

Application for Approval, or Notification of the Indirect Approval, of a Maintenance Programme for CAP553, BCAR A3-7 National Permit to Fly Aircraft



Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

1a. Applicant Details - An Individual (including sole traders and partnerships)

Title: Forename: Surname:
Date of birth (dd/mm/yyyy): Nationality:
Town of birth: Country of birth:
Permanent Address:
.....
Country Postcode:
Telephone: Mobile telephone:
E-mail:
Trading Name: (if applicable)
Website address:

A certified copy of your Passport, EAA/EU National Identity Card or Full Photographic Driving Licence must accompany your application as proof of identification if this is your FIRST application.

In the case of a partnership, please provide complete details of all partners in Box 10.

1b. Applicant Details - A Registered Company

Registered Company Name (in full):
Registered Company Number:
Country of Company Registration:
Registered Office Address:
..... Postcode:
Telephone: Fax:
E-mail:
Trading Name: (if applicable)
Trading Address (primary site):
..... Postcode:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:
Position in Company:
Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted to, the company registered under the Company number provided on this form.

3. AIRCRAFT ADDED TO OR REMOVED FROM THE MAINTENANCE PROGRAMME (CONTINUE IN SECTION 9 IF REQUIRED)

Is any aircraft already on a different maintenance programme?

Yes No

If yes, please provide confirmation that the aircraft is being or has been removed from the other programme.

Other Programme Owner: Other Programme Number:

Aircraft Manufacturer: Aircraft Type:

	Aircraft Registration	Aircraft Serial Number	Addition	Removal
a)	Addition	Removal
b)	Addition	Removal
c)	Addition	Removal
d)	Addition	Removal
e)	Addition	Removal
f)	Addition	Removal
g)	Addition	Removal
h)	Addition	Removal
i)	Addition	Removal
j)	Addition	Removal
k)	Addition	Removal
l)	Addition	Removal
m)	Addition	Removal
n)	Addition	Removal

4 CHECKLIST

The purpose of this maintenance programme checklist is to assist owners / operators with a view to ensuring that the BCAR requirements are met and important elements of the aircraft maintenance regime are considered and included.

Correct completion may also reduce CAA processing time. Continue in Section 9 if necessary.

Item	Does the programme include:	Yes	No	Remarks / details
1.	Details of the aircraft as follows:			
	Aircraft type			
	Registration(s)			
	Aircraft Serial Number(s)			
	Installed Engine(s)			
	Installed Propeller(s)*			
	Installed APU*			
	*if applicable			
2.	Signed statement by the owner/operator/CAMO			
3.	Date / revision status / amendment record			
4.	Details of all source data used to create the programme			
5.	Details of any deviations from the source data			
6.	Details of tasks, intervals / frequencies at which maintenance should be carried out as follows:			
	Aircraft			
	Installed Engine(s)			
	Structure			
	Installed Propeller(s)			
	Installed Components & accessories			
	Installed Avionics, electrics and instruments			
	Installed Emergency escape systems & safety equipment			
	Role specific equipment			
	Inoperative systems, components and accessories			
	Related to modifications			
	Related to repairs			
	Related to repeat mandatory requirements (MPD/ADs/GRs/AAN/AMOC)			
7.	Details of maintenance to be performed off wing, up to and including overhaul as follows:			
	Engine(s)			
	Propeller(s)			
	Installed Components & accessories			
	Avionics, electrics and instruments			
	Emergency escape systems & safety equipment			
	Role specific equipment			

Item	Does the programme include:	Yes	No	Remarks / details
8.	Details of any applicable scrap or retirement life (inc. Airframe life)			
9.	Details of maintenance requirements related to parking and storage			
10.	Details of permitted variations to the stated periodicities			
11.	A section for recording the programme review activity and any actions			
12.	Details of Inspection standards			
13.	Details of Release to Service requirements (e.g. PMR)			
14.	The maintenance / life requirements (Appendix 2 refers) of the following as applicable are included in the maintenance programme (UK CAA Requirements):			
	a. Battery Capacity Check			
	b. Flexible Hoses			
	c. Pressure Vessels			
	d. Emergency Escape Provision			
	e. Fuel / Oil System Contamination			
	f. Seat belts and harnesses			
	g. Mode S / ADS-B Surveillance data items (as applicable)/			
	h. TSO/ETSO Equipment			
	i. UK CAA Specifications reviewed for applicability (appendix 1 refers)			
	j. Review of CAP562 (CAAIPS) for applicable requirements.			

5. TECHNICAL DECLARATION

This maintenance programme complies with BCAR A3-7 as applicable and is appropriate for the effective aircraft, considering utilisation, installed equipment and operational conditions.

The programme establishes compliance with:

- Instructions issued by the CAA
- Instructions for continued airworthiness issued by the manufacturer of the aircraft/engine/propeller/equipment or related to any design change / repair instructions

The programme has been reviewed and calendar backstops applied if considered appropriate.

The programme will be reviewed when necessary to ensure that it continues to be valid considering operating experience and instructions from the CAA.

Any deviation from the source data for the aircraft, engine(s), propeller(s), components and equipment have been declared.

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate and a true statement of all the aircraft on this maintenance programme.

I declare that I hold the necessary aircraft data such as Aircraft Maintenance Manuals, Service Bulletins, Mandatory Permit Directives and Airworthiness Directives as applicable and necessary to support this maintenance programme.

I understand that the CAA may conduct sample checks upon aircraft, the location of the maintenance and aircraft records.

5. TECHNICAL DECLARATION (continued)

Name of person holding technical responsibility:

Position of person holding technical responsibility:

Signature of person holding technical responsibility:

Date:

The information submitted will be stored on a database and is restricted to authorised persons in accordance with the General Data Protection Regulations.

6. FINANCIAL DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclosed the charges payable on application in accordance with the scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the scheme of charges.

Name of Applicant (named in 1):

Position of Applicant (named in 1):

Signature of Applicant (named in 1)

Or Signature of Authorised Representative (named in 1):

Date:

The information submitted will be stored on a database and is restricted to authorised persons in accordance with the Data Protection Act 1998.

7. SUBMISSION INSTRUCTIONS

When you have completed this Form, please send it together with the appropriate fee to:

Approvals and Certification, Shared Service Centre, Aviation House, Gatwick Airport South, West Sussex, RH6 OYR

Email: apply@caa.co.uk

8. FEES

The fee(s) required are as calculated in accordance with the CAA Airworthiness Scheme of Charges (published in CAA Official Record Series 5) to be paid on application are enclosed herewith.

NB: This application will not be processed until the applicable fees have been received.

Total fees included are: £

IMPORTANT NOTES:

Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

If the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charges where functions are performed abroad.' All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

9. ADDITIONAL INFORMATION (IF REQUIRED)

Appendix 1

UK CAA Specifications - Maintenance Requirements resulting from the application of CAA Specifications for Equipment Approval .

Specification Number	Title	MP Task Reference or N/A if not applicable
1	Safety Belts	
2	Inflatable Life Rafts	
5	Inflatable Life Jackets	
6	Escape Chutes	
7	-Specification removed-	
8	Flame Resistance Testing for aircraft interior materials	
9	Child's Floatation cot	
10	Flight Data Recorder (FDR) systems	
10A	FDR for Aeroplane Accident Investigation	
11	Cockpit Voice Recorder (CVR)	
12	Underwater Sonar Location Device - Approval, installation and maintenance	
14	Ground Proximity Warning System (GPWS)	
15	Public Address (PA) System	
16	Automatic Deployable Emergency Locator Transmitter (ADELT) for Helicopters	
17	Aeroplane Wheels and Brakes Assemblies - Minimum Performance	
18	FDR for Helicopter Accident Investigation	
19	Helicopter Crew Member Immersion Suits	
20	Passenger Protective Breathing Equipment (PPBE) - Smoke Hoods	
21	Helicopter Public Address Systems	
22	Global Positioning Systems (GPS) for Use in Rotorcraft for En-Route Navigation	

Note: Ensure that each applicable specification is cross referred to the maintenance task that satisfies the specification.

Appendix 2

UK SPECIFIC MAINTENANCE REQUIREMENTS.

- 2.1 **AIRCRAFT BATTERY CAPACITY CHECKS.** Aircraft batteries shall be maintained in accordance with the manufacturer's recommendations. In the absence of any manufacturer's instructions the following periods apply.
- a) Lead acid Battery - not exceeding 3 months: capacity check, bench test
 - b) Ni-Cad Battery - not exceeding 4 months: capacity check, bench test.
- Note: requirement applies to an aircraft where electrical system is essential for continued safe flight.
- 2.2 **EMERGENCY EQUIPMENT.** The required Emergency Equipment will be maintained to a programme based on the equipment manufacturer's recommendations. In addition, the following requirements are complied with in the Maintenance Programme:
- Emergency equipment is to be checked for correct complement, stowage, installation and expiry date(s) at suitable periods.
- First Aid Kit(s) contents are checked at periods not exceeding 12 months.
- 2.3 **EMERGENCY ESCAPE PROVISIONS** (as applicable)
- a) Emergency Exits/Hatches. All emergency exits and hatches are functioned by both internal and external means at periods specified in this Maintenance Programme. In the absence of manufacturer's specific recommendations these occur at suitable periods not exceeding 6 months elapsed time.
- 2.4 **FLEXIBLE HOSES.** Flexible hoses shall be inspected, overhauled or life limited in accordance with the manufacturer's recommendations.
- In the absence of manufacturer's recommendations, hoses shall be subject to a programme of pressure testing at periods not exceeding 6 years from installation and 3 yearly thereafter, or in accordance with an alternative programme as agreed by the CAA.
- 2.5 **FUEL/OIL SYSTEM CONTAMINATION CHECKS.** Consumable fluids, gases etc. uplifted prior to flight will be of the correct specification, free from contamination, and correctly recorded
- Fuel system water drain checks are to be carried out in accordance with CAME procedures.
- The procedures shall be in accordance with the manufacturer's recommendations. In the absence of manufacturer's recommendations, the frequency of the water drain checks shall be approved by the CAA.
- 2.6 **PRESSURE VESSELS.** Pressure vessels are to be overhauled or tested in accordance with manufacturer's recommendations. In the absence of any such recommendations the appropriate European standards should be applied. (EASA SIB 2015-11)
- 2.7 **SEAT BELTS AND HARNESSSES.** In the absence of manufacturer's recommendations, all installed seat belts and harnesses shall be subject to a programme of Detailed Visual Inspection at periods not exceeding 6 months.
- 2.8 **CAP 562.** Civil Aircraft Airworthiness Information and Procedures (CAAIPs) detail additional maintenance requirements. Procedures are in place to assess all CAAIP leaflets on a continuing basis for applicability to aircraft maintained to this Maintenance Programme. Where necessary relevant maintenance tasks are included in the Maintenance Programme.
- 2.9 **VITAL POINTS AND CONTROL SYSTEMS.** Whenever inspections are made or work is undertaken on vital points, flying or engine control systems, a detailed investigation must be made on completion of the task to ensure that all tools, rags or any other loose articles which could impede the free movement and safe operation of the system(s) have been removed and that the system(s) and installation in the aircraft zone are clean and unobstructed.
- If, as a result of the application of tasks associated with the programme, any part of either the main or any associated system is dismantled, isolated, adjusted, repaired or renewed, that part of the system(s) which has been disturbed shall be subjected to an independent inspection in accordance with point A3-7 para 24.

Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)
Application for:..... Dated:.....
Original Applicant's Name:
Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx).....
Registered Company or Trading Name: (if applicable)
Contact Telephone Number(s):

2. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).

Visa	Mastercard	Debit Card	Cheque/Banker's Draft	Bank Transfer	Cash (max.£1000)
The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.					
We do not accept American Express, Diners Club or JCB cards. Cash payments will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.					
Cheques shall be made payable to ' Civil Aviation Authority '. Please write the CAA Application Form No. on the reverse of your cheque.					
National Westminster Bank plc Bloomsbury Parr's Branch PO Box 158 214 High Holborn London WC1V 7BX			Account Name: Civil Aviation Authority Account Number: 36029769 Sort Code: 60-30-06 Swift Code: NWBK GB 2L IBAN: GB90 NWBK 6030 0636 0297 69		
Please supply the following information:					
Amount: £		BACS/CHAPS/ASN Reference*:			
* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).					
Payer:		Payers Email:		Date of Transfer:	

b) Card Details (for payment by Credit/Debit Card)

Card number:			
Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)			
<table border="1"><tr><td>Debit cards only:</td></tr><tr><td>Start date: / Amount: £</td></tr><tr><td>Issue No: (if applicable)</td></tr></table>	Debit cards only:	Start date: / Amount: £	Issue No: (if applicable)
Debit cards only:			
Start date: / Amount: £			
Issue No: (if applicable)			
Name (as written on card):			
(BLOCK CAPS)			
Full postal address of card holder:			
..... Postcode:.....			
Card holder's signature:			
Please tick box if paying with Company Card Company Name:			

Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.