



## Report Airworthiness review

This form needs to be accompanied by the form "Application Certificate of Airworthiness or ARC" if you want to apply for an Airworthiness Review Certificate for a Part-M or Part-ML aircraft.

When a question is answered positively at paragraph 4 thru 7 from the list you are required to put your initial and the date behind the concerned question.

When an item is considered to be out of compliance in paragraph 4, 5, 6 or 7 then you are required to make a remark (paragraph 9) and if required the rectification (paragraph 10).

After rectification of a defect you need to close the question in the list with the date and initial.

If question 8.1 cannot be answered positively but the aircraft is still considered to be airworthy you need to motivate the recommendation at question 8.2 "Remarks".

A copy of all ARC inspections/recommendations needs to be Submitted to the CAA-NL. The report number must be filled in on every page.

Incomplete or incorrectly filled out forms (including absence of additional documents) will not be processed.

Send the form to [luchtvaartuigregister@ilent.nl](mailto:luchtvaartuigregister@ilent.nl) or send to Inspectie Leefomgeving en Transport / Luchtvaart P.O. Box 16191, 2500 BD Den Haag

### Additional information

+31 (0)88 489 00 00 | [www.ilent.nl](http://www.ilent.nl)

## 1 Details applicant

1.1	Inspection completed by: Authorised company / person	_____	Approval/Authorization:	_____
1.2	Name contact	_____		
1.3	Phone number(s) contact	_____		
1.4	E-mail contact	_____		
1.5	Holder / Owner of the aircraft	_____		
1.6	Name contact	_____		
1.7	Phone number(s) contact	_____		
1.8	E-mail contact	_____		
1.9	The continuing management is performed by	_____	Since:	_____
1.10	Contact reference	_____		
1.11	Date and location of the inspection	_____		
1.12	Available date for random survey (aircraft operating under AOC, after consultation)	_____		
1.13	Location for random survey	_____		
1.14	ARC valid till	_____		

## 2 Details of Aircraft

2.1 Registration of the aircraft	PH-
2.2 Manufacturer of the aircraft/ model	
2.3 Serial number of the aircraft	
2.4 AFM and revision	
2.5 Basis of the maintenance programme	

## 3 Information in relation to the review

3.1 Inspection relates to ARC	<input type="checkbox"/> ARC issue	<input type="checkbox"/> ARC extension	
3.2 Operation of the aircraft is	<input type="checkbox"/> Commercial with AOC	<input type="checkbox"/> Commercial without AOC	<input type="checkbox"/> Non-Commercial
3.3 Send the report to the Civil Aviation Authority for	<input type="checkbox"/> Recommendation	<input type="checkbox"/> Information (attach the EASA form 15b or 15c)	

> To demonstrate the airworthiness of the aircraft the complete documentation of the aircraft needs to be inspected by authorised Airworthiness Review Staff. During this inspection paragraph 5, 6 and 7 need to be assessed. During the extension of the ARC only paragraph 4 needs to be completed.

## 4 Verification M(L).A.901, M(L).A.301 and M(L).A.302

		Remark	Date	Initial
4.1 References: M.A. 901 (b(i)) and MLA.901(c)(1)	Is the aircraft during the last 12 months continuously managed by CAMO under who's approval the extension is now issued?			
4.2 References: M.A. 901 (b(ii)) and MLA.901(c)(2)	Is the maintenance on the aircraft during the last 12 months performed conform the requirements of a controlled environment ?			
4.3 References: M.A.302(h) and AMCM.A.302.3 and MLA.301(c)(g)	Has there been a yearly evaluation on effectiveness and validation of the Aircraft Maintenance Program?			
4.4 Reference: M.A.302(d)	Is the approved maintenance program updated with the latest revisions of the source documents (M.A.401(b))?			
4.5 References: M.A.302(b) and (c), MLA.302(b)(2)	Is the maintenance program approved by the competent authority of the land of registration or through an indirect approval by an EASA Part M subpart G approved organisation, which is qualified for this type of aircraft and of which the approval certificate is issued by the competent authority of the member state of registration?			

## 5 Data for aircraft hours and cycles

		Remark	Date	Initial
5.1 References: M.A.901 (k.1) and MLA.903 (a.1)	Have the airframe, engine and propeller hours and landings been processed correctly in the technical administration?			

> Write down below the actual flight hours and cycles

	Type	Part number	Serial number	Flight hours	Cycles / Landings
Airframe	n.a.	n.a.	n.a.		
Engine #1					
Engine #2					
Engine #3					
Engine #4					

Propeller #1				
Propeller #2				
Propeller #3				
Propeller #4				

## 6 Questions related to the documentation

	Description	Remark	Date	Initial
6.1	References: M.A.901 (k.2) and ML.A.903 (a.2) Is the flight manual applicable to the aircraft configuration and does it reflect the latest revisions of the (S)TC holders?			
6.2	References: M.A.901 (k.3) and ML.A.903 (a.3) Has all the maintenance due on the aircraft according to the (approved) maintenance programme been carried out?			
6.3	References: M.A.901 (k.4) and ML.A.903 (a.4) Have all known defects been corrected or, when applicable, carried forward in a controlled manner?			
6.4	References: M.A.901 (k.5) and ML.A.903 (a.5) Have all applicable airworthiness directives been applied and properly registered?			
6.5	References: M.A.901 (k.6) and ML.A.903 (a.6) Have all modifications and repairs, that are applied to the aircraft, been registered and approved according to Part 21?			
6.6	References: M.A.901 (k.7) and ML.A.903 (a.7) Have all installed Service Life Limited components been properly identified, registered and have they not exceeded their approved service life limit?			
6.7	References: M.A.901 (k.8) and ML.A.903 (a.8) Has all maintenance been released according to Part M?			
6.8	References: M.A.901 (k.9) and ML.A.903 (a.9) Does the current mass and balance statement reflect the current configuration of the aircraft and is it still valid?			
6.9	References: M.A.901 (k.10) and ML.A.903 (a.10) Does the aircraft comply with the latest revision of the type design approved by the agency?			
6.10	References: M.A.901 (k.11) and ML.A.903 (a.11) Does the Noise certificate (if applicable), correspond to the configuration of the aircraft?			

## 7 Questions related to the physical inspection

	Description	Remark	Date	Initial
7.1	References: M.A.901 (m.1) and ML.A.903 (c.1) Are the required markings and placards properly installed?			
7.2	References: M.A.901 (m.2) and ML.A.903 (c.2) Does the aircraft comply to its approved flight manual?			
7.3	References: M.A.901 (m.3) and ML.A.903 (c.3) Does the aircraft configuration comply with the approved documentation?			
7.4	References: M.A.901 (m.5) and ML.A.903 (c.5) Are there no inconsistencies between the aircraft and the documented review of records that were checked in paragraph 5 and 6?			
7.5	References: M.A.901 (m.4) and ML.A.903 (c.4) Have all evident defects, that have been found, addressed according to Part MA.403?			
7.6	Which compartments / area's / parts have been inspected?			

## 8 Statement

8.1 The questions of paragraph 4 or 5 through 7 are  All answered positively  Not all answered positively \_\_\_\_\_

8.2 Remarks

> With regards to what is stated above, I declare that the Airworthiness Review has been performed in compliance with EASA Part M or ML.

8.3 Its is advised  To issue/extend the ARC  Not to issue/extend the ARC \_\_\_\_\_

8.4 Name and authorisation number \_\_\_\_\_

8.5 Place and date \_\_\_\_\_

8.6 Signature \_\_\_\_\_

## 9 Remarks

Remark	Description	Date	Initial
9.1	Describe the remarks/findings regarding the questions of paragraph 4, or 5 through 7		

## 10 Rectification per remark

	Remark	Description	Date	Initial
10.1	Describe the rectifications regarding the questions of paragraph 4, or 5 through 7			

> If the space at paragraph 9 and 10 is insufficient to write down all remarks and/or rectifications, write down the number of additional pages you are sending together with this form that contain the added remarks and/or rectifications. On these extra pages you have to write the Report number as well.

10.2 Number of additional pages (if applicable) \_\_\_\_\_



## 11 Explanation

### Used abbreviations / definitions

AD	Airworthiness Directive
AFM	Aircraft Flight Manual (also Pilot Operator, handbook, etc.)
AMC	Acceptable Means of Compliance
AMM	Aircraft Maintenance Manual
AOC	Air Operator Certificate
ARC	Airworthiness Review Certificate
ARC-staff	Staff according to Part-CAMO, Part-CAO or Part-ML
ATO	Approved Training Organisation
BvI	Certificate of Registration (CofR)
BvL	Certificate of Airworthiness (CofA)
CAMO	Continuing Airworthiness Management Organisation
CAO	Combined Airworthiness Organisation
CDL	Configuration and Deviation List
Controlled environment	- see Part M.A.901 (b)
DDL	Deferred Defect List
DTO	Declared Training Organisation
EU/EASA	European Union / European Aviation Safety Agency
FOD	Foreign Object Damage.
FTO	Flight Training Organisation
MD	Maintenance Directive issued by CAA-NL
MEL	Minimum Equipment List
MRB	Maintenance Review Board
Part-ML	Part-M light regulations
SB	Service Bulletin of equivalent (Service letter, Service instruction etc.)
SRM	Structural Repair Manual
(S)TC	(supplemental) Type Certificate
TCDS	Type Certificate Data Sheet

### General

Although it is not a requirement, the CAA-NL advises the airworthiness review staff to check the ship documents for correct descriptions. Specifically the license for frequency use of the “Agentschap Telecom”. The reason for this is that in the past it has regularly happened that the name of the new owner did not change when the aircraft changed (holder) owner.

#### Paragraph 4, 5, 6 and 7

The Airworthiness Review Staff declares with the issue of an ARC or recommendation thereto, that at the time of the airworthiness review the aircraft was airworthy. To make such a statement he or she needs to perform sufficient investigation.

Because it is not possible for certain items to perform a 100% check, it is allowed to perform sampling for those items where that is justified. The size of the sampling and the depth depends on the subject and can also depend on experiences of previous inspections performed by the Airworthiness Review Staff.

In the end the Airworthiness Review Staff needs to be sure that the findings are representative for the inspection that is performed. The Airworthiness Review Staff needs to be critical with respect to the supplied information used to perform the Airworthiness Review, even when it is supplied by a CAMO (also when it is the CAMO the staff is working for). Please note: the Airworthiness Staff declares with the issue of an ARC or a recommendation thereto not only that the aircraft is managed and maintained correctly since the previous Airworthiness review. Logically the emphasis of the inspection will be on the period since the last airworthiness review was performed.

The airworthiness is determined by events that happened in the past, but the purpose of the Airworthiness Review is not to check whether the aircraft was airworthy all the time during its operation.

However when during the airworthiness review it turns out that at the time of the inspection the aircraft is airworthy but in the very recent history there is evidence that the aircraft was not operated and or managed in a responsible way and continuing airworthiness was compromised, CAA-NL urgently requests that this information is passed on to the CAA-NL (ILT/ABL). Preferably using this report but it is allowed to do this separately.

### Explanation per question

#### Question 1.1

Write down the name of the company / person which performs the inspection.

#### Question 1.5

The holder is the person or company mentioned on the CofR.

#### Question 1.6

Write down the name of the contact person that represents the holder.

### Question 2.4 and 2.5

These items are only required during a full review. At this line the only requirement is to mention the main document issued by the TC holder that is the bases of the AMP including the revision status (e.g. the MRB-document or AMM Chapter 4 and 5 or Minimum Inspection Programme (MIP)).

### Question 3.3

When the report is send to CAA-NL for information only than this may be a copy, also a copy of the ARC (EASA Form 15b or c) always needs to be send along. (in case of an Form 15c also the airworthiness report must be send along)

### Paragraph 4

When the inspection concerns a verification than you don't have to provide the CAA-NL with a copy of the report.

### Question 4.1 and 4.2

In relation to the 12 month term anticipation may be used in accordance to AMC M.A.901(c)2, (e)2 and (f).

### Question 4.3 and 4.4

The owner of an aircraft (M(L).A.201(a)) or the by him/her contracted EASA CAMO or CAO organisation (M(L).A.201(e)) has to evaluate the maintenance programme on a yearly basis in terms of use, environment of the aircraft and results of accomplished inspections or defects (M.A.302(h)).

It is also expected that a check will be done whether the latest revisions of all used documents are incorporated and up to date in the maintenance programme and if there are no new repetitive inspections through AD's, mandatory SB's and by ILT published MD's (M.A.302(d)).

### Question 4.5

In the Netherlands it is mandatory for an aircraft with a national EASA standard CofA, a national EASA special CofA or a national (ICAO) standard CofA to have an Aircraft Maintenance Programme approved by the competent authority of the member state of registration.

This approval may also be issued by an EASA approved (CAMO or CAO) company with the privilege of their competent authority for indirect approval of maintenance programmes for aircraft registered in the member state of the competent authority of that CAMO or CAO.

### Paragraph 5

Check that all flight hours and cycles/landings have been implemented correctly in the administration. Only when hours and cycles/landings are correctly implemented all required maintenance will be performed within the required periods. Be aware that during replacement of engines and/ or propellers data is transferred correctly.

Are the hours and cycles correct in relation to the use of the aircraft in the checked period?

### Paragraph 6

Before the items of paragraph 8 are checked it is necessary to have the latest modification status and repair status of the aircraft available.

### Question 6.1

Check that not only the updates of the AFM, published by the aircraft manufacturer, have been processed, but also the configuration regarding STC's, SB's and AD's. These can have an impact on the manufacturer's AFM by issuing supplements and /or removal of text and/or pages. The AFM needs to be in the Dutch or English language, unless agreed differently with the CAA-NL.

### Question 6.2

First one needs to check if the (approved) maintenance programme is still valid. The maintenance programme itself can be limited in utilisation (hours/cycles) and the configuration of the aircraft regarding changes in source documents (ref M.A.710 (a.10) and ML.A.903 (a.10) Of course this should also be part of the mandatory periodical review of the maintenance programme.

Next step is to check that there are no maintenance tasks that have a release to service that are further in the past than the task interval. There needs to be a control system to monitor the compliance with the approved maintenance programme. This can be a computer system. In such a system it can be observed quickly if there maintenance tasks that should have been performed.

The airworthiness review staff needs to make certain that:

- A) all maintenance tasks and intervals have been implemented into the control system;
- B) all maintenance tasks released are implemented correctly into the control system.

E.G.: when the maintenance program is not in compliance but the Aircraft does, it is still possible to issue an ARC. (An example: changes in the source documents have not been implemented yet into the maintenance programme, but the new task interval has not expired.)

### Question 6.3

Check that for each known defect there is a release to service / rectification of that defect. For defects for which there has not been a rectification, than that defect needs to be released / deferred in a controlled manner. (refer to: M.A.403/ML.A.403), by either:

- A) Introduced into the technical administration of the aircraft, or the defect maintenance project, in such a way that the aircraft does not fly until the has been released. E.G.: an ARC can be issued for an aircraft that is not serviceable!
- B) By applying the MEL.

Ad b) When a MEL procedure is applied check:

- 1) That this MEL has been approved by the authority where the aircraft has been registered. E.G.: defects cannot be deferred on a Master Minimum Equipment List (MMEL)
  - 2) The MEL is applied by the pilot or by an authorized technician\*
  - 3) That the correct MEL-category / period is applied. E.G.: if a defect, after rectification, occurs again during the next flight, then the defect is considered not to be rectified. This means that the applicable MEL- period that needs to be used runs from the initial defect-report
- C) Deferred by an authorized technician\*, using maintenance data.  
\*A technician who is authorized to release maintenance is also authorized to postpone maintenance based upon MEL or maintenance data. An exception can be that a technician who works under a company approval by which the company has determined differently, but this is a responsibility of the person who has released the aircraft.

### Question 6.4

Have all AD's been complied with on time? Every AD issued on the type (or the range) of aircraft, engine or propeller needs to be mentioned in the technical administration. When an AD is not applicable, than the reason needs to be mentioned as well. Example: "AD not applicable due to aircraft serial number". Be careful for AD's that apply to component level, replacement of parts can lead to a change in the AD status.

# Explanation

## Airworthiness Review Report

Human Environment and Transport Inspectorate  
Ministry of Transport, Public Works and Watermanagement

### Question 6.5

Are all minor and major modifications approved by the correct organisation (Part 21)? Are the repairs really part of the SRM, or should the repairs have been approved by other approved organisations? The information must be available in a simple and quick way.

### Question 6.6

Are all life limited parts that have been installed in the aircraft, correctly identified and registered in the control system and are no limitations exceeded? Pay good attention to the parts that have been replaced in the past. Are the part and serial numbers of the parts correctly taken up into the aircraft records and control system.

For a proper check the correct EASA Forms 1 or equivalent documents of the service life limited components need to be present, or proof that these components were installed during the build of the aircraft. E.G. : when an aircraft is imported, then with this import also the installed components are accepted, including the release to services. These release to services are considered to be equal to the EASA Form 1.

### Question 6.7

Has all maintenance been released by the correctly approved companies/ persons? Are the correct documents used and are these completed?

### Question 6.8

Are there modifications and /or repairs that have an impact on the mass and balance of the aircraft? Are these changes correctly calculated into the mass and balance documents? Is there if applicable a new weight report made or a recalculation after Heavy maintenance or a repaint? Is the mass and balance report still valid within the terms of EU-/EASA?

### Question 6.9

Are the latest requirements that are mentioned in the most recent revision(s) of the (S)TCDS applied. Items that can be applicable are configurations, limitations, applied parts, maintenance requirements, documents etc. etc.)?

### Question 6.10

Check that modifications which have an impact on noise, for Example a new type of engine, propeller or exhaust, or the installation of winglets, are mentioned on the noise certificate in block 12.

### Question 7.1

Before you can start this inspection you do need to have a document that shows where and what markings are required. Are all markings and text, that are required installed at the correct location, and are they readable and in the Dutch or English language, (Unless agreed otherwise)? (ref Part 21A.175). Are the registration markings applied conform the Dutch regulations (part 1303), including the fireproof identification plate?

### Question 7.2

Check physically if the configuration of the aircraft is in compliance with the approved aircraft flight manual.

Pay special attention to the implemented configuration changes/ modifications and the impact of these changes to the aircraft flight manual.

### Question 7.3

Are the applied changes to the aircraft correctly and conform the approved design applied? The changes can relate to SB's, STC's, Repairs, and AD's.

### Question 7.4

Are the repairs, modifications and manufacturer implemented options that are present in the administrations applied to the aircraft? Are the repairs, modifications and manufacturer installed options part of the technical administration? Can the part- and serial numbers of the installed Service- and Life Limited Parts be found in the technical administration?

### Question 7.5

Check at least the following items physically on the aircraft:

- Are all visible defects on the aircraft properly documented and repaired (on the inside and outside of the aircraft)?
- Check all easy accessible area's (behind service panels, access doors etc.) for general condition, corrosion leakages and accumulation of dirt that can lead to damage (FOD).
- Inspect at least 1 engine with cowlings open. The depth and the area's that have been inspected with regard to the above mentioned items need to be noted at question 7.6. (what area's/ parts).
- Inspect the emergency equipment installed in the aircraft for proper installation, quantity, accessibility and location, and if applicable for proper function.
- Inspect the emergency and navigation lights on the inside and outside of
- The aircraft for correct operation.
- Inspect the interior for damage that can injure the passengers and crew.
- Inspect the interior for correct operation (seats, luggage bins, doors, etc.).

For aircraft not commercially operating the following items should be checked if required;

- Perform with (at least) one engine running on idle power, a general check for the operation of the cockpit equipment
- All systems and indications require to have normal readings without fault indication
- Do, for example, operate the hydraulic-, electric- and fuel systems adequate with only 1 pump or generator (including transfers).
- The feathering of the adjustable propellers.
- The operation of the magneto ignition with piston engines.
- Operational check of the flight control surfaces, and visually check the deflection/ travel.

The Airworthiness Review Staff can for all aircraft, independent of the kind of operation, decide to run the engine(s) or perform test flights as part of the airworthiness review, when he or she thinks it is required to show the airworthiness of the aircraft.