**COMPANY NAME**

**Policy & Procedures Supplement**

**Name and address of Approved Organisation:**

**CAMO COMPANY NAME**

**Part M Subpart G Maintenance Organization**

**Approval No.:** **APPROVAL NUMBER**

**issued by** **AVIATION AUTHORITY e.g. UKCAA**

**Date of Supplement:**

**01/05/2020**

**Jersey Aircraft Registry**

**Continuing Airworthiness Management Organisation Approval Validation Number:**

JAR INTERNAL

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Name of Accountable Manager: NAME

Signature of Accountable Manager: SIGNATURE

Date: 01/05/2020

# Accountable Manager Statement of Commitment

This supplement is provided to meet the requirements of the Jersey Aviation Requirements (JERSEY AVIATION REQUIREMENTS) Part 39 Subpart G Options 1 and 2 validations issued by the Bailiwick of Jersey Director of Civil Aviation (hereafter: DCA) and administered by the Jersey Aircraft Registry (hereafter: JAR).

The Continuing Airworthiness Management Organisation approval validation is based on a valid foreign approval, reference APPROVAL NUMBER (hereafter: host approval) and supplements that approval.

These procedures are approved by the undersigned and should be complied with as applicable, in order to ensure all continuing airworthiness tasks of aircraft managed by COMPANY NAME are completed on time and to an approved standard.

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

It is understood that the Bailiwick of Jersey Director of Civil Aviation [hereafter: DCA] will approve this manual supplement and maintenance management arrangements whilst it is satisfied that the procedures are being followed and the work standard is maintained. It is also understood that the DCA reserves the right to suspend, vary or revoke this approval it has evidence that these procedures are not being followed and the standards not upheld.

Name of Accountable Manager: NAME

Signature of Accountable Manager: SIGNATURE

Date: 01/05/2020

# Scope

This supplement stipulates the conditions under which COMPANY NAME undertakes continuing airworthiness management of Jersey registered aircraft.

# Standards

The standards and procedures used by COMPANY NAME are those of the host approval issuing authority, JERSEY AVIATION REQUIREMENTS 39, JERSEY AVIATION REQUIREMENTS 43 and this supplement

# Continuing Airworthiness Management Exposition(CAME)

A copy of COMPANY NAME’s approved CAME together with this supplement are supplied to the JAR in the English language to demonstrate compliance with JERSEY AVIATION REQUIREMENTS 39.59.

# Privileges of validation holder

The capability and scope of approval used by COMPANY NAME for maintaining and releasing to service Jersey registered aircraft are specified in CAME section CAME SECTION NUMBER.

# Duration of Approval

The DCA approval validation is valid for 24 months from date of issue provided the host approval remains valid.

Should the Jersey approval validation be revoked, or suspended by the DCA, the approval validation certificate will be returned.

# Notification of ceasing approval activity

Should COMPANY NAME cease to offer continuing airworthiness management services on Jersey registered aircraft it will notify the JAR in writing within 30 days of the date of cessation and request revocation of the maintenance approval validation.

# Renewal of approval

COMPANY NAME shall make an application to the JAR for the renewal of the maintenance organisation approval validation not less than 30 days before it expires.

# Approval Limitations and Privileges

COMPANY NAME is approved to manage the continuing airworthiness of Bailiwick of Jersey registered aircraft for the aircraft types as referenced in CAME CAME SECTION NUMBER.

# Major and Minor Repairs

All major and minor repairs will be carried out to the requirements of JERSEY AVIATION REQUIREMENTS Part 21 Subpart M and COMPANY NAME will forward all supporting documents to the Jersey Aircraft Registry for approval and issue of a reference number.

# Major and Minor Design Changes (Modifications)

Approval of all major and minor design changes installed on the aircraft, whilst on the Jersey Aircraft Registry, shall comply with the requirements of JERSEY AVIATION REQUIREMENTS Part 21 Subpart C. Any continuing airworthiness requirements arising from the changes will be incorporated in the aircraft maintenance programme as necessary.

# Maintenance Programme

The maintenance programme as approved in accordance with JERSEY AVIATION REQUIREMENTS 39.61 is subject to regular development to ensure effective continuing airworthiness of the aircraft and will be made available to those involved in the maintenance of the aircraft.

# Mass and Balance

Each aircraft shall be weighed in accordance with the requirements of JERSEY AVIATION REQUIREMENTS 39.81 and records maintained to reflect the approved aircraft configuration.

# Contracted Maintenance

All contracted maintenance will be carried out by an appropriately approved JERSEY AVIATION REQUIREMENTS Part 145 Organisation unless agreed otherwise by the Jersey Aircraft Registry. A list of contracted maintenance organisations is provided in Appendix A.

# Certification of Maintenance

All Certificates of Release to Service shall be made as prescribed in JERSEY AVIATION REQUIREMENTS 43.

# Defects and Discrepancies

Any discrepancy or defect shall be rectified or deferred in accordance prior to flight and any inoperative equipment shall be identified and carried forward in accordance with the provisions of JERSEY AVIATION REQUIREMENTS 91.610.

# Mandatory Continued Airworthiness requirements

Arrangements shall be made to receive all relevant mandatory continuing airworthiness requirements (including Airworthiness Directives) which shall be assessed and complied with within the prescribed period.

# Mandatory Occurrence reporting

COMPANY NAME has established a Mandatory Occurrence Reporting system in compliance with JERSEY AVIATION REQUIREMENTS 13 in CAME CAME SECTION NUMBER or CAME SECTION NUMBER and will report to the operator, the Type Certificate holder and the JAR any condition affecting the safety of aircraft it is maintaining.

# Technical Log

A technical log shall be provided which has the provision for recording the requirements of JERSEY AVIATION REQUIREMENTS 39.79.

# Training

It is COMPANY NAME’s responsibility to notify staff assigned to Bailiwick of Jersey registered aircraft of this supplement during quality manual and continuation training.

# Audits

The Jersey Aircraft Registry auditors have the right to access the COMPANY NAME facility at any reasonable time it is requested in coordination and arrangement with the Quality Manager.

# Aircraft Maintenance Records

All continuing airworthiness records shall be maintained in accordance with JERSEY AVIATION REQUIREMENTS 39 Subpart E.

# Appendix A

COMPANY NAME has maintenance management contracts in place for registered aircraft as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Aircraft type | Aircraft registration | Name of contracted party | Contract reference |
| AIRCRAFT TYPE | A/C REG | NAME | REFERENCE |