

## **GUIDANCE ON TRANSFER OF AIRCRAFT**

### **1. General**

This notice sets out minimum requirements and procedures for aircraft owners and airlines who are planning or preparing to transfer an aircraft between operators. The notice contains recommended methods and practices which could be used during preparation and organization of an aircraft transfer. The proposed requirements are intended to be used as minima; additional requirements may be demanded by the purchaser.

### **2. Maintenance Aspects of Aircraft Transfer**

#### **2.1 Records and Documentation**

##### **2.1.1 General**

**2.1.1.1** Before a used aircraft is introduced into an operator's fleet, the receiving operator should review the records to ensure they provide the current maintenance information necessary to phase the aircraft into the operator's maintenance programme. This includes records such as the documentation of the current status of ADs, the current status of the last scheduled inspections required by the approved maintenance programme (including the requirements contained in the ALS, e.g., the life-limited parts, the supplemental structural inspection documents, the damage-tolerance inspection, certification maintenance requirements), the major repairs and major modifications.

**2.1.1.2** If the aircraft is being transferred to another operator but remains on the registry of the same State, the records from the transferring operator should be acceptable as valid unless obvious discrepancies are apparent. This does not eliminate the need to check records, but may reduce the depth of the review. The transferring operator should provide a written statement that the records are correct.

**2.1.1.3** If the aircraft is being transferred from another State, it may be necessary to evaluate the previous operator's maintenance scheduling and record-keeping system to ensure the validity of the records. This may require communication between the two regulatory authorities concerned.

**2.1.1.4** The general quality of the current status presented by the transferring operator should be evaluated. The following are recommendations for such an evaluation, and more particularly for the validity of the current status of life-limited parts and AD compliance:

- a) If the State of the operator is an ICAO signatory, the operator's records should meet ICAO requirements and a record of current status would be acceptable;
- b) A spot check of visible ADs and of the in-service history would be indicative of the accuracy of those records;
- c) A spot check of source records for the record-keeping system of the transferring operator would indicate the quality of those records;
- d) The state of the transferring operator's shop records would be indicative of the integrity of the operator's record-keeping system;

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e) Significant errors or omissions in a records status report would indicate inadequate records and record-keeping system.

**2.1.1.5 Part numbers.** Records should accurately reflect the manufacturer's part number as applicable. In the event that the operator utilizes a part numbering system other than the manufacturer's system, a complete cross-reference should be provided with the records. If alternative part numbers are recorded, technical substantiation should be available to support the part substitution.

**2.1.1.6 Serial numbers.** All components and assemblies controlled by serial numbers should have their serial numbers recorded in the maintenance records. In the event that the operator utilizes a serial numbering system other than the manufacturer's system, a complete cross-reference should be provided with the records.

**2.1.1.7 Dates.** All records should be properly dated with reference to an installation or maintenance function accomplishment. If the date format is numeric, the system should use a day/month/year format to date the records.

### **2.1.3 Record-keeping requirements for Airworthiness Directives**

Each operator should maintain the current status of applicable ADs for a particular airframe, engine, propeller, rotor or appliance. This record should:

- a) identify the particular airframe, engine, propeller, rotor or appliance;
- b) identify the applicable AD (including amendment number, if required) of the State of the transferring operator, including a cross reference to the AD of the State of Design and any deviations thereof if applicable;
- c) indicate the date, the flight hours, the flight cycles, the landings, etc. (as appropriate) when the AD was accomplished and when the next recurring inspection or action is due (if applicable);
- d) describe the method of compliance (if more than one method is specified in the AD); and
- e) show the appropriate measuring parameters (flight hours, flight cycles, landings, calendar times, etc.).

### **2.1.3 Record-keeping requirements for Life-Limited Parts**

**2.1.3.1** Each operator should maintain the current status of life-limited parts. If the operator obtained such parts new from the manufacturer, the current status will be based upon the operator's in-service history of the part. If the part has been obtained from a previous operator, the current status will be based on the status from the previous operator(s) plus the present operator's in-service history. The current status of life-limited parts is required upon each transfer throughout the operating life of the part. When such parts are transferred, the previous operator should produce an in-service history for life-limited parts, irrespective of the operator's governing regulations. When life-limited parts are transferred between operators, a written statement by the previous operator, attesting to the current status of life-limited parts should also be provided.

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- 2.1.3.2** When the in-service history required for the establishment of the of current status for life-limited parts are lost or destroyed, an equivalent level of safety may be determined by consideration of other records available, such as technical records, utilization reports, manufacturer's information or presentation of other evidence. If review of other available documentation reveals significant errors or omissions that prevent the development of a current status for the life-limited part(s), the part(s) in question should be retired from service until the time the history can be rebuilt. It is the operator's responsibility to notify the DCA when such records are lost or destroyed and to initiate an immediate search for records from which the current status of the life-limited part(s) can be determined.
- 2.1.3.3** Not all life-limited parts will necessarily be marked with part and serial numbers. For aircraft manufactured in the United States, for instance, specific requirements for life-limited parts to be marked with part and serial numbers have only existed since the early 1980s. Operators should be able to track life-limited parts manufactured prior to the early 1980s, although such parts may not be serialized items. Special attention should be paid to parts that can be transferred from one aircraft to another.
- 2.1.3.4** Operators may receive life-limited parts from a repair station that has a system to determine the current status of such life-limited parts. This system should be recognized as a factor in the substantiation of the current status of life-limited parts.

#### **2.1.4 Maintenance Programme**

**2.1.4.1** The maintenance programme should include the following:

- a) *Approval*. The approval or acceptance of the maintenance programme by the associated CAA should be identified.
- b) *Traceability*. The maintenance programme should be identified and be traceable to its approved minimum requirements standard, e.g. maintenance review board (MRB) report, the manufacturer's recommended maintenance programme or recommended tasks. In the event that the programme fails to meet the minimum requirement standard, all areas of such differences should be identified and corrective action taken on the aircraft or to the programme as necessary. The minimum standard is understood to mean only minimum required tasks and not the intervals.
- c) *Documentation*. A printed copy of the maintenance schedule should be provided, identifying all tasks and functions in such a manner as to permit traceability to the corresponding work cards. This includes sampling programme tasks.

**2.1.4.2** The maintenance/inspection programme may change for aircraft transferred from one operator to another. The integration or bridging plan for the two programmes should be presented to the (receiving, if applicable) airworthiness authority.

### **2.1.5 Service Bulletins**

All service bulletins that have been incorporated should be listed, together with accomplishment dates (date, flight hours, flight cycles, landings, etc. as appropriate). If options are available, the option complied with should also be indicated. When a service bulletin involves recurring action, the times or dates, as applicable, of the last action and the next action due should be provided.

### **2.1.6 Modifications**

**2.1.6.1** All modifications performed since the original aircraft delivery that are still existent on the aircraft should have been carried out in accordance with the requirements of the airworthiness authority of the State of Registry at the time of their incorporation.

**2.1.6.2** A list of such modifications should be provided indicating their classification and supported by appropriate documentation. In the case of a major modification, this documentation should include as a minimum:

- a) the document defining the modification;
- b) the certification basis; and
- c) the approval of the relevant authority.

### **2.1.7 Repairs**

All major repairs performed since original aircraft delivery and which are still existent upon the aircraft should be listed and demonstrated to be in compliance with the requirements of the airworthiness authority of the State of Registry at the time of their incorporation. If additional action is required, e.g. recurring inspection, this should also be indicated.

### **2.1.8 Extended Diversion Time Operations**

The maintenance programme may need to be supplemented and some modifications or service bulletins may need to be embodied in consideration of the special requirements of extended diversion time operations. The following items should be reviewed to ensure that they are adequate for extended diversion time operations:

- a) *Maintenance programme*. A status of the changes which were made in order to substantiate the incorporation of the configuration maintenance and procedures (CMP) standard in the aeroplanes used in extended diversion time operations should be provided. This can be an extract of the maintenance programme status.
- b) *Modifications and service bulletins*. A list of the titles and identification numbers of all modifications, additions and changes which were made in order to substantiate the incorporation of the configuration maintenance and procedures (CMP) standard in the aeroplanes used in extended diversion time operations should be provided. This can be an extract of the status of modifications and service bulletins.

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### **2.1.9 Deferred Items**

All deferred items which are still existent should be listed and demonstrated to be acceptable to the airworthiness authority of the State of Registry at the time of the aircraft transfer.

### **2.1.10 Storage**

These considerations are not normally part of the operator's continuing airworthiness programme. Nevertheless, a specific maintenance programme may need to be implemented in consideration of the special requirements of aircraft storage.

### **2.1.11 Transfer of Records**

When an aircraft, airframe, engine, propeller, rotor or appliance is transferred to a new operator, the original records of these products should accompany the transfer. Such records should include the current status of AD's, life-limited parts, scheduled maintenance tasks, modifications, repairs, service bulletins, deferred items, specific extended diversion time operations and storage tasks. They should clearly identify the person responsible for the data in the report and the date associated with the records.

### **2.1.12 Lost Records**

In the event that required maintenance records have been lost or destroyed, alternative proof should be provided that the tasks in question have been performed. This may require the inspection of the aircraft, power-plant, components or appliances.

## **2.2 Document Presentation**

A standard method of presenting the records is encouraged. It is recommended that the summary of records and other pertinent information be compiled into a book or other concise document in order to simplify, as much as possible, the record review process. An outline of the recommended format can be found in Appendix A to this notice.

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**Appendix A to Notice A/46**

**OUTLINE FOR DOCUMENTATION**

*Section 1.— Status summary and data certification*

This section should begin with a statement of certification from the transferring operator or owner that the information presented is true and correct, and a general presentation of the aircraft (aircraft type and model, manufacturer serial number, registration mark, accumulated times, installed engines, auxiliary power unit, etc.) including:

- a) the certification basis;
- b) a general statement of the current status of non-repetitive ADs, such as:

“All applicable airworthiness directives through (specify date, issue, etc.) have been incorporated as listed on the (specify name of operator) airworthiness directive summary (specify date) with the exception of those directives requiring initial or repetitive action.”;
- c) a general statement of the current status of repetitive ADs, such as:

“All airworthiness directives listed on the (specify operator) airworthiness directive control summary dated (specify date) require initial or repetitive action at the date, time or cycles listed.”;
- d) a statement of the extent of the operator’s direct operational and maintenance control of the aircraft and a list of major repairs accomplished during that time, such as:

“This aircraft has been under the direct operational and maintenance control of (specify operator) since (specify date). During this time the aircraft underwent the following major repairs/modifications in accordance with approved technical data documented in the aircraft records. (List all major repairs/modifications)”;

In addition to the above statement, a listing of all the major repairs/ modifications incorporated by previous operators including the approved technical data documented in the aircraft records should be supplied if applicable;
- e) a statement regarding the accomplishment of the last major inspection, such as:

“The last (specify type of major inspection) was accomplished by (specify operator/maintenance organization) between (specify date) and (specify date) at (specify operator/maintenance organization) maintenance facility in (specify city, State). Airframe total hours and total cycles were \_\_”;
- f) a statement regarding the current status of the installed engines and any spare engines, such as:

“The following engines are currently installed on the aircraft with the total accumulated and remaining hours and cycles listed for each (list engines.) The (specify operator) life-limited parts report has been prepared using the (list manufacturer’s controlling document), and reflect accurate accumulated lives of the life-limited parts as of the engine time/cycles noted above”;

and
- g) a statement regarding the current component status, such as:

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“The components/inspection times listed on the (specify operator) component control summary represent the latest component installation information as of (specify date)”.

Section 1 should be signed by the senior airline official responsible for aircraft maintenance record-keeping.

*Section 2.— The aircraft sale agreement*

This section should contain a copy of the sale agreement. Economic or monetary information may be deleted for the purposes of this presentation.

*Section 3.— Operating authority*

This page should contain a copy of the operating authority issued by the responsible regulatory authority of the last operator, if different from the new operator. This is used to establish the rules under which the aeroplane was operated and maintained.

*Section 4.— Aircraft certificates*

This section should contain a copy of the aircraft certificates, including the export certificate of airworthiness (if any), the current certificate of airworthiness, the current certificate of aircraft registration, the certificate of noise limitation, the radio license, the maintenance release certificate, etc.

*Section 5.— Current inspection status summary*

This page should give a summary of the current inspection status of the aircraft at the time of transfer. It should list:

- a) the aircraft total time in flight hours, flight cycles, landings, calendar time, etc.;
- b) the time (in flight hours, flight cycles, landings, calendar time, etc. as appropriate) since the last major scheduled maintenance or inspection;

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- c) the scheduled major inspection intervals and the time remaining to the next inspection; and
- d) the engines by position and serial number. The listing should show the time since new, cycles since new and the time and/or cycles remaining to the next life-limited part removal for each engine.

*Section 6.— Summary of current status of life-limited parts*

This section should contain a listing of all the airframe and powerplant life-limited components/parts installed on the aircraft at the time of transfer. The listing should contain the name of the component/part, the installed location or position of the component/part, the component/part number, the component/part serial number, the required retirement time of the component/part, the current accumulated lives (in flight hours, flight cycles, landings, calendar times, etc. as appropriate) and remaining lives before the required retirement times of the component/part is reached.

*Section 7.— Current status of airworthiness directives*

This section should contain a listing of each AD applicable to the aeroplane, powerplants, components and appliances. Recurring ADs should be listed separately. The listing should contain:

- a) the AD number and revision date of the State of the transferring operator, including a cross reference to the AD of the State of Design, if applicable;
- b) a concise description of the required action;
- c) the method of compliance;
- d) the time in service and the date of AD accomplishment; and
- e) for ADs having requirements for recurring actions the date of AD accomplishment and when the next recurring action is due (date, flight hours, flight cycles, etc.).

*Section 8.— Aircraft maintenance programme integration*

This section should contain the maintenance programme and a listing of each maintenance task included in this maintenance programme, the scheduled inspection interval, together with the last accomplishment applicable to the aircraft, powerplant, components and appliances. The listing should contain:

- a) the maintenance task number, including a cross reference to the TC holder's maintenance task number in case of a different maintenance programme developed by the operator or one of its subcontracted maintenance organizations, if applicable;

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- b) a cross reference to the applicable work cards;
- c) a description of the action performed; and
- d) the date of last accomplishment and the times in service if applicable.

If the maintenance/inspection programme is to be changed for the aircraft, the integration or bridging plan for the two programmes should be presented here. For an integration plan, a listing of each scheduled maintenance/inspection item under both the old and new programmes should be shown along with the method of transfer or bridging from one to the other.

*Section 9.— Modifications, repairs, service bulletins*

This section should contain a listing of each modification, repair or Service Bulletin embodied on the aircraft. If additional action is required, e.g. recurring inspection, this should also be indicated. The listing should contain:

- a) the modification, repair, or service bulletin number and revision date, including a cross reference to the TC holder's modification, engineering repair approvals or service bulletin number in case of engineering orders developed by the operator or one of its subcontracted maintenance organizations, if applicable;
- b) a description of the action performed;
- c) the date of accomplishment; and
- d) for service bulletins/engineering orders having requirements for recurring actions, the times in service.

*Section 10.— Extended diversion time operations status (when applicable)*

This section should contain a listing of each extended diversion time operations configuration and maintenance requirement embodied on the aircraft, powerplant, components and appliances. The listing should contain:

- a) the modification, service bulletin number and revision date, including a cross reference to the TC holder's modification/service bulletin number in case of engineering orders developed by the operator or one of its subcontracted maintenance organizations, if applicable;
- b) a description of the action performed;

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- c) the date of accomplishment;
- d) for service bulletins/engineering orders having requirements for recurring actions, the times in service;
- e) the maintenance task number, including a cross reference to the TC holder's maintenance task number in case of a different maintenance programme developed by the operator or one of its subcontracted maintenance organizations, if applicable;
- f) a cross reference to the applicable work cards;
- g) a concise description of the action performed; and
- h) the date of last accomplishment and the times in service if applicable.

*Section 11.— Deferred items.*

This section should reference the maintenance log book pages listing the deferred items and should contain a listing of each deferred item to be embodied on the aircraft, powerplant, components and appliances. The listing should contain:

- a) the deferred item identification number (and revision number/date, if any);
- b) a description of the action to be performed; and
- c) the times in service and the date when the accomplishment was initially scheduled.

*Section 12.— Storage (when applicable)*

This section should contain a listing of each maintenance requirement to be performed on the aircraft, powerplant, components and appliances at the time, during and at the end of the storage. If recurring inspection is required, this should also be indicated. The listing should contain:

- a) the maintenance task number, including a cross reference to the TC holder's maintenance task number in case of a different storage programme developed by the operator or one of its subcontracted maintenance organizations, if applicable.;
- b) a cross reference to the applicable work cards;
- c) a description of the action performed; and
- d) the date of last accomplishment.