Irish Aviation Authority
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Údarás Eitlíochta na hÉireann
Foirgneamh na hAmanna
11–12 Sráid D'Olier
Baile Átha Cliath 2, Éire

AAM No. 13
Revision: 06
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Title: Authorised Independent Airworthiness Review Staff

Advisory Memoranda are provided for information purposes only and must not be misconstrued as formally adopted Acceptable Means of Compliance (AMC) or as Guidance Material (GM).

1. Applicability

(1) Aeroplanes of 2,730kg maximum take-off mass (MTOM) or less;

(2) Rotorcraft of 1,200kg MTOM or less, certified for a maximum of up to 4 occupants;

(3) Other ELA2 aircraft e.g. sailplanes/balloons.

These aircraft must be operated under:

- *Annex VII (Part-NCO) to Regulation (EU) No 965/2012 or,*
- *in the case of balloons, not operated under Subpart-ADD of Annex II (Part-BOP) to Regulation (EU) 2018/395 or,*
- *in the case of sailplanes, not following Subpart DEC of Annex II (Part-SAO) to Regulation (EU) 2018/1976.*

This Airworthiness Review may only be carried out by the Authorised Independent Airworthiness Review Staff, who is releasing the aircraft from the 100-h/annual inspection contained in the AMP

N.B. An Airworthiness Review may <u>not</u> be carried out by Authorised Independent Review Staff when the aircraft is used by a commercial ATO/DTO, commercial SPO, Part-SAO Subpart-DEC, or Part-BOP Subpart ADD.

2. Introduction

For aircraft meeting the criteria of paragraph 1 above the Airworthiness Review and the issuance of the Airworthiness Review Certificate (ARC) shall be performed in accordance with ML.A.903. This may be performed by Authorised Independent Airworthiness Review Staff while performing the 100-h/annual inspection contained in the AMP.

3. Part ML regulations

An aircraft may not fly unless it has a valid ARC. This Certificate is issued after a successful Airworthiness Review and has a validity of one year. The review entails a full review of the aircraft records and a physical survey of the aircraft. The Airworthiness Review of the aircraft listed in Paragraph 1 may be performed by Authorised Independent Airworthiness Review Staff.

4. References

(EU) 2018/1139 (as amended)

(EU) 1321/2014 (as amended)

5. Definitions

Independent Certifying Staff

Independent Certifying Staff must hold a licence issued in accordance with Annex III (Part-66) rated for the corresponding aircraft.

Authorised Independent Airworthiness Review Staff

Authorised Independent Airworthiness Review Staff are independent Certifying Staff holding an authorisation issued by the competent authority who issued the licence in accordance with Annex III (Part-66).

AMP

Aircraft Maintenance Programme. This includes Owner-Declared Maintenance Programmes.

CAMO

Continuing Airworthiness Management Organisation

CAO

Combined Airworthiness Organisation

6. Authorised Independent Airworthiness Review Staff (Ref: Part ML.A.904)

Authorised Independent Airworthiness Review Staff may be authorised by the competent authority who issued the licence issued in accordance with Annex III (Part-66),

Authorised Independent Airworthiness Review Staff must meet the criteria of Independent Certifying Staff.

Initial authorisation shall be issued by the competent authority when:

1) the competent authority has assessed that the person has the knowledge of the parts of this Annex relevant to continuing-airworthiness management, performance of airworthiness reviews and issuance of ARCs;
2) the person has satisfactorily performed an airworthiness review under the supervision of the competent authority.

This authorisation shall remain valid for a duration of 5 years as long as the holder has performed at least 1 airworthiness review every 12-months. If this is not the case, a new airworthiness review shall be satisfactorily performed under the supervision of the competent authority.

Upon expiration of its validity, the authorisation shall be renewed for another 5 years subject to a new compliance with points (1) and (2) above. There is no limit to the number of renewals.

The holder of the authorisation shall keep records of all the airworthiness reviews performed and shall make them available, upon request, to any competent authority and to any aircraft owner for whom they are performing an airworthiness review. Such records should include, as a minimum for each airworthiness review performed:

- A copy of the documented Airworthiness Review carried out (documentation review & physical survey);
- A copy of the ARC issued and evidence that it was sent to the competent authority of the Member State of registry;
- A copy of the CRS for the Annual Inspection (This is in addition to the records which must be retained for any maintenance released in accordance with ML.A.801(b)(2));
- A copy of the Aircraft Maintenance Programme and AMP review, where applicable; and
- A copy of all findings reported to the owner.

This authorisation may be revoked by the competent authority at any time if it is not satisfied with the competence of the holder or with the use of such an authorisation.
To apply to be Authorised Independent Airworthiness Review Staff under ML.A.904(c)(2) please complete application form in Appendix 1 to this notice.

7. Airworthiness Review

Authorised Independent Airworthiness Review Staff may perform Airworthiness Reviews. The Airworthiness Review consists of a review of the aircraft's continuing airworthiness records and a physical survey of the aircraft. Airworthiness review tasks shall not be subcontracted. The effectiveness of the AMP may be reviewed in conjunction with the Airworthiness Review.
The person or organisation responsible for the continuing airworthiness of the aircraft shall, upon request and where necessary for the purposes of the AR, ensure that the person carrying out the AR has

- the required aircraft documentation and records;
- suitable accommodation at the appropriate location; and
- access to the aircraft.

Appendix II may be used for guidance on carrying out an Airworthiness Review

8. Airworthiness Review Certificate (EASA Form 15c)

The Authorised Independent Airworthiness Review Staff may issue the ARC for aircraft registered in any Member State.

Airworthiness Review Certificates (EASA Form 15c) may only be issued upon completion of a satisfactory Airworthiness Review. Appendix III gives a template for the Authorised Independent Airworthiness Review Staff to use.

An ARC shall be valid for 1 year. The AR may be carried out 90 days or less before the expiry date of the ARC, without loss of continuity of the airworthiness review pattern.

An ARC shall not be issued if there is evidence or indications that the aircraft is not airworthy.

A copy of any ARC issued for an aircraft shall be sent to the Member State of registry of that aircraft within 10 days. In the case of the IAA, submit such documents through the MySRS platform on the IAA website. This can only be submitted by an account holder with an Registration & Airworthiness profile for the aircraft.

Appendix I – Application for Authorised Independent Airworthiness Review Staff

Authorised Independent Airworthiness Review Staff, as permitted pursuant to point ML.A.901(b)(4), may apply to the competent authority who issued the licence in accordance with Annex III (Part-66).

To apply for such authorisation to the Irish Aviation Authority, please complete the following:

SECTION 1: Personal Details			
SURNAME		FIRST NAME(S)	
PART 66 LICENCE NUMBER		PHONE NUMBER	
EMAIL ADDRESS			
I confirm that I am knowledgeable of the parts of Part ML relevant to continuing-airworthiness management, performance of airworthiness reviews and issuance of ARCs			

SECTION 2: Airworthiness Review under supervision of the IAA			
Aircraft Registration		Aircraft Type	
Proposed date(s) for Airworthiness Review under supervision		Location of Airworthiness Review under supervision	
Confirmation that the aircraft and records may be reviewed by you from the registered owner will be required.			

Signed: _____ Date:_____

Name: _____

Attachments to submit with application form

1. Completed AIARS application form
2. Copy of Part 66 licence
3. Evidence of Part ML training, if applicable
4. Copy of confirmation from registered owner managing the continuing airworthiness of the aircraft that it may be used for an Airworthiness Review under supervision

Submit this completed page along with any required attachment to awsd@iaa.ie or AWSD.

Authorised Independent Airworthiness Review Staff Application Form

IRISH AVIATION AUTHORITY

Details of Management Personnel required to be accepted as specified in Part-ML.A.904.

1. Name: _____

2. Position: _Authorised Independent Airworthiness Review Staff___

This authorises the holder to perform Airworthiness Reviews and issue Airworthiness Review Certificates (Form 15c) for aircraft subject to Part ML and meeting the criteria of ML.A.901(b)(4) when the holder is also issuing the CRS for the Annual/100-h inspection per the Aircraft's Maintenance Programme.

3. Qualifications relevant to the item (2) position:

4. Work experience relevant to the item (2) position:

Signature: ..... **Date: .....**

This Form is only valid if the holder has performed at least 1 airworthiness review in the previous 12 months.

On completion, please send this form to AWSD@iaa.ie

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Irish Aviation Authority use only

AIARS No.:_____ **VALIDITY:** This Form is valid until_____

Name and signature of competent authority staff member accepting this person:

Signature ..... **Date .....**

Name ..... **Office .....**

Appendix II – Guidance on Airworthiness Review

Eligible Aircraft

(1) Aeroplanes of 2,730kg maximum take-off mass (MTOM) or less;

(2) Rotorcraft of 1,200kg MTOM or less, certified for a maximum of up to 4 occupants;

(3) Other ELA2 aircraft e.g. sailplanes/balloons.

These aircraft must be operated under Annex VII (Part-NCO) to Regulation (EU) No 965/2012 or, in the case of balloons, not operated under Subpart-ADD of Annex II (Part-BOP) to Regulation (EU) 2018/395 or, in the case of sailplanes, not following Subpart DEC of Annex II (Part-SAO) to Regulation (EU) 2018/1976.

N.B. An Airworthiness Review may not be carried out by Authorised Independent Review Staff when the aircraft is used by a commercial ATO/DTO, commercial SPO, Part-SAO Subpart-DEC, or Part-BOP Subpart ADD.

This Airworthiness Review may only be carried out by the Authorised Independent Airworthiness Review Staff while performing the 100-h/annual inspection contained in the AMP.

SECTION 0; Aircraft Owner			
REGISTERED OWNER NAME		AIRCRAFT REGISTRATION	
I confirm that this aircraft is subject to EASA Part ML and is eligible for an ARC issued by an Authorised Independent Airworthiness Review Staff			
Owner's signature:		Date:	

SECTION 1A: AIRCRAFT DETAILS (excluding Balloons)			
REGISTRATION		MANUFACTURER AND TYPE	
SERIAL NUMBER		DATE OF MANUFACTURE	
AIRCRAFT HOURS		HOURS SINCE LAST ARC	
ENGINE TYPE		ENGINE SERIAL NUMBER	
ENGINE HOURS SINCE LAST OVERHAUL		DATE OF LAST ENGINE OVERHAUL	
PROPELLER TYPE		PROPELLER SERIAL NUMBER	
PROPELLER HOURS SINCE OVERHAUL		DATE OF LAST PROPELLER OVERHAUL	

SECTION 1B: AIRCRAFT DETAILS (Balloons only)			
REGISTRATION		MODEL TYPE	
SERIAL NUMBER		AIRCRAFT HOURS	
HOURS SINCE LAST ARC		MTOM (MAUW)	
CAPACITY OF ENVELOPE		No. OF FUEL CYLINDERS	
ACTUAL WEIGHT OF BALLOON AND EQUIPMENT (EXCL. FUEL CYLINDERS)		CAPACITY OF EACH CYLINDER (Refer to additional sheet if necessary)	

SECTION 2: DOCUMENTATION DETAILS (give details of what documentation was used)			
FLIGHT MANUAL REFERENCE, OR EQUIVALENT, AND REVISION		MAINTENANCE PROGRAMME REFERENCE (Insert "Owner-Declared" or AMP reference)	
MASS AND BALANCE DATA REFERENCE AND DATE		MAINTENANCE PROGRAMME REVIEW (Performed by CAMO/CAO or AIARS during this review) See AAM 10	
CERTIFICATE OF AIRWORTHINESS REFERENCE		TYPE CERTIFICATE DATA SHEET OR EQUIVALENT, IF APPLICABLE (Including Revision)	

SECTION 3: MAINTENANCE DETAILS	
PERSON(S) HAVING CARRIED OUT MAINTENANCE SINCE LAST ARC	
ORGANISATION(S) HAVING CARRIED OUT MAINTENANCE SINCE LAST ARC	

SECTION 4: AIRWORTHINESS REVIEW			
REVIEW CARRIED OUT BY		Airworthiness Review Staff authorisation reference e.g. IAA/ML901/XXX	
PLACE & DATE OF DOCUMENTATION REVIEW		PLACE & DATE OF PHYSICAL REVIEW	
If aircraft is being imported from outside the EU, ensure you contact the NAA for a new Certificate of Airworthiness			

Note: The Authorised Independent Airworthiness Review Staff performing the review must be the Independent Certifying Staff releasing the 100-h/annual inspection contained in the AMP.

SECTION 5: FINDINGS OR NON-CONFORMANCES FOUND DURING REVIEW (refer to additional sheet if req'd)

No.	Finding	Corrective Action	Satisfactory
			Yes/No

Airworthiness Review Checklist

Details of the inspection and documentation review to be carried out may be found in Part ML.A.903 Airworthiness Review Process. This checklist may be used as a guide, but the Authorised Independent Airworthiness Review Staff must carry out an airworthiness review in accordance with the requirements of Part ML.

1.1 Documentation Review Checklist*

A full documented review of the aircraft records shall be carried out to verify that:

	Satisfactory
The total in-service life accumulated in the applicable parameter of the aircraft, engine(s), propeller(s), life-limited parts and time-controlled components has been properly recorded.	
The flight manual is applicable to the aircraft configuration and is kept up to date.	
The maintenance due on the aircraft according to the AMP, as specified in point ML.A.302, has been carried out.	
Known defects have been rectified or, when applicable, deferred in accordance with point ML.A.403.	
The applicable airworthiness directives and the measures mandated by the competent authority have been complied with and properly entered into the aircraft continuing airworthiness record system. EASA Bi-Weekly reference: _____ State of TC Holder Bi-Weekly Reference: _____	
The modifications and repairs applied to the aircraft have been entered into the aircraft continuing airworthiness record system and comply with point ML.A.304.	
The life-limited parts and time-controlled components installed on the aircraft are properly identified, entered into the aircraft continuing airworthiness record system and have not exceeded their limitation.	
Maintenance has been released in accordance with any of the following: (i)the applicable requirements of this Regulation, for the period during which the aircraft is within the scope of this Regulation; (ii) the appropriate airworthiness requirements of the State which was responsible for the oversight of the aircraft for the period during which the aircraft was not within the scope of this Regulation.	

NOTE: If there is evidence or reason to believe that maintenance in the period referred to in the first paragraph, point (ii), has been inadequate, the airworthiness review staff shall ensure that appropriate actions are taken.	
If applicable, the current mass and balance statement reflects the current configuration of the aircraft and is valid.	
The aircraft complies with the applicable type design.	
For Balloons only: The equipment is as per the logbook weight schedule.	
If issued, the aircraft holds a valid airworthiness certificate in compliance with Section A, Subpart H, of Annex I (Part 21) or, as applicable, Section A, Subpart H, of Annex Ib (Part 21 Light) to Regulation (EU) No 748/2012.	
If required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of Annex I (Part-21) to Regulation (EU) No 748/2012.	

* As a minimum, sample checks within each document category should be carried out. Please note what documents were sampled e.g. which ADs, Mods and Maintenance Tasks.

1.2 Physical Review Checklist*

	Satisfactory
The required markings and placards are properly installed and meet the requirements set out in point 21.A.175 of Annex I (Part 21) or, as applicable, point 21L.A.144(a) of Annex Ib (Part 21 Light) to Regulation (EU) No 748/2012.	
The aircraft complies with its approved flight manual	
The aircraft configuration complies with the approved documentation.	
No evident defect can be found that has not been addressed with point ML.A.403.	
No inconsistencies can be found between the aircraft and the documented review of records	
All on board documentation is valid and correct e.g. CofR, CofA, AFM and supplements	
Aircraft registration markings and fireproof plate correctly installed	

* To ensure compliance the physical survey may include relevant sample checks of items – note what items were sampled, if using sampling.

Physical Survey (excluding balloons) (Guidance)*	Satisfactory
Fabric/Skin	
Systems and Components	
Cabin and cockpit	

Seats and Safety Belts	
Windows and Windshields	
Instruments	
Flight and Engine Controls	
Batteries	
All systems	
Engine section	
Engine – Lines, hoses and clamps	
Exhaust	
Accessories (Engine)	
Cowlings (Engine)	
Landing Gear	
Shock absorbing devices (Landing Gear)	
Linkages, trusses and members (Landing Gear)	
Retracting and locking mechanism (Landing Gear)	
Hydraulic Lines (Landing Gear)	
Electrical system	
Wheels	
Tyres	
Brakes	
Floats and Skis	
Wings and centre section / Rotor	
Empennage / Tail Rotor	
Propeller assembly – bolts, anti-icing devices, control mechanisms	
Radio and electronic equipment	
Wiring and conduits	
Bonding and shielding	

Antenna including trailing antenna	
Miscellaneous items	

Balloon Physical Survey (Guidance)*	Satisfactory
Envelope	
Registration Plate and markings	
Temperature Label	
Temperature Flag	
Grab Test	
Deflation System	
Cylinders	
PRV Due	
PPT Due	
Cylinders - Internal	
Cylinder Valves	
Cylinders – Life Limited Components	
Burner	
Burner hose & fittings	
Burner frame & fittings	
Burner valves & igniters	
Burner Life Limited Components	
Basket	
Basket floor & fittings	
Basket cables	

* This list is only to be used as a guideline. A list of all the areas surveyed should be provided. The reviewer may amend this listing to detail what areas were inspected. This should not be treated as a complete listing.

Issuing the Airworthiness Review Certificate (EASA Form 15c)

Only issue the ARC when you have completed an Airworthiness Review on this aircraft and verified that the subject aircraft, in its current configuration complies with the following:

A copy of the ARC must be submitted to the NAA of the State of Registry within 10 days of issuance. For Irish registered aircraft, ARCs may be submitted through the MYSRS portal. This can only be done by an account holder who has Registration & Airworthiness profile for the aircraft, usually the owner.

Before issuing the ARC, ensure the aircraft is in compliance with the following:

Airworthiness Directives up to the latest published issue	
Type Certificate Data Sheet or equivalent	
Maintenance Programme	
Component service life limitations	
Valid weight and centre of gravity schedule reflecting the current configuration of the aircraft	
Part 21 or Part 21 Light for all modifications and repairs	
Current flight manual and supplements	
Operational requirements	
All of the above items are properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log	

Note: When issuing the first ARC for an aircraft coming onto a register, ensure the Certificate of Registration and Certificate of Airworthiness have been issued before the ARC is issued.

Appendix III Sample Airworthiness Review Certificate

Note: Word version available on the **IAA website**

NOTE: persons and organisations performing the airworthiness review in combination with the 100-h/annual inspection may use the reverse side of this form in order to issue the CRS referred to in point ML.A.801 corresponding to the 100-h/annual inspection.

AIRWORTHINESS REVIEW CERTIFICATE (ARC) (for aircraft complying with Annex Vb (Part ML))

ARC Reference: .....

Insert your own unique ARC Reference for your tracking purposes

Pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council:

[FULL NAME OF CERTIFYING STAFF AND PART-66 LICENCE NUMBER]

Insert your Name and Part 66 licence number or national equivalent

Hereby certifies that it has performed an airworthiness review, in accordance with point ML.A.903 of Annex Vb to Commission Regulation (EU) No 1321/2014, of the following aircraft:

Aircraft manufacturer: ..... Manufacturer designation:.....

Aircraft registration: ..... Aircraft serial number: .....

and is considered airworthy at the time of the review.

Date of issue: ..... Expiry date: .....

Date of Issue and Expiry date (1 year or, if anticipated, one year from the previous expiry)

Airframe flight hours (FHs) at date of review (*) .....

Airframe Flight hours at date of review

Name and signature: ..... Authorisation No (if applicable): .....

Signature

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First Extension: The Airworthiness Review Certificate has been extended in accordance with ML.A.902 of Annex Vb (Part-ML) to Regulation (EU) No 1321/2014.

AIARS Number

Date of issue: ..... Expiry date: .....

Airframe flight hours (FHs) at date of issue (*) .....

Signed: ..... Authorisation No: .....

Name of approved organisation: ..... Approval reference: .....

SAMPLE

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Second extension: The Airworthiness Review Certificate has been extended in accordance with ML.A.902 of Annex Vb (Part-ML) to Regulation (EU) No 1321/2014.

Date of issue: ..... Date of expiry .....

Airframe flight hours (FH) at date of issue (*) .....

Signed: ..... Authorisation No: .....

Name of approved organisation: ..... Approval reference: .....

(*) Except for balloons and airships

(**) The issuer of the Form may tailor it to their need by deleting the name, the certifying statement, the reference to the subject aircraft and the issuance details that are not relevant for their use

EASA Form 15c, Issue 5