
DEPARTMENT OF CIVIL AVIATION
Airworthiness Notices

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MAINTENANCE CONTRACT REQUIREMENTS

1. This notice stipulates the requirements to be met and responsibilities of AOC holder in respect of contracted Maintenance. At such time AOC holder may make an arrangement with another organization for the performance of any maintenance, but shall remain responsible of all work performed under such arrangement.
2. Although Maintenance is contracted to DCA Approved Maintenance Organization, AOC holder shall ensure that the maintenance of its aircraft/aeronautical products are performed in accordance with its Continuing Airworthiness Management Exposition (CAME) and/or current instructions for continued airworthiness, as published by the manufacturer and approved by the State of Design and applicable aviation regulations.
3. Each AOC holder shall have its aircraft maintained and released to service by either an AMO certificated under MCAR Part 145 or by an equivalent system. If an equivalent system to an AMO is used, the AOC holder shall ensure that the person signing the maintenance release is licensed or Authorized in accordance relevant licensing or authorization.
4. When an AOC holder makes an arrangement with another AMO for the performance of any maintenance-
 - (a) the AOC holder shall not make a maintenance contract between the AOC holder and the AMO until the AMO is audited and certificated by DCA under MCAR Part 145,
 - (b) the AOC holder shall not send the aircraft to any AMO for the performance of any maintenance until the AMO is audited and certificated by DCA under MCAR Part 145,
 - (c) the AOC holder shall supply the updated technical documentations to the AMO for the contracted maintenance,
 - (d) the AOC holder shall supply Myanmar Civil Aviation Requirements and Airworthiness Notices which are related to the contracted maintenance,
 - (e) the AOC holder shall have the responsibility to take the original of all detailed maintenance records and any associated airworthiness data from the AMO and retain that records for the period specified in relevant Myanmar Civil Aviation requirements, and
 - (f) the AOC holder shall ensure that the contracted maintenance is performed and released by the AMO in accordance with MCAR Part 145.

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5. AOC holder shall meet the following responsibilities under an arrangement with an AMO accepted by DCA. If AOC holder is not an AMO, the AOC holder shall meet its responsibilities under -
- (a) Assuring the correction of any defect and/or damage affecting safe operation of an aircraft to an approved standard, taking into account the MEL and CDL for the aircraft type;
 - (b) Assuring the accomplishment of all maintenance in accordance with the AOC holder's Approved Aircraft Maintenance Programme;
 - (c) Assuring the accomplishment of any Operational Directive, Airworthiness Directive and any other continued airworthiness requirement made mandatory by the State of Design and/or the DCA; and
 - (d) Assuring the accomplishment of modifications in accordance with an approved standard and, for non-mandatory modifications, the establishment of an embodiment policy. An arrangement with an AMO with a written maintenance contract agreement between the AOC holder and the contracting AMO detailing the required maintenance functions and defining the support of the quality functions approved or accepted by the DCA.
6. The responsibilities stated in item 5 cannot be delegated to AMO unless the AMO is an integral part of the AOC holder and such arrangements are described in the AOC holder's Continuing Airworthiness Management Exposition (CAME).

7. Maintenance Contracts

The following paragraphs are not intended to provide a standard maintenance contract but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between an Operator and AMO. As only the technical parts of the maintenance contracts have to be acceptable to DCA, the following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc...

The content of Maintenance contract should include an operation specifications page issued continuing such pertinent information as follows but not limited to -

- (a) The names of the contracting parties
- (b) Contract identification and date
- (c) Place where maintenance will be performed
- (d) Reference documents approved for the control of Maintenance (such as approved repair schemes)
- (e) Release Certification standard
- (f) Time frame of the contract.

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- (g) Insurance during contracted period.
- (h) A clause referring to termination or alteration of contract, etc.,

When maintenance is contracted to more than one Part-145 AMO (for example aircraft base maintenance to X, engine maintenance to Y and line maintenance to Z1, Z2 & Z3), attention should be paid to the consistency of the different maintenance contracts.

A maintenance contract is not normally intended to provide appropriate detailed work instruction to the personnel (and is not normally distributed as such). Accordingly there must be established organizational responsibility, procedures and routines in the Operators and Part-145 AMOs to take care of these functions in a satisfactory way such that any person involved is informed about his responsibility and the procedures which apply. These procedures and routines can be included/appended to the operator's CAME and maintenance organization's MOE or consist in separate procedures. In other words procedures and routines should reflect the conditions of the contract.

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**REPUBLIC OF THE UNION OF MYANMAR
DEPARTMENT OF CIVIL AVIATION
CHECK LIST FOR MAINTENANCE CONTRACT**

File Reference----- **Date of Inspection** -----

Organization ----- **Place of Inspection**-----

For the Aircraft Type -----

This maintenance contract checklist can be use for base maintenance. Aircraft maintenance also includes the maintenance of the engines and APU while they are installed on the aircraft.

ITEM	DESCRIPTION	FINDING			
1.	Scope of work	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
2.	Locations identified for the performance of maintenance/ Certificates held	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
3.	Subcontracting	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
4.	Maintenance programme	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
5.	Quality monitoring	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
6.	Competent authority involvement	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
7.	Airworthiness data	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
8.	Incoming Conditions	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
9.	Airworthiness Directives and Service Bulletin/Modifications	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
10.	Hours & Cycles control.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
11.	Life limited parts	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
12.	Supply of parts.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
13.	Pooled parts at line stations.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
14.	Scheduled maintenance	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
15.	Unscheduled Maintenance/Defect Rectification.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
16.	Deferred tasks.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
17.	Deviation from the maintenance Program/Schedule.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
18.	Test flight.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
19.	Release to Service Documentation.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
20.	Maintenance recording.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
21.	Exchange of information.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
22.	Meeting Work scope Planning /Technical	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>

Inspector's signature -----

Name -----

Date -----

Initial Issue Date: 28 July 2010;

Revision No: 1;

Revision Date: 12.1.2015

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**REPUBLIC OF THE UNION OF MYANMAR
DEPARTMENT OF CIVIL AVIATION
CHECK LIST FOR MAINTENANCE CONTRACT**

File Reference----- **Date of Inspection** -----

Organization ----- **Place of Inspection**-----

For the Engine Type -----

This maintenance contract checklist can be use for engine shop maintenance. "On wing" engine maintenance should be covered by base maintenance checklist.

ITEM	DESCRIPTION	FINDING			
1.	Scope of work	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
2.	Locations identified for the performance of maintenance/ Certificates held	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
3.	Subcontracting	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
4.	Maintenance programme	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
5.	Quality monitoring	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
6.	Competent authority involvement	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
7.	Airworthiness data	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
8.	Incoming Conditions	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
9.	Airworthiness Directives and Service Bulletin/Modifications	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
10.	Hours & Cycles control.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
11.	Life limited parts	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
12.	Supply of parts.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
13.	Scheduled maintenance	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
14.	Unscheduled Maintenance/Defect Rectification.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
16.	Deferred tasks.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
17.	Deviation from the maintenance Program/ Schedule.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
18.	Test bench.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
19.	Release to Service Documentation.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
20.	Maintenance recording.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
21.	Exchange of information.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
22.	Meeting Work scope Planning /Technical	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>

Inspector's signature -----

Name -----

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REPUBLIC OF THE UNION OF MYANMAR
DEPARTMENT OF CIVIL AVIATION
CHECK LIST FOR MAINTENANCE CONTRACT

File Reference----- **Date of Inspection** -----

Organization ----- **Place of Inspection**-----

For the Aircraft Type -----

This maintenance contract checklist can be use for line maintenance but excludes base maintenance activities.

ITEM	DESCRIPTION	FINDING			
1.	Scope of work	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
2.	Locations identified for the performance of maintenance/ Certificates held	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
3.	Subcontracting	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
4.	Maintenance programme	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
5.	Quality monitoring	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
6.	Airworthiness data.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
7.	Supply of parts.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
8.	Pooled parts.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
9.	Unscheduled maintenance/Defect rectification.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
10.	Deferred tasks.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
11.	Release to service.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>
12.	Exchange of information.	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Check <input type="checkbox"/>

Inspector's signature -----

Name -----

Date -----

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