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| Type Airworthiness Management Supplement Template |
| Amendment record |
| Issue | Issue date | Change description |
| Iss 1 | 7 Dec 20 | Initial issue |
| Iss 2 | 15 Mar 22 | Amend references to Regulatory Articles to reflect changes in the MRP. |
| Iss 3 | 15 May 23 | Correct typographical errors.Reflect changes in the MRP. Remove AM(MF) signature requirement. |
|  |  |  |

This Type Airworthiness (TAw) Management Supplement template to the Design Organization Exposition (DOE) is intended to assist applicants in applying for acceptance as the Type Airworthiness Manager (TAM) in a UK Military Aviation Authority (MAA) Design Approved Organization Scheme (DAOS) scope of approval.

The concept of the TAM is to take on responsibility previously held by the Type Airworthiness Authority (TAA) and therefore functions and procedures may not be covered in the existing DOE.

The template is structured to cover the key TAA responsibilities which may be delegated to a TAM by the Sponsor in accordance with (iaw) Regulatory Article (RA) 1162 - Air Safety Governance Arrangements for Civilian Operated (Development) and (In Service) Air Systems and / or RA 1163 - Air Safety Governance Arrangements for Special Case Flying Air System. If a section is not applicable due to the proposed TAw arrangements proposed by the Sponsor the section should be marked as Not Applicable leaving the numbering unchanged. Conversely, sections may be expanded to capture additional TAM responsibilities and / or TAw management functions in order to show compliance with all applicable RA.

The following instructions should aid the author in compiling the TAw Management supplement:

* The term Design Organization (DO) throughout includes DO, Co-ordinating DO (CDO) and Air System CDO. Therefore, CDO and Air System CDO may be read in place of DO as appropriate throughout this template. In completing the template, the appropriate term should be used.
* The required information is to be entered below each of the TAw Management Supplement sections. Guidance wording has been entered and should be deleted after organization specific information has been added to produce the final document.
* The required information can be presented entirely in this document, through reference to top level DOE with any deltas identified or in external procedures appropriately identified and referred to. However, any referenced procedures need to be listed within this exposition supplement and made available to the MAA.
* It is recommended that the TAw Management Supplement is version controlled using the principles below:
	+ Issue X.Y.
	+ X changes after a MAA approved major change of the document.
	+ Y changes after a minor change of the document.
* This page and the first page are to be deleted when the document is completed.

This TAw Management Supplement Template

* Is not a Standard Manual.
* Does not introduce new or modified rules.
* Must not be regarded as formally adopted acceptable means of compliance or guidance material.
* Does not constitute any legal obligation or right for the MAA or Organization.

Listed below are the RA mentioned in this template. However, note this is not an exhaustive list of the RA associated with the TAw responsibilities within the MRP.

RA 1005 Contracting with Competent Organizations

RA 1015 Type Airworthiness Management – Roles and Responsibilities

RA 1029 Ship-Air Release - Roles and Responsibilities

RA 1160 The Defence Air Environment Operating Framework

RA 1162 Air Safety Governance Arrangements for Civilian Operated (Development) and (In-Service) Air Systems

RA 1163 Air Safety Governance Arrangements for Special Case Flying Air Systems

RA 1165 Civil Aviation Authority Oversight of Military Registered Air Systems

RA 1200 Air Safety Management

RA 1305 Military Permit to Fly (In-Service), (Special Case Flying) and (Single Task)

RA 1310 Air System Document Set

RA 1410 Occurrence Reporting and Management

RA 4970 Baseline Military Airworthiness Review - MRP Part M Sub Part I

RA 5010 Type Airworthiness Strategy

RA 5011 Type Airworthiness Safety Management System

RA 5012 Type Airworthiness Safety Assessment

RA 5103 Certificate of Design

RA 5212 Weight and Moment Determination

RA 5219 Instrumentation and Flight Data Recorder Requirements for Flight Trials of Air Systems

RA 5220 Special Flying Instructions and Restrictions on Flying

RA 5301 Air System Configuration Management

RA 5305 In-Service Design Changes

RA 5320 Air System Maintenance Schedule – Design and Validation

RA 5405 Special Instructions (Technical)

RA 5406 Aircrew Publications

RA 5407 Support Policy Statement

RA 5602 Propulsion Systems Part Lifing, Critical and Common Pool Parts

RA 5723 Ageing Air System Audit

RA 5724 Life Extension Programme

RA 5725 Out of Service Date Extension Programme

RA 5726 Integrity Management

RA 5805 Airworthiness Directives and Service Bulletins (MRP Part 21 Subpart A)

RA 5810 Military Type Certificate (MRP Part 21 Subpart B)

RA 5812 Digital Models and Simulations Supporting Airworthiness Related Decision-Making

RA 5815 Instructions for Sustaining Type Airworthiness

RA 5820 Changes in Type Design (MRP Part 21 Subpart D)

RA 5825 Fault Reporting and Investigation

RA 5835 Production Organizations (MRP Part 21 Subpart G)

RA 5850 Military Design Approved Organization (MRP Part 21 Subpart J)

RA 5865 Repairs (MRP Part 21 Subpart M)

RA 5880 Military Permit to Fly (Development) (MRP Part 21 Subpart P)

Type Airworthiness Management

Supplement

{insert Organization name}

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Prepared by | Date | Checked and approved by |
| {dd-mmm-yy} | {name} | {dd-mmm-yy} | {name} |
| {signature} | {signature} |
| {position} | {position} |

# Organization

## Organization Address

|  |  |
| --- | --- |
| Name |  |
| Address | {Primary TAM Office address} |
| Telephone Number |  |
| Email Address(s) |  |

## Index

[1 Organization 1](#_Toc135035728)

[1.1 Organization Address 1](#_Toc135035729)

[1.2 Index 2](#_Toc135035730)

[1.3 Amendment History 4](#_Toc135035731)

[1.4 Distribution List 4](#_Toc135035732)

[1.5 Objective of Type Airworthiness Management Supplement and Binding Statement 5](#_Toc135035733)

[1.6 Responsible Person(s) For Administration of TAw Management Supplement 7](#_Toc135035734)

[1.7 Changes in TAw Management (RA 1015 and RA 5850(4)) 7](#_Toc135035735)

[1.8 Presentation of TAw 7](#_Toc135035736)

[1.8.1 Organization History 7](#_Toc135035737)

[1.8.2 Facilities relevant to the TAw Management 8](#_Toc135035738)

[1.9 Products 8](#_Toc135035739)

[1.10 Organizational Structure 8](#_Toc135035740)

[1.11 Human Resources RA 1200(1) Para 6.d.(1) 8](#_Toc135035741)

[1.11.1 TAM 9](#_Toc135035742)

[1.11.2 Delegation of TAw responsibility by the TAM 9](#_Toc135035743)

[1.11.3 Training Needs Analysis (RA 1015(1) Para 5d and RA 1165 Para 6) 9](#_Toc135035744)

[2 Procedures 10](#_Toc135035745)

[2.1 The TAw Management Process (RA 1015(1) Para 3) 10](#_Toc135035746)

[2.2 Special Instructions (Technical) (SI(T)) (RA 5405(1), RA 1015(1) Para 3 and RA 5805) 10](#_Toc135035747)

[2.3 Special Flying Instructions (SFI) and Restrictions on Flying (RA 5220(1)) 11](#_Toc135035748)

[2.4 Airworthiness Strategy (RA 1015(1) Para 4a and RA 5010(1)). 11](#_Toc135035749)

[2.5 Safety Management (RA 1015(1) Para 4b and c and RA 5011(1)) 11](#_Toc135035750)

[2.6 Type Airworthiness Safety Assessment. (RA 1015(1) Para 4d and e and RA 5012(1)) 11](#_Toc135035751)

[2.7 Support Policy Statement (RA 1015(1) Para 4g and RA 5320(1)) 12](#_Toc135035752)

[2.8 Issue of Topic 2(N/A/R) or equivalent (RA 1015(1) Para 4h) 12](#_Toc135035753)

[2.9 Design Organization (RA 1015(1) Para 12 and RA 1005) 12](#_Toc135035754)

[2.10 Independent System Monitoring (RA 1015(1) Para 4f ) 13](#_Toc135035755)

[2.11 Integrity Management (RA 5726 and RA 1015(1) Para 6e) 13](#_Toc135035756)

[2.12 Changes Requiring A New Military Type Certificate (MTC) (RA 5810, RA 1015(1) Para 6a, f and l) 13](#_Toc135035757)

[2.12.1 Approval of Certificate of Design (RA 1015(1) Para 6c and RA 5103) 14](#_Toc135035758)

[2.13 Changes in Type Design (RA 5820, RA 5305 and RA 1015(1) Para 6b) 14](#_Toc135035759)

[2.13.1 Approval of Minor Changes (RA 1015(1) Para 6b and c, RA 5820(3) and RA 5103) 14](#_Toc135035760)

[2.13.2 Approval of Major Changes (RA 1015(1) Para 6b and RA 5820(4)) 14](#_Toc135035761)

[2.14 Repairs (RA 5865) 15](#_Toc135035762)

[2.14.1 Unrepaired Damage (RA 5865(9)) 15](#_Toc135035763)

[2.14.2 Classification of Repairs (RA 5865(3)) 15](#_Toc135035764)

[2.14.2.1 Approval and Issue of Minor Repairs 15](#_Toc135035765)

[2.14.2.2 Approval of Major Repairs 15](#_Toc135035766)

[2.15 Flight Data Recorder (FDR) (RA 5219 and RA 1015(1) Para 6d) 16](#_Toc135035767)

[2.16 Endorse the Statement of Acceptance (RA 1015(1) Para 6g and RA 4970(2)) 16](#_Toc135035768)

[2.17 Airworthiness Occurrence (RA 1410(1) and RA 1015(1) Para 7, 8 and 9 and RA 5825) 16](#_Toc135035769)

[2.17.1 Monitoring Occurrences 16](#_Toc135035770)

[2.17.2 Classification and Investigation of Occurrences 16](#_Toc135035771)

[2.17.3 Occurrence Report 16](#_Toc135035772)

[2.18 Air System Configuration Management (RA 1015 Para 10 and RA 5301) 17](#_Toc135035773)

[2.18.1 Legible marking (RA 1015(1) Para 6h) 17](#_Toc135035774)

[2.18.2 Identifiable Parts (RA 1015(1) Para 12e) 17](#_Toc135035775)

[2.18.3 Propulsion System Part Lifing, Critical and Common Pool Parts (RA 5602) 17](#_Toc135035776)

[2.19 Military Permit to Fly (MPTF) (RA 1305 and RA 1015(1) Para 11) 18](#_Toc135035777)

[2.19.1 MPTF (In-Service) Requirement (RA 1305(1)) 18](#_Toc135035778)

[2.19.2 MPTF (In-Service) Recommendations and Issue (RA 1305(2)) 18](#_Toc135035779)

[2.19.3 MPTF (Special Case Flying) (RA 1305(5)) 18](#_Toc135035780)

[2.19.4 MPTF (Single Task) (RA 1305(4)) 19](#_Toc135035781)

[2.19.5 MPTF (Development) (RA 5880) 19](#_Toc135035782)

[2.20 Coordination Between Design and Production (RA 1015(1) Para 12d and RA 5835) 19](#_Toc135035783)

[2.21 Aircraft Document Set (ADS) and Document Control (RA 1310, and RA 1015(1) Para 16) 19](#_Toc135035784)

[2.21.1 Air System Technical Data Exploitation 19](#_Toc135035785)

[2.21.2 Instructions for Sustaining Type Airworthiness (ISTA) (RA 5815) 20](#_Toc135035786)

[2.21.3 Aircrew Publications (RA 5406) 20](#_Toc135035787)

[2.22 Support to CAMO (RA 1015(1) Para 17) 20](#_Toc135035788)

[2.23 CAA Oversight (RA 1015(1) Para 18 and RA 1165(1)) 20](#_Toc135035789)

[2.24 Embarked Air Systems (RA 1015(1) Para 20 and 21 and RA 1029) 20](#_Toc135035790)

[2.25 Weight and Moment Determination (RA 5212) 21](#_Toc135035791)

[3 Appendices 22](#_Toc135035792)

[Appendix A – Abbreviations 22](#_Toc135035793)

[Appendix B – List of Referenced TAw Procedures 23](#_Toc135035794)

[Appendix C – List of Forms and Templates 24](#_Toc135035795)

## Amendment History

List all amendments including issue, date, affected chapter and a short description of the change.

|  |  |  |  |
| --- | --- | --- | --- |
| Iss. | Date | Section(s) | Description |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Distribution List

This section should describe how Organization staff and contractors gain access to the TAw Management Supplement and how they are informed about amendments to the TAw Management Supplement and all referenced procedures. Each holder of a controlled copy of the TAw Management Supplement should also be recorded in the table below. All subsequent amendments of the TAw Management Supplement and its referenced procedures shall be made available to the holders of controlled copies.

The copy supplied to the MAA should be sent to the MAA DAOS Branch Head (via e-mail as a pdf file). A copy should also be provided to the Sponsor, appointed TAA (TAA) (if any) and appropriate Continuing Airworthiness Manager(s) (CAM).

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Dept. | Post | Remarks |
| 1 | MAA | MAA DAOS Branch Head (DSA-MAA-OA-ACC@mod.gov.uk) |  |
| 2 |  | *{Sponsor}* |  |
| 3 |  | *{TAA (if required by the Sponsor)}* |  |
| 4 |  | *{CAM (all relevant Military and Civilian)}* |  |
|  |  | *{Internal}*  |  |

## Objective of Type Airworthiness Management Supplement and Binding Statement

This section should provide a short explanation of the purpose of the TAw Management Supplement, and how it links to the DOE for the guidance of the DO’s own personnel and should give a binding statement by the TAM and Accountable Manager (Military Flying) (AM(MF)), declaring this TAw Management Supplement as a basic working document, which has to be followed by all personnel (including contractors, if applicable) to meet the TAw tasks delegated by the Sponsor.

{*Below is an example of a binding statement and should be checked to see if they are appropriate and changed accordingly by the organization.*}

This TAw Management Supplementand associated documents define how TAw Management is undertaken by the RA 5850 - Military Design Approved Organization approved DO, {*Organization name*}, iaw the MAA Regulation Publications (MRP) including all applicable amendments. All documents referenced in this TAw Management Supplement are considered as part of the TAw Management Supplement. The TAw Management Supplement is approved by the undersigned.

The undersigned ensure that:

* This TAw Management Supplement, bounded by the delegation prescribed by the Sponsor, including the referenced documents are maintained in conformity with the Design Management System and is used as a basic working document within the [Organization name] DO.
* All personnel including appropriate TAw suppliers are aware of the processes described in this TAw Management Supplement and associated documents and will comply with the requirements of this TAw Management Supplement.
* {*Organization name*} has sufficient staff in numbers, competence and experience with the appropriate authority to be able to discharge their allocated TAw responsibilities bounded by the delegation prescribed by the Sponsor.
* {*Organization name*} accommodation, facilities and equipment are adequate to discharge their allocated TAw responsibilities bounded by the delegation prescribed by the Sponsor.
* It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the MAA from time to time where these new or amended regulation conflict with these procedures.
* It is accepted that the MAA may investigate and review any report.
* It is understood that the MAA will approve this DO and TAM whilst the MAA is satisfied that the procedures are being followed and work standards maintained.
* It is further understood that the MAA reserves the right to restrict, suspend or revoke its approval of the DO or TAM if the MAA has evidence that procedures are not followed, or standards not upheld.

*Signed by:*

|  |
| --- |
| Type Airworthiness Manager |
| {Signature*}* |
| {Printed Name} |
| Date: | {dd-mmm-yy} |

## Responsible Person(s) For Administration of TAw Management Supplement

The official title and contact details of the person responsible for the administration of the TAw Management Supplement must be stated. The nominated person is responsible for ensuring that the TAw Management Supplement is distributed, controlled, and amended or reissued as necessary.

## Changes in TAw Management (RA 1015 and RA 5850(4))

This section should describe the system for approving and implementing changes to the TAw Management Supplement and TAw Management System, including:

* How the Organization classifies these changes~~.~~
* Which changes have to be endorsed by the MAA and which can be approved by the Organization.
* Who will approve changes (usually the AM(MF) holding a TAw delegation from the Chief Executive);
* How will this approval be formalized? (eg signature on the master copy).
* How will the TAw Management Supplement issue number identify a significant change endorsed by the MAA and a non-significant change approved by the Organization?
* How will the changes be identified in the TAw Management Supplement?

## Presentation of TAw

This section should give an introduction or foreword, explaining how the Organization manages TAw to meet the requirements of the MRP for the guidance of the organization’s own personnel including:

* The role of the TAM and the TAw responsibilities delegated by the Sponsor, include Letter of Appointment reference.
* The relationship with other parts of the DO and the separation of responsibilities between TAw and DO functions including where aspects of the DO Design Management System (DMS) is used to support TAw Management.
* Interface arrangements with the AM(MF), TAA and / or Sponsor and Continuing Airworthiness Management Organization (CAMO).
* Arrangements for Civil oversight of Military Registered Air Systems.

### Organization History

Brief general information concerning the history and development of the Organization to take on TAw responsibility if not covered in the DOE.

### Facilities relevant to the TAw Management

This section should detail the TAM location(s) and describe the facilities in detail, if not covered in the DOE:

* Design (eg Computer aided design and drawing system, filling and storage, list of software used, etc).
* If the TAM is not co-located with the DO, then describe how oversight is managed.
* The system for Management of TAw records.

## Products

Applicants should list in this section the product(s) they have TAw responsibility.

|  |  |
| --- | --- |
| **Class** | **Type(s)** |
| Aeroplanes |  |  |
|  |  |
| Helicopters |  |  |
|  |  |
| Remote Piloted Air Systems (RPAS) |  |  |
|  |  |
| Engines | Piston |  |
| Turbine |  |

## Organizational Structure

This section should contain a diagram showing how the TAM fits into the wider DO structure. This should include the AM(MF), chain of responsibility from the Chief Executive and key external Organizations including the TAA, Sponsor and CAM.

## Human Resources RA 1200(1) Para 6.d.(1)

This section should include a description of the human resources undertaking TAw Management and give details about their responsibilities and qualification criteria.

Also, the Organization’s training policy for TAw posts should be defined (ie general framework for training plans, defining eg the fields of training such as “regulations”, “technical training”, “procedures training” etc. and its recurrences) for each affected group of staff.

### TAM

This section should describe:

* Responsibilities and tasks Delegated by the Sponsor.
* Required minimum qualification(s) and experience.
* Procedure for their internal nomination, assessment and acceptance.
* Other roles held within the DO, and how independence between the roles is maintained.

**Note**: The credentials of the TAM should be submitted to the MAA for approval on a MAA DAOS Form 4: DAOS Design Signatory CV accompanied by a completed self-assessment against the Airworthiness Competence Set[[1]](#footnote-2) in order that they may demonstrate relevant knowledge and experience related to the nature of the delegated tasks before issuing a Letter of Endorsement of Airworthiness Competence (LoE) to the Sponsor.

**Note**: Any limitations of TAw responsibilities to be held by the TAM will be recorded in the LoE by the MAA and are to be reflected in the Letter of Appointment issued by the Sponsor and within this TAw Management Supplement.

### Delegation of TAw responsibility by the TAM

This section should identify posts within the Organization that require a TAw Management delegation from the TAM and describe:

* How all persons involved in TAw Management activities are competent and Suitably Qualified and Experienced Person.
* How delegations to subordinate staff and all sub-delegations are managed and reviewed at least annually.

### Training Needs Analysis (RA 1015(1) Para 5d and RA 1165 Para 6)

This section should describe the arrangements for conducting a Training Needs Analysis in relation to the differences between the civil-type course requirements for the issue of a European Aviation Safety Agency (EASA) Part 66 type rating and the need for additional training for the equipment fitted to its Air Systems in order to undertake military operations.

# Procedures

## The TAw Management Process (RA 1015(1) Para 3)

This section should provide a detailed description of the system for the through life TAw Management including but not limited to:

* How appropriate action is taken in response to Airworthiness issues including informing the AM(MF), TAA and / or Sponsor and CAM.
* Support to the AM(MF), TAA and / or Sponsor and CAM to discharge their responsibilities for Air Safety.
* Formal arrangements in place with all organizations supporting TAw.
* Description of the complete TAw Management process (who is taking the project lead, which tools are used, which kind of tasks are delegated, etc.). A link to a separate document describing the TAw Management process could be sufficient.
* How TAw Management documents are prepared and approved for use including, but not limited to, Airworthiness Strategy, Safety Management Plan, TAw Safety Assessment, Integrity Management Plan.
* How the TAM ensures that the development and Assurance of Modelling and Simulation used to support Airworthiness-related decision-making is appropriate for their intended use (RA 5812(1)).

## Special Instructions (Technical) (SI(T)) (RA 5405(1), RA 1015(1) Para 3 and RA 5805)

This section should describe the system to support the issue of temporary instructions by the TAA for remedial action when a fault or potential fault impairs the safety, serviceability or operational capability of an Air System (and related products, parts and appliances or Air Launched weapons) for Civilian Operated (In-Service) and Civilian Operated (Development) Air Systems.

**Note**: Approval of SI(T) is not delegable to the TAM under RA 1162.

For Special Case Flying this section should describe the process the TAM uses to assess and approve the issue of an SI(T) under RA 1163. This is to include:

* Consideration of the effect on the TAw Safety Assessment.
* Communication with DO, AM(MF), TAA and / or Sponsor.
* Communication with Military-CAM.
* For a civil derivative Air System, the consideration of Airworthiness Directive (AD) or Service Bulletin (SB) (RA 5805).

## Special Flying Instructions (SFI) and Restrictions on Flying (RA 5220(1))

This section should describe the system to support the issue of SFI and Restrictions of Flying by the TAA for Civilian Operated (In-Service) and Civilian Operated (Development) Air Systems.

**Note**: Approval of SFI is not delegable to the TAM under RA 1162.

For Special Case Flying this section should describe the process the TAM uses to assess and approve the issue of SFI and Restrictions on Flying and how this is communicated to the AM(MF) and Sponsor under RA 1163.

## Airworthiness Strategy (RA 1015(1) Para 4a and RA 5010(1)).

This section should describe the process for developing the through life Airworthiness Strategy and approval by the AM(MF) and Sponsor.

A concise description is required of the technical procedures covering all aspects of work conducted by the TAM and how review and assurance of the activities undertaken is conducted. This should show how matters affecting Airworthiness are controlled. The procedures are to define how the four pillars of Airworthiness are addressed:

* Air Safety Management System (ASMS).
* Recognized Standards.
* Competence.
* Independence.

## Safety Management (RA 1015(1) Para 4b and c and RA 5011(1))

This section should describe the system for managing safety including identifying and working with key stakeholders in MOD and other organizations including but not limited to:

* Develop, maintain and enhance a Safety Management System (SMS).
* Generate and manage the Project Safety Management Plan.
* Ensure the DO produces and maintains a Project Safety Management Plan.
* Develop and maintain a Hazard Log.
* Establishment of a Project Safety Panel.
* The arrangements to ensure the TAw Safety Assessment and SMS is subject to independent evaluation and audit.

## Type Airworthiness Safety Assessment. (RA 1015(1) Para 4d and e and RA 5012(1))

This section should describe the system to develop and maintain the TAw Safety Assessment for the System including the production of the TAw Safety Assessment Report.

## Support Policy Statement (RA 1015(1) Para 4g and RA 5320(1))

This section should describe the system to support the TAM in the production, promulgation and maintenances of the Support Policy Statement for Civilian Operated (In-Service) and Civilian Operated (Development) Air Systems.

**Note**: Approval of the Maintenance Schedule is not delegable to the TAM under RA 1162.

For Special Case Flying this section should describe the process the TAM uses to develop and approve the Maintenance Schedule under RA 1163. This is to include the on-Aircraft and equipment Maintenance philosophies (both preventive and corrective), the methodology used to develop and implement through life the Maintenance schedule including but not limited to the identification of:

* Approved Data that enables delivery of the Support Policy.
* Equipment and systems managed by other organizations.
* Data to be gathered through life and its exploitation.
* The method of promulgating this information.
* Review of the SPS.

## Issue of Topic 2(N/A/R) or equivalent (RA 1015(1) Para 4h)

This section should describe the system to develop the promulgation of the support policy statement.

**Note**: The initial issue of the Air System Document Set (ADS), Review of the ADS and Service Bulletins is not delegable to the TAM under RA 1162.

**Note**: For Special Case Flying this section should describe the processes the TAM uses to assess and approve for issue the support policy statement under RA 1163.

## Design Organization (RA 1015(1) Para 12 and RA 1005)

Where other DOs are contracted to support the TAw activity this section should describe their selection and appointment.

**Note**: Where the contracted DO is required to hold DAOS but is not yet approved, the TAM should engage with the MAA to discuss the requirement.

Where the TAM proposes to invoke DO Privileges this section should describe how the proposed Privilege will operate and how the TAM will undertake enduring Assurance of the DO.

**Note**: A request for a DO to hold Privilege is to be submitted to the MAA on a DAOS Form 82: application for changes in DAOS approval. Privilege cannot be invoked until the MAA has approved the DO to hold them through issue of an updated Approval Schedule; refer to RA 5850.

## Independent System Monitoring (RA 1015(1) Para 4f)

This section should describe the arrangements for including the TAw Management activities within the Independent Monitoring and Quality Management Systems and the audit programme for organizations, including where appropriate Defence Contractor Flying, Design, Maintenance, Continuing Airworthiness Management and Production Organizations.

## Integrity Management (RA 5726 and RA 1015(1) Para 6e)

This section should describe the system for Maintaining the Structural, Propulsion and Systems Integrity of the Air System type through-life including regular reviews of the actual usage and in-service experience against the design assumptions covering:

* Integrity Management (RA 5726(1)).
* Establishing Integrity Management (RA 5726(2)).
* Sustaining Integrity Management (RA 5726(3)).
* Validating Integrity (RA 5726(4)).
* Recovering Integrity (RA 5726(5)).
* Exploiting Integrity (RA 5726(6)).
* Ageing Aircraft Audit (RA 5723 and 1015(1) Para 10f).
* Life Extension Programme (RA 5724 and 1015(1) Para 6i).
* Out of Service Date (OSD) Date Extension Programme (RA 5725 and 1015(1) Para 6j).

## Changes Requiring A New Military Type Certificate (MTC) (RA 5810, RA 1015(1) Para 6a, f and l)

This section should describe the support provided to the TAA by the TAM to obtain an MTC for a Civilian Operated (In-Service) Air System.

**Note**: Responsibility to hold an MTC is not delegable to the TAM under RA 1162.

For Special Case Flying, under RA 1163 this section should describe the process the TAM uses to obtain Type Certification including any reliance on the civil Type Certification Basis and Type Certificate. This to include:

* Role in specification of the Design.
* Type Certification Basis (RA 5810(4)).
* Certification Programme (RA 5810(5)).
* Compliance with The Type Certification Basis (RA 5810(7)).
* Compile approved Certification evidence to support the Military Air Systems Certification Process (MACP) and the MPTF process.
* Role in the compilation and issue of the Certificate of Design.
* Interface with TAA and / or Sponsor.
* Use of Modelling and Simulation to Claim Credit for Certification Evidence (RA 5812(2).

### Approval of Certificate of Design (RA 1015(1) Para 6c and RA 5103)

**Note**: For Civilian Operated (In-Service) and Civilian Operated (Development) Air Systems this is not a TAM function for Major changes or new MTC under RA 1162.

**Note**: for Special Case Flying this section should describe the TAM review and acceptance of the Certificate of Design for a new Air System under RA 1163.

## Changes in Type Design (RA 5820, RA 5305 and RA 1015(1) Para 6b)

This section should describe the TAM involvement in a Design Modification including:

* Role in specification of the Design.
* Classification of Design Modification.
* Type Certification Basis (RA 5810(4)).
* Certification Programme (RA 5810(5)).
* Compliance with The Type Certification Basis (RA 5810(7)).
* Compile approved Certification evidence to support the MACP and the MPTF process.
* Role in the compilation and issue of the Certificate of Design.
* Interface with TAA and / or Sponsor.

### Approval of Minor Changes (RA 1015(1) Para 6b and c, RA 5820(3) and RA 5103)

This section should describe the system for the review and acceptance of the Certificate of Design and the evaluation process in line with the MACP, detailed within RA 5810, as for a Major Change.

**Note**: Minor Design Changes can be approved by either the TAM under RA 1162 and RA 1163, or the DO under privilege.

### Approval of Major Changes (RA 1015(1) Para 6b and RA 5820(4))

**Note**: For Civilian Operated (In-Service) and Civilian Operated (Development) Air Systems Approval of Major design change is not delegable to the TAM under RA 1162.

**Note**: For Special Case Flying the TAM can approve Major Changes and this section should describe the system for undertaking an evaluation process in line with the MACP, detailed within RA 5810 and 5820, as for a Major Change under RA 1163.

## Repairs (RA 5865)

This section should describe the TAM involvement in establishing the Repair Requirement:

* How are repair requests received and from who?
* What happens if there is insufficient information to design a repair.
* Role in specification of the Design Repair.
* Classification of Design Repairs.
* Compliance with the Type Certification Basis. (RA 5810(4) and RA 5810(5)).
* Informing the organization performing the repair of all the necessary installation instructions. (RA 5865(5)).
* Role in the compilation and issue of the Certificate of Design.
* Interface with TAA and / or Sponsor.

### Unrepaired Damage (RA 5865(9))

This section should describe the system for assessing and classifying the effect on Airworthiness of Unrepaired Damage, engagement with the Sponsor and / or AM(MF) and approval that the damage is left unrepaired.

### Classification of Repairs (RA 5865(3))

The role of the TAM in the classification of repairs and how independence is maintained with DO classification.

Considerations for classifying repairs include, but are not limited to:

* Structural performance.
* Weight and balance.
* Systems.
* Operational characteristics.
* Other characteristics.

#### Approval and Issue of Minor Repairs

This section should describe the system for the evaluation, approval and issue of a Minor Repair.

**Note**: Minor Repairs can be approved by either the TAM under RA 1162 and RA 1163, or the DO under privilege.

#### Approval of Major Repairs

This section should describe the involvement of the TAM in the issue of proposed Major Repair.

**Note**: For Civilian Operated (In-Service) and Civilian Operated (Development) Air Systems Approval of Major design Repairs is not delegable to the TAM under RA 1162.

**Note**: For Special Case Flying the TAM can approve Major Repairs and this section should describe the system for undertaking the evaluation, approval and issue for a Major Repair under RA 1163.

## Flight Data Recorder (FDR) (RA 5219 and RA 1015(1) Para 6d)

This section should describe the process followed by the TAM to determine the need for installation of instrumentation and a crashworthy FDR for the purposes of the flight trial programme, in consultation with the Contractor.

## Endorse the Statement of Acceptance (RA 1015(1) Para 6g and RA 4970(2))

This section should describe the system to endorse the Statement of Acceptance (SofA) if requested by the AM(MF).

## Airworthiness Occurrence (RA 1410(1) and RA 1015(1) Para 7, 8 and 9 and RA 5825)

The section should describe the system put in place for TAw Management for the collection, investigation and analysis of data related to failures, malfunctions, defects or other occurrences which cause or might cause adverse effects on the continued airworthiness of products, parts or appliances.

### Monitoring Occurrences

The section should describe how trends are monitored including tracking applicable Occurrence Investigation recommendations to closure and all appropriate stakeholders informed.

### Classification and Investigation of Occurrences

This section should describe the process to classify Occurrences, the system for conducting Local Investigation and the selection of competent personnel to conduct the Investigation.

### Occurrence Report

This section should describe the system for Reporting Occurrences and the outcome of Investigations including:

* Use of Air Safety Information Management System (ASIMS).
* Raising of Significant Occurrence Notification (SON) and Defence Air Safety Occurrence Report (DASOR).
* Raising of Mandatory Occurrence Report (MOR).

## Air System Configuration Management (RA 1015 Para 10 and RA 5301)

This section should describe the system in place for establishing and implementing a Configuration Management System, interfaces with other organizations and the arrangements to:

* Establish a Configuration Management Plan (CMP) for all items of materiel that may be subject to modification (RA 1015(1) Para 10a).
* Record and maintain the configuration management and technical history of an individual Air System and related products, parts and appliances (RA 1015(1) Para 10b).
* Agreeing the DO Configuration Management Plan (RA 5301(1) Para 16).
* Authorization and management of procedures for Design Modification (RA 1015(1) Para 10c).
* Respond following the issue of an AD or SB for an unsafe condition on a civil derived Air System (RA 1015(1) Para 10d).
* Manage, through Chairmanship of the Local Technical Committee (LTC) and submission to the Configuration Control Board (CCB), the configuration of the Air System Type Design including the provision of Modifications necessitated by In-Service experience or as requested by Aviation Duty Holders (ADHs) for safety, operational, or economic reasons. (RA 1015(1) Para 10e.
* Requirement for re-qualification (RA 5103(1)).

### Legible Marking (RA 1015(1) Para 6h)

This section should describe the system to ensure that each part or appliance is permanently and legibly marked iaw the applicable design data.

### Identifiable Parts (RA 1015(1) Para 12e)

This section should describe the system to agree the list of all Identifiable Parts, prepared for inclusion in the Design Records by the DO, and conduct regular reviews of it in the light of service experience and changes in design.

### Propulsion System Part Lifing, Critical and Common Pool Parts (RA 5602)

This section should describe the arrangements with the Propulsion DO including:

* Life marking where deemed necessary.
* Determination of critical part lives and exchange rates.
* Processes for the control and validation of critical parts, including those from alternative methods or sources of manufacture.
* Manufacturing Plan for the critical parts for Propulsion Systems certified under civil codes.
* Approval of the use of common pool parts.

## Military Permit to Fly (MPTF) (RA 1305 and RA 1015(1) Para 11)

### MPTF (In-Service) Requirement (RA 1305(1))

This section should describe TAM involvement in the development and review of the MPTF (In-Service) to show all clearances and associated limitations.

### MPTF (In-Service) Recommendations and Issue (RA 1305(2))

This section should describe the process for classifying amendments as Major or Minor, review of supporting data and the preparation and signing the MPTF (In-Service) Recommendations. This should include, for Minor amendments, the process to submit the MPTF (In-Service) Recommendation to the Operating Centre Director (OCD).

**Note**: For Initial MPTF (In-Service) Recommendation or Major changes, submission to the TAA to certify and submission by the TAA to the OCD.

**Note**: Only the MPTF (Development) iaw RA 5880 can be issued under DO Privilege.

### MPTF (Special Case Flying) (RA 1305(5))

This section describes the process and procedures for the development of the MPTF (Special Case Flying) with all clearances and associated limitations detailed in the appropriate parts including:

* Arrangements for Independent scrutiny.
* Establishing the as-flown configuration(s) of the Air System, establish the boundary and context for the supported Air System Safety Case (ASSC) and detail any procedural safety mitigations required.
* Identification of Equipment Not Basic to the Air System (ENBAS) that is authorized to be carried in or fitted to the Air System.
* Identification of temporary information affecting the MPTF (Special Case Flying).
* Development of the Minimum Equipment List (MEL) that is derived from the DO’s generic Master MEL for the Air System.
* Procedures and limitations for the Carriage Release & Jettison of Airborne Equipment or Air Launched Weapons.
* Configuration management of documentation.
* Formal review on a routine basis.
* Engagement with other Defence Line of Development (DLOD) Leads.
* Arrangements for submission to the Sponsor.
* Arrangements for amendment.

### MPTF (Single Task) (RA 1305(4))

This section should describe any differences in the processes described in 2.24.2 MPTF (In-Service) and 2.24.3 MPTF (Special Case flying).

### MPTF (Development) (RA 5880)

This section should describe the role of the TAM in development and issue of the MPTF (Development) and how this aligns with any Privilege held by the DO.

## Coordination Between Design and Production (RA 1015(1) Para 12d and RA 5835)

This section should describe how the TAM satisfies themselves there is an effective formal arrangement between the DO and Production Organization (PO) in place where no UK Civil Aviation Authority (CAA), EASA or Federal Aviation Administration (FAA) approval is in place. This to include:

* Acceptance, approval and records of concessions and deviations.
* Product, Parts and Appliance conformance to the approved design.
* Where a new PO is contracted.

## Aircraft Document Set (ADS) and Document Control (RA 1310, and RA 1015(1) Para 16)

This section should describe how the TAM ensures:

* The development of an ADS management plan.
* Definition of the scope and structure of the Aircrew Publications and Instructions for TAw.
* The completeness and accuracy of the Approved Data, including all elements of the ADS, and the upkeep of the Air System Type Design; ensuring the provision of Approved Data to the Military Continuing Airworthiness Management Organization.
* That quality assured Technical Information is supplied.
* Is provided with the complete set of Instructions for Sustaining TAw
* The timely update and communication of changes to the ADS.

**Note**: For Civilian Operated (In-Service) and Civilian Operated (Development) Air Systems approval of the initial issue of the ADS, review of the ADS and Service Bulletins is not delegable to the TAM under RA 1162.

###  Air System Technical Data Exploitation

This section should describe the arrangements for technical data capture and analysis to validates design assumptions about usage rates, failure modes and failure rates.

### Instructions for Sustaining Type Airworthiness (ISTA) (RA 5815)

This section should describe how the TAM ensures the ISTA is coherent with the design to assure its accuracy and the timeliness of any subsequent amendments.

### Aircrew Publications (RA 5406)

This section should describe the arrangements for liaison with the Publication Organization to ensure Aircrew Publications reflect the Type Design of the Air System, including all DO modifications.

## Support to Continuing Airworthiness Management Organizations CAMO (RA 1015(1) Para 17)

This section should describe the interface arrangements with the CAM including:

* Process for ensuring the Aircraft Maintenance Programme are implemented throughout the life of the project.
* The provision, if applicable, a relevant Certificate of Airworthiness (CofA).
* How the protocols of an Aircraft Maintenance Programme are implemented throughout the life of the project.
* if applicable, a relevant CofA is made available to the Military Continuing Airworthiness Manager.
* Formal acceptance of delegated Military CAMO tasks and the allocation of sufficient resource to deliver such tasks.
* The protocols of an Aircraft Maintenance Programme are implemented throughout the life of the project.

## CAA Oversight (RA 1015(1) Para 18 and RA 1165(1))

This section should describe the arrangements for CAA oversight ensuring compliance with the MRP.

## Embarked Air Systems (RA 1015(1) Para 20 and 21 and RA 1029)

This section should describe the arrangements for providing equipment which is safe and suitable for Air Systems required to conduct embarked aviation activities in the maritime environment in Her Majesty’s / MOD Ships and the preparation of the Ship-Air Release Recommendation for each Air System / Ship combination to the satisfaction of the Sponsor, AM(MF) and Platform Authority.

## Weight and Moment Determination (RA 5212)

This section should describe the arrangements forpromulgating the required detail to ensure that the weight and moment of each Aircraft type are maintained within acceptable limits and contained in the ADS.

# Appendices

## Appendix A – Abbreviations

{Below is an example list of abbreviations, these should be checked to see if they are appropriate and changed accordingly by the organization.}

|  |  |  |  |
| --- | --- | --- | --- |
| AS-CDO | Air System Co-ordinating Design Organization |  |  |
| CDO | Co-ordinating Design Organization |  |  |
| CG | Centre of Gravity |  |  |
| CMP | Configuration Management Plan |  |  |
| DAOS | Design Approved Organization Scheme |  |  |
| DO | Design Organization |  |  |
| DOE | Design Organization Exposition |  |  |
| MAA | Military Aviation Authority |  |  |
| MRP | Military Aviation Authority Regulatory Publications |  |  |
| RA | Regulatory Article |  |  |
| TAA | Type Airworthiness Authority |  |  |
| TAE | Type Airworthiness Engineering Regulations |  |  |
| TASA | Type Airworthiness Safety Assessment |  |  |
| TAw | Type Airworthiness  |  |  |
| TAM | Type Airworthiness Manager |  |  |
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## Appendix B – List of Referenced TAw Procedures

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| Reference | Title | Revision |
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## Appendix C – List of Forms and Templates

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1. https://www.gov.uk/government/publications/letter-of-endorsement-loe-airworthiness-competence [↑](#footnote-ref-2)