

► This RA has been substantially re-written; for clarity no change marks are presented – please read the RA in its entirety ◀

RA 3105 – Air Traffic Management Equipment Approved Organization Scheme – Technical Information and Maintenance Documentation

Rationale *Air Traffic Management (ATM) Equipment Approved Organization Scheme (AAOS) organizations that support the UK MOD to install and / or provide ATM Equipment, and / or provide technical services that support ATM Equipment, are required to use approved and accurate Technical Information (TI). If TI is not correct, there is a Risk that incorrect Maintenance procedures will be carried out potentially leading to unsafe operating conditions and ATM equipment failure. This Regulatory Article sets out the requirement to utilize the correct TI to ensure that ATM equipment is maintained correctly.*

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Regulation 3105(1) **Approved, Current and Applicable Technical Information**
 3105(1) The AAOS organization **shall** use approved, current and applicable TI when performing Maintenance, including Modifications and Repairs.

Acceptable Means of Compliance 3105(1) **Approved, Current and Applicable Technical Information**

1. The AAOS organization **should** establish procedures to ensure that:
 - a. Approved, current and applicable TI, relevant to the scope of activity, is used.
 - b. Any errors, conflicts, omissions or obscurities that are discovered with TI are reported to the TI owner in a timely manner, with a record of the communication kept until the matter is resolved.

Guidance Material 3105(1) **Approved, Current and Applicable Technical Information**

2. It is recommended that TI and Maintenance documentation is immediately available when Maintenance activity on ATM Equipment is being carried out, and sufficiently accessible in relation to the size of the work programme.
3. The MAM-P¹ and MAM-D² contain guidance and reference to examples of appropriate TI.

Regulation 3105(2) **Requirement to Inform Maintenance Documentation Author of Errors**
 3105(2) Withdrawn – Incorporated into RA 3105(1).

¹ Refer to the Manual of Maintenance Airworthiness – Process (MAM-P).

² Refer to the Manual of Maintenance Airworthiness – Documentation (MAM-D).

**Acceptable
Means of
Compliance
3105(2)**

**Requirement to Inform Maintenance Documentation
Author of Errors**

4. Withdrawn – Incorporated into RA 3105(1).

**Guidance
Material
3105(2)**

**Requirement to Inform Maintenance Documentation
Author of Errors**

5. Withdrawn – Incorporated into RA 3105(1).

**Regulation
3105(3)**

Modification of Maintenance Documentation

3105(3) Withdrawn – Incorporated into RA 3105(7).

**Acceptable
Means of
Compliance
3105(3)**

Modification of Maintenance Documentation

6. Withdrawn – Incorporated into RA 3105(7).

**Guidance
Material
3105(3)**

Modification of Maintenance Documentation

7. Withdrawn – Incorporated into RA 3105(7).

**Regulation
3105(4)**

Common Work Card or Work Sheet

3105(4) Withdrawn – Incorporated into RA 3105(8).

**Acceptable
Means of
Compliance
3105(4)**

Common Work Card or Work Sheet

8. Withdrawn – Incorporated into RA 3105(8).

**Guidance
Material
3105(4)**

Common Work Card or Work Sheet

9. Withdrawn – Incorporated into RA 3105(8).

**Regulation
3105(5)**

Availability of Maintenance Documentation

3105(5) Withdrawn – Incorporated into RA 3105(1).

**Acceptable
Means of
Compliance
3105(5)**

Availability of Maintenance Documentation

10. Withdrawn – Incorporated into RA 3105(1).

**Guidance
Material
3105(5)**

Availability of Maintenance Documentation

11. Withdrawn – Incorporated into RA 3105(1).

**Regulation
3105(6)**

Maintaining the Accuracy of Maintenance Documentation

3105(6) Withdrawn – Incorporated into RA 3501(1).

**Acceptable
Means of
Compliance
3105(6)**

Maintaining the Accuracy of Maintenance Documentation

12. Withdrawn – Incorporated into RA 3501(1).

**Guidance
Material
3105(6)**

Maintaining the Accuracy of Maintenance Documentation

13. Withdrawn – Incorporated into RA 3501(1).

**Regulation
3105(7)**

Amendments to Technical Information

- 3105(7) An AAOS Organization **shall** ensure that amendments to TI results in equivalent or improved Maintenance procedures.

**Acceptable
Means of
Compliance
3105(7)**

Amendments to Technical Information

14. Where an amendment to TI leads to an amendment to Maintenance procedures, the AAOS organization **should** ensure that ATM Equipment performance is not less safe as a result.
15. The AAOS organization **should** inform the Delivery Team or designated MOD authority of changes to TI that may affect the performance of ATM Equipment.
16. The AAOS Organization **should** establish a process for:
- Raising, tracking and recording requests for amendments to TI, and the response from the TI owner.
 - Receiving and responding to amendments to TI that are initiated externally.
 - Clearly identifying and promulgating amendments to TI.

**Guidance
Material
3105(7)**

Amendments to Technical Information

17. Nil.

**Regulation
3105(8)**

Maintenance Documentation

- 3105(8) The AAOS organization **shall** provide a common Maintenance documentation³ system to be used throughout all areas of the organization operating within the defined scope of Maintenance activity.

**Acceptable
Means of
Compliance
3105(8)**

Maintenance Documentation

18. The AAOS organization **should** ensure that when Maintenance tasks are carried out, the corresponding TI is accurately transcribed onto the common Maintenance documentation, or that precise reference is made to the Maintenance task(s) contained in such TI.
19. Maintenance documentation, whether paper based or electronic **should** be subject to adequate safeguards against unauthorized alteration and have a suitable means of back-up.
20. Complex Maintenance tasks **should** be transcribed onto Maintenance documentation and subdivided into clear stages to ensure a record of the accomplishment of the complete Maintenance task.
21. The organization **should** establish processes to ensure that all Maintenance

³ Maintenance documentation may refer to, for example, job cards, work cards or worksheets.

**Acceptable
Means of
Compliance
3105(8)**

documentation is completed in a correct and consistent manner.

22. The Maintenance documentation **should** differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing.

**Guidance
Material
3105(8)****Maintenance Documentation**

23. In the case of a lengthy Maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person.