can also mail them to:

Defect Report Service
Reply Paid 2005 CASA
Canberra, ACT 2601

Submitting defect reports is an important link in determining trends in aircraft design and maintenance reliability. Your input is entered into a CASA database, and both CASA and the aviation industry benefit if this contains as much information as possible. The DRS system is intended to use the reported information to improve aviation safety, not to attribute or apportion blame.

CASA airworthiness bulletins (AWBs)

Frequently, the results of an investigation into a DRS or an accident investigated by the Australian Transport Safety Bureau (ATSB) are published in a CASA airworthiness bulletin (AWB), available via the CASA website (or your favourite search engine). It is very likely that one or more AWBs have been issued in relation to your aircraft, engine, propeller or other systems in it. These describe a problem or potentially unsafe condition that is not considered serious enough to issue an AD. The AWB will outline what the problem is and also give recommendations on how to prevent it recurring. The safety recommendations in an AWB are not mandatory, as for an AD, but if the AWB describes something affecting your aircraft, you must consider any recommendations made to see if they should be followed; perhaps by incorporating the AWB into the operation of your aircraft, or its maintenance program as a 'one off' (or regular) inspection.

Flight Safety Australia magazine

A wide range of current aviation safety-related topics (including operational and maintenance issues) are covered in CASA's free magazine, *Flight Safety Australia*. In each issue you will find a dedicated airworthiness section, including a summary of new defect reports received by CASA and a list of recently issued airworthiness directives.

The Australian Transport Safety Bureau (ATSB) also contributes the results of aircraft accident investigations, and the ATSB and Airservices provide other safety-related information.

Read the magazine online at **www.flightsafetyaustralia.com** Here you will also find a complete archive of back issues of the magazine.

Pilot maintenance

You should be aware that as a pilot you are only permitted to carry out some maintenance tasks on your aircraft. These are listed in Schedule 8, and various other conditions apply. You must (under CAR42ZC [4] [d]) be a person who holds at least a private pilot licence (not a student pilot licence) and be endorsed and valid to fly the aircraft you want to maintain. You are also responsible for ensuring you have been properly trained to carry out the task. Many 'type clubs' provide training in carrying out the tasks listed on page 10.

You must also perform any maintenance task in accordance with the aircraft's maintenance manual (or other approved data). Some tasks require the use of calibrated tools. An extract from the Civil Aviation Regulations (CARs) 1988 regarding such maintenance can be found on page 10. It is only an extract, so be sure to refer to Schedule 8 in the CARs, because it may be updated independently of this booklet.

Maintenance permitted by a pilot under CAR 1988 Schedule 8

Maintenance that can be carried out on a class B aircraft by a pilot entitled to do so under sub regulation 42ZC (4). This list is current at time of publication—refer to the CARs for updates.

1. Removal or installation of landing gear tyres, but only if the removal or installation does not involve the complete jacking of the aircraft.
2. Repair of pneumatic tubes of landing-gear tyres.
3. Servicing of landing-gear wheel bearings.
4. Replacement of defective safety wiring or split pins, excluding wiring or pins in control systems.
5. Removal or refitting of a door, but only if:
   a) no disassembly of the primary structure or operating system of the aircraft is involved
   b) the aircraft is to be operated with the door removed—the aircraft has a flight manual and the manual indicates that the aircraft can be operated with the door removed.
6. Replacement of side windows in an unpressurised aircraft.
7. Replacement of seats, but only if the replacement does not involve disassembly of any part of the primary structure of the aircraft.
8. Repairs to the upholstery or decorative furnishings of the interior of the cabin or cockpit.
9. Replacement of seat belts or harnesses.
10. Replacement or repair of signs and markings.
11. Replacement of bulbs, reflectors, glasses, lenses or lights.
12. Replacement, cleaning, or setting gaps of, spark plugs.
13. Replacement of batteries.
14. Changing oil filters or air filters.
15. Changing or replenishing engine oil or fuel.
16. Lubrication not requiring disassembly or requiring only the removal of non-structural parts, or of cover plates, cowlings and fairings.
17. Replenishment of hydraulic fluid.
18. Application of preservative or protective materials, but only if no disassembly of the primary structure or operating system of the aircraft is involved. (Also see the corrosion section opposite).
19. Removal or replacement of equipment used for agricultural purposes.
20. Removal or replacement of glider tow hooks.
21. Carrying out of an inspection (under regulation 42G) of a flight control system that has been assembled, adjusted, repaired, modified or replaced.
22. Carrying out of a daily inspection of an aircraft.
23. Connection and disconnection of optional dual control in an aircraft without the use of any tools for the purpose of transitioning the aircraft from single to dual, or dual to single pilot operations.
24. Inspections or checks set out in the following documents in circumstances where the document clearly states that the maintenance may be carried out by the pilot of the aircraft and the maintenance does not require the use of any tools or equipment:
    a. the aircraft's approved maintenance data
    b. the aircraft's flight manual or an equivalent document
    c. any instructions issued by the National Aviation Authority (NAA) that approved the type certificate for the aircraft.
25. For an aircraft that is installed with an oxygen system for the exclusive use of ill or injured persons on an aircraft used to perform ambulance functions—replenishing the oxygen system installed on the aircraft.

You are responsible for ensuring that only approved replacement parts (such as decals, light globes, batteries etc.) are used in any maintenance. These approved parts are listed in the manufacturer's illustrated parts catalogue (IPC). Use of unapproved parts automatically invalidates the certificate of airworthiness.

Consider as well that seemingly minor things, such as repairs to upholstery, must be done using approved materials and data, because in order for the original design to be approved, the upholstery has to meet certain fire resistance requirements. 'Application of preservative or protective materials' means a small touch-up of missing paint and does not include treating corrosion, or repainting large sections of the aircraft or its components, including flight control surfaces.

Some simple rules for corrosion prevention

1. Regularly inspect the aircraft for corrosion. You must engage a CASA-approved maintenance organisation to remove and treat all corrosion (no matter how small the area) and to do any restoration work, or apply corrosion prevention compounds. Liberal application of some corrosion-inhibiting compounds may loosen structural riveted joints.
2. Maintain the paint and other protective coatings in good condition.
3. Park your aircraft under cover if possible. Avoid long-term storage in the open, particularly over grass.
4. Use the correct washing compounds. These will be listed in your aircraft maintenance data, such as the pilot's operating handbook/flight manual and maintenance manual. CASA AWB 02-019 details potential problems caused by excessive washing.
5. Do not use high-pressure water jets and avoid concentrating on hinge points in the undercarriage system (which depend on lubrication for proper operation), vent and window seals. After washing, remove all water from areas where it could collect, both inside and outside the aircraft.
6. Use the correct polish—refer to the pilot's operating handbook/flight manual.
7. If your aircraft is to be stored for a long period, refer to the pilots operating handbook/flight manual and engine manufacturer's service bulletins, maintenance manuals and schedule of maintenance. Approved preservation methods often require reapplication at regular intervals. These intervals will generally need to be shorter in areas where there is salt or pollution in the air.
8. All corrosion control methods must have the appropriate approval.

See AC 39-01 (4) for more information: http://www.casa.gov.au/wcmswr/_assets/main/rules/1998casr/039/039c01.pdf

Modifying your aircraft

You are only allowed to make approved modifications to your aircraft. These can often be purchased in kit form.

Once a modification is approved for use on your aircraft it can be installed/ fitted by an appropriate licensed aircraft engineer.

Additional resources

Further reading

Airworthiness bulletin (AWB) general advice
www.casa.gov.au/awb

You can also register for CASA mailing lists to receive regular updates on relevant areas such as airworthiness. Go to the CASA home page **www.casa.gov.au** and click on 'Mailing lists' at the bottom right-hand side of the page.

Resources

www.casa.gov.au/ageingaircraft

www.casa.gov.au/nca

www.casa.gov.au/onlinestore

www.flightsafetyaustralia.com

www.airservicesaustralia.com

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www.casa.gov.au

All mail for CASA should be sent to the GPO Box address above