



CHAPTER 3.11

MANUALS, LOGS AND RECORDS

Note.— The following document is associated with this Flight Operation Requirements but is not included in this chapter:

Operational flight plan — see 3.4.3.3.

3.11.1 Operator's maintenance control manual

An operator's maintenance control manual provided in accordance with 3.8.2, which may be issued in separate parts, should be developed according to industry codes of practice or to the State of Registry's guidance material, and should at a minimum contain information about:

- a) the means for complying with the procedures required by 3.8.1.1;
- b) the means of recording the names and duties of the person or persons required by 3.8.1.1;
- c) the maintenance programme required by 3.8.3.1;
- d) the methods used for the completion and retention of the operator's maintenance records required by 3.8.5;
- e) the procedures for complying with the service information reporting requirements of Annex 8, Part II, 4.2.3 f) and 4.2.4;
- f) the procedures for implementing action resulting from mandatory continuing airworthiness information;
- g) a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- h) the aircraft types and models to which the manual applies;
- i) the procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified; and
- j) procedures for advising the State of Registry of significant in-service occurrences.



3.11.2 Maintenance programme

3.11.2.1 A maintenance programme for each aeroplane as required by 3.8.3 shall contain the following information:

- a) maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the aeroplane;
- b) when applicable, a continuing structural integrity programme;
- c) procedures for changing or deviating from a) and b) above as approved by the State of Registry; and
- d) when applicable and approved by the State of Registry, condition monitoring and reliability programme descriptions for aircraft systems, components and engines.

3.11.2.2 Maintenance tasks and intervals that have been specified as mandatory in approval of the type design, or approved changes to the maintenance programme, shall be identified as such.

3.11.2.3 The maintenance programme should be based on maintenance programme information made available by the State of Design or by the organization responsible for the type design, and any additional applicable experience.

3.11.3 Flight recorder records

The owner of the aeroplane, or in the case where it is leased, the lessee, shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with Annex 13.
