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| --- | --- | --- | --- | --- | --- |
| 1 | AMP Applicability List AC data applicable to this AMP | M.A.302 APP 1.1.1 | 1. A/C type/model and SN('s)
2. A/C registration(s)
3. A/C Manufacturer Dates
4. Engine type/model and P/N('s)
5. Auxiliary Power Units type/model and P/N(’s) if applicable
6. Propellers type/model and PN('s) if applicable
7. TCDS Data for AC, Engine and propeller if applicable
 |  |  |
| 2 | Describe AMP Ownership  | AMC M.A.302 APP 1.1.2 | 1. Name and Address of the Operator M.A and the Subpart G approved Organisation (CAMO)
2. Name and Address of the Owner
 |  |  |
| 3 | AMP Document Identification | APP 1.1.3 | 1. Add AMP Programme reference/specific Document Name/Number (eg. AMP-Operator-A320)
2. Add date of issue/revision to Document and to all pages (header or footer)
 |  |  |
| 4 | AMP Compliance StatementsIncl. Legal Basis | M.A.201 (a) (4)M.A.301 (3)M.A.302 (a)M.A.708 APP 1.1.4APP 1.1.19 ZLLVM.A.302  | 1. Add Statement/Commitment signed by the Operator, the Owner, or the M.A Subpart G approved Organisation managing the aircraft airworthiness:
	1. To the effect that the specified aircraft will be maintained to the programme and that the programme will be reviewed and updated as required.
	2. That practices and procedures to satisfy the programme should be to the standards specified in the TC holder's Maintenance Instructions.
	3. In the case of approved practices and procedures that differ, the statement should refer to them.
	4. Type of Operation
2. Add that AMP is being held in compliance with the requirements of the Austrian ZLLV latest revision and EASA Part-M M.A.302 (including all amendments)
 |  |  |
| 55 | List of effective pages | APP 1.1.5 | 1. Add List of effective pages and their revision status of the document. (incl.: ACG Approval field - see 5.5), showing the revision status of each page of the document and its attached appendices
	1. LEP must include relevant appendices such as Maintenance Schedule/tracking tool status (item 10/25), even if not fully reflected in the AMP Document
 |   |  |
| Revision index, Revision Highlights, and Revision History | APP 1.1.8 | 1. Add table for Revision information index, Revision Highlights/History of the document with Provision to record the date and reference of approved amendments incorporated in the maintenance programme

Revision Highlights/History and Amendments shall reflect all changes:* 1. eg. AC registration changes, TC holder's recommendations, IFCA changes introduced by modifications & repairs, utilisation discovered by service experience/Reliability and or instructions required by authorities
 |  |  |
| Distribution List | AMC M.A.401 (b) | 1. Distribution List to be added to AMP:

AMP will be distributed to: - Contracted Part-145 Maintenance Organizations, CAMO Sub-Contractor (in case of valid contract in place), ACG,... include a policy showing how it is assured that each person or organisation performing aircraft maintenance has access to the appropriate sections of the Maintenance Programme) |  |  |
| Describe AMP Revisions/Amendment procedure | M.A.302 (b), (e)APP 3.1 | 1. Basically the AMP Revision Procedure for all fleets shall be defined in the CAME including responsibilities, Approval process, indirect revision privileges, etc. - provide reference to the relevant CAME section

Non OE CAMO’s: shall provide relevant CAME section or shall include AMP procedures for implementation of new or derived maintenance/component tasks based on all kind of Mnfr. (MRB, MPD, ALI, AMM, EMM, CMM,...), Authority (AD’s, LTA’s,…) requirements, time frames for incorporation, responsibilities, release flow (activation of automatic revisions in the tracking system),...  |  |  |
| AMP Approval Section | M.A.302 (b) | 1. The AMP shall include a specific procedure of changes in the AMP document itself to identify the changes performed at any revision incl. Revision numbers, headers/footers, LEP, Revision Highlights/Contents, marking (i.e. vertical bars/coloured background), and Distribution

The authority approval part should include the following:* 1. Clear identification of the document number and current revision status
	2. Signature of the person who established the AMP
	3. Signature of the accountable manager that indicates the acceptance of the AMP
	4. Space for the ACG approval
	5. Refer Terms and Conditions of business
 |  |  |
| 6 | UTILISATIONLow/high HistoryOperating Environment | M.A.302 (c)APP 1.1.6APP 2.3  | 1. Add TC-Holder definition for A/C annual utilisation range according to the TC-Holder’s basis document. (or if no TC-Holder definition is available, variation may be not more than 25%)
2. Anticipated utilisation shall be stated. Where utilisation cannot be anticipated include calendar time limits, or define Low or high utilisation MP as per Mnfr. recommendations (add info to section 8 if applicable)
3. Provide utilisation history of the last 5 years
4. Based on principle place of business add operating environment, special Maintenance tasks as applicable for special Climatic Conditions (Cold Weather operation, Desert Operation, salt water laden air,...) (add to section 8 if applicable)
 |  |  |
| 7 | Pre-Flight Maintenance | M.A.301AMC M.A.301 (1)APP 1.1.9 Part-145.30 & AMC | 1. Add details of pre-flight Maintenance Tasks

if any maintenance pre-flight-, walk a-round-, ground servicing- maintenance recommendation is defined by the TC Holder these recommendations have to be incorporated to the pre-flight/walk around inspection programme. Non maintenance items could be incorporated to the operators approved OM-B to be performed by the flight crew. A reference to the AFM/OM procedures covering those items shall be made.1. Flight crews authorized to perform (pre-flight) maintenance Tasks have to comply with Part-145.30, describe procedures and provide list of tasks if applicable.
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| 8 | Programme Basis and Concept | M.A.302 (d) AMC M.A.302 (d)APP 2.1APP 2.2 | 1. Describe your Programme Basis and Concept:
	1. based on MRB report, maintenance planning document (MPD) or Chapter (4 & 5) of the maintenance manual,

Including definitions and description of the MP for:* 1. System & power plant
	2. structure
	3. zonal
	4. Enhanced zonal
	5. EWIS/HIRF/L
	6. corrosion prevention maintenance programme concept
1. List Inspection and/or check maintenance programme concept
	1. Describe detailed System used (Letter check system, single running tasks, out of phase concept
	2. define which inspections/checks are considered to be Line/base maintenance
	3. Definition of TCDS additional/special requirements
	4. Definition of National Requirements
	5. applicable maintenance requirements issued by Part 21 organisation/ STC/EO maintenance requirements (refer to section 23)
 |  |  |
|  | Airworthiness LimitationsManufacturer Manuals References | APP 1.1.17M.A.503 AMC M.A.302 (d) | 1. A cross-reference, definitions and description to other documents related to manuals:
	1. Airworthiness Limitations (ALI, Fuel ALI,...) including alterations originating from repairs
	2. Life Limits of Components
	3. CMR's
	4. Repetitive AD's controlled via the AMP (task/workcard controlled)
2. Add detailed Manuals References/Doc numbers for Airframe, Engines, APU, Propellers and other components including supplemental Manuals…
 |  |  |
| 9 | Bridging Check | AMC M.A.904 (a) 2 (g) APP 2.3  | 1. Bridging Check Evaluation:
	1. Describe procedure how existing maintenance programmes previously approved for imported A/C to Austria, or from one Maintenance Programme to another (Operator Change) are compared/evaluated

NOTE: Bridging Check results have to be considered before AC implementation into the current AMP (for every single AC Reg. change) and should be available on request to ACG |  |  |
| 10 | List of Tasks and Components/ Periods | AMC M.A.302APP 1.1.10 APP 1.1.11APP 1.1.16APP 1.1.17M.B.301 (b)AMC M.A.302 (d) | 1. List all the following in the AMP
	1. Tasks and the periods (intervals/frequencies) at which each part of the aircraft, engines, APU’s, propellers, components, accessories, equipment, instruments, electrical and radio apparatus, together with the associated systems and installations should be carried out (including the type and degree of inspection required)
	2. The periods at which components should be checked, cleaned, lubricated, replenished, adjusted and tested
	3. The periods at which overhauls and replacements should be made (Including definition that the component maintenance is performed to the TC-Holder or and or manufacturer maintenance instructions)
	4. Repetitive SB’s, STC requirements, repetitive Inspections resulting from modifications and major repairs, Operator’s defined repetitive tasks and National Requirements have to be listed
2. A tracking tool status report such as CAMP, AMOS, CMP, LTB, .xls,... (Cescom only in combination with CAMP as CESCOM does include Check Pkg and not all detailed tasks) is considered acceptable if that is a part of the AMP (Appendix to the AMP) and included in the List of effective pages.
	1. All tasks (eg. MRB route) but especially mandatory tasks such as Airworthiness Limitations (Ali’s), Life Limits (LL), CMR's, repetitive AD's,… shall be identifiable to their status (specific mandatory identification) to prevent inadvertent variations to such tasks or intervals
	2. Tasks have to be identifiable to the origin of that tasks (MRB Route 5-8, MPD refer, AMM, critical tasks,…)
	3. Operational tasks shall be designated/identified (eg. NON-ETOPS, CATII, RVSM,…)
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| 11 | Ageing Aircraft | APP 1.1.12 | 1. Describe details of ageing aircraft system requirements together with any specified sampling programmes (If applicable)
 |  |  |
| 12 | Details of specific structural maintenance programmes | APP 1.1.13APP 1.1.15 | 1. Describe additional Structural maintenance programmes as applicable, including but not limited to:
	1. Damage Tolerance and Supplemental Structural Inspection Programmes (SSID)
	2. Structure Maintenance programmes resulting from SB review performed by the TC holder
	3. Corrosion prevention and control programme
	4. Repair Assessment programme
	5. Widespread Fatigue Damage (refer to Limit of Validity corresponding to the period of time, stated as a number of total accumulated flight cycles or flight hours or both, during which it is demonstrated that Widespread Fatigue Damage (WFD) will not occur in the airplane)
	6. Add Statement of the limit of validity for the structural Programme (if available)
	7. Definition and counting method of flight hours/flying hours and flights/landings/flight cycles/touch and go’s and APU Hrs/cyc
 |  |  |
| 13 | Reporting Requirements | AMC20-8M.A.202 | 1. Add Reporting Requirements to TC/STC-Holder and competent Authority for
	1. Significant structural damages (PSE,...)
	2. CPCP reporting of major findings (Level 2 & 3)
	3. TC-Holder specific reporting requirements & forms eg. CAT II approaches,
	4. FDR and CVR malfunction occurrences, recurrent reliability issues and recording quality deficiencies should be reported to the competent authority and to the TC or STC Holder (EASA SIB 2009-28 - refer to additional Inspections check list)
 |  |  |
| 14 | Repairs beyond SRM/AMM Limits | AMC M.A.302 Part 21 Subpart M | 1. Add procedure that Repairs beyond SRM/AMM limitations shall be made in compliance with Part 21

NOTE: Major repairs incl. relevant instructions for continuous airworthiness have to be listed in item 23 |  |  |
| 15 | Parking/Storage | MM | 1. Add Definition and initiation procedure of Parking and Storage
	1. Refer AC AMM eg. Chapter 10 requirements and
	2. Engine/APU Manual (storage/preservation) as per the relevant MM
 |  |  |
| 16 | Engine Condition Monitoring | MM | 1. Trend monitoring as required by TC Holder pending on the engine maintenance concept (Hard time/Overhaul vs. on condition) or as required by eg. ETOPS/NON ETOPS 180 requirements (refer also to item 19-21)

Trend analysis has to be performed and documented including corrective actions if required Provide detailed CAME procedure references and/or describe Subcontract procedure organisational responsibilities incl. workflow of data transmittal, analyses, alerting and Action. |  |  |
| 17 | Permitted Variations to maintenance periods (Tolerances) | AMC M.A.302 (4) APP 4 | 1. The owner or the M.A Subpart G approved organisation may only vary the periods prescribed by the programme with the approval of the competent authority or through a procedure developed in the maintenance programme and approved by the competent authority.

Describe Permitted Variations for:* 1. Tasks, checks, components for AC, Engine, Propeller and APU as defined by TC/STC Holder documentation

Tolerances as applicable per LTH 36 may be used if no Tolerances are defined by the TC/STC Holder pending other factors (eg. usage of end of month items or similar in combination with LTH 36 is not permitted) 1. An evaluation procedure has to be developed in the CAME that usage of permitted Variations are properly reviewed before application of the tolerance - provide reference

The evaluation (incl. drop out for eg, AD, ALI, CMR,… or any other mandatory task or tasks with no tolerance) has to be recorded preferably on a standardized form and must not be cumulative (if not otherwise stated by the TC Holder Documents and described in the AMP for the respective fleet).*NOTE: Tolerances shall not be used as planning tool, the extension period allowed should only be used if there is a scheduling issue and you cannot get your maintenance done on time**Refer also to EASA FAQ n.19102, example case 1: ‚The interval of the maintenance task has been ‘extended’ using a procedure included in the aircraft maintenance programme and approved by competent authority (refer to Appendix I to AMC M.A.302 point 4). Such procedure is often referred as permitted variation or ’tolerance’. In this case the next due date [is] calculated using the original due date* |  |  |
| 18 | Escalation of check/task intervals/ periods | AMC M.A.302 (d) (7)APP 1.1.7 | 1. Describe procedures for the (permanent) escalation of established check/task intervals/periods, where applicable and acceptable to Austro Control GmbH based on reliability programme/data or other supporting information.
2. Include a statement that no intervals/periods escalation is permitted without the explicit approval or a procedure approved by Austro Control GmbH.
3. List of all escalated tasks and/or identification (if applicable).
 |  |  |
| 19 | Periodic/ Annual ReviewAnnual review checklist | M.A.302 (g)AMC M.A.302 (3) APP 5.1APP 5.2 | 1. Maintenance programmes should be subject to periodic review to ensure that they reflect current TC/STC holder’s, recommendations, revisions to the MRB/MPD if applicable, mandatory requirements, maintenance needs of the aircraft, modifications, repairs, utilisation and the maintenance needs of the aircraft.
2. The owner or the M.A Subpart G approved organisation should review the detailed requirements at least annually for continued validity in the light of operating experience and keep records.
3. Procedure for the Annual review of the AMP has to be defined in the CAME.

The annual review checklist may be customized but shall be attached to the CAME. (The annual review checklist gives further guidance and is available at ACG homepage) |  |  |
| 20 | Operational Requirements and Programmes | M.A. 301AMC M.A.301 (5)ARO.OPS.200 SPA.RVSM.100 SPA.MNPS.100 ICAO Doc 7030 AMC5 SPA.LVO.105SPA.SET-IMC.105 SET-IMC Helicopters:SPA.HHO.110SPA.NVIS.110CAT.POL.H.305 | 1. Description of Maintenance related to the type of operation or to operational approvals as applicable for:
	1. RVSM

The aircraft maintenance programme should include the instructions for continuing airworthiness issued by the type certificate holder in relation to RVSM* 1. MNPS/LRNS
	2. Low visibility operations
		1. LVTO
		2. CAT I, CAT II or CAT III

NOTE: Maintenance instructions for the on-board guidance systems should be established by the operator, in liaison with the manufacturer, and included in the operator's aircraft maintenance programme in accordance with Annex I to Part-M* 1. SET-IMC operations specific maintenance instructions and procedures to ensure the intended levels of continued airworthiness and reliability of the aeroplane and its propulsion system have been established and included in the operator's aircraft maintenance programme. This also requires Engine monitoring programme, oil-consumption-monitoring, Propulsion and associated systems’ reliability programme
	2. Helicopter hoist operations (HHO)
	3. NVIS equipment
	4. Operations without an assured safe forced landing capability
 |  |  |
| 21 | ETOPS | CAT.OP.MPA.140SPA.ETOPS.100 ETOPSAMC 20-6 CAT.OP.MPA.140 | 1. Describe ETOPS (Class A. Aeroplane, 20 Pax and more, MTOM of 45360 kg and more) and provide compliance to
	1. Full AMC 20-6 & Mnfr. ETOPS documents/requirements (eg. CMP),…
2. Describe (NON) ETOPS (Class A. Aeroplane, 19 Pax and less, MTOM of less than 45360 kg) and provide compliance to
	1. CAT.OP.MPA.140 AMC a-h and relevant additional Mnfr. ETOPS documents/ requirements
 |  |  |
| 22 | Austrian RequirementsLTA/LTHadditional Inspections List | M.A.302 (d) | 1. Include Austro Control National Maintenance Programme Requirements, additional Inspections checklist into the AMP
	1. List of all applicable additional affected National Requirements - refer to <https://www.austrocontrol.at/en/aviation_agency/safety/notices__directives>

and/or * 1. Austro Control National Maintenance Programme Requirements, additional Inspections List gives further guidance and is available at ACG homepage
 |  |  |
| 23 | STC, EO ModificationsMajor repairsStandard changes & Standard repair | M.A.302 AMC M.A.30221A.431B21A.90B | 1. List all STC/EO/EB installed including EASA approval number
	1. Add the applicable IFCA Document and reference to the tracking system maintenance task & interval if applicable
2. List all major repair design approvals with repetitive Maintenance Tasks and include those in the maintenance programme controlled repairs (major repair design definitionper AMC 21.A.433 (a) and 21.A.447) - referencing Repair/IFCA Doc./Interval applied/Tasknumber for scheduled maintenance
3. For AC < 5,7 t MTOM, Rotorcraft < 3175 kg, SP, PSP, Ballons and airships (ELA1 or ELA2)

Standard changes & Standard repairs according CS STAN that are not in conflict with TC holders data, with repetitive Maintenance Tasks to be listedGuidance on the implementation of Standard Changes and Standard Repairs can be found in AMC M.A.801 |  |  |
| 24 | AD/SB  | M.A.302 AMC | 1. List all repetitive incorporated Maintenance Tasks of maintenance programme controlled AD’s SB’s or other Modifications
2. Definition of SB categorisation in the AMP to comply with CAME non mandatory SB Evaluation Procedure
	1. describe type specific TC holders “mandatory” definition, eg. Alert, mandatory, Cat. 1, 2, 3,…
 |  |  |
| 25 | Record/ Tracking System | M.A 305 (d) (1)-(6)M.A.302 | 1. Description and Operation of the system/programme/tool used to control the scheduled Maintenance Inspection tasks in respect to CAME procedure
2. The Maintenance Schedule shall contain details, including frequency, of all maintenance to be carried out including any specific task linked to the type and the specificity of operations. (electronic tracking system)
 |  |  |
| 26 | Critical Design Configuration Control Limitations (CDCCL) | AMC M.A.704 (11)APP 1.1.14APP 2.4 | 1. Compliance with CDCCL’s as identified by the TC/STC holder have to be referenced in the AMP

NOTE: CDCCL have to be considered during modification, change, repair, or scheduled maintenance as applicable. (A/C more than 30 Seats and/or 3402 kg payload) The continuing airworthiness management exposition should contain information, as applicable, on how the CAMO complies with CDCCL instructions. |   |  |
| 27 | RELIABILITY Programme (full) | M.A.302 (f)+ AMC + App 1 to AMC APP 1.1.18 | A Reliability programme should be developed i.a.w. MA.302 (f) to ensure that the aircraft maintenance programme tasks are effective and their periodicity is adequate. (Checklist based on Appendix I to AMC M.A.302 gives further guidance and is available at ACG homepage)NOTE: complex aircraft, when the maintenance programme is based on maintenance steering group logic or on condition monitoring, may also be applicable also to small fleets when special OPS approvals are applicable (eg. for ETOPS) |  |  |
| 28 | Simplified Reliability for fleets up to 5 A/C of the same Type | M.A.302 (f)APP 1 to AMC APP 1.1.18 | 1. Refer to LTH 60A
2. Procedure for small fleets shall be defined in the CAME

NOTE: When fleet exceeds 5 A/C, a full programme shall be developed and described in the AMP |  |  |
| 29 | Glossary/ Abbreviations | APP 1.1.20 | 1. Glossary
2. Abbreviations
3. Each maintenance task (i.e. inspections - detailed, visual, general) should be defined in a definition section acc.to the relevant Mnfr. Standards and Task definitions (e.g. OPC, FNC, LUB, etc.) acc. to the relevant Mnfr. standards
 |  |  |
| 30 | Critical Tasks | M.A.402 (g) & (h)145.A.48 (b) & (c) + AMC’s & GM  | 1. The maintenance programme should show compliance with critical system requirements (defined by the TC holder) and critical tasks control

NOTE: In case of approved ETOPS operation additional procedures and definitions may be required |  |  |
|  | Off Wing Maintenance | M.A. 502 (c)  | 1. Off Wing Maintenance (overhaul, repair, restoration) to be performed i.a.w the AC Manufacturer data (eg. CMM’s,...)
 |   |  |
| 31 | Human factors | ICAO Annex 6 8.3 (1) ICAO Doc 9683 part 1 chapter 4 | 1. The design of the aircraft maintenance programme has two aspects: first, the definition of actual work tasks and second the design and presentation of the programme document itself.
2. An aircraft maintenance programme design that observes human factors principles should take into account:
	1. Task or job sequences which are likely to reduce the probability or effect of error in its application by:
		1. Layout of the Maintenance task/card
			1. Standardization of tasks, to include the appropriate personnel safety warnings and cautions are apparent by the suggested use of boxing, bolding and underlining text
		2. task or job cards or sheets which meet a standard for good document design, in particular with regard to:
			1. Written language, which involves not only vocabulary and grammar, but also the manner in which they are used (simplified English)
			2. The typography and the layout have a significant impact on the comprehension of the written material (Clear and specific instructions)
			3. The use of diagrams, charts or tables replacing long descriptive text is advantageous to assist comprehension
			4. The use of colour in illustrations reduces the discrimination workload and has a motivational effect.
			5. Clear instructions for the mechanic/inspector as to where to sign (incl. double check), certify, initial, date the task
			6. Full amplification of some tasks rather than referral to a separate document that may distract the engineer
			7. References to the applicable Approved Data
			8. Designation of task and their origin (mand. Etops, critical,…)
		3. Information regarding Hydr./Electr. Power on/off
		4. Information regarding Access provision like flaps extended
		5. Parts and equipment provisions

Aircraft maintenance programme tasks/card especially those tasks developed/ established by the operator should observe those principals.  | INFO ONLY | INFO ONLY |
| 31 | Human factors | ICAO Annex 6 8.3 (1) ICAO Doc 9683 part 1 chapter 4 | * 1. Planning/Aircraft Area Loading within a Check
		1. taskcards tp be performed within a (short) check in cockpit, on the same engine,… or similar access
		2. Planning of Hydr./Electr. Power on/off and/or Access provision like flaps extended
 | INFO ONLY | INFO ONLY |

**Signature (PCA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**