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| --- | --- | --- | --- | --- | --- | --- |
| **Organization:** |  | | **Organization Ref:** | | **UK.MAA.DAOS.** | |
| **Address:** |  | | | | | |
|  | | | | | |
|  | | | | | |
| **Site:** |  | | | | | |
| **Contact Name:** |  | | **Tel No:** |  | | |
| **Audit Team Leader** |  | | | | | |
| **Audit Team Member:** |  | | | | | |
| **Support Specialists:** |  |  | | | |  |
| **Exposition Title:** |  | **Exposition Supplement**  **Reference and Issue:** | | | |  |

|  |  |  |
| --- | --- | --- |
| **Compiled By:** | **Signed:** | **Date:** |

**Additional Information:**

Notes:

1. The checklist is to be completed in accordance with the Type Airworthiness (TAw) Management model agreed with the Air System Sponsor. Where sections are not relevant, they are to be marked Not Applicable rather than deleted.
2. The checklist should be completed prior to an initial TAw Management Audit and/or when requested by the Military Aviation Authority (MAA). Once completed the checklist is to be passed to the MAA Design Approved Organization Scheme (DAOS) branch. Checklists will be held on file until the next visit to assist in reviewing evidence gathered during the visit and to resolve any queries. The Checklist is considered an aide-memoire/working document and does not constitute an official record.

**GENERAL**

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **TAw Management Supplement** |  |  |  |  |
| Has a TAw Management Supplement to the Design Organization Exposition been submitted to the MAA? | Regulatory Article (RA) 1015(1)  Para 22 |  |  |  |
| Has the Type Airworthiness Manager (TAM): |  |  |  |  |
| * Been issued a Letter of Appointment (LoA) by the Air System Sponsor? | RA 1003(3)  Para 36 |  |  |  |
| * Accepted the LoA in writing? | RA 1003(3)  Para 36 |  |  |  |
| * Ensured adequate procedures are in place for the effective communication and support of the Accountable Manager (Military Flying) (AM(MF)). | RA 1015(1) |  |  |  |
| Does the TAw Management Supplement: |  |  |  |  |
| * Detail the operating categories within which the Air System(s) is/are in use (eg Development, In-Service, Special Case Flying etc) | RA 1160 |  |  |  |
| * Reflect the TAw responsibilities in the Sponsor’s model for TAw. | RA 1162 Para 1  RA 1163 Para 1 |  |  |  |
| * Identify what TAw management activities are undertaken on-site and which have been subcontracted? | RA 1162 Para 1  RA 1163 Para 1 |  |  |  |
| * Identify any subcontractors that are essential to the scope of activity identified directly or by reference to a separate document? | RA 1162 Para 1  RA 1163 Para 1 |  |  |  |
| * Detail how it will be maintained as an accurate reflection of the organization? | RA 1015(1)  Para 23 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Organizational** |  |  |  |  |
| What is the process for selecting a TAM and nominating them to the Sponsor? | RA 1003(3)  Para 38 |  |  |  |
| **Organizational communication** |  |  |  |  |
| How does the TAM: |  |  |  |  |
| * Ensure that formal agreements are in place with all the organizations that are supporting TAw activity. | RA 1015 (1)  Para 3c |  |  |  |
| * Ensure only competent Design Organizations (DOs) are contracted in support of their Air Systems, and that they have access to the Air System Type Design data. | RA 1015 (1)  Para 12a |  |  |  |
| * Ensure the DO holds an extant approval from the MAA under DAOS covering the relevant scope of activities, including repairs. | RA 1015 (1)  Para 12b |  |  |  |
| * 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. | RA 1015 (1)  Para 12e |  |  |  |
| * Ensure there is one overall DO or Co-ordinating DO (CDO) appointed as the Air System CDO to manage the overall design or through-life configuration of each Air System. | RA 1015 (1)  Para 13 |  |  |  |
| * Ensure that appropriate action is taken in response to Airworthiness issues including, but not limited to, informing the AM(MF) where there has been a change in airworthiness risk? | RA 1015 (1)  Para 3a |  |  |  |
| * Actively support the AM(MF) to fulfil their duties within their Area of Responsibility (AoR), by managing the TAw of the Air System. | RA 1015 (1)  Para 3b |  |  |  |
| When Accountability for TAw changes on Permanent or Temporary Allotment of United Kingdom (UK) Military Registered Air Systems, does the TAM have procedures to ensure that they fully understand the configuration of the Air System. | RA 1164(1)  Para 4  RA 1164(2)  Para 11 |  |  |  |
| **Personnel** |  |  |  |  |
| Has the TAM: |  |  |  |  |
| * Identified all posts within their AoR that require a delegated LoA. | RA 1015 (1) Para 5a |  |  |  |
| * Ensured that all persons involved in TAw activities within their AoR are Suitable Qualified and Experienced Personnel (SQEP) for their roles | RA 1015 (1) Para 5b  RA 1440(1) |  |  |  |
| * Issue a delegated LoA to subordinate staff, ensuring that they are reviewed annually. | RA 1015 (1) Para 5c |  |  |  |
| What system is in place to ensure the nominated TAM:   * Holds professional Registration at Chartered Engineer (CEng). * Has successfully completed the Airworthiness of Military Aircraft Course - Practitioner (AMAC-P) and remains current. * Has successfully completed an Air System Type Specific Managers Course (or equivalent). | RA 1003(3)  Para 41 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Safety/Strategy/Policy** |  |  |  |  |
| Has the TAM: |  |  |  |  |
| * Assumed responsibility for the Safety Management of TAw activity. | RA 1015 (1)  Para 4 (b)  RA 5011 |  |  |  |
| * Developed, maintained and enhanced a Safety Management System (SMS), compliant with the Sponsor approved project Airworthiness Strategy, which will contribute to the AM(MF)’s Air System Safety Case, for each Air System type. | RA 1015 (1)  Para 4 (c)  RA 5013 |  |  |  |
| * Conducted assurance of contracted organizations, including where appropriate Defence Contractor Flying, Design, Production, Maintenance, Continuing Airworthiness, and Continuing Airworthiness Management; assurance of compliance to the contract. | RA 1015 (1) Para 4 (f) |  |  |  |
| * Promulgating and maintaining a Support Policy Statement for their Air Systems / equipment, where required. | RA 1015 (1) Para 4 (g)  RA 5407 |  |  |  |
| * Promulgating a Topic 2(N/A/R), or equivalent, for their Air Systems, where required. | RA 1015 (1) Para 4 (h) |  |  |  |
| * Conducted assurance of the Commodity / support teams / organizations. | RA 1015 (1) Para 4 (i) |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Air Safety Management** |  |  |  |  |
| Has the TAM established an auditable Air Safety Management System (ASMS) in accordance with RA 1200. | RA 1200 (1) |  |  |  |
| Does the ASMS address: -   * + Safety Policy and Objectives   + Safety Risk Management   + Safety Assurance   + Safety Promotion | RA 1200 (1)  Para 6 |  |  |  |
| How does the TAM ensure that its ASMS enables the organization to actively support the AM(MF) in their management of Air Safety and respective Air System Safety Case(s) (ASSC(s)). Identifying any decision, activity or change in circumstances that has the potential to introduce or modify Risk to Life (RtL) in AM(MF) operations, or which could undermine the As Low and Reasonably Practicable (ALARP) and Tolerable status. | RA 1200(1)  Para 2 |  |  |  |
| Has the TAM demonstrated an appropriate level of separation between Assurance and delivery such that its activities are not unreasonably influenced by operating or commercial pressures. | RA 1200(1)  Para 4 |  |  |  |
| How does the TAM ensure that the ASMS operates a comprehensive and documented Safety Assurance programme covering the entirety of the organization’s own activities and, where appropriate, those of interfacing organizations and is routinely reviewed to ensure an appropriate focus is maintained. | RA 1200(1)  Para 7a |  |  |  |
| For Special Case Flying Air Systems, does the TAM have systems in place to generate the TAw Strategy and to be approved by the Sponsor  Note: For Civilian Operated (In Service) Air Systems the TAA is responsible for generating the TAw Strategy. | RA 1015 (1) Para 4 (a)  RA 5010 |  |  |  |
| Has the TAw Strategy been approved by the Sponsor? | RA 5010 (1)  Para 2a |  |  |  |
| Has the TAM developed a procedure for the TAw Strategy to be reviewed within 6 months of a change in incumbent in post. | RA 5010(1) Para 2e |  |  |  |
| Has the TAM established a system for key stakeholders to comment on the initial issue of the TAw Strategy and to inform them of routine updates when approved by the Sponsor? | RA 5010 (1)  Para 3 |  |  |  |
| Has the TAM:   * Developed an SMS which is described in the Safety Management Plan (SMP) detailing how the TAw Strategy is enacted. * Consulted with relevant stakeholders during the generation and management of the SMP. * Integrated and coordinated with relevant Safety Management documentation generated by the DO to cover their activities. The SMP should also articulate interaction with relevant Commodity Delivery Team SMS. | RA 5011(1)  Para 1 to 3 |  | . |  |
| Has the TAM implemented a standardized process to identify, review, manage and record all TAw Hazards. | RA 5011(1)  Para 4 |  |  |  |
| Has the TAM a system to inform all stakeholders when a Hazard is identified  that may lead to a RtL. | RA 5011(1)  Para 7 |  |  |  |
| Has the TAM established and chaired the TAw Safety Panel (TAwSP) every six months, with the appropriate stakeholder attendance, to coordinate and manage the SMS including review the continued validity of the TAw Safety Assessment Report and the sufficiency of supporting products | RA 5011(1)  Para 8 |  |  |  |
| How does the TAwSP:   * Review Hazard management activities and ensures AM(MF)agreement that Hazards which may lead to a RtL have been communicated. * Review relevant design changes for impact on activities within the Safety Management Plan (SMP). * Provide advice to the appropriate AM(MF) and their staff in support of the ASSC. * Review independent evaluation and Assurance activity. * Review Instructions for Sustaining TAw and Data Exploitation * Co-ordinates the SMP | RA 5011(1)  Para 10 |  |  |  |
| Is the TAM suitably represented at equivalent DO Safety Management meetings. | RA 5011(1)  Para 11 |  |  |  |
| How does the TAM ensure that the TAw SMS and its outputs are subjected to audit in accordance with (iaw) Defence Standard (Def Stan) 00-056, by a competent and suitably qualified Independent Safety Auditor (ISA), independent of the outcome or processes they are reviewing. | RA 5011(1)  Para 12 |  |  |  |
| **TAw Safety Assessment** |  |  |  |  |
| Does the TAM have procedures to initiate and maintain an up-to-date, and re-issue as required the TAw Safety Assessment. | RA 1015(1) Para 4 (d)  RA 5012(1) |  |  |  |
| How does the TAM ensure that the Type Airworthiness Safety Assessment (TASA) is subjected to evaluation by a competent and suitably qualified Independent Technical Evaluator (ITE), independent of the outcome or processes they are reviewing, and recognized by the TAA or TAM as a Subject Matter Expert in the field which is being reviewed. | RA 5012  Para 10 |  |  |  |
| How does the TAM ensure is subjected to audit in accordance with Def Stan 00-056, by a competent and suitably qualified Independent Safety Auditor (ISA), independent of the outcome or processes they are reviewing. | RA 5012  Para 11 |  |  |  |
| **Design Safety Target Criteria** |  |  |  |  |
| Has the TAM agreed the Design Safety Targets for the Air System with the Sponsor? | RA 1230 (1) |  |  |  |

**MAA Regulatory Publications (MRP) PART 21 REGULATIONS**

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **MRP 21 Subpart A – Airworthiness Directives and Service Bulletins** |  |  |  |  |
| Has the TAM established a procedure to manage receipt of an Airworthiness Directive (AD) or Service Bulletin (SB) to correct an unsafe condition or to order an inspection, they should decide the appropriate corrective action and / or required inspections to be carried out within the timescale detailed in the AD or SB. | RA 5805(1)  Para 1 |  |  |  |
| Has the TAM established a procedure for where they defer or reject an AD or SB, that is applicable to the operated Air System, to seek approval from the relevant Sponsor and to ensure that the appropriate AM(MF) is aware so that any impact on RtL can be considered. | RA 5805(1)  Para 2 |  |  |  |
| **Airworthiness Occurrences** |  |  |  |  |
| Has the TAM ensured that all applicable stakeholders are included in the distribution of all Occurrence Reports? | RA 1015 (1)  Para 7  RA 1410 |  |  |  |
| Does the TAM have procedures to ensure that all Air Safety reportable Occurrences are reported, managed and appropriate action taken iaw RA 1410 Annex A | RA 1410(1)  Para 1 |  |  |  |
| Has the TAM (where they have access to Air Safety Information Management System (ASIMS) established procedures toensure that:   * All Air Safety Occurrences are reported, investigated, the results recorded, and any identified actions recorded and closed using the ASIMS as the primary management tool. * A Significant Occurrence Notification (SON) is raised following any Accident, or any serious or sensitive Incident utilizing the template held on the MAA websites and accessible through the ASIMS homepage. * An ASIMS Occurrence Reporting Structure is maintained and managed. | RA 1410(1)  Para 2 |  |  |  |
| Has the TAM (where they do not have access to ASIMS) established procedures to ensure that:   * All Air Safety Occurrences are reported in the first instance to the Ministry of Defence (MOD) in the form of a Portable Document Format (PDF) Defence Air Safety Occurrence Report (DASOR) within the timescales detailed in Annex A. Subsequent action to; investigate the cause, record the result of the investigation, identify any recovery actions and recording their closure may be completed via an appropriate local Occurrence Management System and uploaded to ASIMS upon completion. * A SON is raised following any Accident, or any serious or sensitive Incident utilizing the template held on the MAA websites and accessible through the ASIMS homepage. * A local Occurrence Reporting Structure is maintained and managed. | RA 1410(1)  Para 3 |  |  |  |
| Has the TAM developed procedures that any Mandatory Occurrence Report received from civil aviation, which might affect Defence Aviation, is also reported as a DASOR. | RA 1410(1)  Para 4 |  |  |  |
| Has the TAM established procedures to ensure that all DASORs relating to their platform or equipment type(s) are routinely reviewed, assessed for safety and/or Airworthiness impact with appropriate activity undertaken by individuals who are SQEP. This activity includes, but is not limited to, actions against the hazard log and TAw Safety Assessment. | RA 1410(1)  Para 5  RA 5850(8)  Para 54 |  |  |  |
| Has the TAM established procedures to ensure that:   * Their ASMS explicitly trends and tracks applicable Occurrence Investigation recommendations to closure. * Applicable Occurrence Investigation recommendations that affect their ASSC are reviewed as part of the periodic ASSC review; especially those from Service Inquiries (SI) and Director General Defence Safety Authority (DG DSA) Non-Statutory Inquiries (NSI). | RA 1410(1)  Para 6 |  |  |  |
| Has the TAM incorporated a procedure to ensure that a brief summary of activity relating to each DASOR is added in a timely manner, to inform and support the relevant investigation. Does the summary include references to any Special Instructions (Technical) (SI(T)) raised, and references to Airworthiness management tools and other supporting documentation. | RA 1410 (1)  Para 7 |  |  |  |
| Does the TAM have arrangements for DASORs to be distributed to all areas, such as Aviation Duty Holders (ADHs), AM(MF)s, AMs, and Heads of ADH-Facing Organizations supporting an ASSC that may be affected or provide/gain benefit through awareness. | RA 1410 (1)  Para 9 |  |  |  |
| Has the TAM established procedures to assure the quality of the reports within their Area of Responsibility. | RA 1410 (1)  Para 10 |  |  |  |
| Has the TAM ensured that appropriate ASIMS training is provided where required. | RA 1410 (1)  Para 16 |  |  |  |
| Has the TAM ensured procedures are in place for the monitoring of Civilian Occurrence Reporting (Where applicable). | RA 1410 (1)  Para 17 |  |  |  |
| **Fault Reporting and Investigation** |  |  |  |  |
| Has the TAM ensured there is a system in place for the reporting and investigation of faults that warrant specific attention due to their potential impact of Air Safety and that where appropriate, the data trends are evaluated, to ensure the Airworthiness and integrity of Air Systems are maintained? | RA 1015 (1)  Para 7  RA 5825 |  |  |  |
| Has the TAM ensured that a system is in place for analysing and ensuring that appropriate action is taken from reported failures, malfunctions and defects. | RA 5825 (1)  Para 1 |  |  |  |
| Has the TAM ensured the DO has a system in place for the collecting, investigating and analysing of information relating to failures, malfunctions and defects that may cause an unsafe condition in an Air System; Has the TAM also ensured that the DO system provided appropriate rectification advice in a timely manner? | RA 5825 (1)  Para 2 |  |  |  |
| Does the TAM have a procedure in place for the notification to the AM(MF) of any increased RtL resulting from a failure, malfunction or defect? | RA 5825 (1)  Para 3 |  |  |  |
| Has the TAM established a procedure for how a Fault investigation will be carried out? | RA 5825 (1)  Para 4 & 5 |  |  |  |
| Has the TAM established a procedure for ensuring the identification, quarantine, protection and disposal of faulty material.  Does this procedure ensure quarantined items are not repaired or used before the conclusion and outcome of an investigation? | RA 5825 (1)  Para 6 |  |  |  |
| Does the TAM have a system in place for the issuance of instructions for disposal for materiel under quarantine? | RA 5825 (1) Para 7 |  |  |  |
| Where applicable, TAM’s who have Flammability Reduction Means (FRM) in their Type Design should ensure that procedures are in place to assess ongoing effects of Air System component failures on FRM reliability. | RA 5825 (1) Para 8 |  |  |  |
| Where applicable, has the TAM   * Established procedures for ensuring collection of FRM reliability data, investigation and analysis, including component Failures. * Developed SI(T) or revise the applicable Instructions for Sustaining TAw to correct any failures of the FRM that occur In-Service that could increase any fuel tanks Fleet Average Flammability Exposure to more than that specified by the applicable Certification Specifications. | RA 5825 (1)  Para 9 |  |  |  |
| Has the TAM and the DO agreed the format and distribution of investigation reports resulting from data analysis requests. | RA 5825(1)  Para 13 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **MRP Subpart B – Military Type Certificate.** |  |  |  |  |
| *Note for Civilian Operated (In Service) Air Systems the Military Type Certificate (MTC) will be held by the TAA.* |  |  |  |  |
| **Type Design (General)** |  |  |  |  |
| Has the TAM ensured that Type Design complies with all the applicable Certification and Airworthiness requirements. | RA 1015 (1) Para 6a |  |  |  |
| Has the TAM agreed the need for installation of instrumentation and a crashworthy Flight Data Recorder (FDR) for the purpose of all flight trial programmes and consulted with the DO or the selected Test and Evaluation (T&E) organization. | RA 1015 (1) Para 6 (d)  RA 5219 |  |  |  |
| Has the TAM ensured that the Air System is designed to approved Certification Specifications for Airworthiness. | RA 1015 (1) Para 6 (f)  RA 5810 |  |  |  |
| Has the TAM endorsed the statement of acceptance if requested by the AM (MF). | RA 1015 (1) Para 6 (g)  RA 4970(2) |  |  |  |
| Has the TAM ensured that each part or appliance is permanently and legibly marked with the applicable design data. | RA 1015 (1) Para 6 (h)  RA 5885(3) |  |  |  |
| Has the TAM developed and implemented a life extension programme where required? | RA 1015 (1) Para 6 (i)  RA 5724 |  |  |  |
| Has the TAM developed and implemented an out of service date extension programme when required? | RA 1015 (1) Para 6 (j)  RA 5725 |  |  |  |
| Has the TAM ensured that technical data capture and analysis validates design assumptions about usage rates, failure modes and failure rates? | RA 1015 (1) Para 6 (k)  RA 1140 |  |  |  |
| For Special Case Flying, is the TAM the holder of the MTC or approved Design Change Certificate? | RA 1015 (1)  Para 6 (m) |  |  |  |
| **Certification Programme (MRP Part 21.A.15)** |  |  |  |  |
| Has the TAM set out the approach to Certification in their Certification Strategy or a Certification section within their Air System Airworthiness Strategy. | RA 5810(1)  Para 1 |  |  |  |
| Has the TAM developed a system to certify Air Systems iaw the Military Air System Certification Process (MACP). | RA 5810(1)  Para 2 |  |  |  |
| Has the TAM developed a system to use the output of the MAA Type Certification Report (TCR) (delivered at Phase 5) in response to the Type Certification Exposition (TCE) (submitted at Phase 4), in framing their initial Military Permit To Fly (MPTF) (In-Service) Recommendation. | RA 5810(1)  Para 3 |  |  |  |
| Where a TAM proposes to request credit for Certification activities undertaken by another Airworthiness Regulator, has the TAM completed a structured 2-part review process. | RA 5810(1)  Para 5 |  |  |  |
| Are team personnel supporting the TAM with Certification responsibilities identified by the TAM and attended appropriate Certification courses. | RA 5810(1)  Para 6 |  |  |  |
| **Demonstration of Capability (MRP Part 21.A.14)** |  |  |  |  |
| Has the TAM ensured that prior to any application for a MTC, the organization responsible for the design of the Air System holds an appropriate DO approval or is in the process of applying for such an approval. | RA 5810(2) |  |  |  |
| **Application (MRP Part 21.A.15)** |  |  |  |  |
| Has the TAM established a system for using an MAA Form 30 for application for a MTC. | RA 5810(3) |  |  |  |
| Has the TAM established a system, where Operational Suitability Data (OSD) is available for the Air System and that the application for a MTC or changes in Type Design includes, or is supplemented by, an assessment of the implications on the Operational Suitability Data resulting from military operation. | RA 5810(3)  Para 14 |  |  |  |
| **Type Certification Basis (MRP Part 21.A.15)** |  |  |  |  |
| Is Def Stan 00-970 the default Certification Specification for Airworthiness Requirements | RA 5810(4)  Para 19 |  |  |  |
| Has formal approval been sought from the MAA for the use of alternative and appropriate Certification Specifications? | RA 5810(4)  Para 20 |  |  |  |
| Are the Certification Specifications used annotated with a clear statement as to which versions are to be applied. | RA 5810(4)  Para 21 |  |  |  |
| Has the TAM elected to comply with an amendment to a Certification Specification that is effective after the filing of the application for a MTC, and does the TAM have a system in place to comply with any other amendment that the MAA finds is directly related. | RA 5810(4)  Para 22 |  |  |  |
| Have any special detailed technical specifications, named Special Conditions, for an Air System been approved by the MAA. | RA 5810(4)  Para 23 |  |  |  |
| For new Air Systems, has the Type Certification Basis (TCB) been proposed. | RA 5810(4)  Para 24 |  |  |  |
| Does the TAM have a system in place, where the MTC / Restricted MTC (RMTC) is not achieved within 5 years of application, to review the Certification Specifications used to define the TCB to assess any shortfalls against Airworthiness Requirements at the latest Issue. | RA 5810(4)  Para 25 |  |  |  |
| Does the TAM have a system in place that captures any amendments to the TCB and are these agreed by the MAA. | RA 5810(4)  Para 26 |  |  |  |
| Has the TAM established a register and adequate configuration control of all Military Certification Review Items (MCRIs) applicable to the TCB. | RA 5810(4)  Para 27 |  |  |  |
| **Certification Programme (MRP Part 21.A.15)** |  |  |  |  |
| Has the TAM proposed a Certification Programme (CP) to the MAA that includes the means to demonstrate compliance. | RA 5810(5) |  |  |  |
| Does the CP include:   * A project schedule including major milestones. * Identification of relevant personnel making decisions affecting Airworthiness. * A detailed description of the Type Design, including all the configurations to be certified; proposed operating characteristics and limitations where available; and the intended use of the Air System and the kind of operations for which Certification is requested. * The TCB, as established and agreed at Phase 2, with a proposal for the Means of Compliance (MC) and related compliance document(s) for each applicable Airworthiness Requirement. * A proposal for a breakdown of the CP into meaningful groups of compliance demonstration activities and data, including a proposal for MC and related compliance document(s) against each group. * A proposal for the TAM and MAA Levels of Involvement (LoI) in the verification of compliance demonstration activities and data. | RA 5810(5)  Para 34 |  |  |  |
| Has the CP been agreed by the MAA before compliance demonstration commences and updated as necessary during the Certification process. | RA 5810(5)  Para 35 |  |  |  |
| **Changes Requiring a New Military Type Certificate (MRP Part 21.A.19)** |  |  |  |  |
| Has the TAM established a system to apply for a new MTC if it is determined that any proposed change in design, configuration, power, thrust or mass is so extensive that a substantially complete investigation of compliance with the applicable TCB is required. | RA 5810(6) |  |  |  |
| **Compliance with the Type Certification Basis (MRP Part 21.A.20)** |  |  |  |  |
| Has the TAM established a system to demonstrate compliance with the TCB following the means approved in the CP. | RA 5810(7) |  |  |  |
| Has the TAM agreed the process for submission of a TCE to the MAA. | RA 5810(7)  Para 40 |  |  |  |
| **Issue of Military Type Certificate (MRP Part 21.A.21)** |  |  |  |  |
| Has the TAM established a system to make a declaration when appropriate that their organization is ready to manage the MTC. The declaration should include confirmation that the Air System configuration has been established and is under formal change control. | RA 5810(8)  Para 42 |  |  |  |
| **Issue of Restricted Military Type Certificate (MRP Part 21.A.21)** |  |  |  |  |
| Has the TAM established a system for when shortcomings are identified in the Certification evidence provided in the TCE or MPTF (In-Service) Recommendations to progress the resultant post-Certification actions to closure with MAA agreement or to a level deemed acceptable by the MAA. | RA 5810(9)  Para 45 |  |  |  |
| Has the TAM established a system that any restrictions identified in the RMTC should be copied verbatim into the MPTF (In-Service). | RA 5810(9)  Para 46 |  |  |  |
| **Type Design (MRP Part 21.A.31)** |  |  |  |  |
| Has the TAM established a system through Configuration Management that the certified Type Design is defined, identified and controlled by drawings, specifications, manufacturing processes and Airworthiness limitations. | RA 5810(10) |  |  |  |
| **Inspections and Tests (MRP Part 21.A.33)** |  |  |  |  |
| Has the TAM established a system to assure themselves that for inspections and tests undertaken to demonstrate compliance with the TCB, the test specimens adequately conform to the specifications of the proposed Type Design and the test and measuring equipment to be used are adequate and appropriately calibrated | RA 5810(11) |  |  |  |
| Where identified in the LoI agreed in the CP, has the TAM made provisions for the MAA to:   * Review any data and information related to the demonstration of compliance. * Witness or carry out any test or inspection conducted for the purpose of the demonstration of compliance. | RA 5810(11)  Para 52 |  |  |  |
| **Flight Tests (MRP Part 21.A.35)** |  |  |  |  |
| Has the TAM ensured that all necessary flight tests are conducted to determine compliance with the applicable TCB. | RA 5810(12)  Para 58 |  |  |  |
| Has the TAM ensured for civil-derived Military Registered Air Systems, that any flight testing undertaken for the civil Certification activity satisfies the requirements of MOD usage or makes provision to demonstrate compliance. | RA 5810(12)  Para 59 |  |  |  |
| **Transferability (MRP Part 21.A.47)** |  |  |  |  |
| Has the TAM established a control system for the transfer of the MTC or RMTC and that this should only be made with the agreement of the MAA. | RA 5810(14) |  |  |  |
| **Duration and Continued Validity (MRP Part 21.A.51)** |  |  |  |  |
| Has the TAM established a system to inform the MAA, Sponsor and (AM(MF)) as soon as practicable when they are no longer able to meet the responsibilities defined by RA 1015, for any types of Air System under their responsibility. | RA 5810(15)  Para 66 |  |  |  |
| **Record Keeping (MRP Part 21.A.55)** |  |  |  |  |
| Has the TAM established a system for all significant documents supporting Certification by which they are retained and are available to the MAA to provide an audit trail of evidence supporting Air Safety decision making. | RA 5810(16) |  |  |  |
| **Manuals (MRP Part 21.A.57)** |  |  |  |  |
| Has the TAM ensured that all master copies of manuals required by the applicable TCB are produced, maintained and updated by the appropriate DO and are available to the  MAA on request. | RA 5810(17) |  |  |  |
| **Digital Models and Simulations Supporting Airworthiness Related Decision-Making** |  |  |  |  |
| Does the TAM have systems to assess the Modelling and Simulation (M&S) Criticality based on the M&S level of influence and the consequence of Airworthiness-related decisions based on the M&S outputs to establish appropriate levels of development and Assurance of M&S. | RA 5812(1)  Para 1 |  |  |  |
| Aligned to the ‘Level’ of M&S Criticality established, does the TAM have systems to:   * Select recognized standard(s) / specification(s) to be used for development and assurance of M&S and determine the applicability of their requirements. * Identify any additional Assurance and safety arguments that are required to mitigate the consequences of Airworthiness-related decision-making based on the M&S outputs | RA 5812  Para 2 |  |  |  |
| Where M&S outputs are intended to claim credit for Certification evidence, how does the TAM demonstrate to the MAA that development and Assurance of M&S is appropriate and present associated evidence at the relevant Phases of the MACP. | RA 5812(2) |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
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| **MRP Subpart D – Changes in Type Design** |  |  |  |  |
| *Note for Civilian Operated (In Service) Air Systems the approval of Major Modifications is non-delegable to the TAM therefore some of the following section may only apply to Special Case Flying.* |  |  |  |  |
| **Classification of Changes in Type Design (MRP Part 21.A.91)** |  |  |  |  |
| Has the TAM established a system for changes in Type Design to be classified as ‘Minor’ or ‘Major’ (except where the DO can do so under privilege) | RA 1015  Para 6b  RA 5820(1) |  |  |  |
| Has the TAM established a system for recording decisions and supporting justification of all changes to Type Design. Are these records easily accessible for sample checking. | RA 5820 (1)  Para 3 |  |  |  |
| Has the TAM established a system where, in case of any doubt over the classification of change, the TAM seeks advice from the MAA Certification Division. | RA 5820 (1)  Para 4 |  |  |  |
| **Application**  **(MRP Part 21.A.93)** |  |  |  |  |
| Has the TAM established a system for application for a proposed Major Change in Type Design to be made using an MAA Form 30. | RA 5820 (2) |  |  |  |
| Does the application include:   1. A description of the change, identifying: (1) The configuration(s) of the Air System upon which the change will be made (including the configuration of Programmable Elements).   (2) All areas of the Type Design, including the approved manuals, that are changed or affected by the change.  (3) The Certification Specifications with which the change is intended to comply in accordance with (iaw) RA 5820(5).  b. An explanation of which of the conditions listed in the Manual of Military Air Systems Certification (MMAC) has driven the classification to Major and whether this results in a Substantial, Significant or Not-Significant change.  c. Any reinvestigations necessary to demonstrate compliance of the change and areas affected by the change with the TCB. | RA 5820 (2)  Para 6 |  |  |  |
| Where OSD is available for the Air System, the application should include, or be supplemented after the initial application by, an assessment of the implications on the Operational Suitability Data resulting from military operation. | RA 5820 (2)  Para 7 |  |  |  |
| Has the TAM established a system to apply for approval of a Major Change in Type Design. The TAM should propose, with justification whether the change will be assured by the MAA or TAM. The MAA will determine, upon review, whether MAA Certification assurance is required or the Major Change can proceed under TAM assurance with MAA oversight. | RA 5820 (2)  Para 8 |  |  |  |
| **Approval of Minor Changes (MRP Part 21.A.95)** |  |  |  |  |
| Has the TAM established a process to approve a Minor Change to a Type Design:   * When it has been demonstrated that the Type Design change and areas affected by the change comply with the Certification Specifications, as specified in RA 5820(5), through satisfactory completion of the MACP. * When compliance with the TCB has been declared and the justifications ofcompliance have been recorded in the compliance documents. * When any Airworthiness provisions not complied with are compensated for by controls, factors or mitigations that provide an Equivalent Level of Safety. * When no feature or characteristic has been identified that may make the product unsafe for the uses for which Certification is requested. | RA 5820 (3)  Para 10 |  |  |  |
| Has the TAM established arrangements for the DO to provide to the TAM the Instructions for Sustaining TAw amendments for the Product, on which the change is to be installed, prepared iaw the applicable TCB. | RA 5820 (3)  Para 12 |  |  |  |
| Where OSD is available for the Air System, has the TAM assessed the implications on the Operational Suitability Data resulting from the change to Type Design | RA 5820 (3)  Para 13 |  |  |  |
| Has the TAM ensured that the proposed Minor Change has undergone a thorough evaluation process in line with the MACP. The appropriate classification and approval of changes in Type Design will be subject to routine MAA oversight activity. | RA 5820 (3)  Para 14 |  |  |  |
| Has the TAM established arrangements to be informed when a Minor Change is approved by an approved DO under the privilege Procedure (if invoked by the TAM), to ensure that configuration control is maintained. | RA 5820 (3)  Para 15 |  |  |  |
| **Approval of Major Changes (MRP Part 21.A.97)** |  |  |  |  |
| Has the TAM established a system for approving a Major Change to a Type Design when it has been demonstrated that the change and areas affected by the change complies with the requirements of the MACP. | RA 5820 (4) |  |  |  |
| How does the TAM demonstrate that the Type Design change and areas affected by the change comply with the Certification Specifications, as specified in RA 5820(5), through satisfactory completion of the MACP. | RA 5820 (4)  Para 17 |  |  |  |
| Has the TAM established procedures for Major Changes where the MAA has determined that it will not carry out Certification Assurance, to notify the MAA when the MACP has been completed. These changes in Type Design will be subject to routine MAA Oversight activity. | RA 5820 (4)  Para 18 |  |  |  |
| Has the TAM established procedures to inform the relevant AM(MF) of the Major Changes to enable a review of the Air System Safety Case. | RA 5820 (4)  Para 19  RA 1205(2) |  |  |  |
| **Designation of Applicable Certification Specifications for Airworthiness (MRP Part 21.A.101)** |  |  |  |  |
| Does the TAM have procedures to ensure that the application for the change in Type Design complies with the certification Specifications applicable to the changed product on the date of application for the change, unless; Certification specifications of later amendments are chosen, or Certification Specifications of earlier amendments are agreed under the Changed Product Rule (CPR). | RA 5820 (5) |  |  |  |
| Does the TAM have procedures to support using an earlier amendment of the Certification Specification and to show that the changed product complies with these requirements and any other requirement the MAA finds is directly related. However, the earlier amended Certification Specifications should be no earlier than the corresponding Certification Specifications of the original Type Design | RA 5820 (5)  Para 22 |  |  |  |
| Does the TAM have procedures to comply with requirements that are derived from an amendment to a Certification Specifications that is effective after the filing of the application for a change to a Type, the TAM should also comply with any other requirements that the MAA finds is directly related. | RA 5820 (5)  Para 23 |  |  |  |
| Does the TAM have procedures to comply with any special conditions, and amendments to those special conditions, prescribed under the provisions of RA 5810 for where the MAA finds that the Certification Specifications referenced in the TCB do not provide adequate standards with respect to the proposed change. | RA 5820 (5)  Para 24 |  |  |  |
| **Record Keeping (MRP Part 21.A.105)** |  |  |  |  |
| Does the TAM have procedures to ensure that all documents supporting Certification of changes are retained and are available to the MAA to provide an audit trail of evidence supporting Air Safety decision making. | RA 5820 (6) |  |  |  |
| **Certificate of Design** |  |  |  |  |
| How does the TAM ensure that the Certificate of Design (CofD) is signed and completed in accordance with RA 5103. | RA 1015(1)  Para 6c |  |  |  |
| Does the TAM have procedures for determining when a new CofD is deemed necessary. | RA 5103(1)  Para 2e |  |  |  |
| Does the TAM have procedures for the review, acceptance, signature and return of the CofD. | RA 5103(2)  Para 13 & 14 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
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| **MRP Subpart G – Production Organizations** |  |  |  |  |
| How does the TAM: |  |  |  |  |
| * Ensure that ‘prime’ Production Organization (PO) holds a recognized Part 21 Subpart G approval or comply with a recognized Quality Management System. | RA 5835(1)  Para 1 & 2 |  |  |  |
| * Assure themselves that the ‘prime’ PO can demonstrate that it has established and is able to maintain a quality system to ensure that each Product, Part and/or Appliance produced by the organization or by its partners, or supplied from or subcontracted to outside parties, conforms to the applicable design data and is in condition for safe operation. | RA 5835(1)  Para 3 |  |  |  |
| * Assure themselves that the ‘prime’ PO has a documented arrangement in place with the appropriate DO describing in detail how to reliably use the applicable design data to manufacture a Product, Part or Appliance. | RA 5835(1)  Para 4 |  |  |  |
| * Assure themselves that the ‘prime’ PO has the facilities and processes to:   + Keep full records of all work carried out.   + Maintain an auditable trail of approved concessions and deviations.   + Ensure that their Products, Parts and Appliances conform to the approved Type Design. | RA 5835(1)  Para 6 |  |  |  |
| * Assure themselves, where a ‘prime’ PO uses Parts or Appliances from a sub-contractor, that the ‘prime’ PO has an auditable process to demonstrate design conformity, safety for operation and that full records of work carried out are retained. | RA 5835(1)  Para 7 |  |  |  |
| * Ensure that the ‘prime’ PO is subject to Defence Quality Assurance – Field Force surveillance (through agreement with the sponsor). | RA 5835(1)  Para 9 |  |  |  |
| * Agree the collaboration between the ‘prime’ PO and DO, irrespective of whether the DO is acting as a CDO or Air System CDO. | RA 5835(1)  Para 10 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
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| **MRP Subpart J – Military Design Approved Organization** |  |  |  |  |
| **Design Organizations** |  |  |  |  |
| Has the Organization Quality Management System (in accordance with the requirements of AS/EN9100 or ISO 9001) been adapted to cover the delegated TAw Management responsibilities. | RA 5850(2)  Para 6b |  |  |  |
| Has the organization established procedures to ensure that applications for changes to Terms of Approval wrt TAw Management have been made via submission of MOD Form 82 to the MAA. | RA 5850(2)  Para 12 |  |  |  |
| **Privileging** |  |  |  |  |
| Has the TAM invoked, or intends to invoke, specific Privileges iaw RA 5850(11). |  |  | Yes/No |  |
| Does the TAM have procedures for invoking Privileges with the DO including:   * That the DO privileges are only invoked in writing following an adequate assessment by the MAA that the DO is SQEP to operate such privileges and such privileges are clearly defined within the DO’s Terms of approval. * They inform all key stakeholders (eg MAA-OpAssure-Eng-DepHd, DO, Military Continuing Airworthiness Management Organization (Mil CAMO) etc) which privileges have been invoked or revoked, for what Air Systems and to what organizations. | RA 1015 (1)  Para 12c |  |  |  |
| Does the TAM have procedures to assure that any changes approved under privilege by the DO have been accurately classified. | RA 1015(1)  Para 14b |  |  |  |
| Does the TAM have procedures to assure that a robust mechanism for managing the configuration control of the Air System or equipment for any changes approved under the provisions of any privilege that has been invoked. Including ensuring that the application of design changes, including any SI(T) or SB to the same Air System or equipment, is managed effectively and is transparent to the AM(MF). | RA 1015(1)  Para 14c  RA 5850(11)  Para 77 |  |  |  |
| Does the TAM have procedures to receive a declaration that the change or repair has been approved and to confirm receipt. | RA 5850(11)  Para 75 & 76 |  |  |  |
| Does the TAM have procedures for revoking privileges held by the DO. | RA 5850(11)  Para 79 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **MRP Subpart K – Parts and Appliances** |  |  |  |  |
| How does the TAM ensure the demonstration of compliance of Parts and Appliances to be installed in an Air System is made:   * In conjunction with the Type Certification procedures for the Product in which it is to be installed, or * With an appropriate Certificate of Design approved under RA 5103. * Where applicable, under the (European) Technical Standard Order ((E)TSO) authorization procedures, or * In the case of Standard Parts, iaw officially recognized standards. | RA 5855  Para 1 |  |  |  |
| **Propulsion Systems Part Lifing, Critical and Common Pool Parts** |  |  |  |  |
| Does the TAM have procedures: |  |  |  |  |
| * For authorizing instances where life marking is deemed necessary to record critical part usage, the marking system, location and means of marking are to be detailed in the Air System Document Set (ADS). | RA 5602(1)  Para 3 |  |  |  |
| * For receiving the rationale for the lifing of non-critical parts recorded by the Propulsion System DO. | RA 5602(2)  Para 7 |  |  |  |
| * To establish satisfaction with the processes demonstrated by the Propulsion System DO for the control and verification of critical parts, including those from alternative methods or sources of manufacture. | RA 5602(3)  Para 10 |  |  |  |
| * To agree the routine samples for the first Propulsion System accepted post production and after Type Certification that will be subject to Qualification Verification Tests (QVT). | RA 5602(4)  Para 15 |  |  |  |
| * To publish the agreed acceptance and test criteria in the Propulsion System Maintenance Manual(s) for all new, repaired and overhauled Propulsion Systems. | RA 5602(4)  Para 16 |  |  |  |
| * Where the use of common pool parts is approved, to define and promulgate the set acceptance criteria for the use of such parts in the Propulsion System Support Policy Statement. | RA 5602(5)  Para 23 |  |  |  |
| * To approve the Propulsion System Maintenance Organization to use the common pool parts. | RA 5602(5)  Para 24 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
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| **MRP Subpart M - Repairs** |  |  |  |  |
| *Note for Civilian Operated (In Service) Air Systems the approval of Major Repairs is non-delegable to the TAM therefore some of the following section may only apply to Special Case Flying.* |  |  |  |  |
| How does the TAM ensure that the DO holds an extant approval from the MAA under the DAOS covering the relevant scope of repair activities. | RA 5865(2) |  |  |  |
| Has does the TAM enable a direct interface between the Product, Part, Appliance, Airborne Equipment and Air Launched Weapons DO and the DO designing the repair for the availability of appropriate Design Records and the timely provision of Design advice when requested by the DO designing the repair. | RA 5865(2)  Para 4 |  |  |  |
| Does the TAM have procedures to classify a repair as Major or Minor iaw RA 5865(3). | RA 5865(3) |  |  |  |
| Does the TAM have arrangements to receive and review the DO recommended classification, with supporting justification, for all major repairs. | RA 5865(3)  Para 10 |  |  |  |
| Does the TAM have procedures for major repairs, to consider if a Change to the Type Design is a better solution than repairing the Air System. | RA 5865(3)  Para 11 |  |  |  |
| Does the TAM have arrangements to receive all necessary substantiation data (eg analysis, calculations or tests) from the applicant for approval of a repair design. | RA 5865(4)  Para 16 |  |  |  |
| How does the TAM consider the implications of a repair scheme embodied that does not restore static strength, stiffness, fatigue life, functionality and Airworthiness to the original design levels, such that consideration can be given to the need for an amendment to the Air System MPTF (In-Service) or MPTF (Special Case Flying) | RA 5865(4)  Para 17 |  |  |  |
| Does the TAM have procedures for any repair not meeting design limitations to be agreed and recorded. | RA 5865(4)  Para 18 - 19 |  |  |  |
| How does the TAM ensure that the repair design complies with the applicable TCB prior to approval. | RA 5865(5) |  |  |  |
| How does the TAM approve repair designs and that:   * The TCB for the Product, Part or Appliance to be repaired has been identified together with all other relevant requirements. * All records and substantiation data including documents showing compliance with all relevant Certification Specifications are held for review by the MAA. | RA 5865(5)  Para 29 |  |  |  |
| Are major repairs accompanied by a CofD and installation instructions | RA 5865(5)  Para 30 |  |  |  |
| How does the TAM seek MAA approval in cases of major repairs proposed by DO approval holders, if the major repair is:   * Related to new interpretation of the Certification Specifications as used for Type Certification. * Related to different means of compliance from that used for Type Certification. * Related to the application of Certification Specifications different from that used for Type Certification. | RA 5865(5)  Para 32 |  |  |  |
| How does the TAM disseminate to the organization performing the repair all the necessary installation instructions. | RA 5865(7)  Para 39 |  |  |  |
| How does the TAM approve its continued use when a damaged Product, Part or Appliance is left unrepaired and is not covered by previously approved data. | RA 5865(9) |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
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| **MRP Subpart O – (E)TSO** | RA 5875 |  |  |  |
| How does the TAM ensure they have verified the (E)TSO design specification is suitable for the intended use in or on the Air System and should ensure they have received and reviewed the article’s Declaration of Design and Performance (DDP) and installed the equipment iaw the DDP. | RA 5875(1)  Para 1 |  |  |  |
| How does the TAM ensure the replacement or repair of an article is evaluated for its effect on the TASA and Air System TCB | RA 5875(1)  Para 2 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Military Permit to Fly** |  |  |  |  |
| *Note for Civilian Operated (In Service) Air Systems the following are non-delegable functions Approve the initial issue of the MPTF (Development), Certify the initial issue of MPTF (In-Service) Recommendations, Review TAM proposed amendments to MPTF (In-Service), Approve the issue of the MPTF (Single Task). Therefore, some of the following section may only apply to Special Case Flying.* |  |  |  |  |
| **MRP Subpart P – Military Permit to Fly (Development)** |  |  |  |  |
| How does the TAM ensure that in support of the request for an MPTF (Development), the applicant submits a signed Declaration of Compliance (DofC). The DofC should include evidence that the Air System has been inspected and tested, as required, to determine that it is airworthy and that no features or characteristics make it unsafe for its intended use.  Note: For a new Air System or Major Change in Type Design, the DofC should be supported by a valid CofD. | RA 5880(2)  Para 6 |  |  |  |
| How does the TAM ensure that the nominated Operator is endorsed to conduct the proposed T&E flying. | RA 5880(2)  Para 11 |  |  |  |
| Does the TAM have procedures for the counter-signature of the Flight Clearance  Note: This document **should** be attached to the CofD and **should** detail the operating limitations. The submission **should** be supported by a statement to define the configuration. | RA 5880(2)  Para 15 |  |  |  |
| Does the TAM have procedures to appoint a DO as an integrator, where required. | RA 5880(2)  Para 18 |  |  |  |
| How does the TAM approve the flight conditions and declare acceptance of the activity for which the applicant has requested the MPTF (Development). | RA 5880(2)  Para 20 |  |  |  |
| Does the TAM have procedures to review the evidence supplied before signing the MPTF (Development). | RA 5880(2)  Para 25 |  |  |  |
| Does the TAM have procedures to revoke the MPTF (Development) if required. | RA 5880(2)  Para 27 |  |  |  |
| How does the TAM satisfy themself that the Air System is capable of safe flight under the specified conditions and limitations. | RA 5880(4)  Para 40 |  |  |  |
| Does the TAM have procedures to approve the MPTF (Development). | RA 5880(5)  Para 46 |  |  |  |
| Does the TAM have procedures for when changes to the underpinning data require changes to the MPTF (Development). | RA 5880(6)  Para 50 |  |  |  |
| Does the TAM have arrangements with the Applicant for access to the Air System. | RA 5880(8) |  |  |  |
| Does the TAM have procedures for renewal of the MPTF (Development) and is this processed as a change iaw RA 5880(6). | RA 5880(10)  Para 60 |  |  |  |
| How does the TAM return the signed MPTF (Development) document and any amendments and revisions to the holder of the MPTF (Development). | RA 5880(11)  Para 62 |  |  |  |
| **Military Permit to Fly (In-Service) Recommendation** |  |  |  |  |
| Does the TAM: |  |  |  |  |
| * Have procedures for the preparation of the data to support the MPTF (In-Service) Recommendation. | RA 1305(2)  Para 9 |  |  |  |
| * Have procedures to submit the Initial MPTF (In-Service) Recommendation to the TAA and for amendments to, or re-issues of, the MPTF (In-Service) recommendation in line with the Sponsor’s approved model for TAw management. | RA 1305(2)  Para 10 |  |  |  |
| **Military Permit to Fly (In-Service) Preparation and Authorization** |  |  |  |  |
| Does the TAM have procedures for amendments to the MPTF (In-Service) to be reviewed by the operator and TAA before submission to the sponsor for authorization? | RA 1305 (3)  Para 26 |  |  |  |
| **Military Permit to Fly (Single Task)** |  |  |  |  |
| Does the TAM have procedures to support the development of an MPTF (Single Task) in line with the Sponsor’s approved model for TAw management. | RA 1305(4) |  |  |  |
| **Military Permit to Fly (Special Case Flying)** |  |  |  |  |
| Does the TAM have procedures to approve the MPTF (In-Service) and manage subsequent amendments. | RA 1305 (5) |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
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| **MRP Subpart Q – Identification of Products, Parts and Appliances** |  |  |  |  |
| Does the TAM have procedures to ensure that identification of Products includes:   * Manufacturer's name, * Product designation, * Manufacturer's Serial Number. | RA 5885(1) |  |  |  |
| Does the TAM have procedures to ensure that each Part or Appliance is permanently and legibly marked in accordance with (iaw) the applicable design data. | RA 5885(3) |  |  |  |
| Does the TAM have procedures to ensure that each manufacturer of a Part which has been identified as a critical part topermanently and legibly mark that Part with a Part number and a serial number. | RA 5885(4) |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
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| **Instructions for Sustaining Type Airworthiness (ISTA) and Aircrew Publications** |  |  |  |  |
| *Note for Civilian Operated (In Service) Air Systems the approval of the initial issue, Review of the ADS & Service Bulletins and approval of SI(T) is non-delegable to the TAM.* |  |  |  |  |
| How does the TAM approve and provide a complete set of ISTA to the AM(MF). Has the TAM ensured that:   * ISTA is developed in accordance with (iaw) the TCB. * ISTA can be amended through-life, incorporating change requests. * The DO provides amendments to the ISTA for an Air System or related Products, Parts and Appliances. | RA 5815(1) |  |  |  |
| How does the TAM ensure that ISTA are made available to the Military Continuing Airworthiness Manager (Mil CAM) at the earliest opportunity. | RA 5815(1)  Para 1 |  |  |  |
| Does the TAM have procedures to ensure that where the availability of some elements of ISTA, associated with overhaul and heavy Maintenance, are delayed until after the Air System and associated Products, Parts and Appliances has entered service, that they are available before the relevant calendar backstop or flight hours / cycles limit is reached. | RA 5815(1)  Para 2 |  |  |  |
| Does the TAM have procedures to develop and maintain ISTA through-life iaw the requirements of the ADS management plan.  Additionally, how does the TAM ensure that their contribution to the ADS management plan details the processes for the management of change requests. The processes **should** include as a minimum, the management of changes resulting from:   * Air System Maintenance schedule reviews. * An Air Safety Occurrence. * A Narrative Fault Report. * An Unsatisfactory Feature Report (UFR). * Changes to Type Design or In-Service design changes. * Repairs. * SI(T). | RA 5815(1)  Para 3  RA 1310 |  |  |  |
| Does the TAM have procedures to ensure that the DO:   * Provides details of the quality assurance process for the development of ISTA. * Provides a plan for the validation process. * Makes changes to ISTA available to the TAM at the earliest opportunity. * Details how changes to the ISTA are promulgated. | RA 5815(1)  Para 4 |  |  |  |
| How does the TAM ensure, where Products, Parts and Appliances are managed by North Atlantic Treaty Organization (NATO) Stock Number (NSN) in the MOD Supply System the NSNs and associated NATO Commercial and Government Entity codes are included in the Illustrated Part Catalogue against the relevant part numbers. | RA 5815(1)  Para 6 |  |  |  |
| How does the TAM ensure, where repaired Products, Parts or Appliances are released back In-Service before the changes to the applicable ISTA have been completed, this is for a limited period and that the conditions of which, are agreed between the TAM and the holder of the repair design approval | RA 5815(1)  Para 7 |  |  |  |
| Does the TAM have arrangements for the receipt and approval where ISTA changes are issued by the holder of the repair design approval after the repair has been approved. | RA 5815(1)  Para 8 |  |  |  |
| **Air System Document Set** |  |  |  |  |
| Does the TAM have procedures in place to ensure the completeness and accuracy of Approved Data, including all elements of the of the ADS, the upkeep of the Air System Type Design and ensuring the provision of Approved Data to the Mil CAMO | RA 1015 (1)  Para 16 (a) |  |  |  |
| Does the TAM have procedures in place to ensure the technical information that is supplied is quality assured. | RA 1015 (1)  Para 16 (b) |  |  |  |
| Does the TAM have procedures in place that mandate a complete set of ISTA (comprising of descriptive data and accomplishment instructions) are provided by the DO in accordance with the TCB. | RA 1015 (1)  Para 16 (c) |  |  |  |
| Does the TAM have procedures to: |  |  |  |  |
| * Define the ADS and its scope. | RA 1310(1)  Para 1 |  |  |  |
| * Produce an ADS management plan, in consultation with the AM(MF) which:   + Defines the contributions of the TAM, TAA (if applicable) and AM(MF).   + Details who is authorized to approve and make changes to the scope and content of the ADS.   + Ensures that all operating procedures, operating limitations and Maintenance instructions needed to maintain Airworthiness are developed in accordance with the TCB.   + Ensures that amendments to the ADS are promulgated to all required stakeholders in a timely manner.   + Describes the processes to ensure the ADS is managed effectively throughout the Air System’s complete life cycle.   + Describes the processes for Validation and Verification of the ADS.   + Describes the processes for the management of Unsatisfactory Feature Reports (UFR). | RA 1310(1)  Para 2 |  |  |  |
| * Does the TAM have procedures to:   + Define the scope and structure of the Aircrew Publications (AP) and ISTA.   + Provide the AM(MF) source material for a MPTF.   + Ensure the Statement of Operating Intent (SOI) / Statement of Operating Intent and Usage (SOIU) is published in the ADS once authorized by the Aircraft Operating Authority (AOA). | RA 1310(1)  Para 3 |  |  |  |
| How does the TAM ensure that quality assurance processes are in place to validate that all the information contained within the ADS is technically accurate before first use. | RA 1310(2)  Para 14 |  |  |  |
| How does the TAM ensure that the ADS is reviewed on a regular basis to ensure its continued validity and accuracy. | RA 1310(2)  Para 15 |  |  |  |
| Does the TAM have procedures to implement a process that satisfies themselves, through verification, that the information contained within the validated ADS meets the user requirement, can be used for its intended purpose by operators and maintainers under normal operating conditions and is coherent with authorized limitations. | RA 1310(3)  Para 21 |  |  |  |
| **Aircrew Publications** |  |  |  |  |
| Does the TAM have procedures to ensure that a competent contractor is undertaking the management of production, independent assessment and publication activities for Aircrew Publications, leading to the provision of the information required to support the MPTF. | RA 5406(1)  Para 3 |  |  |  |
| Does the TAM have procedures to amend Aircrew Publications through-life iaw the requirements of the ADS management plan, ensuring that changes to the design of the Air System affecting aircrew are promulgated. | RA 5406(2)  Para 16 |  |  |  |
| Does the TAM have procedures for changes to the Air System configuration that are likely to affect Aircrew Publications (especially important for software changes) and the MPTF:   * To identify those responsible for providing all relevant data associated with such changes to a competent contractor and arrange for any required amendment of the related Aircrew Publications. * That a competent contractor should determine whether handling, performance or operation is affected and, when tasked, to recommend appropriate amendments to the Aircrew Publications. | RA 5406(2)  Para 17 |  |  |  |
| Does the TAM have procedures in the case of changes to Type Design or in-service design changes and SI(T)s, to request advice from a User Authenticator or a competent contractor whether an entry in the Air System Technical Log is required and provide the wording for such entries. | RA 5406(2)  Para 18 |  |  |  |
| How does the TAM promulgate in the ISTA the processes and periodicities required to ensure that the weight and moment of each Aircraft type is maintained within acceptable limits. | RA 5212(4) |  |  |  |

**Configuration Control and Configuration Management**

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Configuration Control** |  |  |  |  |
| Has the TAM ensured that a Configuration Management Plan (CMP) is developed and maintained to cover all materiel that may be subject to modification? | RA 1015 (1)  Para 10a  RA 5301 |  |  |  |
| Has the TAM ensured that a system is in place to record and maintain the configuration management and technical history of individual Air Systems and associated Products, Parts and Appliances. | RA 1015 (1)  Para 10b |  |  |  |
| Has the TAM ensured there is a procedure in place for the Authorization and management of modifications? | RA 1015 (1)  Para 10c  RA 5305 |  |  |  |
| Has the TAM ensured a procedure is in place in response to the issuance of AD’s or SB’s for an unsafe condition on a civil derived Air System | RA 1015 (1)  Para 10d |  |  |  |
| Has the TAM established local technical committees to manage the configuration of the Air Systems Type Design. | RA 1015 (1)  Para 10e  RA 5301 (1) |  |  |  |
| How does the TAM ensure that on delivery or transfer of any new or industry modified Air System, original copies of all relevant Maintenance Records are despatched to the receiving unit. | RA 1015(1)  Para 10g |  |  |  |
| Has the TAM ensured procedures are in place to correctly maintain an audit trail of significant Air safety documentation. | RA 1225 (1) |  |  |  |
| **Configuration Management** |  |  |  |  |
| Has the TAM: |  |  |  |  |
| * Ensured the Configuration Control Board (CCB) has representation from the DO, Mil CAM, Sponsor and PO (Where the DO is not the PO). | RA 5301 (1)  Para 5 |  |  |  |
| * Established a system to ensure that DO’s retain design records and manufacturing data for Products, Parts and Appliances, Airborne Equipment and Air Launched Weapon (ALW) for a minimum of 5 years after Out of Service date for the Air System. | RA 5301 (1)  Para 7 |  |  |  |
| * Ensured the CMP includes the following aspects:   + Maintains effective control of the approved configuration   + Ensures that change proposals are processed in a timely manner and are appropriately justified with a documented audit trail.   + Applies an embodiment priority classification based on the urgency and applicability of change.   + Enables the implementation of authorized changes and make use of configuration status accounts to track progress from concept through to completion   + Ensures that the impact of individual design changes are assessed across the whole Air System (and related Products Parts, Appliances, Airborne Equipment and ALW) and that a review process maintains the agreed progress of embodiment   + Ensures that a focal point for the Maintenance of Configuration Management (CM) is appointed and responsibilities for CM are identified within a DO and relevant stakeholders.   + Ensures that all relevant supporting information for CM is included during the Under Contractor Control (UCC) / Under Ministry Control (UMC) transition. This will include the plan and supporting information (eg configuration baseline, control system, data, decision histories and audit trail records). | RA 5301(1)  Para 12 |  |  |  |
| **Configuration Management Under Contractor Control** |  |  |  |  |
| Has the TAM: |  |  |  |  |
| * Ensured that whilst UCC that the DO has developed a CMP and agreed by the TAM. | RA 5301 (2)  Para 16 |  |  |  |
| * Been invited to the CCB when the schedule to bring the design(s) UMC is to be discussed and agree interim arrangements to gain sufficient knowledge and control over the Air System, Product, Part, Appliance, Airborne Equipment or ALW configuration to accept transfer to UMC. | RA 5301 (2)  Para 18 |  |  |  |
| * Prior to the Design Records being brought UMC established the Local Technical Committee (LTC), ensuring that Terms of Reference are agreed by the CCB and detailed in the CMP. | RA 5301 (2) Para 19 |  |  |  |
| * Ensured the DO has made the Configuration Status Record (CSR) available before the design transitions to UMC. | RA 5301 (2)  Para 20 |  |  |  |
| * Set out a plan if design is not brought under UMC by issue of MPTF (In-Service)? | RA 5301 (2)  Para 21 |  |  |  |
| * Agreed the design adequately meets the requirements of the specification within the limits and expectation stated for the issuance of the CofD. | RA 5301 (2)  Para 24 |  |  |  |
| **Configuration Management under Ministry Control** |  |  |  |  |
| Has the TAM: |  |  |  |  |
| * Ensured the Air System configuration is accurately documented in the ADS. | RA 5301 (3)  Para 25 |  |  |  |
| * Ensured that the CMP describes the CM dependencies with the DO and interfacing Products, Parts, Appliances, Airborne Equipment and ALW. | RA 5301 (3)  Para 26 |  |  |  |
| * Established a procedure for the authorization and change to the design records and is this detailed in the CMP. | RA 5301 (3)  Para 28 |  |  |  |
| * Ensured that the CMP defines the mandatory attendance for LTCs and that this will consist of the following membership (as a minimum):   + TAA or Sponsor   + TAM   + Specialist Delivery Team (DT) representatives as required.   + Representatives of the DO’s affected   + Representatives of the PO (if not the DO).   + Additional representatives of the DTs and service departments affected by the proposed changes   + Subject matter experts to advise on specialist technical aspects. | RA 5301 (3)  Para 36 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Integrity Management (IM)** |  |  |  |  |
| How does the TAM |  |  |  |  |
| * Ensure an IM programme is in place prior to the Air System In-Service Date (ISD) and is maintained throughout the life of the Air System. | RA 5726(1)  Para 14 |  |  |  |
| * Confirm the Integrity Assertions to provide confidence in the Integrity Baseline and counter threats to Integrity identified by evolving Integrity Evidence. | RA 5726(1)  Para 15 |  |  |  |
| * Consider the most effective and efficient strategy for managing IM activities. The overall approach should be recorded in the Air System Integrity Strategy Document (AISD). | RA 5726(1)  Para 16 |  |  |  |
| * Manages, threats to Integrity in response to In-Service developments. | RA 5726(1) |  |  |  |
| * Establish a system for all those with responsibilities which impact on, or which contribute to Integrity to identify to the TAM at the earliest opportunity any decision, activity or change in circumstances that has the potential to pose a threat to Integrity. | RA 5726(1)  Para 18 |  |  |  |
| * Identify personnel with specific Integrity responsibilities and ensure they attend the appropriate Integrity course. | 5726(1)  Para 19 |  |  |  |
| **Establishing Integrity Management** |  |  |  |  |
| Has the TAM: |  |  |  |  |
| * Established an IM strategy that is:   + Communicated to stakeholders through the AISD.   + Managed through an IM Plan   + Implemented through 6-monthly Integrity Working Group (IWG) prior to ISD   + Implemented with defined boundaries and interfaces between various IM disciplines. | 5726(2)  Para 22 |  |  |  |
| * Established an AISD and an amendment process. | 5726(2)  Para 23 |  |  |  |
| * Taken chairmanship of or issued a delegated Letter of Appointment (LoA) that refers specifically to the role of IWG Chair, who is at least equivalent to OF4 level. | 5726(2)  Para 24 |  |  |  |
| * Ensured the IWG comprises a quorum of SQEP stakeholders iaw RA 5726 Para 25, and additional stakeholders as necessary. | 5726(2)  Para 25 |  |  |  |
| * Identified the Integrity Baseline, including the underpinning Integrity Evidence and Integrity Assertions. | 5726(2)  Para 26 |  |  |  |
| * In conjunction with the AM(MF) ensured that a Statement of Operating Intent (SOI) for all new Air System types and significant Marks, is developed in consultation with, and formally conveyed to, the Air System DO. | 5726(2)  Para 27 |  |  |  |
| * Ensured that all critical or significant items, eg Structural Significant Items or Functionally Significant Items, have appropriate associated Maintenance activities derived by suitable methodology, in consultation with the DO, as part of the Integrity Baseline. | 5726(2)  Para 29 |  |  |  |
| * Authorized the component lives (Critical and Non-Critical) and, where applicable exchange rates identified by the DO, and promulgate these in AP101X-XXXX-5A1 or equivalent Maintenance schedule. | 5726(2)  Para 30 |  |  |  |
| * Ensured that the lifing details of components for which they are responsible for have been established and accepted. | 5726(2)  Para 31 |  |  |  |
| * In consultation with the DO, identify any IM Systems requirements necessary to assure the Integrity of the Air System. | 5726(2)  Para 32 |  |  |  |
| Has the TAM established: |  |  |  |  |
| * Health and usage monitoring systems and ensured that thresholds for acceptable capture rate of usage data are defined, to enable inspection and replacement of components to be scheduled with adequate confidence. * A system to capture usage against sortie profiles throughout the life of the Air System and a means to quantify unmonitored sorties. * An approach to validate the usage data through engagement with the DO during the design and introduction into service of the Air System. * In consultation with the DO, an exceedance monitoring system to capture events that may be a threat to the Integrity of the Air System. * An Air System Fault Reporting, Analysis and Corrective Action System. * A CSR for the Air System.   The CSR should detail the Configuration of each Air System Type Design and its components in sufficient detail to maintain Configuration Control (CC) and to support Integrity decisions. | 5726(2)  Para 33 |  |  |  |
| * Agreed with the CAMO and DO, stakeholder access to, and the means of providing, Service Data from the Forward and Depth domains. | 5726(2)  Para 35 |  |  |  |
| * Defined limits for investigation / urgent action on any data loss from monitoring systems and implement a process to monitor and react. Limits may differ depending on the complexity, reliability and criticality of the monitoring system. | 5726(2)  Para 36 |  |  |  |
| * Ensured that an Environmental Damage (ED) Prevention and Control (EDPC) programme, including measures to manage the risk to Airworthiness arising from ED, is established. | 5726(2)  Para 37 |  |  |  |
| * Ensured IM is supported by an Examination Programme (EP), established prior to the ISD, which includes:   + Classification of significant items as either At Risk (AR) or Not at Risk (NAR) from Accidental Damage or Environmental Damage (ED).   + Scheduled examinations based on this classification, and examination and retirement of components according to their fatigue clearances or component lives.   + A Sampling Programme (SP), for components not normally inspected during scheduled examinations, which includes any requirements for teardown to inform the Maintenance schedule.   + An inspection of all critical or significant items, iaw the Preventive Maintenance and EP / SP programmes, before the fleet leader reaches 80% of its original design life (or revised life, if less). | 5726(2)  Para 38 |  |  |  |
| * Ensure appropriate arrangements are in place for the SP with the DO. | 5726(2)  Para 39 |  |  |  |
| * Ensured, where appropriate, that experience and data from other operators of the same Air System type, or Air Systems in similar roles, is used to inform the IM of their Air System. | 5726(2)  Para 40 |  |  |  |
| **Sustaining Integrity Management** | RA 5726 (3) |  |  |  |
| Does the TAM: |  |  |  |  |
| * Have procedures to review and monitor outputs from the IM Systems and report key issues to the IWG. | RA 5726 (3)  Para 42 |  |  |  |
| * Have arrangements for the AISD and the IMP be reviewed by all stakeholders prior to every IWG and for them to be ratified by the quorate members of the IWG. | RA 5726 (3)  Para 43 |  |  |  |
| * Have procedures to identify any unmitigated or unquantified Airworthiness risks, associated with IM which have been accepted by the relevant IWG, and raise them to the Platform Safety and Environment Panel and / or the Air System Safety Working Group. | RA 5726 (3)  Para 44 |  |  |  |
| * Have procedures to ensure that all changes to component lives, Maintenance thresholds or intervals are:   + Supported by a risk assessment.   + Conveyed to the IWG and reviewed periodically.   + Considered within the TAw Safety Assessment.   + Authorized by personnel with the appropriate delegated authority supported by independent assessment as required. | RA 5726 (3)  Para 45 |  |  |  |
| * Have arrangements for stakeholders to report any significant changes in usage or operation to the IWG | RA 5726 (3)  Para 46 |  |  |  |
| * Have procedures to:   + Ensure that IM systems created in the Establishing phase are implemented correctly and periodically reviewed, with significant findings, including data loss, unmonitored sorties and Configuration Control issues, reported to the IWG.   + Maintain IM systems in an effective condition to maximise the capture, use and monitoring of Service Data by the CAMO, the DT and the IWG, respectively.   + Ensure that lost usage data is restored if possible; if not, a technical assessment of the loss should be carried out. The TAM should ensure that procedures, or appropriate fill-in rates for lost usage data, are in place and applied as required.   + Ensure that the Air System technical log reflects the 'as flown' configuration, is maintained for the life of the Air System and is populated with all relevant arisings that have the potential to impact Integrity.   + Ensure that any IM Programmes created in the Establishing phase are implemented correctly and periodically reviewed, and a summary of the results reported to each IWG. | RA 5726 (3)  Para 47 |  |  |  |
| **Validating Integrity** |  |  |  |  |
| Does the TAM have: |  |  |  |  |
| * Procedures to use the IWG to validate the Integrity Baseline against the most up to date Service Data and analysis available. | RA 5726 (4)  Para 49 |  |  |  |
| * Procedures to confirm the validity of the Integrity Baseline at the completion of the IWG. | RA 5726 (4)  Para 50 |  |  |  |
| * Have arrangements for the Integrity Evidence and Baseline to be reviewed and updated, with the support of the DO, in response to findings occasioned by validating activities | RA 5726 (4)  Para 51 |  |  |  |
| * Have procedures to ensure that cleared life is reviewed in response to changes to fleet planning assumptions. | RA 5726 (4)  Para 52 |  |  |  |
| * Have procedures to ensure that component lifing, recording processes and metrics, are periodically reviewed. | RA 5726 (4)  Para 53 |  |  |  |
| * Have procedures to ensure that the Maintenance schedule is reviewed at least every 5 years. | RA 5726 (4)  Para 54 |  |  |  |
| * Have arrangements for the Military Continuing Airworthiness Manager and DO to review and validate Maintenance processes. | RA 5726 (4)  Para 55 |  |  |  |
| * Have arrangements to support the AM(MF) to ensure that the first usage data validation (conversion of the SOI into an SOI and Usage (SOIU)), which forms the baseline for comparison against future validation data, is undertaken once usage is considered to be stable (and no later than 3 years after ISD). The AM(MF) should authorize the amendment to each issue of SOIU. | RA 5726 (4)  Para 56 |  |  |  |
| * Have arrangements to support the AM(MF) review of the SOI / SOIU and make the results available to the IWG. These reviews should be undertaken by the AOA as follows:   + A basic annual review by the appropriate ADH, to confirm that the SOIU remains an accurate record.   + A detailed qualitative and quantitative triennial review is conducted using aircrew interviews, data obtained via the Aircraft log, on-board systems and / or instrumented flights to confirm future intent and validate usage against the Design Usage Spectrum assumptions.   + The review confirms that the expected and validated usage is within the MPTF (In-service) or MPTF (Special Case Flying) limits. | RA 5726 (4)  Para 57 |  |  |  |
| * Have arrangements following SOIU reviews:   + To task DO support to determine the effect of any SOI /SOIU changes on the Integrity Baseline and their recommended operating limitations and Maintenance instructions.   + To retain an audit trail of all changes made to any of their TAw limitations, instructions or arrangements as a result of the SOI / SOIU review iaw current regulations. | RA 5726 (4)  Para 58 |  |  |  |
| * Have procedures to ensure that results from the EP (including scheduled examinations, and where necessary, the SP and teardown and forensic examination) are collated, reviewed and subjected to trend analysis to inform Maintenance Schedule Reviews, update the IWG on the efficacy of the EP and permit the DO to update lifing predictions. | RA 5726 (4)  Para 60 |  |  |  |
| * Have procedures to verify the ability of a system or component to; retain its function within defined limits, function without undue frequency of failure and function without adverse effect on other systems or components. | RA 5726 (4)  Para 61 |  |  |  |
| * Have procedures to ensure that where a Safety-critical system relies upon measurement of a parameter (such as temperature or pressure) this system should have an appropriate calibration policy and procedure defined in the ADS. | RA 5726 (4)  Para 62 |  |  |  |
| * Have arrangements for a programme of usage validation to be conducted through engagement with the DO, by means of Structural Health Monitoring, Health and Usage Monitoring System, Operational Loads Measurement / Operational Data Recording or other usage monitoring systems, on a representative sample of In-Service Air Systems. | RA 5726 (4)  Para 63 |  |  |  |
| * Have procedures to ensure the timing of usage validation programmes is being determined by its aims. The requirement to carry out the validation should be reviewed at least every 6 years by the TAM (concurrently with a triennial SOIU review) with the decision and rationale supported by evidence and documented in the AISD. | RA 5726 (4)  Para 63 |  |  |  |
| Have arrangements that a validation programme be considered following any Major Type Design change, significant change in usage or life extension, ie where re-validation of significant parameters is necessary, decisions on usage data validation requirements be documented in the AISD. | RA 5726 (4)  Para 64 |  |  |  |
| * Have procedures to initiate an Ageing Air System Audit | RA 5726 (4)  Para 66  RA 5723 |  |  |  |
| **Recovering Integrity** |  |  |  |  |
| Does the TAM have: |  |  |  |  |
| * Have procedures to treat a loss or potential compromise of Integrity as an Airworthiness Issue and act to recover Integrity. | RA 5726 (5)  Para 68 |  |  |  |
| * Have arrangements for any recommendations at an IWG to amend inspection intervals and should be ratified by the LoA holder prior to incorporation in the Maintenance schedule. | RA 5726 (5)  Para 69 |  |  |  |
| * Have procedures to ensure the established IM Systems are implemented where the Integrity Evidence and Assertions no longer supports the Integrity Baseline. | RA 5726 (5)  Para 70 |  |  |  |
| * Have procedures to ensure that the need for measures to conserve life is considered where life may be insufficient to reach the planned Out of Service Date. | RA 5726 (5)  Para 71 |  |  |  |
| * Have procedures to consider the need for modification, refurbishment or component replacement to mitigate fatigue damage in order to meet fleet planning objectives | RA 5726 (5)  Para 72 |  |  |  |
| * Have procedures to ensure that repairs are:   + Developed by an approved DO.   + Assessed against the appropriate design standard, with lifing and inspection requirements clearly established, and consideration given to the effect of adjacent and / or previous repairs.   + Recorded in the Air System technical log. | RA 5726 (5)  Para 73 |  |  |  |
| (Where applicable) Has procedures to ensure remedial action is taken, and the IWG notified, if significant deviation in individual Air Systems weight and balance is identified by the Mil CAMO | RA 5726 (5)  Para 74 |  |  |  |
| **Exploiting Integrity** | RA 5726 (6) |  |  |  |
| Does the TAM: |  |  |  |  |
| * Have procedures to ensure activities are put in place to record, report and, if required, act where the Service Data and analysis suggests there may be an opportunity to relax requirements within the Integrity Baseline without introducing new threats to Integrity. | RA 5726 (6)  Para 76 |  |  |  |
| * Have arrangements for any recommendations at an IWG to relax requirements within the Integrity Baseline and should be ratified by the LoA holder prior to incorporation in the Maintenance schedule. | RA 5726 (6)  Para 77 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Air Systems Flight Release and Limitations Documentation** |  |  |  |  |
| Has the TAM ensured there are procedures in place for the preparation, approval and review of the Air System Flight Release and Limitations Documentation, where appropriate? | RA 1015 (1)  Para 11 |  |  |  |

**OTHER RESPONSIBILITIES**

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Support to the Mil CAMO** |  |  |  |  |
| Has the TAM ensured that a relevant Certificate of Airworthiness (if applicable) is made available to the Mil CAM. | RA 1015 (1)  Para 17 (a) |  |  |  |
| Does the TAM have procedures in place to ensure the protocols of an Aircraft Maintenance Schedule are implemented throughout the life of the project? | RA 1015 (1)  Para 17 (b)  RA 5320 |  |  |  |
| Does the TAM have procedures to ensure the Air System Maintenance schedule is subject to periodic review and validation. These activities should consider operating experience and any changes to the Maintenance regime proposed by the DO and promulgated by the TAM, resulting in amendment to the Maintenance schedule when necessary. | RA 5320(1)  Para 4 |  |  |  |
| Has the TAM ensured they have formally accepted the tasks subcontracted to them by the Mil CAMO. | RA 1015 (1)  Para 17 (c) |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Civil Aviation Authority Oversight** |  |  |  |  |
| Has the TAM ensured their responsibilities are detailed for the TAw arrangements of military Air Systems subject to Civil Aviation Authority oversight, ensuring compliance with the MRP. (Where applicable) | RA 1015 (1) Para 18  RA 1165 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Remotely Piloted Air Systems (RPAS)** |  |  |  |  |
| Has the TAM ensured that all RPAS are categorized in accordance with the MRP. | RA 1015 (1)  Para 19 |  |  |  |
| Has the TAM established a system for the introduction of new UK military Air Systems (except for Remotely Piloted Air Systems (RPAS) Category exemptions detailed in the RA 1600 series) are certified in accordance with (iaw) the MACP, comprising the following 6 phases:   * Identify the requirement for, and obtain, organizational approvals. * Establish and agree the TCB. * Agree the Certification Programme. * Demonstrate compliance with the TCB. * MAA review of Certification evidence. * Post Certification activities. | RA 5810(1)  Para 2 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Embarked Air Systems** |  |  |  |  |
| Has the TAM put procedures in place for ensuring Air Systems required to conduct embarked aviation activities in the maritime environment in His Majesty’s / MOD Ships are safe and suitable for such operations. | RA 1015 (1)  Para 20  RA 1029 |  |  |  |
| Has the TAM ensured that for Air Systems required to conduct embarked aviation activities in the maritime environment, MOD Ships, that a jointly prepared (with the Ship Platform Authority) Ship-Air Release Recommendation is provided for each Air System / Ship combination to the satisfaction of the Sponsor. | RA 1015 (1)  Para 21  RA 1029 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Air Systems Displaying Abnormal Flying Characteristics** |  |  |  |  |
| Has the TAM defined reporting requirements mandated to the Mil CAM. | RA 4061  GM Para 3 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **General Requirements (MRP Part 145)** |  |  |  |  |
| Are arrangements in place for the TAM to cooperate with the relevant Maintenance Organizations so that they can effectively manage the TAw of relevant military registered Air Systems? | RA 4800  Annex A  Para 7c |  |  |  |
| Has the TAM approved such data to reflect the differing sources of ‘approved’ maintenance data in MRP Part 145 and European Aviation Safety Agency (EASA) Part 145. | RA 4800  Annex A Para 29 |  |  |  |
| Are arrangements in place for the TAM to receive any reports for any condition of the Air System or Air System component identified by the maintenance organization that has resulted or may result in an unsafe condition that is a hazard to flight safety. | RA 4800  Annex A Para 32 |  |  |  |
| **Availability of Equipment, Tools and Materials (MRP 145.A.40(b))** |  |  |  |  |
| Does the TAM have procedures to approve the use of alternative tooling or equipment to that identified in the ADS. | RA 4808(2)  Para a |  |  |  |
| **Acceptance of Components (MRP 145.A.42)** |  |  |  |  |
| Does the TAM have procedures to permit components which have reached their certified life limit or contain a non-repairable fault classified as unsalvageable/scrap to re-enter the component supply system through either:  • Extended certified life limits; or  • Approved a recovery solution. | RA 4809(1)  Para c |  |  |  |
| Does the TAM have procedures to clear Standard Parts with MOD Form 3910s missing any of the data as detailed in paragraph RA 4809 Para 3.d, | RA 4809(1)  Para 4a1b |  |  |  |
| Does the TAM have procedures to apply for a Waiver / Exemption where there is a need to use Standard Parts without Airworthiness provenance. | RA 4809(1)  Para 4a1c |  |  |  |
| Does the TAM have procedures to approve the alternative where special processes or inspection procedures are defined in the TI are not available at the organization to manufacture/fabricate the part. This principle also applies to the technique of 3D printing/additive manufacturing. | RA 4809(3)  Para 34 |  |  |  |
| Does the TAM have procedures to approve alternatives for locally manufactured/fabricated parts not iaw TI provided in overhaul or repair manuals, Modification schemes and service bulletins, drawings or otherwise.  **Note:** Items should not be locally manufactured/fabricated to pattern unless an engineering drawing of the item is produced which includes any necessary manufacturing/fabrication processes and which is acceptable to the TAM. | RA 4809(3)  Para 35 |  |  |  |
| Does the TAM have procedures for approving, for civil-derivative Air Systems, where a Type Certificate holder, Design Organization or an approved production organization is prepared to make available complete data which is not referred to in Air System manuals, Service Bulletins or SI(T)s, but provides manufacturing drawings for items specified in parts lists, the local manufacture/fabrication of these items, as within the scope of an organization’s approval. | RA 4809(3)  Para 36 |  |  |  |
| **Technical Information (MRP 145.A.45)** |  |  |  |  |
| Does the TAM have arrangements for receiving from the Maintenance Organization notifications where modifications have been made to Technical Information. | RA 4810(4) |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Authorization of Aircrew to Carry Out Maintenance Tasks** |  |  |  |  |
| Does the TAM have procedures to promulgate instructions for aircrew in-flight Corrective Maintenance, limited to system reconfiguration, adjustments and component changes on a prescribed list of systems. | RA 2211(3)  Para 14 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| **Portable Electronic Devices (PED)** |  |  |  |  |
| Does the TAM have arrangements for providing advice on items of unintentionally transmitting PED, eg implanted medical devices, time measuring equipment or permitted medical equipment are of sufficiently low power that they may be regarded as negligible transmitters and therefore not subject to the restrictions in RA 2360. | RA 2360(1)  GM Para 6 |  |  |  |

| **Activity Areas Audited** | **Standard Reference** | **QM/Procedure Reference** | **Comments** | **Result** |
| --- | --- | --- | --- | --- |
| Does the TAM have a procedure for receiving the weight and moment position relating to the basic and all-up weight conditions in an agreed timescale and frequency. | RA 5212(1)  Para 1 |  |  |  |
| **Special Flying Instructions (SFI) and Restrictions on Flying** |  |  |  |  |
| Note for Civilian Operated (In Service) Air Systems the issue of SFI is non-delegable to the TAM. |  |  |  |  |
| Does the TAM have procedures to approve SFI in accordance with the requirements of the ADS management plan ensuring that:   * The DO prepares the additional restrictions to the Air System’s flying limitations for approval. * The Accountable Manager (Military Flying) (AM(MF)) are consulted at the earliest opportunity. * The conditions for periodic review and cancellation of the SFI are agreed by stakeholders. | RA 5220(1)  Para 1 |  |  |  |
| Does the TAM have procedures to inform the MAA. | RA 5220(1)  Para 2 |  |  |  |
| Does the TAM have procedures for managing notifications by the AM(MF) of evidence, from any source, which could indicate a need for a restriction on flying or the issue of a restrictive SFI for any Air System in their Area of Responsibility. | RA 5220(1)  Para 3 |  |  |  |
| **Special Instructions (Technical)** |  |  |  |  |
| Note for Civilian Operated (In Service) Air Systems the issue of SI(T) is non-delegable to the TAM.  Does the TAM: |  |  |  |  |
| * Have procedures, prior to issuing a SI(T), to assess:   + The effect of the Fault or potential Fault on the TAw Safety Assessment and, if required, consult with the AM(MF) on the effect on the Air System Safety Case.   + Any effect that SI(T) compliance itself could introduce (for example, a SI(T) that requires the frequent disturbance of a critical Aircraft system could itself introduce a risk to Airworthiness). | RA 5405(1)  Para 1 |  |  |  |
| * Have procedures, when a SI(T) is raised, to notify the DO and / or the Original Equipment Manufacturer. | RA 5405(1)  Para 2 |  |  |  |
| * Have procedures to take responsibility for:   + Consulting with the Mil CAM to ensure the Maintenance Organizations can fulfil the requirements of an instruction and the implications of applying the instructions to stored equipment.   + Ensuring that SI(T)s comply with the applicable Type Certification Basis.   + Promulgation of SI(T)s.   + Maintaining registers for all SI(T)s, including an index of applicable SI(T)s in the Orders and Instructions issued by the TAM.   + Ensuring that SI(T)s remain extant for the minimum required period and issuing clear instructions when they are superseded, time expired, fully completed, or otherwise cancelled.   + Initiating appropriate follow up action as required, such as modifications or ISTA amendment.   + Liaising with other TAA, TAM or Commodity CEs and Service Non**-**Destructive Testing (NDT) organizations.   + Retaining an audit trail of all actions relating to the SI(T).   + Conducting periodic summaries, at least every 6 months, of all instructions issued, extended or cancelled during the previous period.   + Issuing the periodic summaries to all parties as appropriate.   + Agreeing categories for the instruction from those listed RA 5405(1) Annex A. | RA 5405(1)  Para 3 |  |  |  |
| * Have procedures for when an Airworthiness Directive (AD) or Service Bulletin (SB) for a civil derivative Air System is received, to utilize the SI(T) process to initiate corrective action in the same way they would with a military Air System. | RA 5405(1)  Para 4 |  |  |  |
| * Have procedures to engage with the Sponsor during the production of an SI(T) to ensure sufficient evidence is made available to enable changes to be incorporated into the Military Permit to Fly (MPTF) (In-Service) or MPTF (Special Case Flying (SCF)) or the letter of release for ship-borne operations. | RA 5405(1)  Para 5 |  |  |  |
| * Have procedures when an NDT technique is required to satisfy a SI(T), to engage the appropriate NDT organization as early as possible to enable development of the required technique. | RA 5405(1)  Para 6 |  |  |  |