



Maritime Helicopters

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CONTINUOUS AIRWORTHINESS
MAINTENANCE PROGRAM (CAMP)
De Havilland DHC-6

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This is a STAND-ALONE document with its own numbering and approval system. No attempt will be made to incorporate temporary revision numbering changes on this page to the CAMP Table of Contents or List of Effected pages. The Date Approved stamps at bottom of page will reflect dates of approval of most current temporary revision.

The Index of Temporary Revisions will list the current CAMP Revision number – Temporary Item number (TR#), Section, Page, brief Description of the revision and date. The Temporary Revision (TR) shall be inserted before the affected page in the CAMP and complied with when completing the inspection interval. Temporary Revisions shall be maintained with the completed inspection intervals paperwork until 1) next inspection, or 2) incorporated into CAMP.

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INTRODUCTION

MARITIME HELICOPTERS CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

Maritime Helicopters, Inc. (MHI) CAMP program has been prepared in accordance with the current regulations contained in Title 14 CFR Part 135. The primary function of this manual is a management and administrative tool for organizing, directing, amending, and controlling its maintenance program. This program delegates management of the various functions and interrelationships of each maintenance element, such as maintenance time limitations, recordkeeping, Airworthiness Directive (AD) management, maintenance program management and oversight, contract maintenance management and oversight, personnel training and elements of CASS.

The CAMP objectives are:

- Maintenance, preventive maintenance and alterations performed by MHI or other persons are done in accordance with this manual.
- Competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations.
- Each aircraft released to service is Airworthy and has been properly maintained for operations under CFR Part 135
- Standardization of the program, consistent accomplishment and administration of its maintenance program.

Maritime Helicopters has placed organizational charts delineating the functions, relationships, and lines of authority between its organizational elements and personnel in this manual;

- Position descriptions, duties, responsibilities, and specific authority and responsibility attributes for each position.
- Identities who have overall authority and/or responsibility and who has direct authority and/or responsibility for given functions.

PROGRAM ORGANIZATION

The Continuous Airworthiness Maintenance Program is comprised of two primary sections, each a "Stand-Alone" Manual. Although they are stand-alone, both must be referenced for the administration of the MHI CAMP program.

NOTE:

Both the CAMP and Maintenance Manual are "Stand-Alone" documents each containing its own List of Effective Pages and Numbering System for ease of manual revisions. The LOEP's for maintenance manuals shall not be included in the CAMP Manual other than the Appendix designator.

CAMP Manual

The CAMP Manual contains information covering administrative procedures, instructions for the administration and management accomplishment of the maintenance program and RII duties and responsibilities. It addresses policies and procedures covering duties, responsibilities and authority of each of the management personnel defining who has overall authority and/or responsibility for any given process. A major element of the manual is the CASS program to determine the overall effectiveness of the program.

Maintenance Manual

Maintenance Manuals are attached to the CAMP manual as a separate appendix. Each manual contains airframe specific maintenance functions such as scheduled maintenance tasks, procedural information and detailed instructions with manufacturers references for accomplishing listed maintenance tasks. Manuals shall be added to the appendix with the addition of new airframes added to OpSpec that require by regulation to be maintained under a CAMP program. Maintenance manuals shall be identified in each appendix by the aircraft's manufacturers make and model designation.

The basis of each maintenance manual is derived from the Original Equipment Manufacturer (OEM) maintenance and overhaul manuals or other approved technical information and data accepted by the FAA. A CAMP requires MHI to develop and use its own maintenance manual, not the OEM manuals, but shall reference them in each task function as required. Maintenance Manuals are designed to accomplish segregation between the required inspection and maintenance functions, with interface as required, to ensure smooth transfer of work and information.

Each airframe specific maintenance manual describes criteria for initiating functional evaluation flights along with procedural requirements for them and includes criteria and procedural information for unscheduled inspections, such as those associated with lightning strikes, tail strikes, exceeding engine temperature, hard or overweight landings, and any very high-load event. Standards for overhaul, repair, replacement, calibration, and other requirements to return the aircraft and its components to its original or properly altered condition are also contained. Maintenance manuals have two primary units;

Inspections

Required inspection processes outlined in manufacturer's inspection data, drawings, specifications data are accomplished thru task "work" cards including inspection methods, procedures and standards. Inspection functions are separate from maintenance functions to include RII procedures. Persons performing required inspections are under control of the inspection unit only.

**Maintenance**

Maintenance specific processes, which include maintenance, preventative maintenance unscheduled maintenance and alterations are listed by work cards. Each work card defines the standards, methods, techniques to accomplish each task. Maintenance is separate from inspections with maintenance specific functions individually identified.

Maintenance manuals have detailed process for unscheduled maintenance that addresses extremely high-load events that occur to aircraft with inspection processes. These particular high-load events are those for which flight data might facilitate the subsequent inspection process. The maintenance program will consider the events listed below as most significant:

- Flight Events
 - A severe turbulence encounter,
 - Extreme maneuvers,
 - Exceeding speed limitations, and
 - Heavy stall buffet.
- Ground Events.
 - Hard landings,
 - Over-weight landings, and
 - Drift landings resulting in excessive side/drag load.

GENERAL STATEMENT OF RESPONSIBILITY

All personnel assigned to airframes operating under a CAMP are required to be trained and familiar with the requirements of the program, applicable FAA regulations, and airworthiness directives. Personnel shall adhere to manual policies and procedures and applicable FAA regulations and guidance.

Management and lead personnel may delegate their assigned duties to any qualified individual as necessary; however, such delegation does not relieve them of their overall responsibility.

DELEGATION OF DUTIES

In the absence of any responsible supervisory/management employee, the duties shall be delegated to a qualified replacement in order to ensure required duties continue to be accomplished. Delegated duties may only be assigned to a qualified individual. It shall be the responsibility of the individual authorizing the delegation of duties to determine the capabilities of each candidate for delegation. The individual authorizing the delegation shall remain ultimately responsible for the proper accomplishment of all delegated duties.

ADDING AIRCRAFT TO THE CAMP

The following procedures shall be used when entering an aircraft on Maritime Helicopters' Continuous Airworthiness Maintenance Program;

- The aircraft registration number, make, model, and serial number shall be on the Operations Specification List of Approved Aircraft.
- In the airframe is not new, a bridging document will be created and remain on file for 1 year. The document shall determine by outline which inspections and maintenance must be complied with before bringing the aircraft onto the CAMP. These inspections and maintenance shall be entered on to the aircraft logbook and signed off before the aircraft entered onto the program.
- Once the bridging requirement inspections and maintenance have been complied with, the Aircraft and Engine Log Book shall have an entry made stating that the aircraft and engine are now being inspected in accordance with Maritime Helicopters Continuous Airworthiness Maintenance Program.
- Due to this more stringent maintenance program, aircraft being added to the Maritime Helicopters CAMP will have a period of up to 200 flight hours to be brought into compliance with the Maritime Helicopters CAMP Maintenance Time Limitation on items with a decreased or added maintenance interval, but in no case shall exceed the limitations of the manufacturer.

REMOVING AIRCRAFT FROM THE CAMP

Aircraft removed from either the CAMP program shall have an annual inspection performed prior to being released for flight or shall be accepted into the inspection program of another operator prior to being released for flight. A list of the status of the existing inspection program will be provided to the new owner.

The following entry will be made in the log book:

"This aircraft was removed from a CFR Part 135 CAMP maintenance program and must be inspected in accordance with CFR 43.15 Part (a), (a)(1), (b), (c), and (c)(3) before returning to service."



CAMP AND MAINTENANCE MANUAL REVISIONS

MANUAL REVISIONS AND CONTROL

In accordance with CFR 135.21(a), revisions will be prepared by the Director of Maintenance. Each revision will have a revision number and date in the upper right corner of the page. Revisions will be consecutively numbered. All revisions will be submitted to the FAA for review and acceptance prior to being implemented. Revisions will be recorded in the Log of Revisions page and old pages will be replaced with the new effective pages.

New material in the latest revision will be marked with a vertical bar to the right of text, to ease identification of new material. The program shall be amended whenever the following occurs:

- The issuance of changes to CFR's that affect and pertain to this company's manual, operations, equipment, personnel, or facility.
- Major changes to Manufacturer's inspection methods, limits, and procedures.
- Whenever the administrator of the FAA finds that it is necessary (14 CFR 135.21).

The CAMP program is web based, to include any changes or additions, and available to those persons required to comply with it. Additionally, the Maritime Helicopters shall furnish access to the FAA Principal Inspectors (PI) assigned to the MHI.

Maintenance Personnel are to use the Maritime Maintenance Web Portal for all company manuals unless internet access is not available. In the advent of no internet access to manuals, a current company paper format manual shall be provided and used. Once downloaded, it is considered an "Uncontrolled Copy" and shall not be kept once tasks are completed or internet access is restored, whichever occurs first.

REVISION STATUS

Once the Maritime Helicopters' Continuous Aircraft Maintenance Program is approved by the responsible FAA district office, it shall be posted within 5 working day on Maritimes' Maintenance Portal, accessible to Maritime Helicopters' personnel through the internet.

TEMPORARY REVISIONS

Temporary Revisions to the CAMP will be accomplished thru the use of the Temporary Revision (Temp Rev) page. The Temp Rev page is designed to insert important updates into the CAMP in an expeditious manner without having to go thru the entire CAMP revision process.

NOTE:

The Temp Rev page is a STAND-ALONE document with its own numbering and approval system. No attempt will be made to incorporate temporary revision changes to the CAMP or Maintenance Manual Table of Contents or List of Effected pages.

The Index of Temporary Revisions will list the current CAMP or Maintenance Manual Revision Number in the header. The Table will include: Temp Rev Item Number (TR#), Section, Page, a brief Description of the revision and Date inserted. When a revision is required to the CAMP or Maintenance Manual, a Temporary Revision (TR) will be generated and then entered on the Temporary Revision page, as outlined above. Both the Temp Rev revision page and temporary revision itself shall be submitted to the FAA with approval indicated by signatures and date on the bottom of the Temp Rev page. The Date Approved stamps at the bottom of the page will reflect dates of approval of the most current temporary revision. Each new revision will require an updated approved signature and date from the FAA.

Once approved, the temporary revision shall be inserted before the affected page(s) in the CAMP or Maintenance Manual. These temporary revisions will be indicated by a yellow background. An inserted Temp Rev page will contain both change(s) and instructions to the affected page(s) of the CAMP or Maintenance Manual. When a mechanic accesses a CAMP or Maintenance Manual on the Portal that has a temporary revision, they shall comply with the revision when completing that inspection interval. Completed temporary revisions shall be maintained with the completed maintenance intervals paperwork until the next interval occurs for that maintenance task or the temporary revision is incorporated into the CAMP or Maintenance Manual; whichever occurs first.

NOTE:

All logged temporary revisions will remain on the Temp Rev page until incorporated into the CAMP or Maintenance Manual during a complete CAMP or Maintenance Manual revision. A full revision will clear the Temp Rev page of all entries.



AIRWORTHINESS RESPONSIBILITIES

ADMINISTRATION, MANAGEMENT, AND ACCOMPLISHMENT OF THE CAMP PROGRAM

This section contains instructions for Maritimes' management of the various functions and interrelationships of each maintenance program element, such as maintenance time limitations, recordkeeping, Airworthiness Directive (AD) management, maintenance program management and oversight, contract maintenance management and oversight, and personnel training.

Each airframe specific maintenance manual includes a description of scheduled maintenance tasks, procedures and detailed instructions to include specific manufacturers maintenance manual references for accomplishing its maintenance tasks. Additionally, these maintenance manuals describe criteria for initiating functional evaluation flights along with procedural requirements for them.

RESPONSIBILITY FOR AIRCRAFT MAINTENANCE

MHI is responsible for the airworthiness the performance of all of the maintenance, preventive maintenance, and alterations on its aircraft. This includes all inspections, maintenance, preventive maintenance, and alterations, whether it accomplishes that work or someone else does it for them (e.g., a maintenance provider, such as a repair station).

A listing of all certificate mechanics will be maintained by the Director of Maintenance. Each of these people has the authority to act for MHI in their respective sphere and exercise control of maintenance privileges. Their specific duties and responsibilities are listed in this CAMP.

Maritime Helicopters has appointed the following person to the Accountable Management position:

Director of Maintenance

Director of Maintenance - The Director of Maintenance (DOM) is responsible and the final authority for ensuring the airworthiness of all aircraft, engines, accessories, appliances in the aircraft ensuring the personnel assigned to a specific task are properly qualified, trained, and authorized to accomplish that task. The DOM functions as the accountable manager for the MHI maintenance program.

NOTE

Maritime Helicopters shall notify the CHDO within 10 days should a change be made to the Director of Maintenance position.

Chief Inspector - The Chief Inspector is responsible to the Accountable Manager to ensure a standard level of safety and airworthiness is adhered to and that work performed under this program is accomplished IAW applicable CFR's, Maritime Manuals and manufactures specifications. The Chief Inspector has direct responsibility for implementation and monitoring of the RII program elements.

Quality and Safety Manager – The Quality and Safety Manager shall; develop, define, integrate, and monitor the Safety Management System CASS program to include;

- Provide Leadership and Direction in Risk Management, Loss Control, and Regulatory Compliance to Government and Maritime Safety programs
- Evaluate and audit the safety program.
- Conduct and develop safety training, safety management and accident prevention.
- Evaluate the maintenance training to ensure fundamental safety principles are integrated into the syllabus.
- Investigate and report on incidents and accidents. Make recommendations to preclude a recurrence.
- Conduct hazardous material training as it pertains to this certificate. Direct hazardous material identification and disposal.
- Provide assistance during new employee initial safety training and during recurring training.
- Develop and maintain the Maritime Helicopters Emergency Procedures Plan, provide guidance to determine location, use, adequacy, and serviceability of firefighting equipment and other safety equipment.
- Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.



Inspection Personnel – Inspection Personnel area responsible to the Chief Inspector to ensure a standard level of safety and airworthiness is adhered to and that work performed for MHI is accomplished IAW applicable CFR's, company manuals and manufactures specifications. The Inspector shall:

- Inspect buildup of aircraft assemblies and installation of assemblies.
- Inspect aircraft for conformance to specifications and quality standards.
- Inspect work in progress to ensure proper procedures are followed.
- To include:
 - Correct parts are used.
 - Correct procedures are used per applicable manuals.
 - Tools are calibrated when required.
 - Verify bulletins such as AD's, ASB's and others affected by the task are being complied with.
 - Correct safeties are installed.
- Ensure all entries in the logbook are accurate and contain all required information.
- Ensure paperwork such as aircraft log cards, 337's, and yellow tags are filled out correctly.
- Assist in keeping all company manuals up to date with the latest manufacture's manuals.
- Review weekly aircraft status sheets for accuracy.
- Inspect incoming parts for bulletin compliance.
- Responsible for a thorough knowledge of this CAMP Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.
- Verification of the accuracy of the Status Report to the actual configuration of the aircraft and to the data contained on the Historical Service Record Cards ("Hard Cards") regarding Part Number (P/N), Serial Number (S/N), and Total Time / Time Since Overhaul (TT / TSO) of the time-tracked assemblies and components.
- All other duties as assigned by the Chief Inspector.

Certificated Mechanics – Certificated Mechanics are individually responsible for the maintenance tasks they perform and sign for each step. They work under the Director of Maintenance and are authorized and responsible for, but not limited to, performance of the following:

- Performing the aircraft inspection activities specified by this inspection program.
- Scheduling aircraft inspections with the Director of Maintenance (or designee), considering such factors as workflow, location of equipment and facilities, tools, supplies and job requirements.
- Maintaining all required aircraft maintenance records in a current status.
- Maintaining the aircraft in an airworthy condition at all times.
- Providing final approval for return to service.
- Reviewing the full (comprehensive) aircraft status report to assure:
 - The status report information is correct.
 - No scheduled maintenance intervals will be exceeded.

A certified mechanic shall be considered qualified to perform inspection and maintenance if the mechanic complies with any of these requirements:

- Has been trained at a manufacturer or operator's school for that aircraft.
- Understands the manufacturers maintenance manual instructions.
- Has satisfactorily performed this or similar work at an earlier date.
- Is under the direct supervision of a certified and appropriately rated mechanic who has had previous experience in the specific operation concerned.

Prior to exercising certificate privileges, the mechanic must within the previous 24 months performed any of the following for at least 6 months;

- Served as a mechanic under their certificate and rating,
- Technically supervise other mechanics,
- Supervised, in a management capacity, the maintenance or alteration of aircraft, or
- Been engaged in any combination of the three positions.



MAINTENANCE MANUAL

GENERAL

The FAA regulations §135.21, and 135.427 requires Maritime Helicopters to have an approved maintenance manual. This CAMP program shall serve as the approved maintenance manual for all work performed and shall be referenced in conjunction with the appropriate appendix airframe specific manual. While Maritimes' maintenance manuals prescribe the maintenance to be completed, it must be performed in accordance with the manufacturer procedures and technical data.

MHI maintenance manuals contain specific procedures for all inspections, preventative maintenance and alterations, to include unscheduled and special inspections. Maintenance personnel are expected to follow prescribed methods and procedures in the maintenance manual for the specific airframe. Maintenance Manuals are contained in the CAMP appendix, each identified by type, tail and serial number. These manuals include detailed scheduling and work cards for each inspection/maintenance event.

MAINTENANCE AND INSPECTION PROGRAM

Method of performing all required maintenance and inspections are designation by MHI by occupational title of personnel authorized to perform each required inspection and/or maintenance event. Procedures for reinspection of work performed under previous required inspection findings will be listed on work cards.

Inspections are to be performed based on hourly or calendar Time Remaining on the aircraft computer maintenance and inspection tracking report (CALM).

SPECIAL INSPECTIONS

Special Inspections shall be determined by the DOM, Chief Inspector or Floor Lead Mechanic. These events must be evaluated based on what event has occurred and severity of the event. This may require contacting the manufacturer, as appropriate.

Special inspections for high-load events should:

- Identify that a very high-load event has occurred;
- Assure that indications of structural damage are found in an initial inspection;
- Involve the OEM, if necessary;
- Identify any additional inspections that may be required to positively identify all of the structural damage.

Once the scope of the special inspection has been determined, appropriate log entries must be entered, proper corrective actions performed and entered and a return to service statement entered.

TECHNICAL DATA

Maintenance manuals of MHI aircraft maintained under this CAMP contain detailed manufacturers technical data with procedures for accomplishing specific tasks (e.g., methods, techniques, technical standards, measurements, calibration standards, operational tests, structural repairs). The maintenance manual defines procedures for aircraft Weight and Balance (W&B), jacking, lifting, shoring, storage, cold weather operations, towing, aircraft taxi, and aircraft cleaning based on manufacturer's maintenance manuals. MHI shall continuously modify and customize its maintenance manual as necessary to include recommendations based on CASS findings.

AD'S

MHI is required to accomplish the provisions of part 39 ADs. The DOM, Chief Inspector shall review any issued AD's appropriate to our airframes AD is applicable. If it is determined any aircraft is affected by the AD, a Compliance Action Notice will be generated and disseminate to the mechanic responsible for the aircraft maintenance. Management processes contain elements for planning, support, provisioning, implementing, recording, and auditing. The Maritime Helicopters shall not operate aircraft any AD applies to except in strict compliance with the provisions of the AD. MHI shall ensure that:

- It reviews ADs for applicability to its aircraft;
- If needed, will submit and receive FAA approval for an alternative method of compliance (AMOC);
- It accomplishes the requirements of the AD within the time frame specified in the AD;
- It keeps records of the accomplishment and current status of each AD that applies to its aircraft; and
- Any subsequent maintenance or alteration to its aircraft does not remove the maintenance or alteration that the AD mandated.

NOTE

Maritime Helicopters shall not remove any AD-mandated maintenance or alteration.

**WORK CARDS**

Maritime Helicopters uses work cards to comply with regulations for performing maintenance as well as maintenance recordkeeping and also to document the results of inspections, checks, and tests for data collection and analysis. Work cards provide detailed, concise procedural instructions that organize and control maintenance activities while providing a means to ensure that its maintenance activities comply with the maintenance manual.

Maritime Helicopters DOM shall be responsible developing and controlling work cards in the maintenance manuals. MHI develops its own work cards based on a manufacturer's instructions. The DOM shall ensure that transcribed information is complete and accurately.

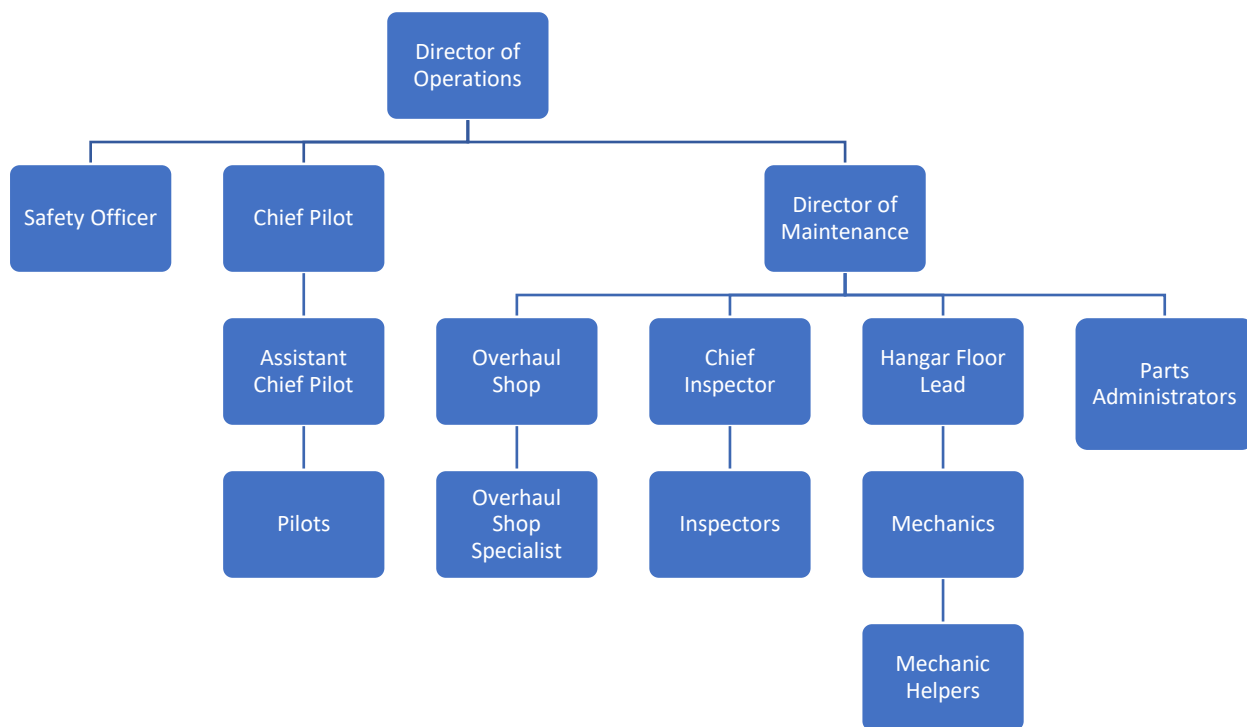
Work cards document maintenance activities to comply with recordkeeping requirements. Work cards also document the results of inspections, checks, and tests for data collection and analysis. The Maritime Helicopters shall conduct and record work-in-progress audits of work card activities under its CASS to ensure that each individual who accomplishes work on its aircraft is following the appropriate maintenance manual.



MAINTENANCE ORGANIZATION

GENERAL ORGANIZATIONAL REQUIREMENTS

MHI maintenance organization must be able to perform, supervise, manage, and amend its program; manage and guide its maintenance personnel; and provide the direction necessary to achieve its maintenance program objectives. The regulations require the MHI to include a chart or a description of its maintenance organization in its manual. Regulation apply to MHI as well as any other organization that provides maintenance services for the Maritime. The following is a chart depicting MHI assignment of overall and direct authorities and responsibilities.



MHI MAINTENANCE MANAGEMENT POSITIONS

The following positions have authority to design or change MHI procedures without having to seek higher-level approval while maintaining overall "Responsibility" to ensure the successful completion of a task or function.

Director of Maintenance

The MHI DOM has overall responsibility for scheduled, unscheduled maintenance, inspections and may delegate any of these duties but retains the responsibility. The individual serving full-time as the DOM must be qualified through training, experience, and expertise to the extent of their responsibilities, have a full understanding of the documents with respect to the Maritimes' maintenance operations to include;

- Title 14 CFR,
- Operations Specifications
- Manuals required under Part 135
- Aviation safety standards and safe operating practices
- Ensuring company aircraft are maintained to the airworthiness standards prescribed by applicable regulations, airworthiness directives, and this inspection program.
- Training and assisting his department personnel in the procedures, methods, and practices to be followed in performance of this inspection program.
- Ensuring that the responsible mechanic properly completes all necessary work records.
- Reviewing this program and initiating the necessary revision(s).

Chief Inspector

The MHI Chief Inspector shall be responsible for all inspection functions associated with Part 135 and Part 145 maintenance. Additionally, the Chief Inspector shall be directly responsible for the RII functions to include, but not limited to, ensuring both financial and human resources are provided for each RII event.

MAINTENANCE ORGANIZATION STRUCTUREStructure

Maritime Helicopters maintenance program includes both a maintenance and inspection department for its CAMP program. Within both these departments there are assigned mechanic, inspectors, middle managers/supervisors and an Accountable Manager. Assigned/Designated Managers must understand instructions for their duties to included manufacturer's manuals and ICA's.

Accountable Manager

The DOM has final authority, overall responsibility, and accountability for managing and implementing the MHI's entire maintenance program, including all inspection functions, financial and human resources. All required inspection functions are part of the MHI's overall CAMP program. The Accountable Manager must hold the appropriate airmen certificate (A&P).

Organizational Functions

MHI maintenance department is responsible for all scheduled and unscheduled maintenance. The inspection department shall be responsible for all required inspection functions. Each department shall operate as a separate entity. Within each of the departments MHI has three general organizational functions to ensure that the Maritime Helicopters conducts all operations to the highest possible degree of safety. These three organizational functional levels include:

- Mechanics and/or inspectors performing the work at the first level;
- Middle managers and supervisors at the second level; and
- The maintenance program accountable manager (DOM) at the third level. The accountable manager is directly in charge and shall be available for consultation and decisions.

Authority and Responsibility

Maritime Helicopters assigns clear authority and responsibility in its maintenance organization, including responsibility for the overall maintenance program and all of its elements and functions. This CAMP program includes a position description with each position's duties and responsibilities, identifying who is responsible for a given element, process, or task. Any duties and responsibilities assigned to a person, duties and/or responsibilities are included in the position description in detail.

MAINTENANCE AND INSPECTION DEPARTMENTSGeneral

MHI has organized the performance of all maintenance functions (e.g., inspection, repair, overhaul, and the replacement of parts) to separate the function of required inspections from the function of the other maintenance, preventive maintenance, and alteration activities. This organizational separation is clearly defined for maintenance staff operating below level of administrative control.



Maintenance

All maintenance, preventive maintenance, and alteration activities shall be accomplished by properly certificated and trained maintenance personnel under the supervision of a floor lead.

Inspections

All inspections shall be performed under the direction of the assigned Chief Inspector who has overall responsibility for the inspections and RII's department.

INTERFACE

Interfaces occur in procedures where the responsibility for accomplishing work is transferred from one person, work group, or organization to another. For example, if an aircraft discrepancy occurs during flight operations and the discrepancy must be fixed, operations shall make the appropriate log page entry. Once a discrepancy has been entered, control of discrepancy is now the responsibility of maintenance. When maintenance is finished, a corrective action is entered for the discrepancy. Once entered, this transfers control back to operations for final compliance if such items as a maintenance check must be completed.

The following procedure ensures the smooth transfer of work and information;

- Pilot enters description of discrepancy in the aircraft log book and briefs maintenance on the event.
- Maintenance then takes control of the discrepancy and completes the required actions to rectify entry, to include a corrective action on the appropriate log page.
- If any check flight must be performed, maintenance shall make the required log entry and brief the pilot on required steps to perform.
- Once the check flight is completed and a return to service statement is entered in the log page, control is passed back to operations.



ACCOMPLISHMENT AND APPROVAL OF MAINTENANCE AND ALTERATIONS

ACCOMPLISHMENT OF MAINTENANCE

No aircraft may operate after maintenance, preventive maintenance, or alterations are performed unless the Maritime Helicopters or whom Maritime Helicopters arranges for the performance of the maintenance, preventive maintenance, or alterations, to prepare unless;

- An airworthiness release; or
- An appropriate entry is entered into the aircraft maintenance log.

The airworthiness release or log entry that is required by this section must—

- Include a certification that the work was performed in accordance with the requirements of the certificate holder's manual;
- All items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed;
- No known condition exists that would make the aircraft unairworthy; and
- So far as the work performed is concerned, the aircraft is in condition for safe operation; and
- Be signed by an authorized certificated mechanic or repairman, except that a certificated repairman may sign the release or entry only for the work for which that person is employed and for which that person is certificated.

The signature of an authorized certificated mechanic or repairman constitutes that certification.

PERFORMING MAINTENANCE

Maritime Helicopters has authorization under § 43.3(f), 43.7(e), and 135.437 to perform maintenance on its own aircraft and to approve them for return to service without obtaining any other maintenance certification. In addition, §135.437 provide clear authority under its MHI certificate to perform maintenance on behalf of other air carriers that conduct operations under Part 135.

AIRMAN CERTIFICATE

Maritime maintenance personnel directly in charge of, makes an airworthiness determination or authorized to issue an approval for return to service, must hold an appropriate airman certificate. Additionally, all designate RII inspectors must hold an appropriate airman certificate.

MAJOR REPAIRS AND ALTERATIONS

Major repairs and alterations are to be completed in accordance with technical data approved by the FAA using Part 43 appendix A for a list of repairs and alterations that are considered major. The MHI shall use the definitions in 14 CFR Part 1 for major repairs and alteration when classifying repairs and alterations.

Maritime Helicopters has a detailed major/minor classification procedures in its CAMP to evaluate each repair or alteration on a case-by-case basis using such factors as the certification basis of the aircraft; classification of the structure as primary, secondary, or a primary structural element; or classification as a fail-safe, safe-life, or damage-tolerant structure.

AIRWORTHINESS RELEASE

After performing any maintenance on its aircraft, the MHI shall issue enter an approval for return to service entry in the aircraft maintenance log before flight operations. The approval for return to service must;

- Include a certification that the work was performed in accordance with the requirements of Maritimes' maintenance manual;
- No known condition exists that would make the aircraft unairworthy; and
- Be signed by an authorized certificated mechanic.

SCOPE OF MAINTENANCE

Instructions for aircraft specific maintenance and alterations are addressed in the CAMP attached maintenance manuals for each aircraft. Each maintenance manual addresses the following areas;

Scheduled Maintenance

Individual maintenance tasks performed according to maintenance time limitations (maintenance schedule) include procedural instructions for the maintenance tasks and requirements to record the results of the inspections, checks, tests, and other maintenance. Scheduling also includes all recurring ADs and life-limited parts retirement.

Unscheduled Maintenance



Unscheduled maintenance includes procedures, instructions, and standards for maintenance that occurs on an unscheduled or unforeseen basis. Results from scheduled maintenance tasks, pilot reports, or unforeseen events, such as high-load events, hard or overweight landings, tail strikes, ground damage, lightning strikes, or an engine over-temperature are addressed in this CAMP program. This includes instructions, standards and detailed procedures for the accomplishment and recording all types of unscheduled maintenance.

SPECIFIC MAINTENANCE REQUIREMENTS FOR MAJOR AIRCRAFT COMPONENTS

Engine Maintenance Program

MHI maintenance program covers the maintenance of installed engines and off-wing engines for each engine model it operates. The installed engine requirements are contained in the maintenance time limitations program. In addition to procedural information, the off-wing program described in each maintenance manual provides scheduling information or intervals for cleaning, adjusting, inspecting, testing, and lubricating each part of the engine that maintenance. Maintenance manual provides the degree of each inspection, the applicable wear tolerances, and the work required when the engine in the shop using the technical data and procedures contained in the manufacturer's maintenance program.

Propeller Maintenance Program

MHI maintenance manual includes a propeller maintenance program covering the maintenance of installed propellers and off-wing propellers for each model it operates by scheduled maintenance requirements to include intervals for cleaning, inspecting, adjusting, testing, and lubricating each part of the propeller system. Each propeller work card encompasses the degree of inspection, the applicable wear tolerances, and the work required at these periods to include unique tools, repair procedures, and specialized training for maintenance personnel, if required.

PARTS AND APPLIANCES MAINTENANCE PROGRAM

MHI maintenance program covers shop operations, which may include both scheduled and unscheduled tasks. MHI may conduct these shop operations at some location other than where it performs maintenance on its aircraft. MHI parts and appliance maintenance program covers both installed parts, appliances and off-wing maintenance for each part and appliance model that it operates. Usually, the installed part and appliance scheduled maintenance requirements will be contained in the maintenance time limitations. In addition to procedural information, the off-wing program described in the maintenance manual shall provide shop scheduling information or intervals for cleaning, adjusting, inspecting, testing, and lubricating each component. The maintenance manual includes the degree of inspection, the applicable wear tolerances, and the work required when the part or appliance is in the shop.

MAINTENANCE AND PREVENTIVE MAINTENANCE PERSONNEL DUTY TIME LIMITATIONS

The following section is intended to specify guidelines to ensure that Maritime mechanics have adequate rest to ensure optimum performance when on duty. In aviation maintenance, there are occasions when it is necessary to work long hours in order to maintain aircraft in an airworthy condition. It is expected that scheduled inspection and maintenance should be planned and accomplished without the need for long periods of extended work hours.

Mechanics are not authorized to have a workday that exceeds 8 hours without supervisor approval. Once approved, the workday may not exceed 12 hours. At the completion of a 12 hour workday, eight hours of rest are required prior to beginning another workday.

Mechanics are not permitted to work more than 12 cumulative hours in a 24 hour period for example; if a mechanic works 10 hours from 7AM to 5PM then goes home and is called back in at 7PM, they may only work an additional 2 hours. This restriction may be waived by a maximum of 2 hours providing; the project can be completed, verbal approval from the Maintenance Director has been given, and safety is not compromised.

Following extended maintenance of 12 to 14 continuous hours, it is recommended that a mechanic should be scheduled for an uninterrupted rest period of at least 8 hours. A mechanic should be relieved from duty for at least 24 consecutive hours following 10 consecutive extended duty days of 12 or more cumulative hours of actual aircraft maintenance activity in a 24-hour period.

This 12 hours, 10 consecutive days requirement is exclusive of "standby time" a field mechanic may experience while the aircraft is flying and only denotes hours where the mechanic is actually physically working on the aircraft.

In the event a mechanic or supervisor has to exceed 12 hours of aircraft maintenance, a report must be forwarded by the mechanic or his/her supervisor to the DOM who will record and track each exceedance event for the maintenance staff and supervisors. The report will include the mechanics/supervisors name, location, reason for the exceedance, and how many hours in excess of 12 were worked.

Environmental conditions for the above guidelines are presumed to be normal; that is, the mechanic is working outside in good weather or is protected from the elements (i.e. in a hangar, "field shelter", etc.). If the maintenance is taking place outside in very hot, cold or inclement weather, the duty times should be adjusted accordingly. Likewise, conditions inside a hangar, field shelter, etc. may require reduced duty times (temperature extremes, chemical exposure, noise exposure, etc.)

All of the items listed above shall be adhered to and not be deviated from without prior approval from the maintenance department management.



MAINTENANCE SCHEDULE

MAINTENANCE SCHEDULE OVERVIEW.

MHI maintains an inspection and maintenance schedule using manufacturers standards for determining its maintenance time limitations, specifying when scheduled inspection and maintenance must be performed including a specific list of each individual maintenance task and its associated time limit. Maritime organizes all of these individual tasks into a series of integrated scheduled work packages that provide a continuous succession of necessary maintenance tasks for the aircraft make and model developed around the aircraft manufacturers recommendations. The tasks are contained in each airframe specific maintenance manual in appendix.

FAA'S ROLE IN RELATION TO THE MAINTENANCE SCHEDULE

The FAA authorizes MHI maintenance schedule through OpSpecs. Maritimes' CASS monitors that schedule to verify that it is effective and producing the desired results. The CASS will be its principal source of information that might indicate a needed change to its maintenance schedule. MHI shall correct any deficiencies in its maintenance schedule. The FAA can require changes to maintenance scheduling or any other element of its maintenance program if any deficiencies are found.

MAINTENANCE SCHEDULE CONTENTS—GENERAL

Unique Identifier - Maritime Helicopters has assigned specific identifiers to each inspection and maintenance event. This allows the individual that it assigns to do the scheduled maintenance task to identify the item easily and accurately. Each identifier is explained in the maintenance manual for each airframe.

How – Each task is specific on required manufacturers procedures to be completed in order to maintain the item. A scheduled inspection or maintenance task is a maintenance action that the CAMP performs at regular, scheduled intervals so that it can ensure that the item can continue to perform its intended function.

Frequency - Frequency is the time-in-service interval between the times when the MHI accomplishes a scheduled maintenance task. This CAMP measures time-in-service intervals in calendar-time, operational hours, flight cycles, and other appropriate parameters such as RIN count and is annotated on each airframe CALM sheet. In addition, for task management, inventory, and audit purposes, MHI shall identify the work card associated with each scheduled maintenance task to ensure that it accomplishes all of its maintenance tasks according to its schedule.

The frequency is based on manufacturer recommendations, with some differences. MHI Helicopters has decreased the maintenance interval on some items and has added maintenance intervals on other items that are not included in the manufacturer's recommendations due to the operating environment.

MAINTENANCE SCHEDULE OBJECTIVE

MHI maintenance schedule objective is to do the correct tasks at the correct interval. If MHI may decide to decrease intervals or add tasks, going through the same justification process as it would for any other change to the maintenance schedule.

EFFECTIVE SCHEDULED MAINTENANCE

An inherent function of MHI CASS is to determine the effectiveness of its scheduled maintenance effort through operational data collection and analysis activity. Maritime will use this important function to determine the level of scheduled maintenance effectiveness and to make the changes necessary to achieve the standard of effectiveness that the MHI has set. If our aircraft are unavailable for flight operations for maintenance reasons, then our scheduled maintenance program may not be as effective as it should be. There are other elements of the maintenance program besides the scheduled maintenance element that may be deficient as well, but the CASS procedures will identify the root cause and help it identify and make the adjustments/changes necessary to achieve the level of flight operations availability that it has set.

MAINTENANCE SCHEDULE DEVELOPMENT

The aircraft manufacturer's maintenance manual is the baseline document used to developing the maintenance schedule. The aircraft manufacturer compiles, publishes, and keeps current the inspection and maintenance schedule for a specific aircraft model and series. The manufacturer outlines the initial minimum scheduled maintenance/inspection requirements for developing a maintenance schedule for the airframe, engines, systems, and components of a particular aircraft model/series. Once the maintenance schedule is in place, MHI experience and CASS will be the main determining factors for changes that may be needed to the schedule.

NOTE

Any manufactures revision to their maintenance manual does not automatically constitute an approval basis for MHI to change its existing maintenance schedule. A revision must be submitted and approved by the FSDO responsible for our maintenance program.



REQUIRED INSPECTION ITEMS (RII)

RII PROGRAM

MHI personnel that perform any item of work are prohibited from performing any required inspection of that work i.e. RII. Specific RII inspection items shall be listed in the specific airframe appendix maintenance manual and must be completed by designated trained and approved MHI RII inspectors.

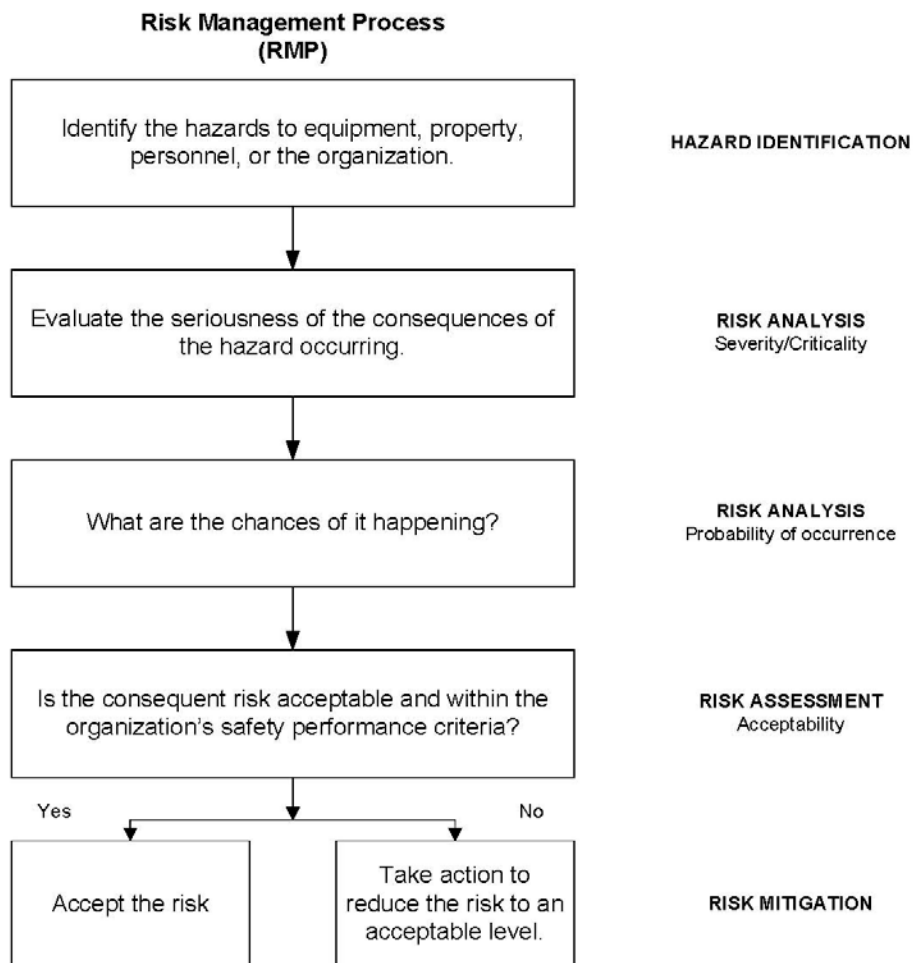
RII inspectors are the final authority as to the status of all maintenance, preventive maintenance, and alterations functions performed that require a RII approval. Only the DOM or Chief Inspector are authorized to change the determination status of an RII.

RII TASKS

Sections 135.427(b) requires the designation of certain tasks as RIIs. This program designates those items of maintenance and alteration that it must inspect (required inspections), including those that could result in a failure, malfunction, or defect that endangers the safe operation of the aircraft if the person performing the maintenance or alteration has not done it properly or if they used improper parts or material. If the MHI uses a maintenance provider to perform maintenance and alterations, it may authorize a provider's employee to accomplish its RII requirement if their maintenance manual satisfies the regulatory requirements. Maritime shall only issue its authorization to an individual rather than a group or company. MHI remains primarily responsible for the performance of each RII accomplished by that person.

RII LISTS

The CAMP identifies specific items of inspection for each aircraft type. The CAMP shall use the below process when creating or adding to the list of RII functions.





NOTE:

MHI may include additional items in its RII list that are not required by regulation and do not result from the recommended decision process. However, company additions do not diminish the significance of an RII inspection on a safety of flight item.

RIIS AND SAFETY

The RII program relate directly to flight safety. Maritime considers all of its RIIs with the same safety of flight consideration and emphasis even if accomplishing an individual RII adversely affects its flight schedule. Whether a scheduled or an unscheduled task arises at an awkward time or at an inconvenient location, RII's shall perform their work as required by the CAMP.

RII REQUIREMENTS

The Maritime Helicopters clearly identifies RII requirements on work forms, job cards, and other methods consistent with its maintenance program. A primary concept of the RII function is to prevent any person who performs any item of work from performing any required inspection of that work. FAA policy includes any person who provides training to another person on the work performed. Therefore, it is important that MHI identify RII required tasks whenever possible so that everyone knows that an RII is required. Maritime maintenance manual work cards clearly identify RII procedures.

RII INSPECTORS

The CAMP program designates who is authorized as a program RII inspector. Personnel authorized to accomplish RII inspections must be properly trained and qualified thru MHI RII training program for each RII task that they receive the authorization to perform. RII inspector shall be issued a RII card which identifies which airframe(s) they are trained and approved for.

An approved RII Inspector list is maintained by the DOM and available for inspection.

Maritime Helicopters only utilizes A&P certificated mechanics as RII. For A&P mechanics, an RII qualification card will be issued by the Chief Inspector and are not valid until signed by the Chief Inspector or the Director of Maintenance

Required Inspection Personnel are designated by the Chief Inspector. The Chief Inspector has the overall responsibility of administrating the Required Inspection Item (RII) program.

For each model aircraft authorization sought, each designated RII Inspector must have:

- A minimum of three years of working experience on that model or,
- A verifiable record of completed formal training on that model or,
- Complete the RII and Part 135 initial training program for that model or,
- Have a thorough understanding of inspection methods and procedures, and
- Successfully completed the company RII initial training course and passed the written examination.

REQUIRED INSPECTION PERSONNEL TRAINING PROGRAM

All perspective RII inspectors shall go thru the RII training program to include testing. A minimum score of 70% is required. The inspector shall be added to the RII Roster upon successful completion of the course and issued a Maritime Helicopters RII Inspector Authorization Card.

Sample RII Inspection Authorization Card;

Front

Maritime Helicopters, Inc.
RII INSPECTION AUTHORIZATION
This is to certify that Joe Mechanic/repairmen certificate number 341234771 is authorized to exercise the privileges of the RII Inspector in accordance with the Maritime Helicopters CAMP, has demonstrated competency in this area and accepts the responsibilities of a Maritime Helicopters RII Inspector.
Technicians Signature

Back

Date	Authorized Aircraft
12/15/19	DHC – 400 RII Inspector



MAINTENANCE RECORDKEEPING SYSTEM

RECORDS REQUIREMENTS

Maritime shall keep the all records necessary to show that all requirements for the issuance of an airworthiness release under §135.443 have been met for the periods specified in this section.

The following are items that shall be tracked in Maritime Helicopters recordkeeping system (CALM).

- The total time in service of the airframe, engine, propeller, and rotor.
- The current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance.
- The time since last overhaul of each item installed on the aircraft which are required to be overhauled on a specified time basis.
- The identification of the current inspection status of the aircraft, including the time since the last inspections required by the inspection program under which the aircraft and its appliances are maintained.
- The current status of applicable airworthiness directives, including the date and methods of compliance, and, if the airworthiness directive involves recurring action, the time and date when the next action is required.
- A list of current major alterations and repairs to each airframe, engine, propeller, rotor, and appliance.

RECORDS KEEPING

The record keeping requirements of CFR 91.417 will be complied with in the following manner. The following items will be mailed to Maintenance on a weekly basis:

- The yellow sheet of the Aircraft Log Book.
- A copy of any entries made in the engine log book (or the original engine log book page when it is filled full).
- Original versions of all maintenance release forms.

The Director of Maintenance or a designated representative will ensure that a current CALM Status Reports are posted weekly to the MHI Maintenance Portal and contain the following sections:

- Items Due.
- Airframe Components / Inspections.
- Airframe Bulletins.
- Airframe ADs.
- # 1 Engine Components / Inspections.
- # 1 Engine Bulletins.
- # 1 Engine ADs.
- # 2 Engine Components / Inspections.
- # 2 Engine Bulletin.
- # 2 Engine ADs.

These listings will be used by the pilot and mechanic to determine the airworthiness of the aircraft and to schedule maintenance. None of the above listings is considered part of the permanent aircraft record. The Aircraft CALM Status Reports shall be compared to the new copies to verify that all changes made are valid. Once the new copies are verified (or corrected by direct consultation with maintenance personnel), the old forms may be disposed of.

Records of the maintenance, preventative maintenance, under the CAMP and other required or approved inspections, as appropriate, for each aircraft (including the airframe) and each engine, propeller, or appliance of an aircraft will be retained at a minimum until the work is repeated or superseded by other work or for one (1) year after the work is performed (§91.417 (b) & §135.65 (d)).

Records containing total time in service and/or current status of life limited part and/or time since overhaul of each airframe, engine, propeller, and rotor as well as the current inspection status of the aircraft, will be retained and transferred with the aircraft at the time the aircraft is sold (§91.419 (a)).

Records containing the current status of applicable Airworthiness Directives (AD) including, for each, the method of compliance, the AD number, and revision date, and, transferred with the aircraft or the time the aircraft is sold. Maintenance records will be available for inspection by the FAA or authorized representative of the NTSB.



CONTRACT MAINTENANCE

MAINTENANCE PROVIDERS (CONTRACT MAINTENANCE)

Contract maintenance means any maintenance, preventive maintenance, or alterations accomplished by a MHI maintenance provider. MHI may contract a maintenance function pertaining to an article to an outside source provided that the FAA approves the maintenance functions contracted to the source per the requirements of Title 14 CFR §145.217. The Accountable Manager is responsible for the contract maintenance program.

All maintenance and inspections performed on aircraft that are being operated under Maritime' Continuous Aircraft Maintenance Program by maintenance facilities other than Maritime Helicopters' shall be done in accordance with this CAMP program. A copy of the CAMP shall be provided and appropriate training for the particular job shall be performed.

MAINTENANCE PROVIDER LIST

Each aircraft Maintenance Manual listed in the CAMP appendix shall list each person it arranges for the performance of maintenance, preventive maintenance, and alterations. This requirement applies to all maintenance providers that the Maritime Helicopters directly arrange for the performance of maintenance, preventive maintenance, and alterations such as a repair station.

NOTE: The requirement does not apply to persons that perform contract maintenance for the repair station under § 145.217. This policy only applies to the list required by § 135.427(a). This policy does not relieve the Maritime from its responsibilities for the performance of all maintenance and the airworthiness of its aircraft, regardless of who is or is not listed in this manual.

Maritime shall identify each of its maintenance providers by name, location, and a general description of the work they perform to include the description of work for its maintenance providers using the following five categories;

- Aircraft maintenance
 - Heavy maintenance
 - Line maintenance
- Aircraft engine work
- Propeller work
- Component work
- Specialized service

Maritime Helicopters shall provide to its FAA Certificate Holding District Office, in a format acceptable to the FAA, a list that includes the name and physical (street) address, or addresses, where the work is carried out for each maintenance provider that performs work on any MHI aircraft certificated for 10 seats or greater. The list shall include a description of the type of maintenance, preventive maintenance, or alteration that is to be performed at each location. The Chief Inspector shall maintain the list and is responsible to update with any changes, including additions or deletions. Any updates to the list must be provided to the FAA in a format acceptable to the FAA by the last day of each calendar month.

Maritime Helicopters operates more than one type of aircraft, the categories shall include the type of aircraft. For the fourth and fifth categories, the Maritime Helicopters shall include the type of specialized service or the kind of component, as appropriate. Maritime Helicopters shall use these lists for its CASS functions and will have a level of detail of the maintenance provider for surveillance and audit planning functions.

ESSENTIAL MAINTENANCE PROVIDER

Maritime Helicopters shall have a means to identify, within its maintenance provider list, those maintenance providers who accomplish essential maintenance for it. The Maritime Helicopters shall identify the specific required inspection that it has authorized each essential maintenance provider to accomplish for it in its maintenance provider list.

RESPONSIBILITY FOR MAINTENANCE

Maritime Helicopters Maintenance

When the Maritime Helicopters uses a maintenance provider to accomplish all or part of the maintenance activities on its aircraft or its component parts, that maintenance provider becomes part of our maintenance organization and must be under Maritime's control and remains primarily responsible for all of the maintenance performed. The Maritime Helicopters must determine that the maintenance provider has the capability to do work on our behalf, manage its work, and determine that it does the work satisfactorily according to the Maritimes' manual and standards. Maritime Helicopters must provide the maintenance provider with appropriate material from its maintenance manual for that work.

Policy and Procedures

Maritime Helicopters shall ensure that the maintenance provider follows the procedures in the Maritime maintenance manual that it has provided. The Maritime Helicopters should accomplish this through work-in-progress audits while the maintenance provider is actually accomplishing the work.

The policy and procedures portion of each airframes maintenance manual shall assign clear authority, responsibilities and outline procedures for its personnel to administer, control, and direct all contract maintenance. The Maritime Helicopters must provide technical material for the use and guidance of the maintenance provider.



Contract Maintenance

When possible, the Maritime Helicopters shall have a written contract with anyone performing contract maintenance for it on a continuing basis, helping ensure that the maintenance provider addresses the all responsibilities. In the case of major operations, such as engine, propeller, or airframe overhaul, the contract should include a specification for the work. Maritime Helicopters shall include or reference that specification in its maintenance manual.

UNSCHEDULED MAINTENANCE AWAY FROM BASE

Maritime Helicopters will occasionally need maintenance performed on its aircraft while it is away from its regular maintenance facilities. The Maritime Helicopters maintenance manual includes procedures for obtaining these services under these unanticipated conditions and outlines the procedural steps that it will take to control and direct the unscheduled maintenance accomplished by its maintenance provider.

Maritime is directly responsible to determine the maintenance provider has the organization, adequate facilities and equipment, competent personnel, and appropriate portions of Maritimes' manual(s) for the work the maintenance provider needs to complete, taking into consideration these determinations before any maintenance provider starts to work on its aircraft. Procedures and a method of determination are contained in each appendix of the airframe's maintenance manual.

Any vendor or contractor must be approved and listed on Maritime Helicopters Approved Vendor list prior to performing maintenance on Maritime Helicopters' aircraft. Kept on file in Maintenance Office.

The Maritime Helicopters Individual managing large projects will review the work performed and ensure records and log book entries are sent to Maritime Helicopters Maintenance Department for review. FAA Form 337's will be reviewed by the Maintenance Department. These records will be reviewed and a new Status Sheet will be sent to the Vendor to verify all items are completed and no maintenance is due prior to releasing the aircraft from the Vendor.

The duty mechanic or a company A & P mechanic will inspect all maintenance performed by an outside vendor as soon as the aircraft returns to determine that such work is satisfactory and the necessary log book entries are made. To include, if the aircraft comes back from major maintenance and/or refurbishment, the mechanic reviewing all paperwork, log book entries, and 337's to ensure no additional ICA inspection items are required. If any "additional" inspection requirements are generated by a modification, the mechanic will verify that this requirement has been entered in the applicable computerized tracking system (CALM) for compliance.

AIRWORTHINESS RELEASE FORM OR AIRCRAFT LOG ENTRY

Maritime Helicopters is approved to return to service its aircraft, airframes, aircraft engines, propellers, or appliances after any maintenance, preventive maintenance, and alterations. Approval for return to service must be entered by a Maritime Helicopters certificated repairman, or certificated A&P mechanic that it authorizes to make the log book entry or issue the Airworthiness Release Form. No repair stations certificated under part 145 or any other entity may make an Airworthiness Release Form or log book entry. An individual may not issue an approval for return to service for Maritime aircraft unless the Maritime Helicopters authorizes them to do so.

Log Entry or Airworthiness Release Form

The Maritime Helicopters must designate each individual authorized to execute the log book entry or Airworthiness Release Form for it by name and occupational title. The individual making the log book entry or Airworthiness Release Form acts as the Maritimes' authorized agent. He or she certifies that they accomplished the maintenance according to Maritimes' maintenance manual and maintenance program procedures and that no known condition exists that would make the aircraft non-airworthy. This arrangement does not reduce the responsibility of maintenance personnel to accomplish maintenance functions or tasks in accordance Maritimes' manual.

Procedures for Log Entry or Airworthiness Release Form

Maritimes' maintenance manual includes the procedures for making an aircraft Airworthiness Release Form or log book entry. Maritime shall make a log book entry or complete an Airworthiness Release Form before it can operate its aircraft for any reason after the accomplished any maintenance.

NEW CONTRACT MAINTENANCE PROVIDERS

Before the Maritime can use a maintenance provider for the first time, it must determine that the maintenance provider candidate complies with pertinent requirements of Part 135 subpart J. In most cases, the Maritime Helicopters shall conduct an onsite audit to the maintenance provider has an adequate organization, adequate facilities and equipment, and competent personnel, and is capable of performing the work consistent with the requirements of the Maritimes maintenance program. Maritime shall use a risk assessment process to determine whether or not to accomplish an onsite audit taking into account what happens (the failure effect) when the aircraft part or aircraft system that the maintenance provider works on fails. If the failure effect is safety, Maritime shall conduct an initial onsite audit along with recurrent onsite audits.

Maritime Helicopters Air Carrier Certificate ENRA619D, has arranged with Maritime Helicopters Certified Repair Station ENRR619D and Fairbanks Satellite Repair Station EN2D619D to be the primary contractor to conduct its required inspections and the repair and overhaul of components and appliances in accordance with Maritime Helicopters Inc. Air Carrier ENRA619D CAMP maintenance programs.

Other outside contractors will be evaluated, before utilizing them, on a case by case basis to ensure MHI and applicable regulatory standards are met.



Maritime will ensure the airworthiness of its aircraft by conducting audits through its Continuing Analysis and Surveillance System (CASS). This system audits the Repair Station and its vendors to ensure compliance with all maintenance programs and the Federal Aviation Regulations.

The Vendor Audit program is conducted by the Inspection Department, and questionnaires are sent electronically or in hard copy form to the individual vendors every two years. A current vendor list is maintained in the Maintenance Records Office.

Should maintenance or servicing needs occur outside of Maritime Helicopters Inc.'s normal operation area, the pilot in command becomes responsible for:

- Obtaining permission from the Director of Operations, Director of Maintenance, or his representative, prior to having corrective maintenance performed.
- Ascertaining that maintenance personnel involved are either employees of an FAA Certified Repair Station or are properly certificated airframe and power plant mechanics or certificated repairmen, as appropriate. The pilot in command shall ensure that the persons involved are subject to the requirements of an FAA Approved Drug Program in accordance with 14 CFR Part §135.251(b).
- Assuring that maintenance performed is properly recorded and signed off in the A/C logbook by those involved.

NOTE

Since the failure effect of parts and systems come under essential maintenance relates to safety, Maritime Helicopters must use current policies and procedures to qualify, supervise, and control these maintenance providers, which should include onsite audits.

CONTINUING MAINTENANCE PROVIDER OVERSIGHT

Maritime CASS program shall ensure thru auditing and inspecting that each one of the Maritimes' maintenance providers is in continuous compliance or function of the certificate holder's CASS using its risk-based process. Inherent with a risk-based process Maritime may determine that some of its maintenance providers do not require an onsite audit. Consistent with the "performance" wording of §135.431, the audits that Maritime accomplishes should be primarily work-in-progress audits that serve to determine that our providers are following Maritime's maintenance manual. The audits shall be accomplished by trained auditors, and the results analyzed by trained analysts. The results of the analysis permit's Maritime to determine each maintenance provider's continuing compliance with Part 135 subpart J, as appropriate, and this CAMP maintenance program.

All inspections and maintenance performed on aircraft that are being operated under Maritimes' Continuous Airworthiness Maintenance Program by maintenance facilities other than Maritime Helicopters' shall be done in accordance with our Continuous Airworthiness Maintenance Program and Maintenance Manuals. A copy of this CAMP and appropriate maintenance manual shall be provided by either the DOM or Chief Inspector.

CONTRACT MAINTENANCE INSPECTION PROCEDURES

Any work performed by another entity for the MHI will be received through the inspection and quality our control system. This inspection will serve to verify that the documentation received with the article verifies the authenticity of the part and work performed. The documentation reflects the work performed and the article has been returned to service by the certificated contracted entity. For an article that has work performed by a non-certificated entity, the work will be inspected and returned to service, if found acceptable, by the installing mechanic. The individual performing this return to service must be properly trained and on the inspection roster. At no time shall any articles made by or previously worked on by a subcontractor be installed until the inspector has approved the articles as airworthy.

If for any reason a subcontracted article is rejected as being non-airworthy, it will immediately be quarantined and the proper disposition shall be made, such as to scrap or return to vendor.

Any company subject to product rejection during the MHI receiving inspection process shall have a Corrective Action Request (CAR) initiated by the Chief Inspector. The Chief Inspector shall submit the CAR to the contractor requesting completion and return to his/her office. The corrective action provided shall determine acceptability for the contractor to remain on the MHI Vendor/Contractor List (MHI Form 026).



PERSONNEL TRAINING

GENERAL

Training on the implementation of the Maritime Helicopters Continuous Airworthiness Maintenance Program shall be conducted on an individual basis. It shall be the inspecting mechanic's responsibility to read and understand the contents of this CAMP prior to implementing and/or participating in the CAMP. Training shall be conducted in accordance with Maritime Helicopters FAA Approved Part 135 Maintenance Training Program to include computer and web-based instruction.

NEEDS ASSESSMENT

A training needs assessment is used to identify MHI's overall CAMP and individual employee training needs shall be performed by the Chief Inspector. It is method for defining areas of study and/or courses/lessons made available to employees and for identifying training sources and methods available to employees for the areas of study, courses, and/or lessons. The needs assessment is used in documenting employee qualifications and training and used to measure the effectiveness of the Part 135 CAMP training and to make changes as necessary.

To determine MHI's overall training requirements, the Chief Inspector and Director of Maintenance will review MHI's Operations Specifications (OPSS); current Capability List; job position duties and responsibilities. This will provide a general outline and description of skills, knowledge and expertise that MHI maintenance employees should possess. This assessment will include areas including but not limited to the following:

- 14 CFR Part 135 operations and procedures;
- Aircraft maintenance, troubleshooting, handling;
- Aircraft avionics systems, maintenance and handling;
- Awareness of electrostatic discharge (ESD);
- Inspection of aircraft, articles, components;
- Returning aircraft and articles to service;
- Receipt and handling of aircraft materials and components thereof;
- Usage of technical data;
- Human factors in aircraft maintenance;
- Hazardous Material handling;
- Specialized Services.

MHI continuously evaluates its overall training needs. However, MHI will specifically revise the CAMP training module when:

- It identifies additional training needs;
- Changes to its ratings, facilities, equipment, or work scope require additional training areas, classes, or lessons;
- Significant changes to industry standards or regulations occur;
- New complex tooling or equipment is obtained;
- Addition of new model aircraft.

MAINTENANCE PROGRAM TRAINING REQUIREMENTS

CFR Part 135.433 require the Maritime to have a training program that ensures it informs each person (including inspection personnel) who determines the adequacy of work completed for the Maritime about procedures, techniques, and new equipment in use and that each person is competent to perform his or her duties. Maritime is responsibility to provide competent personnel for the proper performance of its maintenance program.

TYPES OF TRAINING

Types of training in Maritimes' training program are initial, recurrent, specialized, competency-based training, remedial and maintenance provider training. Maritime basis the appropriate training for its personnel, including its maintenance provider personnel, based on an assessment of training needs. This assessment is a reflection of the required knowledge, skills, and ability to accomplish a given task or function properly and the current capability of those whom the Maritime assigns a particular task or function.

INITIAL TRAINING

Maritime shall provide initial training right after it hires an employee, when its existing employees begin to work on new equipment, or when the Maritime gives the employee a new assignment. The initial training program will include subjects such as:

- Employee indoctrination or orientation,
- Maintenance department policies and procedures,
- Maintenance recordkeeping and documentation,
- Aircraft systems or ground equipment,
- Specific skills (e.g., avionics, composite repair, aircraft run-up and taxi),



- Skills upgrade,
- Human factors,
- Task-specific training,
- Hazardous materials (HAZMAT) or Environmental Protection Agency (EPA) regulations, and
- Occupational Safety and Health Administration (OSHA) regulations familiarization.

NOTE:

Initial training must include a competence-based assessment of employees thus evaluating an employee's previous training and experience and helps identify his or her specific individual training needs. The objective is to provide training that addresses the gap between required competence and the competence an individual already has.

RECURRENT TRAINING

Recurrent training is education occurring on a repetitive basis. The Maritime shall provide maintenance personnel with the information and skills necessary to maintain its standard of competence. This training also accommodates the introduction of new aircraft; aircraft modifications; new or different ground equipment; new procedures, techniques, and methods; or other new information. Maritimes' recurrent training, although occurring on a repetitive basis, may not adhere to a defined schedule. Maritime shall not provide repetitive information in recurrent training unless it is required to maintain personnel at a desired degree of competence.

The Maritimes' current training may include:

- Continuing competency training designed to maintain regulatory and certificate currency requirements.
- Refresher training on a seldom-accomplished task or seldom-used skill.
- Update training for particular tasks or skills. Update training can include training bulletins, bulletin-board items, self-study tasks, and computer-based instruction (CBI).
- Any other continuing education or training that it may not provide on a defined schedule.

SPECIALIZED TRAINING

Specialized Training is used to provide instructions to address requirements of specific task and/or to provide initial training required for critical task authorizations, i.e., RII, Airworthiness Release, etc. Maritimes' specialized training focuses on competence in specific tasks or areas of responsibility, such as RII, borescope, nondestructive testing, or flight control rigging. The Maritime shall provide this training with initial or recurrent training. Maritime training may include management skills training for new supervisors, computer skills, or other training necessary because of a change in an individual's duties and responsibilities.

MAINTENANCE PROVIDER TRAINING

Maritimes' training program shall provide appropriate information to each employee of a maintenance provider about its specific program. This training includes function-specific training appropriate to each person's job assignment or area of responsibility. Maritime is not required to provide training to maintenance provider personnel in areas that do not concern them. For example, training on aircraft log procedures and minimum equipment list (MEL) procedures would not be required for aircraft interior cleaners, but would be required for maintenance personnel assigned to on call maintenance for the Maritime.

NOTE:

If Maritimes' maintenance provider has specific types of training for its personnel, Maritime is not required to duplicate that training for those individuals. However, Maritime shall ensure that its maintenance provider has actually provided the training and that the training meets Maritimes' own needs and training standards. This may be addressed in a CASS work-in-progress audit.

COMPETENCY-BASED TRAINING

Maritimes' training generally provides a specified number of maintenance training hours to ensure that employees have the competencies needed for their jobs or to a competency-based standard although Maritime does not have to perform this type of training on a defined schedule or for a specific number of hours. To this, Maritime may test each individual to evaluate what training he or she needs, and then use these evaluations to identify those personnel who retain a high level of subject competence and who may not require a particular block of instruction. Conversely, Maritime shall identify those individuals who require more training. Training to a competence level permits the Maritime tailor training programs to the specific requirements of its individual maintenance personnel and maintenance providers.

When to Require Competency-Based Training



The Maritime may use competency-based training to raise an employee's level of competence to that level required by the individual's duties and responsibilities. The Maritime shall determine thru observation if an individual requires competency-based training. The Maritime Helicopters may determine the need for this type of training through pre-or post-employment testing, or through the analysis and corrective action functions of our CASS. If Maritime uses competency-based training, it should specifically address the lack of competence. In some instances, competency-based training may consist of an appropriately knowledgeable person simply reviewing procedures with an employee through on-the-job training (OJT). The Maritime shall design competency-based training, if needed, to fix an immediate knowledge or skill deficiency; training may focus on one individual or a small group. The Maritime Helicopters may include competency-based training in its initial or recurrent training requirements.

- Competency Deficiencies
 - For those circumstances where the Maritime identifies a competency deficiency through investigation of an event, competency-based training shall show an individual what happened, why it happened, and demonstrate, in a positive manner, how to prevent it from happening again.
- Competency Improvement Training
 - The Maritime shall orient its competency improvement training toward correcting personnel competence deficiencies that the Maritime Helicopters has identified through its CASS.

Maritime uses Employee Skill Survey, Form TR-007 to evaluate an individual and determine his/her previous work experience, knowledge, and skill set. A resume may be provided in lieu of completing page 1 of Form TR-007 so long as it contains all required details of the Employee Skill Survey, Form TR-007.

NOTE:

An oral interview may also be required to ensure a thorough understanding of the individual's previous work experience, knowledge, types of airframes and skill set. This oral interview will be accomplished by the appropriate departmental head or his/her designee.

NOTE:

The preferred method of demonstrating past training is through copies of certificates, transcripts, diplomas, military training completion, etc.

REMEDIAL TRAINING

Remedial Training will be conducted in the event of repeated job tasks/assignment deficiencies at the discretion of the Director of Maintenance and/or the Chief Inspector. Remedial Training will be conducted by a Delegated Training Instructor, Director of Maintenance, Chief Inspector, Lead, or Inspector.



CONTINUING ANALYSIS AND SURVEILLANCE SYSTEM (CASS).

BASIC GOALS OF THE PROGRAM

Maritime Helicopters shall establish and maintain a system for the continuing analysis and surveillance of the performance and effectiveness of its inspection program and the program covering other maintenance, preventive maintenance, and alterations and for the correction of any deficiency in those programs, regardless of whether those programs are carried out by the Maritime or by another person.

The Primary goal of the program is to ensure continued airworthiness by controlling system and component reliability. This is achieved by using monitoring methods to establish realistic maintenance task and periods to measure deterioration or failure.

To establish and determine the reliability of systems and structures by monitoring and recording system and components malfunctions using condition monitoring as a primary measure of the effectiveness of processes laid down in the maintenance program.

Additional goals are:

- Recognizing the need for the corrective action and establish the method of corrective action and its effectiveness, thereby improving reliability. Corrective actions may include modification action, introduction of, or changes to life limitations (overhaul, retirement) introduction or revision of inspection requirement.
- Raising statistical evidence of reliability, upon which to base corrective actions and to assist in performance improvement negotiation with manufacturers, repair organizations and internal workshops, further improving reliability.
- Highlighting failure rate patterns, thereby initiating investigation and subsequent remedial action.

CORRECTING DEFICIENCIES

When it is revealed that a component or system shows an excessive failure rate, an investigation is conducted to determine the cause. The following areas are examined:

- • Training
- • Maintenance and Operations Procedures
- • Test Equipment
- • Manuals

When a corrective action is required for problems discovered by the CASS program, the committee will decide on the corrective action and delegate the responsibility of implementing the corrective action to the appropriate department. Status of the corrective action will be reviewed at the next CASS meeting.

Problems concerning mechanical discrepancies, spare parts, scheduled maintenance, MEL items, etc. are discussed with the Director of Maintenance and corrective action taken, if required.

The Compliance Action Notice or CAN Memo system may be used to initiate corrective action on deficiencies if immediate action is indicated. Revisions to maintenance programs, additional training, changes to policies and procedures, changes to time limitations, or other changes, will follow as necessary.

CASS PROCESSES

Surveillance. An information gathering/audit process the Maritime uses to collect data to measure Maritimes' program execution and results.

Analysis. An analysis process the Maritime uses to identify any maintenance program deficiencies and any necessary corrective actions.

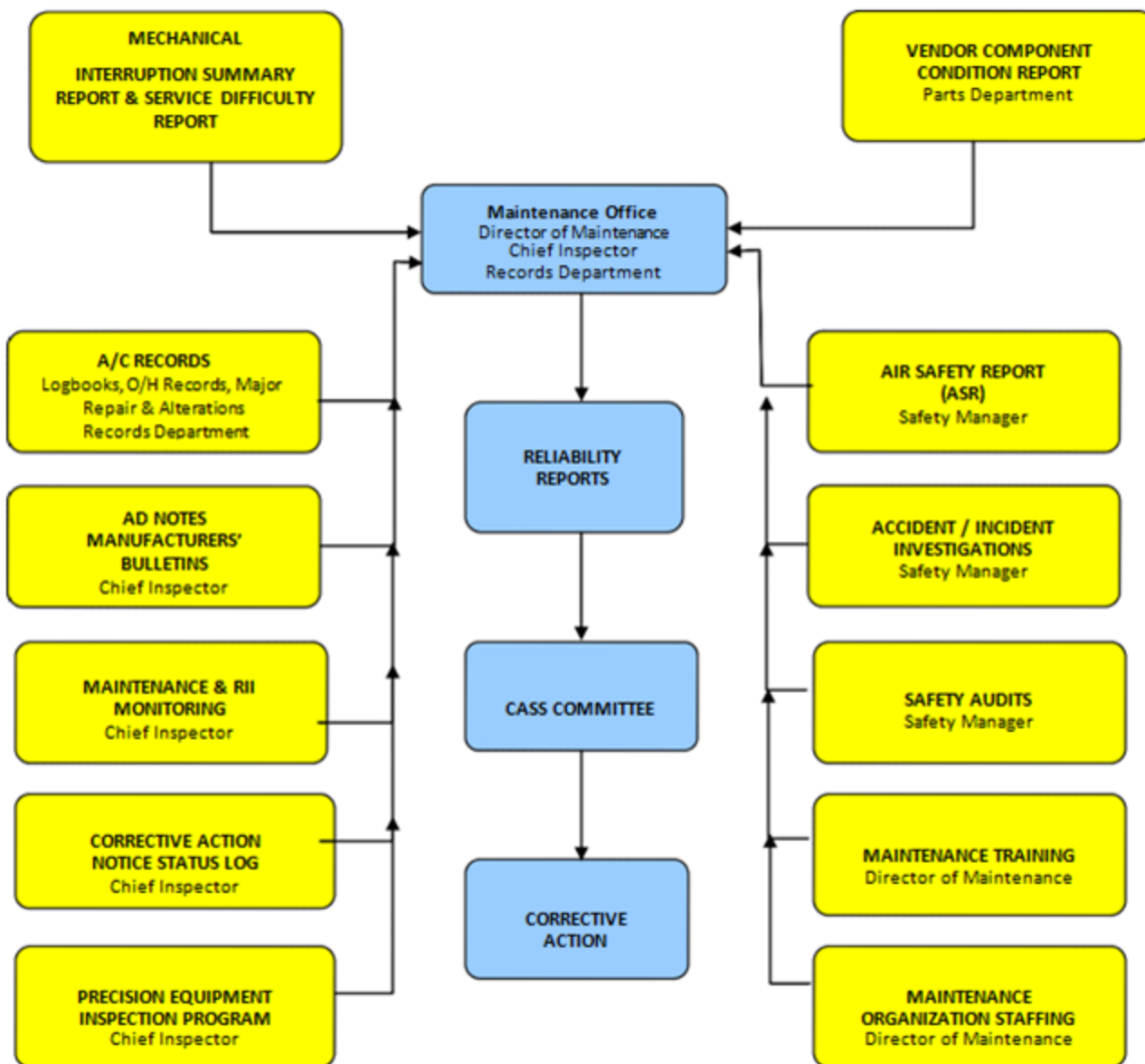
Corrective Action. A planning process the Maritime uses to ensure that it implements its corrective actions.

Follow-up. A performance measurement process that the Maritime uses to verify that its corrective actions are effective. This is also an information-gathering and analysis process, thereby closing the loop.

The Director of Maintenance shall ensure that a Continuing Analysis and Surveillance System is introduced and operated to meet the requirements of Maritime Helicopters Inc. and Federal Aviation Regulations. The Director of Maintenance also has the responsibility to ensure sufficient properly certificated, trained and authorized personnel are available and suitably assigned to perform the continued maintenance program, reliability, monitoring, and improvement functions. The Director of Maintenance makes all assignments for surveillance and any subsequent investigations. The Director of Maintenance shall delegate personnel to fulfill the duties and responsibilities of the program.

The Chief Inspector is responsible for ensuring procedures by which technical data is analyzed are in place and followed. The Chief Inspector also has responsibility for approving revisions to and determining compliance with the Continuous Airworthiness Maintenance Program.

PROGRAM FLOW CHART



**AUDIT PROGRAM**

Using surveillance Maritime gathers data using an internal audit program to support measurement of performance (program execution). Maritimes' primary type of audit is work-in-progress that shall evaluate if the worker is following the manual, looking at areas such as manuals and other maintenance technical data, aircraft condition, actual in-process maintenance practices, training, publications, and ground operations.

In addition, Maritime shall gather data that will support the measurement of effectiveness of the CASS program, generally a collection of flight operational data such as accidents/incidents, mechanical delays and cancellations, in-flight engine shutdowns, unscheduled landings, engine performance, pilot logbook write-ups, and unconfirmed components or parts removals.

DATA ANALYSIS AND RESPONSIBILITIES

Maritime shall analyze the data to identify indications of maintenance program weaknesses. CASS audits and analyzes the following:

	Data	Responsibility	Source	Method of Collection
1.	Aircraft Records	Chief Inspector	Logbooks, Historical Records, Overhaul Records, Major Repair and Alteration Data	Continual review of maintenance discrepancy data base
2.	Service Difficulty Report	Director of Maintenance	Aircraft Safety Reports (ASR)	Submitted by Safety Department
3.	Airworthiness Directives	Chief Inspector	FAA	Compliance Action Notice
4.	Manufacturer's Bulletins	Chief Inspector	Manufacturer	Compliance Action Notice
5.	Malfunction or Defect Report	Director of Maintenance	FAA Form 8010-4	Daily review of maintenance discrepancies
6.	Mechanical Interruption Summary Report	Chief Inspector	Form located in General Maintenance Manual	Submitted by maintenance technicians
7.	Accident/Incident Investigations	Safety Department	Aircraft Safety Reports	Submitted by Safety Department
8.	Vender Component Condition Report	Parts Department	Vender Component Condition Report	Submitted by Parts Department
9.	Measuring and Test Equipment Inspection Program	Repair Station Chief Inspector	Measuring and Test Equipment Program	Measuring and Test Equipment Calibration Verification data base
10.	Maintenance Training	Director of Maintenance	Maintenance Training Department	Continual review of Maintenance Training Records
11.	Compliance Action Notice	Chief Inspector	Form located in General Maintenance Manual	Compliance Action Notice log

DEVELOPING CORRECTIVE ACTION

Based on the results of the analysis, Maritime Helicopters shall develop a corrective action, if necessary, taking human factors into account so that its corrective action is likely to be successful. Once the Maritime determines what the corrective action is, it will develop and implement a corrective action plan, record it and follow-up to measure effectiveness.

FOLLOWUP MEASUREMENT PROCESS



Using the data collected by the Continuing Analysis and Surveillance System, a System Reliability Report is compiled and published quarterly unless otherwise requested.

The report contains data collected from aircraft records, Service Difficulty Reports, Mechanical Interruption Summary Reports, Aircraft Safety Reports, and Vender Component Condition Report

Follow-up measures shall include;

- Repetitive defects are monitored on a continuous basis by the Director of Maintenance and the Chief Inspector. Findings and actions are evaluated and presented at quarterly CASS meetings.
- Actions requiring change to the CAMP Maintenance Program are presented by the Chief Inspector at the CASS meeting.
- Review of operator's reliability reports, OEM requirements and warranty reports are carried out on a progressive basis. An overview of findings is reviewed at the CASS meeting where appropriate.
- Where an item of significance is noted, the Director of Maintenance or the Chief Inspector will notify the CASS Committee of the detailing the cause and summarizing initial investigation actions.
- The Air Safety Report log is reviewed by the CASS Committee for any required resultant actions.
- Comparison of operational reliability is made with established or allocated standards where appropriate.
- The Director of Maintenance or the Chief Inspector recommend changes to the Maintenance Program pertaining to possible maintenance practices to improve reliability and recommend changes to overhaul/repair agencies, if considered necessary, at the CASS Committee Meeting.

SURVEILLANCE

Both the initial and follow-up surveillance can and should have proactive and reactive aspects to them. In the case of auditing systems and procedures, as well as specific transactions, the analysis of audit results can identify weaknesses in a process. Correcting these weaknesses before a problem results is a proactive approach. An audit also may uncover a missed or improper maintenance action. Investigating this finding and correcting the immediate problem is a reactive process. Developing and implementing a corrective action to prevent a similar future event is equally important for improving the maintenance program, and the regulations require it. Similarly, Maritimes' analysis of operational performance data from a systems point of view can result in identification of a system's weakness before a specific unwanted event (such as a cancellation) occurs, which is a proactive process. Investigating and correcting an undesirable operational event related to the maintenance program after it has occurred, though reactive, also is a necessary and desirable procedure.

RISK-BASED DECISIONS

All effective CASSs take into account the need to manage risk to an acceptable level, as well as the practical limitations that the Maritime must face when addressing deficiencies. Consequently, Maritime will set priorities and make choices for planning audits and other information-gathering activities, analyzing data, and selecting and implementing corrective actions. Maritime shall tie setting such priorities directly to a risk assessment process, so that the resulting maintenance program achieves its objectives.

SCOPE OF CASS

- Airworthiness responsibility,
- Maritime CAMP and Maintenance Manual,
- Maritime maintenance organization,
- Accomplishment and approval of maintenance and alterations,
- Maintenance schedule,
- RIIs,
- Maintenance recordkeeping system,
- Contract maintenance,
- Personnel training, and
- CASS.

ATTRIBUTES OF SYSTEM SAFETY

- Clear authority,
- Clear responsibility,
- Specific written procedures,
- Effective controls,
- Performance measures, and
- Well-defined interfaces.

CASS DESIGN



Maritime shall not divide responsibility/authority into two or more parts due to the likely possibility that activity such as auditing and operations data analysis are poorly coordinated. Maritime CASS committee ensures good communications and coordination of all CASS functions, maintaining regular senior level management involvement. This oversight group provides a form of control over critical aspects of Maritimes' CASS operation and measure the performance and effectiveness of the CASS itself.

CASS INTERFACES

In addition to the many elements within the Maritimes' maintenance organization, there are many interfaces between the CASS and functions or organizational elements of Maritime that are outside maintenance. Included in the CASS program meetings are flight operations, purchasing, safety.

Minutes or reports of all CASS meetings are maintained by the Maintenance Records Department in the Maintenance Office and contain the following information:

- Date of the CASS meeting.
- Personnel present at the CASS meeting.
- Findings noted during the month.
- Corrective actions taken.
- Status of investigations.
- Recommendations or comments.

The Committee also meets when the Director of Maintenance or Chief Inspector deems it is necessary to consider emergency situations such as engine failures, critical structural failures, or other emergency items to determine the cause, corrective action necessary, and to determine if any action needs to be taken to prevent reoccurrence.

The committee provides a form of control over critical aspects of Maritimes' CASS operation and measure the performance and effectiveness of the CASS itself.

CASS PERSONNEL

Quality and Safety Manager

The Quality and Safety Manager is responsible for Maritimes' CASS program. The Quality and Safety Manager has been trained in auditing and analysis skills particularly those related to root cause determination, risk analysis, and human factors and has the required specific training and experience to administer the program.



APPENDIX A