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|  | **Application for the approval of an aircraft maintenance programme** | **LHD-230****Date 28.01.2025** |
| NOTES* Before completing this application, please read page 2, instructions for submitting AMP for ICETRA approval.
* Page 2 does not need to be handed in with the application.
* This form is only an application and will not be used as a formal approval letter.

Warning: The approval process is delayed if the source documents and summary lists are not submitted with the application |
| **[ ]  Programme initial approval** **[ ]**  **Programme change approval** |  |  |

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| Owner/operator name | Address |
| Contact person | Telephone number | E-mail |
| Part-CAMO or Part-CAO reference number | AOC reference number – if applicable |
| Programme unique reference | Revision status of the submitted programme |
| Issue date | Aircraft Type |
| Aircraft Registration(s) |
| List all source document(s) used to establish the maintenance programme and summited with this application |

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| --- | --- | --- | --- | --- | --- |
| Date |  |  |  |  |  |
|  |  | Applicant name in block capital |  | Applicant Signature |

Instruction for submitting AMP for ICETRA approval

General

According to EASA Part M.B.301, when an aircraft maintenance programme is submitted to ICETRA for approval, ICETRA is obliged to verify that the maintenance programme complies with M.A.302 and approve it when satisfied that it is acceptable for the continued airworthiness of the specific aircraft listed in the programme. Also, it must be appropriate for the proposed use of the aircraft, operating environment, operational approvals and schedule utilisation. For ICETRA to assess this, it must have access to all the current source data required in point M.A.302 (d), (e), (f), (g) and (h) that the programme is based upon.

In addition to the airframe and systems, the maintenance programme must also address the engines, APU, propellers, appliances, survival equipment, emergency equipment, etc. It must consider any modifications and repairs incorporated in the aircraft with instruction for continuing airworthiness, i.e. repetitive maintenance tasks derived from modifications, repairs and damage (dents and scratches), damage-tolerance-based inspection and the survey schedule as per Part 26.370, as applicable.

The person compiling the maintenance programme must be fully aware of the aircraft build, modification, repair state, and average utilisation. A thorough review and listing of the aircraft’s equipment fit will enable the person compiling the programme to identify the source data.

For large aircraft, when the maintenance programme is based on maintenance steering group logic or condition monitoring, the aircraft maintenance programme shall include a reliability programme and is, therefore, part of the draft maintenance programme and must be submitted for approval.

The maintenance programme and the planning & records system are two distinct entities.

Initial approval of an aircraft maintenance programme

The application for the initial approval of an aircraft maintenance programme must be submitted with the draft of the maintenance programme, ICETRA form LHD-231 completed, and all source documents that the programme is based upon. The source documents (programme basis) may include the following as applicable but not limited to:

Type Certificate Data Sheets (TCDS) for airframe, engine(s), propeller(s) and APU

Maintenance Review Board Report (MRBR or MRB)

Certification Maintenance Requirements (CMR)

Maintenance Planning Document (MPD)

Minimum Inspection Programme contained in M.A.302 (i)

Aircraft Maintenance Manual Chapter 5 (AMM)

Engine Maintenance Manual (EMM)

Airworthiness Limitations items (ALI)

Life Limitations (LL)

Corrosion Preventive Control Programme (CPCP)

Supplemental Structural Inspection Programmes (SSID)

Limit of validity (LOV)

Vendor / Original Equipment data (CMM)

Supplementary Type Certificate(s) (STC)

Airworthiness Directive(s)

Service Bulletin(s) (SB)

Service Letters (SL)

Service Instruction (SI)

Operators own tasks

Modifications other than STC and SB

Repairs, dents and scratches

Reliability programme

Flight Manual (FM)

It is essential to submit summary lists of incorporated modifications, final list of the major modification that affect or include FCS as per CS 26.370(c)(3), repairs, dents, scratches indicating if repetitive maintenance tasks (instruction for continuing airworthiness (ICA)) is applicable and Part-26 compliance list attached to LHD-101 application form for CofA. Also, submit the relevant substantiating data showing the repetitive maintenance tasks and interval(s). For example, this may be pages displaying the tasks from the STC documents, Part 21 DOA document, FAA form 8110-3 and 8100-9, SB or equivalent data that require repeat maintenance tasks etc. ADs and SBs summary status lists are also needed since the applicability of tasks may depend on the incorporation of SB (post/pre).

Previous maintenance programme and the flight manual may be requested if needed.

**Change approval of an aircraft maintenance programme**

The application for a change to the existing programme shall also be summited with supporting documents affecting the change. Adding new aircraft to the current programme shall be understood as initial approval and shall be submitted with all relevant supporting documents. ICETRA form LHD-231 is not necessary in case of an amendment to an approved programme or when adding new aircraft to an existing programme document.