

## UK Civil Aviation Authority launches consultation on proposed changes to CAP 553 (BCAR Section A, A3-7 and A8-26)



**Published by the Civil Aviation Authority, 2021**

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First published July 1989  
Revised June 1990  
Revised September 1991  
Revised November 1995  
Revised November 1999  
Revised February 2001  
Issue 6, 31 January 2003  
Issue 6 incorporating amendment 1, 21 November 2003  
Issue 6 incorporating amendment 2, 25 February 2008  
Issue 6 incorporating amendment 3, 8 August 2008  
Issue 6 incorporating amendment 4, 6 November 2009  
Issue 7, 5 October 2011  
Issue 7 incorporating amendment 1, 30 January 2013  
Issue 8, 29 November 2013  
Issue 8 incorporating amendment 1, 15 December 2017

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# Chapter A3-7: Permit to Fly Aircraft – Initial and Continuing Airworthiness

## Background

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The changes to Chapter A3-7 have been made largely to reflect the introduction of the new privileges in A8-26. There have also been minor updates to reflect the UK's withdrawal from the EU and EASA.

Only the parts Chapter A3-7 that have been amended appear below. The paragraph numbering shown below matches that currently published in CAP 553.

We are inviting comments on the proposed changes which have been highlighted as red underlined text. Please email [ga@caa.co.uk](mailto:ga@caa.co.uk) stating the paragraph reference and suggested change/comment.

### 1. Scope

- 1.1 This requirement establishes the measures to be taken to ensure that the aircraft remains airworthy and includes details of the maintenance to be carried out. It also specifies the conditions to be met by the persons or organisations involved in such continuing airworthiness management.
- 1.2 This requirement applies only to aircraft and associated parts that are not required to comply with European Regulation (EC) No. 2018/1139, collectively described as 'Non-Part 21 Aircraft' (unless specifically referenced on the National Permit to Fly), and when the aircraft is not eligible for, and should not fly under and in accordance with, a National Certificate of Airworthiness.

**NOTE:** National Permit to Fly means a Permit to Fly Certificate issued in accordance with this Chapter.

### 2. Introduction

- 2.1 The CAA or a person approved by the CAA may, in pursuance of Articles 33(2)(e) and 40(1) of the Air Navigation Order 2016 (ANO), (as amended), issue a National Permit to Fly in respect of an aircraft which may then fly in accordance with the conditions of the Permit.

**NOTE:** For the purpose of this Chapter A3-7, a person approved or authorised by the CAA means an organisation, association, individual or other legal entity

approved or authorised by the CAA to submit reports or recommendations for Permit issue or to issue a National Permit to Fly, in respect of aircraft eligible for the Permits to Fly.

- 2.2 As provided under Article 40(2) of the ANO, the CAA or a person approved by the CAA shall refuse to issue a National Permit to Fly to a non-Part 21 aircraft if the aircraft is eligible for, and ought to fly under and in accordance with, a National Certificate of Airworthiness.
- 2.3 The issue of a National Permit to Fly under the provisions of Article 40(1) of the ANO will otherwise be subject to procedures appropriate to the case, as set out in this Chapter, i.e.
- a) A Permit to Fly for an aircraft of a design that satisfies a code of airworthiness requirements agreed by the CAA as being suitable for the purpose; or
  - b) A Permit to Fly for a Series aircraft (being an aircraft which in the opinion of the CAA, conforms in all matters affecting airworthiness to a design in respect of which Type Approval has been granted under BCAR A, Chapter A2-7) - see sub-paragraph 4.1 b) and paragraph 5.1;
  - c) A Permit to Fly for an individual civil aircraft not eligible under a) above - see sub- paragraph 4.1 c) and paragraph 5.2 (e.g. a home-built aircraft);
  - d) A Permit to Fly for an individual aircraft of military design and service - see sub- paragraph 4.1 d) and paragraph 5.3;
  - e) A Permit to Fly for test purposes may be issued to enable flight evaluation of an aircraft or modified aircraft where in the opinion of the CAA, it is not appropriate for the flight evaluation to be conducted under ANO Schedule 3 “B” Conditions. A Permit to Fly for test purposes will not be issued unless the Applicant determines and the CAA agrees that there are no significant flight safety implications. A Permit to Fly for test purposes shall not be valid for flights other than those on which tests under the flight test programme are being carried out;
  - f) Permit to Fly for ferry purposes may be issued to enable an aircraft not holding a valid Permit, Certificate of Airworthiness or Certificate of Validity to be ferried to a place where maintenance is to be carried out. A Permit to Fly for ferry purposes will not be issued unless the Applicant determines and the CAA or a person approved by the CAA agrees that there are no significant flight safety implications.

### 3. Application for Initial Permit to Fly

- 3.1 An application for a National Permit to Fly shall be made in a form and manner established by the CAA, completed at an early stage of the project and returned with the appropriate fee.
- 3.2 The charges are prescribed in the CAA Scheme of Charges contained in Official Record Series 5, available via the CAA website at [www.caa.co.uk/ORS5](http://www.caa.co.uk/ORS5). The Applicant shall pay charges equal to the cost of the investigation, but not exceeding the amount prescribed in the CAA Scheme of Charges. During the course of the investigation the CAA will normally render accounts at monthly intervals.
- 3.3 During the investigation, if it is necessary for a CAA Surveyor to travel outside the United Kingdom, the CAA will require the Applicant to meet the additional costs involved.

### 4. Design Basis

- 4.1 The Applicant shall indicate the basis on which they propose the CAA or a person approved by the CAA should decide whether the design of the aircraft qualifies for the issue of a National Permit to Fly. Such bases may include the following:
  - a) the aircraft design satisfies a code of airworthiness requirements agreed by the CAA as being suitable for the purpose; or
  - b) the aircraft conforms to a design in respect of which a Type Approval has been issued by the CAA (a Series aircraft); or
  - c) the aircraft has satisfied a standard notified for the purpose by the CAA, or by a person suitably approved by the CAA (e.g. this would be the case for a home-built aircraft); or
  - d) the aircraft is of military design and service and conforms with a design which has been accepted by the recognised national authorities of the State of Design to fly within defined limitations. It must be demonstrated that the aircraft type has accumulated sufficient experience of safe operation and shall not possess unacceptable hazardous features. The aircraft shall be subject to any additional conditions, as deemed appropriate by the CAA.

**NOTE:** A military authority may be recognised by the CAA for the purpose of this qualification.

### 5. Design Substantiation

- 5.1 Where application for an individual National Permit to Fly is on the basis of sub-paragraph 4.1 b) (Series aircraft), the Applicant shall submit the required evidence of conformity. Where the Applicant can show that the

aircraft conforms to a design in respect of which a Type Approval has been issued, it shall be eligible as a Series aircraft for a Permit to Fly. In the case of a used aircraft, the CAA or a person approved by the CAA may require further acceptable evidence to demonstrate that its individual operational history has not invalidated its Series status.

- 5.2 Where application is for an individual Permit to Fly for a civil aircraft, (e.g. home-built aircraft), on the basis of sub-paragraph 4.1 c) evidence that the design satisfies the appropriate standard shall be submitted by a person considered suitable for the purpose by the CAA.
- 5.3 Where the application is in respect of an ex-military aircraft on the basis of sub-paragraph 4.1 d), the Applicant shall supply acceptable evidence of compliance. (See Appendix 1 to this Chapter A3-7 for details of evidence required under this paragraph).
- 5.4 Where the Applicant can show that the aircraft conforms to a design, a previous example of which has been issued with a National Permit to Fly, the CAA or a person approved by the CAA will grant a National Permit to Fly based on the requirements of paragraph 6 below.

## **6. Standard of Construction or Assembly**

- 6.1 The Applicant shall satisfy the CAA or a person approved by the CAA that the construction of the aircraft conforms with the specifications, drawings and instructions (including those for testing and inspection), which comprise the design accepted in accordance with the preceding sections of this Chapter A3-7.
- 6.2 Except in the case of an aircraft constructed outside the UK, for the purposes of paragraph 6.1, the aircraft shall be constructed or assembled either:
  - a) by a person approved or accepted by the CAA for the purpose and subject to any independent inspection the CAA may specify; or
  - b) under the supervision of a person approved or accepted by the CAA for the purpose; or
  - c) shall be shown by a person approved or accepted by the CAA for the purpose, to have been previously constructed in accordance with paragraph 6.1 (e.g. factory- built ex-military aircraft).
- 6.3 In the case of an aircraft constructed under sub-paragraph 6.2 a), b) or c), the aircraft shall be made available to enable the CAA or a person approved by the CAA to survey it, as appropriate, during its construction.



- 6.4 For the purposes of sub-paragraph 6.2 a) or b), where construction and assembly are performed by separate organisations, each shall be approved by the CAA or shall be supervised by a person approved by the CAA for the purpose.
- 6.5 In the case of an aircraft constructed outside the UK, for the purposes of paragraph 6.1, the CAA may accept reports from a person considered suitable for the purpose by the CAA, and would normally require such reports to be approved or endorsed by the appropriate National Authority.

## 7. Records

- 7.1 All relevant design and construction records shall be made available to the CAA for examination and shall not be destroyed without authorisation by the CAA.

## 8. Evaluation Flights

- 8.1 Every aircraft shall be the subject of a satisfactory flight evaluation programme before the first issue of a National Permit to Fly granted under sub-paragraph 2.3 a), b), c) or d). The programme shall be agreed by the CAA, as specified in BCAR Chapter A3-3.
- 8.2 Except in the case of organisations approved to conduct test flights under ANO Schedule 3, 'B' Conditions, in order to allow test flights to take place the CAA may, as provided under sub-paragraph 2.3 e) when satisfied with the fitness for flight of the aircraft and with the arrangements for conducting the flying, issue a Permit to Fly for test purposes. The Conditions under which the aircraft may be flown, including any limitations, will be specified. The period of validity will be limited to that considered necessary for the tests.
- 8.3 Where application for issue is made directly to the CAA, the flight evaluation programme must be completed and a report submitted by a pilot acceptable to the CAA. Where application is made through an organisation approved to make recommendations to the CAA concerning the issue of a Permit to Fly, the evaluation flights must be conducted in accordance with the procedures of that organisation.

## 9. Permit Flight Release Certificate

- 9.1 A Permit Flight Release Certificate (PFRC) shall be issued when either; the Certificate of Validity has not yet been issued, or the Certificate of Validity has been rendered invalid by changes to the aircraft that are not yet approved, whilst a check flight(s) is required.

- 9.2 A PFRC shall be issued following evaluation by a person specified in paragraph 9.4 to certify that the aircraft is fit for flight. This evaluation should include establishing that the aircraft conforms to a design or standard accepted by the CAA or Approved Organisation for the issue of a Permit to Fly and that all applicable continuing airworthiness requirements have been satisfied. The certificate shall be rendered valid for a specific period to cover a defined ferry journey or a series of flights as part of an accepted flight test programme.
- 9.3 A new Permit Flight Release Certificate shall be issued when maintenance has been carried out between a series of flights.
- 9.4 A PFRC shall be issued only by the following:
  - a) the holder of an appropriate category aircraft maintenance engineer's licence granted or rendered valid in the United Kingdom, who has been specifically authorised by the CAA for the purpose;
  - b) persons specifically authorised by the CAA for the purpose;
  - c) persons specifically approved by the CAA when acting within the appropriate terms of approval;
  - d) persons authorised by the approved organisation when that organisation is specifically approved by the CAA to do so.

**Permit Flight Release Certificate**

AIRCRAFT TYPE ..... REGISTRATION .....

**It is hereby certified that the aircraft identified above has been inspected and is considered fit for flight.**

This Certificate is valid from ..... until .....

Signed.....Airframe. Authorisation ref..... Date.....

Signed.....Engine(s). Authorisation ref.....Date .....

## 10. Issue of National Permit to Fly

- 10.1 The CAA or a person approved by the CAA may issue a Permit to Fly when it is satisfied, on the basis of its own investigations or upon receiving a recommendation from a person approved for the purpose, that in respect of its design and construction and all other relevant matters an aircraft meets the applicable requirements.
- 10.2 The Permit to Fly will include any conditions and limitations under which the aircraft may be flown and any relevant airworthiness, operation or maintenance requirements that are to be met. The CAA or a person approved by the CAA may restrict the number of occupants that may be carried in aircraft operating in accordance with a Permit to Fly.
- 10.3 A Permit to Fly issued in accordance with this Chapter A3-7, other than for ferry or test purposes, will be rendered valid by the periodic issue of a Certificate of Validity.
- 10.4 The Permit to Fly for the first of type-approved aircraft, aircraft conforming to a new Type Approval Data Sheets (TADS), can only be issued by the CAA or a person approved by the CAA.
- 10.5 An organisation holding a privilege to issue a Permit to Fly shall develop procedures to ensure an independent assessment of aircraft eligible for Permit to Fly and issuance of the Certificate. A copy of authorised Permit to Fly Certificate and associated documentation shall be forwarded to the CAA no later than 10 working days of the issue.
- 10.6 The organisation shall inform the CAA within 5 working days of any decision to refuse the issue of the Permit to Fly including reasons for such action. The reason for refusal shall be communicated to the applicant in a timely manner.

## 11. Issue of Certificate of Validity

- 11.1 An aircraft with a Permit to Fly must not fly unless it has a valid Certificate of Validity.
- 11.2 Certificate of Validity is valid for one year.
- 11.3 Initial issue of the Certificate of Validity:
  - a) Where an aircraft has not previously held a Permit to Fly and Certificate of Validity, the Certificate of Validity may be issued by the CAA or a person approved by the CAA after carrying out an airworthiness review.
  - b) The CAA or a person approved by the CAA may issue a Certificate of Validity based on a recommendation from an organisation approved for

this purpose in accordance with A8-25 or A8-26 for any aircraft within its scope after carrying out an airworthiness review in accordance with paragraph 12.

c) An organisation approved in accordance with Chapter A8-21 with Production privileges may obtain a Permit to Fly and Certificate of Validity without further showing upon presentation of a recommendation and a UK CAA Aircraft Statement of Conformity issued within the last 60 days, unless otherwise agreed by the CAA.

11.4 Issue of a Certificate of Validity where one has previously been issued:

a) Where an aircraft has previously held a Certificate of Validity, following an airworthiness review in accordance with paragraph 12, a Certificate of Validity may be issued as follows:

- i) by the CAA after carrying out an airworthiness review; or
- ii) by an organisation approved for this purpose in accordance with A8-25 or A8-26 for aircraft falling within its scope; or
- iii) by an organisation approved for this purpose in accordance with Chapter A8-15 for an aeroplane or a rotorcraft with a maximum total weight authorised of 2730 kg or less.

11.5 To be approved to carry out airworthiness reviews, an approved organisation shall have appropriate airworthiness review staff to issue Certificates of Validity, or to make recommendations.

a) The staff shall have acquired:

- i) four years of relevant maintenance/continuing airworthiness experience; or
- ii) two years if the applicant has satisfactorily completed an appropriate aeronautical maintenance training course.

b) For the issue of a restricted Authorisation, a period of time agreed by the CAA or a person approved by the CAA that will enable a level of competency equivalent to that required by a) to be obtained, provided that this is not less than two years.

11.6 A Certificate of Validity must not be issued or a recommendation to issue made if there is evidence or reason to believe that the aircraft is not airworthy.

11.7 Assistance is to be provided by the owner or operator:

When the CAA carries out the airworthiness review and issues the Certificate of Validity, the owner or operator must provide the CAA with:

- i) the documentation as required by the CAA;
- ii) suitable accommodation at the appropriate location for its personnel; and
- iii) When necessary, the support of a person qualified to issue a Permit Maintenance

Release in accordance with paragraph 20.4.

- 11.8 Whenever circumstances reveal the existence of a potential safety threat, the CAA may carry out the airworthiness review and issue the Certificate of Validity itself.
- 11.9 A Certificate of Validity incorporated as part of a Permit to Fly for test or ferry purposes will be issued for a period determined to be adequate to perform the required flight or series of flights, but will not exceed a duration of 12 months.
- 11.10 Where the Certificate of Validity is issued by a person approved by the CAA, the CAA shall be notified of the issue of a Certificate of Validity within 10 days of its issue

## **12. Aircraft Airworthiness Reviews**

- 12.1 To satisfy the requirement for an airworthiness review of the aircraft as specified in paragraph 11.2 and 11.3 of this Chapter A3-7, a documented review of the aircraft records and a physical survey of the aircraft shall be carried out by the CAA or the approved organisation, in order to be satisfied that:
  - a) airframe, engine, and propeller flying hours and associated flight cycles have been properly recorded;
  - b) the pilots operating handbook, flight manual or permit flight conditions is applicable to the aircraft configuration and reflects the latest revision status;
  - c) all the maintenance due on the aircraft according to the maintenance programme has been carried out;
  - d) all known defects have been corrected, or carried forward in a controlled manner
  - e) all applicable Mandatory Permit Directives (MPDs) and if applicable, Airworthiness Directives to the aircraft, engine and propeller, including components or equipment as may be fitted to the aircraft, have been applied and properly recorded;
  - f) all modifications and repairs applied to the aircraft have been recorded and are approved according to the relevant Chapters of BCAR Section A;
  - g) all service life limited components installed on the aircraft are properly identified, recorded and have not exceeded their approved service life limit;

- h) all maintenance has been released in accordance with the relevant Chapters of BCAR Section A;
- i) the aircraft complies with the latest revision of its CAA type approval or Airworthiness Approval Note, including a physical inspection of the aircraft, its equipment and any required placards and markings, and that there is no evident defect and no inconsistencies between aircraft and records;
- j) weight and balance is current and valid;
- k) noise certificate is current and valid, if required;
- l) any required evaluation flight has been completed as follows:
  - i) in the case of initial issue of the Permit to Fly, in accordance with Chapter A3-3, or
  - ii) when required by paragraph 14 of this Chapter A3-7, a check flight has been satisfactorily completed, the results recorded in the Check Flight Schedule, and any necessary action taken.

### **13. Responsibilities**

- 13.1 The owner/operator is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:
  - a) the aircraft is maintained in an airworthy condition; and
  - b) any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable; and
  - c) the Permit to Fly and Certificate of Validity remains valid; and
  - d) the maintenance of the aircraft is performed in accordance with the maintenance programme.
- 13.2 Any person or organisation performing maintenance shall be responsible for the tasks performed.
- 13.3 The pilot-in-command shall be responsible for the satisfactory accomplishment of the pre-flight inspection. This inspection must be carried out by the pilot or another qualified person, but need not be carried out by an approved maintenance organisation.
- 13.4 In accordance with article 262(2) of the ANO, any person authorised by the CAA, may inspect the aircraft or its equipment or any documents relating to the aircraft, at any reasonable time.

### **14. Continuing Airworthiness Tasks**

- 14.1 The continuing airworthiness of an aircraft and the serviceability of both operational and emergency equipment shall be ensured by:
  - a) the accomplishment of pre-flight inspections;

- b) the rectification to an officially recognised standard of any defect and damage affecting safe operation;
- c) the accomplishment of all maintenance, in accordance with the aircraft maintenance programme described in paragraph 15;
- d) the accomplishment of any applicable:
  - i) Mandatory Permit Directives and if applicable, Airworthiness Directives;
  - ii) continuing airworthiness requirement established by the CAA;
- e) the accomplishment of modifications and repairs in accordance with paragraph 17;
- f) check flights when necessary.

## **15. Aircraft Scheduled Maintenance Programme**

- 15.1 Maintenance of each aircraft shall be organised in accordance with an aircraft maintenance programme.

**NOTE:** A maintenance programme in this instance is defined as a list of maintenance tasks that will maintain the aircraft to an airworthy standard. The maintenance programme shall take account of any available manufacturers information or data.

- 15.2 When specified on the Permit to Fly the aircraft maintenance programme and any subsequent amendments will be approved by the CAA.

An approved maintenance programme is required; for an aircraft with an engine (single) horsepower of greater than 450 hp; for aircraft with multiple piston engines or turbine (single or multiple) engine; for aircraft classified as complex (A8-25 Supplement 2); or is operated in accordance with an approval issued by the CAA.

When approval of the maintenance programme is not required the owner/operator is responsible for ensuring that the aircraft is maintained to an airworthy standard.

- 15.3 The aircraft maintenance programme should establish compliance with:

- a) instructions issued by the CAA;
- b) instructions for continuing airworthiness issued by the manufacturer of the aircraft/ engine/propeller, and components, major repair design approval, technical standard order authorisation and any other relevant approval issued under BCAR Section A.

- 15.4 The aircraft maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and nature of operations. Tasks that are flying hour related may also require appropriate calendar periods.

- 15.5 The aircraft maintenance programme should be reviewed and amended accordingly when necessary. These reviews shall ensure that the

programme continues to be valid in light of the operating experience and instructions from the CAA.

- 15.6 For aircraft that are required to have an approved maintenance programme and when the continuing airworthiness of the aircraft is managed by an Organisation approved in accordance with Chapter A8-25 or A8-26, the aircraft maintenance programme and its amendments may be approved through an indirect approval procedure. The indirect approval procedure shall be established by the approved Organisation as part of the Exposition and shall be approved by the CAA.
- 15.7 For an aircraft that does not require an approved maintenance programme, an owner/ operator may make arrangements for an organisation or licensed engineer to develop the programme. In such cases the owner/operator retains responsibility for its content.

## **16. Mandatory Permit Directives (MPDs)**

- 16.1 In accordance with Article 41 of the ANO, any applicable MPD must be carried out within the requirements of that MPD, unless otherwise specified or agreed by the CAA.

## **17. Data for Modifications and Repairs**

- 17.1 Damage should be assessed and modifications and repairs carried out using data approved by the CAA or by a suitably approved organisation, as appropriate.

## **18. Aircraft Continuing Airworthiness Record System**

- 18.1 The aircraft continuing airworthiness records should consist of an aircraft logbook, engine logbook(s) or engine module log cards, and propeller logbook(s) as required by Article 226 of the ANO.
- 18.2 The aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, is required to be entered in the aircraft logbooks.
- 18.3 The aircraft continuing airworthiness records are required to contain the current:
- a) status of Mandatory Permit Directives and measures mandated by the CAA in immediate reaction to a safety problem;
  - b) status of modifications and repairs;
  - c) status of compliance with the maintenance programme;
  - d) status of service life limited components;
  - e) weight and balance report;
  - f) list of deferred maintenance



- 18.4 When requested by the CAA, the following information relevant to any component installed is required to be recorded in the appropriate airframe, engine or propeller logbook, engine module or service life limited component log card:
- a) identification of the component; and
  - b) where available, the type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component; and
  - c) the particular component accumulated total flight time and/or flight cycles and/or calendar time, as appropriate.
- 18.5 All entries made in the aircraft continuing airworthiness records should be clear and accurate. When it is necessary to correct an entry, the correction should be made in a manner that clearly shows the original entry.
- 18.6 The owner/operator is required to keep copies of the continuing airworthiness records supporting the items listed in paragraph 18.3 for the times specified in Article 226, Schedule 7 of the ANO.

# Chapter A8-26: Approval of Organisations Supporting Recreational Aviation

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## Background

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Chapter A8-26 sees further increased delegated authority to approved organisations through new oversight privileges as well as the ability to issue a National Permit to Fly. Other significant changes include the introduction of risk management and occurrence reporting as well as new requirements for personnel and Authorised Staff. A number of editorial changes have also been made to improve and simplify the wording.

The Chapter appears in full below with the associated changes indicated. The paragraph numbering has been updated to that currently published in CAP 553.

### 1. Introduction

- 1.1 An Organisation supporting Recreational Aviation (hereinafter in this Chapter referred to as the Organisation) is a representative body that encompasses a specific sector of the industry involved in sport, recreational and/or leisure flying and for the purposes of this Chapter is approved to perform airworthiness related functions.
- 1.2 The requirements of this Chapter A8–26 are applicable to the approval of the Organisation allowing it to exercise privileges specified in paragraph 5.3, in respect of aircraft eligible for a National Permit to Fly specified in paragraph 5.4.  
  
**NOTE:** National Permit to Fly means a Permit to Fly Certificate issued in accordance with Chapter A3-7.
- 1.3 An Organisation may, when in compliance with the requirements of this Chapter A8– 26, be approved to provide oversight, design, continuing airworthiness management, maintenance of aircraft and issue a National Permit to Fly as agreed by the CAA in respect of the aircraft groups defined in paragraph 5.4.
- 1.4 The capability of the approved Organisation may be defined by one or more of the following aircraft groups:

- a) Amateur built aircraft that are eligible for a National Permit to Fly in accordance with Chapter A3-7;
- b) Commercially built aircraft that are eligible for a National Permit to Fly in accordance with Chapter A3-7.

## 2. Extent of Approval

### 2.1 Oversight

2.1.1 An Organisation may hold privileges and accomplish airworthiness investigations on behalf of the CAA, subject to the written agreement of the CAA.

2.1.2 Pursuant to the privileges, the Organisation may:

- a) Submit reports, which may include a recommendation in relation to the assessment of a first off aircraft design, in support of a standard agreed with the CAA, for the issue of a National Permit to Fly;

**NOTE:** The CAA will determine an appropriate level of involvement in the initial approval of type approved aircraft.

- b) Submit reports, which may include a recommendation in respect of the noise testing of aircraft;
- c) Submit reports, which may include a recommendation, to the CAA with regard to the oversight and audit of the Organisations in respect of design, manufacture and assembly of aircraft and their components;
- d) Classify and approve changes to aircraft that fall within the scope of the approval;
- e) Be responsible for the tasks related to management of aircraft design approvals, such as data sheets for homebuilt and type accepted aircraft (Type Acceptance Data Sheets and Homebuilt Aircraft Data Sheets), including annual reviews, maintenance and data conformity validation and management of proposed changes to the relevant documents;
- f) Submit reports in respect of flight testing of aircraft in support of initial issue of a National Permit to Fly, the approval of a change, or the evaluation of a new design or design feature;
- g) Create initial operating limitations and subsequent changes;
- h) Submit reports and recommendations in relation to the classification of an aircraft within Annex I of Regulation (EU) 2018/1139.

- i) Authorise a Competent Person in accordance with CAP 1220 in relation to operation of experimental aircraft under E Conditions.

2.1.3 As part of the oversight privilege, the Organisation shall:

- a) Issue and promote safety related information, educate and make recommendations to the whole aviation community for the aircraft types for which it is approved.

**NOTE:** Such information includes non-mandatory safety information aimed to guide the community on the pertinent issues. The Organisation shall monitor sources of fleet relevant safety information including those issued by a foreign State of Design.

- b) Establish and observe service standards as agreed with the CAA when dealing with issues such as applications, enquiries and complaints.

**2.2. Privilege to issue a National Permit to Fly**

2.2.1 An Organisation may be approved to issue a National Permit to Fly as per Article 40 of the ANO in accordance with Chapter A3-7 in respect of aircraft within its scope, when it is attesting conformity with approved flight conditions or other agreed designs that have been approved through AAN or MAAN, subject to adequate procedures in the organisation Exposition as required in paragraph 7 of this Chapter.

2.2.2 The Organisation must be satisfied that aircraft are capable of safe flight. Any necessary inspections or tests for that purpose shall take place. Any limitations or permit conditions shall be specified on the Permit Certificate and be consistent with the design approval report, e.g. AAN or MAAN.

2.2.3 A copy of the National Permit to Fly shall be submitted to the CAA not later than 10 working days from the date of issue. The CAA may request any associated documents demonstrating assessment of the aircraft capability of safe flight.

2.2.4 The organisation shall inform the CAA within 5 working days of any decision to refuse the issue of the Permit to Fly including reasons for such action. The reason for refusal shall be communicated to the applicant in a timely manner.

2.2.5 The Permit to Fly for the first of type-approved aircraft, aircraft conforming to a new Type Approval Data Sheets (TADS), can only be issued by the CAA or a person approved by the CAA.

2.2.6 The Organisation shall report to the CAA immediately if it has reasonable grounds to believe or receives evidence that the aircraft issued with a National Permit to Fly is no longer in compliance with the Permit conditions or has been determined as unsafe to fly. The CAA

may then revoke, suspend or vary the Permit in accordance with Article 253 of ANO.

### 2.3. Design

2.3.1 An Organisation may hold privileges relating to the design, initial and continued airworthiness of aircraft, products, parts and appliances, as agreed by the CAA. These privileges shall support the issue of a National Permit to Fly and/or a Certificate of Validity, subject to compliance with the design assurance system requirements of this Chapter A8-26.

2.3.2 Privileges may include one or more of the following:

- a) To submit reports in relation to assessment of amateur built or type accepted aircraft designs, in support of a standard agreed with the CAA, for the issue of a National Permit to Fly;
- b) To classify changes to aircraft that fall within the scope of their approval as 'major' or 'minor';
- c) To approve changes to aircraft that fall within the scope of their approval, as agreed by the CAA;
- d) To manage the flight testing of an aircraft in accordance with section 2.5, in support of the issue of a National Permit to Fly or the approval of a change, or the evaluation of a new design or design feature;
- e) To issue continued airworthiness information or instructions containing the following statement: *'The technical content of this document is approved under the authority of the UK CAA organisation approval reference: [x/y/z]'*.

2.3.3 An approval may be granted in respect of one or more of the following product categories:

- i. Amateur built microlight aeroplanes;
- ii. Amateur built aeroplanes (other than microlights);
- iii. Amateur built rotorcraft;
- iv. Amateur built balloons or airships;
- v. Amateur built Self-Launching Motor Gliders (SLMG)
- vi. Changes to microlight aeroplanes;
- vii. Changes to gyroplanes;
- viii. Changes to commercially built aircraft that are eligible for a National Permit to Fly in accordance with Chapter A3-7.

- 2.3.4 The Organisation shall maintain a capability list of each aircraft or, if of a generic nature, the type that is covered by this paragraph. The capability list must be referenced in the company Exposition if kept on a separate database.

## **2.4. Construction Oversight and Continuing Airworthiness**

- 2.4.1 An Organisation may hold privileges relating to the construction oversight and continuing airworthiness and related management of aircraft, products, parts and appliances as agreed by the CAA, subject to the compliance with the requirements of this Chapter a8-26.
- 2.4.2 Privileges may include one or more of the following, in respect of aircraft falling within the scope of approval of the Organisation:
- a) To oversee the construction and/or changes to aircraft as defined in 1.4;
  - b) To manage the continuing airworthiness of aircraft, including the dissemination of continuing airworthiness information for aircraft within the scope of the approval and appropriate liaison with the CAA as necessary when mandatory action may be required;
  - c) To develop and control a maintenance programme, either generically or specifically;
  - d) approve the weight and balance schedule for a specific aircraft;
  - e) To carry out airworthiness reviews associated with the issue or renewal of a Certificate of Validity;
  - f) To manage check flights as may be required to support airworthiness reviews carried out in accordance with Chapter A3-7;
  - g) To issue a Certificate of Validity for a specific aircraft in accordance with Chapter A3-7.
- 2.4.3 When a Certificate of Validity is issued, a copy shall be submitted to the CAA not later than 10 working days from the date of issue. The CAA may request any associated documents demonstrating assessment of the aircraft capability of safe flight.

## **2.5. Flight Test**

- 2.5.1 An Organisation may hold flight test privileges in support of the issue of a National Permit to Fly, Certificate of Validity, the approval of a change or the evaluation of a new design or design feature.
- 2.5.2 An Organisation approved to this Chapter may operate aircraft under 'B' Conditions, as prescribed in Schedule 3 of the Air Navigation Order,

subject to any conditions specified by the CAA. The aircraft may fly without a National Permit to Fly being in force.

2.5.3 The Exposition required by paragraph 7 of this Chapter shall contain the particulars identified in Appendix 1 to Chapter A8-9. The Organisation shall establish and be able to demonstrate that, in all matters affecting airworthiness and flight testing, full and efficient internal co-ordination is ensured.

2.5.4 The Schedule of Approval may restrict the Organisation to a limited scope, aircraft category, or specific aircraft dependent upon the flight test expertise retained and the relative complexity of the projects undertaken.

## **2.6. Independence of Oversight Activities**

2.6.1 In cases where a conflict of interest arises, the Organisation shall declare them to the CAA immediately and manage them so that the Organisation's ability to perform the delegated duties is not affected, for example when the Organisation is acting as both the originator and approval body for data.

2.6.2 Measures shall be taken to address such conflicts with an element of independence and associated risks shall be determined and mitigated. The process shall be documented and available to the CAA when required.

## **3. Application**

3.1 Applications for approval shall be made in a form and manner established by the CAA and shall include an outline of the terms of approval and associated privileges requested.

## **4. Issue of Approval**

4.1 An Organisation may hold an approval under this Chapter A8-26 when it has demonstrated compliance with the applicable requirements of this Chapter to the satisfaction of the CAA.

## **5. Continuing Airworthiness Management System**

5.1 The Organisation shall demonstrate that it has established and is able to maintain a continuing airworthiness management system such that it can carry out the periodic airworthiness review and issue the Certificate of Validity for Permit to Fly aircraft covered by their approval.

5.2 The continuing airworthiness management function shall ensure that the airworthiness of each aircraft is managed by the Organisation and:

- a) The aircraft continues to meet the approved configuration;
- b) All modifications have been approved;
- c) All mandatory requirements have been completed;
- d) All prescribed maintenance has been accomplished to the applicable maintenance schedule or programme;
- e) All avionic equipment has been inspected, tested and certified in accordance with the applicable requirements;
- f) Any check flight has been carried out in accordance with applicable programme;
- g) The aircraft's weight and balance schedule is satisfactory;
- h) All required placards and instrument markings are installed, legible and correct.

5.3 The Organisation shall establish a process to conduct the airworthiness review in accordance with the criteria specified in Chapter A3-7.

5.4 The Organisation shall ensure that the personnel authorised to conduct airworthiness reviews are suitably trained, qualified and competent in accordance with A3-7 or as agreed by the CAA.

## 6. Flight Test Functions (See A8-9 paragraph 3.4)

### 6.1 Elements of Approval

6.1.1 A flight testing approval in accordance with this Chapter requires the availability of suitable and appropriately approved personnel, facilities and procedures for the control of the principal aspects of flight under 'B' Conditions. These shall include the following functions:

- a) **Flight Operations** – to conduct safe flight operations;
- b) **Design** - to provide information on the appropriate flight test conditions and limitations;
- c) **Airworthiness and Inspection** – for continued safe operation of aircraft;
- d) **Quality Management** – to ensure that all activities meet the defined criteria.

6.1.2 The Organisation's capability in respect of these four functions may vary. Depending on the nature of the work undertaken (See Appendix 1 to Chapter A8-9) the Applicant may form an association with other Organisations holding the required approval in order to meet the requirements of the A8-26 approval.



## 6.2 Flight Testing Procedures (See A8-9 paragraph 3.4.2)

6.2.1 Flight testing procedures must be documented, agreed with the CAA and address the following:

- a) Flight test operations, to ensure that an aircraft shall not fly unless the aircraft is in every way fit for flight and that flights are undertaken in accordance with the Air Navigation Order supplemented by procedures accepted by the CAA;
- b) Consideration of special safety equipment for each test flight;
- c) Provision for Certificates of Clearance such that an aircraft shall not fly on any test flight unless an appropriate Certificate of Clearance is completed by the approval holder (see A8-9 paragraph 3.7);
- d) Flight Crew Composition. The number and qualifications (including licences where applicable) of the minimum flight crew shall be subject to agreement between the Organisation and the CAA for each type or category of aircraft (as appropriate) concerned (see A8-9 paragraph 3.6);

6.2.2 Maintenance of Aircraft. Any aircraft shall be maintained in accordance with the maintenance schedule or programme approved for the aircraft and prepared in accordance with appropriate procedures of the approval holder (see A8-9 paragraph 3.10).

## 6.3 Nomination of Persons for Acceptance by the CAA (See A8-9 paragraph 3.5)

6.3.1 Except where otherwise stated for each person nominated under this paragraph, a CAA Form AD458 shall be submitted to the CAA.

6.3.2 For the head of the flight test function and all flight test aircrew, the following additional particulars are required:

- a) A valid licence;
- b) Particulars of flight training;
- c) Recency of aircraft types;
- d) Total hours on each aircraft type;
- e) Test flying qualifications and experience.

6.3.3 The Applicant shall nominate for acceptance by the CAA:

- a) The individual accountable for compliance with the requirements of this Chapter including co-ordination between all Organisations involved; and

b) Signatories to certificates and schedules required by this Chapter.

## 7. Exposition

7.1 The Organisation shall submit to the CAA an Exposition providing the following information:

- a) A statement signed by the Accountable Manager, as provided for in Appendix I, confirming that the Exposition and any associated manuals which define the approved organisation's compliance with the requirements of this Chapter will be complied with at all times;
- b) A general description of the scope of work relevant to the terms of approval;
- c) The title(s) and name(s) and terms of reference of Person(s) referred to in paragraphs 6.3 and 9, including but not limited to:
  - i) Accountable Manager;
  - ii) Chief Designer / Chief Technical Officer;
  - iii) Head of Flight Test/ Chief Test Pilot;
  - iv) Chief Inspector;
  - v) Head of Quality Assurance / Quality Manager;
- d) An organisation chart showing associated chains of responsibility;
- e) A list of authorised design signatories;
- f) A list of authorised airworthiness review staff and personnel;
- g) A list of authorised inspectors with their scope of approval;
- h) A general description of manpower resources;
- i) Procedures for internal and external co-ordination process, as applicable, where activities are performed by an external party, e.g. test flights.
- j) Procedures specifying Organisation's compliance with the relevant requirements of this Chapter;
- k) The procedure for the notification of Organisational changes to the CAA;
- l) The amendment procedure for the Exposition;
- m) A record of, or a reference to, each aircraft that is covered by this approval;
- n) Details of the Organisations record keeping retention policy;

o) A general description of the facilities located at each address specified in the organisations certificate of approval.

**NOTE:** It is acceptable that records/lists as required in f), g) and l) above can be maintained as separate databases as long as reference is made to the applicable databases and their configuration control in the Exposition.

7.2 The Organisation may provide a combined or modular Exposition reflecting each aspect of their proposed operation. The Exposition shall demonstrate how the Organisation separates each part of their approval.

7.3 The Exposition shall be amended as necessary, in line with the Section 12 of this Chapter, to remain an up-to-date description of the Organisation, and copies of any amendments shall be supplied to the CAA for approval.

## 8. Assurance Systems of the Approval

### 8.1. Quality Assurance

- a) When granted, the approval will apply to the whole Organisation as described in the Exposition and encompassed by this approval, headed by the Accountable Manager. The approval will necessitate control of standards/specifications and amendments to the satisfaction of the CAA.
- b) The Organisation shall demonstrate that it has established and is able to maintain a documented Quality System. The Organisation shall demonstrate the processes and procedures that have been put in place, where necessary, to separate the operation of each group in terms of activities, personnel and processes.
- c) The quality system will ensure that the approved Organisation continues to meet the requirements of this Chapter and shall designate a Quality Manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the Accountable Manager to ensure corrective action as necessary.
- d) In order to fully demonstrate compliance to c) above, the Organisation shall define an independent internal auditing programme to the satisfaction of the CAA that addresses continued compliance with all elements of the approval.
- e) The Organisation shall establish a quality feedback reporting system to a group of persons in the management structure and ultimately to the Accountable Manager that ensures a proper and timely corrective action is taken in response to reports resulting from the independent audits established in point d) above.

- f) At all times, the CAA shall have access to all data, reports, and records relating directly or indirectly to the flight testing and airworthiness of an aircraft, engine, or any part thereof. The CAA shall also have the right to witness tests or inspections in any way associated with establishing the airworthiness or fitness for flight of an aircraft, engine, propeller, or any part thereof.
- g) The Organisation shall demonstrate continuous compliance with the terms of the approval and its ability to meet its obligations in terms of financial and operational viability.

## 8.2. Design Assurance System (See A8.21 paragraph 5)

8.2.1 The Organisation shall demonstrate that it has established and is able to maintain a design assurance system for the control and supervision of the design, and of design changes, of products, parts and appliances approved by the Organisation under this approval. The design assurance system shall be such as to enable the Organisation to:

- a) ensure that the design activities of and overseen by the Organisation comply with the applicable standards as agreed by the CAA for the class of aircraft;
- b) ensure that its responsibilities are properly discharged in accordance with:
  - i) the appropriate provisions of the requirement of this Chapter; and
  - ii) the terms of approval issued under the requirement of this Chapter.

8.2.2 The design assurance system shall include an independent checking function of the showings of compliance.

8.2.3 The Organisation shall specify the manner in which the design assurance system accounts for the tasks performed by contracted personnel and/or other external parties according to methods which are subject to written procedures.

## 8.3. Construction Oversight and Continuing Airworthiness Assurance System

8.3.1 The Organisation shall demonstrate that it has established and is able to maintain a continuing airworthiness assurance system for the control and supervision of the construction, continuing airworthiness support, maintenance and inspection of aircraft covered by the approval.

8.3.2 The control and supervision of the construction of aircraft shall be such as to enable the Organisation to:

- a) ensure that the construction of an aircraft is monitored during the process by suitably qualified persons who are authorised by the Organisation for the purpose;
- b) ensure that the aircraft conforms to the design configuration and modification standard as defined in the aircraft definition;
- c) ensure that the aircraft is constructed to a suitable quality and inspected as being fit for flight prior to the commencement of any flying programme associated with the issue of a National Permit to Fly;
- d) ensure that the aircraft meets the requirements to allow it to qualify for a National Permit to Fly.

**NOTE:** The Organisation may also assess aircraft imported from outside the United Kingdom in relation to the recommendation of an initial Permit to Fly. In these cases, they shall ensure full compliance is demonstrated to b), c) and d) above.

8.3.3 The Organisation shall ensure that those personnel as authorised to conduct inspections and hold the privileges prescribed in paragraph 8.3 are suitably qualified, based upon such criteria for training and competence as agreed by the CAA.

#### 8.4 **Risk Management**

8.4.1 The Organisation shall develop, implement and maintain a process that ensures that risks associated with its activities are identified and assessed. Control and mitigating factors should be in place, including verification of their effectiveness. The Organisation shall define lines of accountability throughout the Organisation, including a direct accountability of the Accountable Manager.

8.4.2 Procedures shall include a process making personnel aware of their responsibilities including a system to feed back findings to the Accountable Manager to ensure effective implementation of corrective actions.

#### 8.5 **Occurrence Reporting**

8.5.1 The Organisation shall develop, implement and maintain an internal process of reporting any condition of the aircraft or component identified by the staff employed or appointed by the Organisation or aircraft owners that has resulted or may result in an unsafe condition that hazards flight safety.

**NOTE:** Regulation (EU) 2015/1018 in Annex V can be used as a guide for categories of classifying occurrences related to aircraft other than complex motor-powered aircraft considered for reporting.

8.5.2 The internal occurrence reporting system and related procedures, detailed in the Exposition, shall enable the collection and evaluation of such reports. The procedure shall identify adverse trends, corrective actions taken or to be taken

by the Organisation, to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.

8.5.3 The Organisation shall ensure that such reports contain all pertinent information about the condition and evaluation results known to the Organisation.

8.5.4 Such reports shall be produced as soon as practicable, but in any case, within 72 hours of the identified condition to which the report relates. The CAA shall have full access to the reports.

8.5.5 The occurrence reporting system established by the Organisation shall not remove the need to directly report to the CAA through the Mandatory Occurrence Reporting (MOR) and to the TADS holder, if applicable, any occurrences which may represent a significant risk to aviation safety.

**NOTE:** Occurrences which may represent a significant risk (rather than a hazard) to aviation safety, may include, but are not limited to, technical condition, maintenance and repair of the aircraft, aircraft operation, air navigation services, facilities and aerodromes.

8.5.6 The Organisation shall designate one or more persons to handle independently, the collection, evaluation, processing, analysis and storage of details of occurrences reported.

8.5.7 The handling of the reports shall be done with a view to preventing the use of information for purposes other than safety and shall appropriately safeguard the confidentiality of the identity of the reporter and of the persons mentioned in occurrence reports, with a view to promoting a just culture.

**NOTE:** Just culture means a culture in which front-line operators or other persons are not punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but in which gross negligence, wilful violations and destructive acts are not tolerated.

8.5.8 The system should promote a safety culture facilitating the spontaneous reporting of occurrences and thereby advancing the principle of a just culture. Just culture is an essential element of a broader safety culture.

8.5.9 The Organisation shall consult its staff and adopt internal rules describing how just culture principles are guaranteed and implemented within the Organisation, in particular employees and contracted personnel who report or are mentioned in occurrence reports collected shall not be subject to any prejudice by the Organisation or employer for which the services are provided on the basis of the information supplied by the reporter.

8.5.10 This protection does not apply in cases of wilful misconduct or where there has been a manifest, severe and serious disregard of an obvious risk and

profound failure of professional responsibility to take such care as is evidently required in the circumstances, causing foreseeable damage to a person or property, or which seriously compromises the level of aviation safety.

## 9. Personnel Requirements

- 9.1 The Organisation shall have sufficient staff to fulfil required positions for each area of approval.
- 9.2 Individuals shall be nominated with the responsibility of ensuring that the Organisation is in compliance with the approval. A CAA AD458 shall be completed by each individual nominated in accordance with paragraph 6.3 and 7.1(c). The nominated persons should be able to demonstrate relevant knowledge, background and satisfactory experience related to their area of responsibility and working knowledge of the relevant regulations and requirements. The continuation of persons referred to in paragraph 7.1(c) shall be assured by forward planning.
- 9.3 The Accountable Manager shall have the ultimate responsibility for the areas of approval and ensure that the oversight activities are conducted in accordance with the principles of Better Regulation Framework, such as proportionality, accountability, consistency, transparency and targeting.
- 9.4 Staff in all technical departments shall be of sufficient number and experience as may be reasonably expected to undertake the volume of work in the groups for which the approval is sought.
- 9.5 The Organisation shall establish and control the competence of all personnel in accordance with a procedure as specified in the Exposition.
- 9.6 All records shall be held for at least three years after the individual has ceased employment with the Organisation, or in case of the Authorised Staff from when the Authorisation has been withdrawn. In addition, upon request, the Organisation shall furnish staff with a copy of their record on leaving the Organisation.

## 10. Authorisation Systems for Inspecting Personnel

### 10.1 General

- 10.1.1 This Chapter permits persons to be granted, by the holder of the Organisation approval, Authorisations to issue a Permit Maintenance Release and to determine that the construction of an aircraft conforms with the specifications, drawings and instructions which comprise the accepted design, upon the CAA agreeing the conditions of such Authorisations.

**NOTE:** Compliance with this Chapter does not provide a basis for the grant of personnel certification privileges outside of the approved Organisation.

10.1.2 An approved Organisation shall develop suitable procedures to determine competence and to manage and control the Authorisation process within the Organisation. These procedures shall clearly define the Authorisation limits as agreed by the CAA.

## 10.2 **Authorised Staff and Support Staff**

10.2.1 The Organisation shall ensure that Authorised Staff and Support Staff have an adequate knowledge and understanding of the relevant aircraft and/or components, together with the associated organisation procedures. In the case of Authorised Inspectors, this must be accomplished before the issue or re-issue of the Authorisation.

**NOTE:** Authorised Staff encompasses Authorised Inspectors, Authorised Airworthiness Review Staff, Authorised Design Signatories and any other person authorised to perform specific functions on behalf of the approved Organisation based on the scope and terms of their authorisation. Support Staff means those staff who do not hold the necessary authorisation privileges. Relevant aircraft and/or components means those aircraft or components specified in the particular Authorisation. Authorisation means the Authorisation issued to staff by the Organisation specifying the fact that they may sign a certificate to release an aircraft to service within the limitations stated in such Authorisation on behalf of the approved Organisation.

10.2.2 The Authorised Staff shall ensure that all required work has been accomplished and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the owner to defer such work to another specified check or time limit.

10.2.3 The use of contracted staff and volunteers to support the Organisation's activities is permitted, provided that they are under the management and control of the nominated personnel and that the lines of responsibilities are clearly defined.

10.2.4 The Organisation may only issue an Authorisation as specified in BCAR Chapter A3-7. Authorisations may be granted by the approved Organisation, on a controlled basis, for issuing a Permit Maintenance Release, Permit Flight Release or Permit to Fly Certificate.

10.2.5 In cases where a UK registered aircraft with valid National Permit to Fly is located outside the UK, where there is no staff authorised in accordance with BCAR A3-7 to issue Permit Maintenance Release, certifying staff with appropriate knowledge and understanding of the aircraft type, authorised in accordance with the national aviation regulations of the state in which the aircraft is located can be used, subject to a written consent of the approved Organisation. The Organisation shall perform any required verification to ensure continuing airworthiness of the aircraft upon its return to the UK.



10.2.6 The Organisation shall ensure that all Authorised Staff are involved in an actual relevant aircraft or component activity for at least six months cumulatively in any consecutive two year period.

**NOTE:** For the purpose of this paragraph 'involved in actual relevant aircraft or component activity' means that the person has worked in an aircraft or component maintenance or design environment, as applicable to their role, and has either exercised the privileges of the Authorisation and/or has actually carried out relevant maintenance or design activities, as applicable to their role, on at least some of the aircraft type systems specified in their certification Authorisation.

10.2.7 The Organisation shall ensure that all Authorised Staff and Support Staff receive sufficient continuation training in each two-year period to ensure that staff have up-to-date knowledge of relevant technology, organisation procedures and human factor issues.

10.2.8 The Organisation shall establish a programme for continuation training for Authorised Staff, including a procedure to ensure compliance with the relevant parts of this paragraph 10, as the basis for issuing Authorisations under this requirement.

10.2.9 The Organisation shall assess all prospective Authorised Staff for their competence, qualification and capability to carry out their intended duties in accordance with a procedure as specified in the Exposition prior to the issue or re-issue of an Authorisation under this requirement.

10.2.10 The Organisation shall develop procedures to address situations where Authorised Staff are not meeting the required standards of performance. Independent assessment and appropriate actions such as additional training shall be taken to remedy the situation.

10.2.11 When the conditions of paragraphs 10.2.1, 10.2.4, 10.2.7, 10.2.9 and, where applicable, paragraph 10.2.8 have been fulfilled by the Authorised Staff, the Organisation shall issue an Authorisation that clearly specifies the scope and limits of such Authorisation. Continued validity of the Authorisation is dependent upon continued compliance with paragraphs 10.2.1, 10.2.4, 10.2.7, and where applicable, paragraph 10.2.8.

10.2.12 The Authorisation must be in a style that makes its scope clear to the Authorised Staff and the CAA. Where codes are used to define scope, the Organisation shall make a code translation readily available.

10.2.13 The person responsible for the quality system shall also remain responsible on behalf of the Organisation for issuing Authorisations to staff. Such person may nominate other persons to issue or revoke the Authorisations in accordance with a procedure as specified in the Exposition.

10.2.14 The Organisation shall maintain a record of all Authorised Staff.

10.2.15 The staff records shall contain:

- a) details of any aircraft maintenance licence held under BCAR Section L or Part-66, as appropriate;
- b) all relevant training completed;
- c) the scope of the Authorisations issued, where relevant;
- d) particulars of staff with limited or one-off Authorisations.

10.2.16 The Authorised Staff shall be given access on request to their personal records as detailed above.

10.2.17 The Organisation shall provide Authorised Staff with a copy of their Authorisation in either a documented or electronic format.

10.2.18 Upon request, Authorised Staff shall produce their Authorisation to any person approved by the CAA within 24 hours.

10.2.19 The minimum age for Authorisation Staff is 18 years of age.

## **11. Limitations on the Organisation**

11.1 The Organisation shall only manage an aircraft for which it is approved.

## **12. Changes to the Approved Organisation**

12.1 In order to enable the CAA to determine continued compliance with the requirements of this Chapter, the approved Organisation shall notify the CAA of any proposal to carry out any of the following changes, before such changes take place:

- e) the name of the Organisation;
- f) the location of the Organisation;
- g) additional locations of the Organisation;
- h) the Accountable Manager;
- i) any of the required persons specified in the Exposition;
- j) the facilities, procedures, work scope and staff that could affect the approval.

12.2 In the case of personnel changes that could affect the approval, having to be carried out at short notice, these changes shall be notified to the CAA at the earliest opportunity.

### 13. Findings by the CAA

13.1 When objective evidence is found showing non-compliance of the holder of an Organisation approval with the applicable requirements, the finding shall be classified as follows:

- a) a level one finding is any non-compliance with the applicable requirements which lowers the safety standard and hazards flight safety;
- b) a level two finding is any non-compliance with the applicable requirements, which is not classified as level one.

13.2 After receipt of notification of findings:

- a) the holder of the approval shall propose a corrective action plan, encompassing root cause identification and analysis to prevent re-occurrence. The corrective action(s) shall be demonstrated to the satisfaction of the CAA, within the agreed timescales;
- b) for level one findings, immediate action may be taken by the CAA to revoke, limit or suspend in whole or in part, the Organisation approval, until successful corrective action has been taken by the Organisation;
- c) for level two findings, the corrective action period granted by the CAA will be appropriate to the nature of the finding and initially will not be more than three months. In certain circumstances, the CAA may extend the three month period, subject to the nature of the finding and the demonstration of a satisfactory corrective action plan;
- d) action will be taken by the CAA to suspend in whole or in part the Organisation approval in case of failure to comply within the agreed timescales.

13.3 In the case of level one or level two findings, the Organisation approval may be subject to a partial or full suspension or revocation. The holder of the Organisation approval shall provide confirmation of receipt of the notice of suspension or revocation of the Organisation approval in a timely manner.

## Appendix 1 to A8-26

### Statement of Accountable Manager (Reference A8-26 para 7.1 a)

#### Corporate Commitment of Accountable Manager

This Exposition defines the organisation and procedures upon which the UK Civil Aviation Authority, British Civil Airworthiness Requirements, A8-26 approval is based.

These procedures are approved by the undersigned and must be complied with, as applicable, when work/orders are being progressed under the terms of the A8-26 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the UK Civil Aviation Authority from time to time, where these new or amended regulations are in conflict with these procedures.

It is understood that the UK Civil Aviation Authority will approve this organisation whilst the UK Civil Aviation Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the UK Civil Aviation Authority reserves the right to suspend or cancel the A8-26 approval of the organisation if the UK Civil Aviation Authority has evidence that procedures are not being followed, standards not upheld, or the organisation is no longer in compliance with BCAR A8-26.

Signed .....

Accountable Manager and ..... (quote position, e.g. Chief Executive Officer)

For and on behalf of ..... (quote organisation's name)

## Appendix 2 to A8-26

### AMC to A8-26, 10.1

#### Experience

An applicant for an Authorisation shall have had the following minimum experience in the design, build, inspection, servicing and maintenance of aircraft, as appropriate:

- a) For the issue of Authorisation privileges, at least:
  - i) four years of relevant maintenance/design/build experience; or
  - ii) two years if the applicant has satisfactorily completed an approved training course.
- b) For the issue of a restricted Authorisation, a period of time agreed by the CAA that will enable a level of competency equivalent to that required by a) to be obtained, provided that this is not less than two years.

#### Knowledge

It shall be established by the Organisation that applicants have an adequate knowledge of a relevant sample of the aircraft type(s) gained through a formalised training course including documented evidence of practical experience.

Formalised training courses may be replaced by demonstration of knowledge, by documented evidence of experience and by an assessment performed by the organisation in accordance with procedures agreed by the CAA.

This assessment shall include:

- a) relevant parts of initial and continuing airworthiness regulations;
- b) relevant parts of operational requirements and procedures, if applicable;
- c) the Organisation's relevant procedures;
- d) knowledge of a relevant sample of the type(s) gained through training and/or work experience;
- e) where applicable, design, build, final certification, and/or maintenance practices and techniques.

Records shall be maintained including:

- Results of initial and subsequent assessments;
- Names and positions of assessors;
- Subsequent activity levels;
- Training courses attended;
- Audit assessments.

#### Continued Validity

The Organisation shall ensure that all Inspecting Staff are involved in at least six months of actual relevant experience in any consecutive two year period. For these purposes 'actual relevant experience' means that the person has worked in a particular environment and has exercised the privileges of the Authorisation and/or has actually carried out tasks on at least some of the type systems specified in the particular Authorisation