
BHUTAN CIVIL AVIATION AUTHORITY



GM-AIR-07

Guidance on Aircraft Maintenance Programme

Issue 01

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Foreword

This Guidance Material (GM) is explanatory and interpretative material developed by the Bhutan Civil Aviation Authority (BCAA) to assist in the application of the requirements of BCAR-M and the associated Acceptable Means of Compliance (AMC). It provides examples, best practices, and clarifications to facilitate a consistent understanding and application of the regulatory requirements without introducing additional regulatory obligations.

This GM has been developed to assist organisations in the preparation, revision, and maintenance of a Aircraft Maintenance Programme (AMP) in accordance with the requirements of BCAR-M. It is intended to promote a standardized approach to the development of an AMP by outlining the BCAA's expectations regarding its structure, content, and level of detail necessary to demonstrate compliance with the applicable requirements.

The BCAA encourages organisations to use this GM as a practical reference when developing or revising their AMP to facilitate an efficient review and approval process.



Head of Authority

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Abbreviations and Definitions

AD	Airworthiness Directives
ADS-B	Automatic Depended Surveillance – Broadcast
ALI	Airworthiness Limitations Items
ALS	Airworthiness Limitations Section
AMC	Acceptable Means of Compliance
AMM	Aircraft Maintenance Manual
AMP	Aircraft Maintenance Programme
AOC	Air Operator Certificate
APU	Auxiliary Power Unit
AWOPS	All Weather Operations
CAME	Continuing Airworthiness Maintenance Exposition
CAMO	Continuing Airworthiness Management Organisation
CDCCL	Critical Design Configuration Control Limitations
CMM	Component Maintenance Manual
CMR	Certification Maintenance Requirements
CPCP	Corrosion Prevention and Control Program
DSG	Design Service Goal
DTI	Damage Tolerance Instructions
ESG	Extended Service Goal
ETOPS	Extended-range Twin-engine Operations Performance Standards
ETSO	European Technical Standard Order
EWIS	Electrical Wiring Interconnection Systems
FAL	Fuel Airworthiness Limitations
FC	Flight Cycles
FH	Flight Hours
HUMP	High Utilisation Maintenance Programme
ICA	Instructions for Continued Airworthiness
L/HIRF	Lightning/High Intensity Radiated Field
LLI	Life Limited Items
LOV	Limit of Validity
LUMP	Low Utilisation Maintenance Programme
MSN	Manufacturer Serial Number
LVO	Low-Visibility Operations
MNPS	Minimum Navigation Performance Specification

MPD	Maintenance Planning Document
MRB	Maintenance Review Board
MRBR	Maintenance Review Board Report
MSI	Maintenance Significant Items
OEM	Original Equipment Manufacturer
RVSM	Reduced Vertical Separation Minimum
SB	Service Bulletins
SIB	Safety Information Bulletin
SSI	Structural Significant Items
STC	Supplemental Type Certificate
STCH	Supplemental Type Certificate Holder
TC	Type Certificate
TCDS	Type Certificate Data Sheet
TCH	Type Certificate Holder
TR	Temporary Revision

Record of Revision

Issue	Issue Date	Change Description
Issue 01	21 July 2026	Initial Issue

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Introduction

Applicability and Scope

This guidance material is applicable to BCAR-M Subpart G applicants (hereafter referenced to as “CAMO”) for which BCAA is the Competent Authority. The provisions of this guidance materials are complementary to the requirements of BCAR-M "as amended" and these provisions do not supersede or replace the associated regulatory requirements.

This guidance material is designed to provide guidance and to assist the CAMO in the production and management of their AMP.

AMP Compliance Checklist

BCAA has developed an AMP Compliance Checklist (AIR-CL/32) for the CAMO to demonstrate compliance with BCAR-M, M.A.302, relevant AMCs and Appendix I to AMC M.A.302— Content of the maintenance programme.

A cross reference between the Checklist items and this guidance material can be found under each paragraph title.

The AMP Compliance Checklist (AIR/CL-32A) needs to be compiled in each part for the Initial AMP issue. For any subsequent AMP Revisions, the checklist (AIR/CL-32B) is to be used.

AMP guidance material opening note

Unless otherwise specified, in this guidance material any reference to Type Certificate Holder's (TCH) instructions shall be intended as covering both airframe and engine and propeller.

0. AMP Document Format

0.1. AMP Reference

AMP Compliance Checklist Items 0.1

Considering that the AMP is a controlled document, it needs to have a unique reference identification. The format and content of such reference identification is totally at discretion of the CAMO.

0.2. List of Effective Pages

AMP Compliance Checklist Items 0.2

The List of Effective Pages (when needed) is used as a page control system to ensure that every AMP page and, when used, appendices contain current information. This AMP section shall list, as minimum, the Chapter/Section of the AMP along with its actual number of pages and its Issue/Revision date.

0.3. Approval Sheet

AMP Compliance Checklist Items 0.3

This AMP section shall contain all the basic contact information about:

- Clear identification of the document reference and current revision status.
- Clear identification of the person(s) who developed and checked, as applicable, the AMP (Name, Position, Organisation, Signature, Date).
- Clear identification of the person who indicates the acceptance of the AMP (Name, Position, Organisation, Signature, Date).
- Reference to the type of approval (direct/indirect).
- In case of an indirect approval, clear identification of the person who approved the revision of the AMP (Name, Position, Organisation, Signature, Date).

Note:

When the AMP is directly approved by BCAA, the Approval Letter (or any similar proof of approval) shall be attached to the final document.

0.4. Distribution List

AMP Compliance Checklist Items 0.4

The Distribution List section shall include the distribution medium of the AMP (e.g., paper copy, electronic copy, digital delivery, etc.) along with each person or organisation involved, as minimum:

- CAMO Postholder.
- CAMO Engineering.
- Quality Manager.
- Contracted Part-145 Maintenance Organizations.
- CAMO Sub-Contractor(s) (in case of valid contract in place).
- BCAA
- Operator.

Note:

If the distribution list is contained in the Continuing Airworthiness Maintenance Exposition (CAME), a simple reference to the dedicated paragraph is also acceptable.

0.5. Record Of Revisions*AMP Compliance Checklist Items 0.5*

The Record of Revision is used to keep record of each AMP Issue/Revision and is normally arranged in table format. This table shall contain as minimum:

- The AMP Issue/Revision number.
- The AMP Issue/Revision date.
- The AMP approval type (direct/indirect).

0.6. Record of Effective Temporary Revisions*AMP Compliance Checklist Item 0.6*

If Temporary Revisions (TR) are used, the Record of Temporary Revisions is used to keep record of all intermediate TR which are published between two successive AMP Issues/Revisions.

It is normally arranged in table format and shall contain as minimum:

- The AMP TR number: this number shall provide direct understanding of the AMP Issue/Revision being amended by the TR.
- The AMP TR date.
- The AMP approval type (direct/indirect).

0.7. Highlights / Summary of Changes*AMP Compliance Checklist Item 0.7*

This section is used to list all the changes affecting the current AMP Issue/Revision or Temporary Revision. The content can be arranged either in table or text format and shall contain as minimum:

- The AMP section/appendix impacted.
- A brief description of the change.

When AMP maintenance tasks are revised, each affected task has to be listed with the related description of the change. In this case, a dedicated Task Summary of Changes list/table could be also prepared.

0.8. Table of Contents

AMP Compliance Checklist Item 0.8

The Table of Contents (TOC) is an organized listing of all the sections and appendixes of the AMP.

For standardisation purposes and to facilitate the production of the AMP by the CAMO, BCAA recommends referring to this guidance material and to the AMP Compliance Checklist in order to define the Table of Contents.

The CAMO should, of course, customise the AMP to suit their needs and may add pages, paragraphs, sections or appendixes as necessary.

0.9. Definitions, Glossary, Abbreviations

AMP Compliance Checklist Item 0.9

This section shall contain all the Definitions, Glossary, and Abbreviations items used in the preparation of the AMP.

1. AMP General Requirement

1.1. Product Identification

AMP Compliance Checklist Item 1.1

This section addresses the validity of the AMP.

It shall list all aircraft types/models (where relevant, the weight variant), registration numbers and Manufacturer Serial Numbers (MSNs) covered by the AMP, including the types/models of the engines (where relevant, the thrust rating), Auxiliary Power Units (APU) and propellers,

Reference to any associated Type Certificate Data Sheets (TCDS) shall be included in this paragraph as well.

The detailed list of aircraft managed by the AMP may be covered by a separate paragraph or document. In this last case, the AMP needs to mention the specific document including its reference and revision number and date. The document has to be referred to in the CAME.

1.2. Responsibilities

AMP Compliance Checklist Item 1.2

This section shall detail all the basic contact information about:

- Name and address of the Operator(s)/Owner, including, if applicable, the Air Operator Certificate (AOC) number.
- Name and address of the CAMO approved organisation responsible for the continuing airworthiness of the aircraft.

1.3. Statement by the Camo

AMP Compliance Checklist Item 1.3

This section shall contain a statement signed by the CAMO managing the aircraft airworthiness to the effect that the specified aircraft will be maintained to the programme and that the programme will be reviewed and updated as required.

The following statement (to be amended or adapted to the specific needs) is recommended for inclusion in the AMP:

In the preparation of this Maintenance Programme to meet the requirements of BCAR-M, the recommendations made by the airframe, engine, APU, propeller, and equipment manufacturers have been evaluated and, where appropriate, have been incorporated.

This Maintenance Programme lists the tasks and identifies the practices and procedures, which form the basis for the scheduled maintenance of the aeroplane(s) / helicopter(s). The CAMO Organisation / Owner undertakes to ensure that the aeroplane(s) / helicopter(s) will continue to be maintained in accordance with this programme.

The data contained in this programme will be reviewed for continued validity at least annually in the light of operating experience and instructions from the BCAA whilst taking into account new and / or modified maintenance instructions promulgated by the Type Certificate and Supplementary Type Certificate Holders and any other Organisation that publishes such data in accordance with BCAR-21.

It is accepted that this programme does not prevent the necessity for complying with any new or amended regulation published from time to time where these new or amended regulations may override elements of this programme.

It is understood that compliance with this programme alone does not discharge the CAMO from ensuring that the programme reflects the maintenance needs of the aeroplane(s) / helicopter(s), such that continuing safe operation can be assured.

It is further understood that the BCAA reserves the right to suspend, vary, or cancel approval of the Maintenance Programme if the BCAA has evidence that the requirements of the Maintenance Programme are not being followed or that the required standards of airworthiness are not being maintained.

For and on behalf of the CAMO Organisation / Owner:

[CAMO Organisation / Owner address and contact details]

Name

Position

Signed

Date

It's to be highlighted that the Post Holder identified above is either the Accountable Manager or a nominated Post Holder within the CAMO Organisation.

This statement shall be signed, as minimum:

- Initially when the first issue of the AMP is approved.
- At first transfer of documentation to BCAA.
- Any time there is change in the signatory staff.

1.4. Practices and Procedures Statement

AMP Compliance Checklist Item 1.4

The AMP shall contain a statement that practices and procedures to satisfy the programme should be to the standards specified in the TCH's maintenance instructions.

In the case of approved practices and procedures that differ, the statement should refer to them.

1.5. Aircraft Utilisation

AMP Compliance Checklist Item 1.5

This section shall define the annual aircraft utilisation forming the basis for the AMP approval. As general rules:

- Aircraft utilisation has to be clearly stated and is usually expressed in Flight Hours (FH) and Flight Cycles (FC) ranges per year.

- Details of aircraft utilisation is normally available in the TCH's Instructions for Continued Airworthiness (ICA), such as Maintenance Review Board Reports (MRBR) or Maintenance Planning Documents (MPD).
- Where the aircraft utilisation is higher or lower than the range defined by the TCH's ICA, the CAMO shall establish a High/Low Utilisation Maintenance Programme (HUMP/LUMP) in accordance with TCH's instructions.
- Where an anticipated annual aircraft utilisation is defined, it may include a tolerance of no more than 25%. This information has to be clearly specified.
- Where an anticipated annual aircraft utilisation cannot be defined or details of aircraft utilisation are not available in the TCH's Instructions for Continued Airworthiness (ICA), calendar time caps shall also be included.

1.6. Limitations of the Maintenance Programme

AMP Compliance Checklist Item 1.6

This section shall provide the definition for the different design limitations of the AMP and their related values in terms of total Flight Hours / Flight Cycles / Calendar Time, including (but not limited to):

- Design Service Goal (DSG).
- Extended Service Goal (ESG).
- Limit of Validity (LOV).

Extensions of the limitations listed above might require complying with certain conditions published by the Type Certificate Holder.

1.7. Reference Documents

AMP Compliance Checklist Item 1.7

This section shall contain a detailed list of all Reference Documents used to develop the AMP. It is normally arranged in table format and shall contain as minimum details about (as applicable):

- TCDS Data.
- MRBR/MPD/AMM Chapter 05
- Airworthiness Limitations Sections (ALS – all parts).
- Engine(s) Manuals, including ALS.
- APU(s) Manuals, including ALS
- BCAR-M.
- BCAR-OPS
- BCAR-CAT
- BCAR-21.
- BCAR-26
- Component Maintenance Manuals (CMMs).
- Service Bulletins and Letters.
- Other TC/STC Holder ICAs.
- Propeller(s) Manuals, including ALS

Note:

To prevent inadvertent variations to mandatory tasks or intervals, these items should not be included in the main portion of the AMP without specific identification of their mandatory status.

2. AMP Basis and Concept

This AMP chapter shall provide detailed information regarding the programme's basis, with particular reference to the source documentation. In addition, specific operational requirements and maintenance regulations shall be included in this chapter as well.

2.1. Programme Basis Description

AMP Compliance Checklist Item 2.1

This section shall briefly describe the AMP basis, providing some basic details of the following (non-comprehensive list):

- MRBR instructions (if applicable), with specific reference to:
 - Maintenance Significant Items (MSI), including Failure Effect Categories.
 - Structural Significant Items (SSI).
 - Standard/Enhanced Zonal analysis, including Electrical Wiring Interconnection Systems (EWIS).
 - Lightning/High Intensity Radiated Field (L/HIRF).
- MPD, AMM Chapter 5 and/or manufacturer's recommended maintenance programmes instructions.
- TCH/STCH/Design Organization Approval (DOA) instructions.
- Type Certification mandatory requirements (ALS), with specific reference to:
 - Airworthiness Limitation Items (ALI).
 - Certification Maintenance Requirements (CMR).
 - Life Limited Items (LLI).
 - Fuel Airworthiness Limitations (FAL).
- Corrosion Prevention and Control Program (CPCP).
- Engine(s) TCH instructions and mandatory requirements (Engine(s) ALS).
- Propeller TCH(s) instructions and mandatory requirements (as applicable).
- APU(s) TCH instructions and mandatory requirements (APU(s) ALS) (as applicable).
- European Technical Standard Order (ETSO) instructions.
- Operator/CAMO instructions.

2.2. Tasks Clock Starting Point and Implementation Periods

AMP Compliance Checklist Item 2.2, EASA FAQ 23797

This section shall provide detailed information regarding the clock starting point for calculation of the due dates or times of all the AMP tasks, as well as the implementation periods for new/revised tasks.

In general, new/revised tasks shall be performed at the first suitable maintenance check. However, specific attention shall be given to reduced task periods.

Dedicated guidance might be necessary for specific categories, such as (non-comprehensive list):

- ALS mandatory requirements (ALI, CMR, LLI, FAL).
- Airworthiness Directives.
- Overhauled Landing Gear.
- Vendor Recommendations.
- System or structure components transferred between aircraft.
- Batteries.
- Pressurised bottles.

In establishing such guidance, the rules provided by the TCH/STCH/OEM shall be carefully considered.

For additional info concerning the implementation periods related to ADs for Airworthiness Limitations Section, refer to [EASA FAQ 23797](#).

2.3. Additional Repetitive Maintenance Tasks

AMP Compliance Checklist Item 2.3
EASA FAQ 48249 and 19494

This section shall contain detailed instructions on the management of the inclusion into the AMP of Maintenance Tasks derived from modifications and repairs. Management of instructions specified in repetitive Airworthiness Directives (AD) or Service Bulletins (SB) shall also be described in this section.

If the management of AD and SB is described in the CAME (including the process to incorporate the associated schedule maintenance into the AMP), a reference to the dedicated CAME paragraph is also acceptable.

For further info concerning additional instructions, AD and SB, refer to [EASA FAQ 48249](#) and [EASA FAQ 19494](#).

Note:

According to AMC M.A.801 bullet point 6, after embodiment of a standard change or a standard repair it is necessary to assess if any associated changes in the Instructions for Continuing Airworthiness of the aircraft require to amend the AMP and to obtain its approval.

2.4. Ageing Aircraft Systems And Specified Sampling Programme

AMP Compliance Checklist Item 2.4

This section shall contain detailed information regarding Specified Sampling Programmes. For each Sampling Programme applied to the fleet, the following information shall be provided as minimum:

- Source of the Sampling Programme.
- Description of the Sampling Programme.
- Rules of the Sampling Programme.
- List of aircrafts subject to the Sampling Programme (such information could be also included in the aircraft list as described in 1.1).

Information concerning Monitoring and/or Assurance Programmes can be included in this section as well.

Note:

Some manufactures used to refer to Ageing Aircraft System for a specific ALS section in some of their legacy products. This nomenclature is today superseded and no longer used.

2.5. Critical Design Configuration Control Limitations Together With Appropriate Procedures

AMP Compliance Checklist Item 2.5

This section shall describe how the CAMO complies with CDCCL requirements. Life limitations and maintenance requirements related to the fuel tank ignition prevention and fuel tank flammability reduction must be included in the AMP. The reference to the relevant procedures (e.g., AMM) shall also be provided.

Life limitations and maintenance requirements related to the fuel tank ignition prevention and fuel tank flammability reduction can be either listed separately (i.e., in a dedicated AMP Section or Appendix) or in the general Maintenance Tasks list (most common practice).

2.6. Weighing

AMP Compliance Checklist Item 2.6

This section shall provide information regarding weighing concepts, periods, procedures and results management, with particular reference to:

- The cases where an aircraft has to be weighed (for instance, after a major modification because of weight and balance operational requirements, etc.).
- Who performs the aircraft weighing and according to which procedure.
- Who calculates the new weight and balance.
- How the result is processed by the CAMO.

The weighing procedure is normally contained in Chapter 08 of the Aircraft Maintenance Manual. A precise reference to the concerned AMM Chapter must be provided.

If the weighing procedure is included in the CAME, a reference to the dedicated CAME paragraph is also acceptable.

2.7. Parking And Storage

AMP Compliance Checklist Item 2.7

This section shall provide a brief description of the aircraft parking and storage maintenance procedures, normally detailed in the TCH's AMM. A precise reference to the concerned AMM Chapter is also acceptable.

Along with the parking/storage/return-to-service maintenance procedures, the TCH's AMM might also identify additional repetitive scheduled maintenance tasks related to the specific parking/storage option implemented. Such tasks shall be properly controlled and the associated procedure contained in the CAME.

Note:

The TCH's instructions may need to be modified to take into account the environmental conditions of the area where the aircraft will be parked/stored. It is essential that these instructions are carefully adapted and followed to preserve the airworthiness of the aircraft.

2.8. Bridging Programme

AMP Compliance Checklist Item 2.8

A Bridging Programme is normally defined and put in place for the transition and the inclusion into the AMP of an aircraft previously covered by a different AMP.

This section shall briefly describe the development and implementation of the Bridging Programme.

If the Bridging Programme is included in the CAME, a reference to the dedicated CAME paragraph is also acceptable.

2.9. Operational Requirements

AMP Compliance Checklist Item 2.9

This section shall provide comprehensive explanations related to the following special operational requirements applicable to the fleet (non-comprehensive list):

- All Weather Operations (AWOPS – CAT II/CAT III).
- Reduced Vertical Separation Minimum (RVSM).
- Minimum Navigation Performance Specification (MNPS) maintenance procedures.
- Automatic Depended Surveillance – Broadcast (ADS-B).
- Extended-range Twin-engine Operations Performance Standards (ETOPS).

2.10. State Of Operator Recommendations

AMP Compliance Checklist Item 2.10

This section shall list special maintenance recommendations published by the State of Operator (AOC).

2.11. BCAA Requirements

AMP Compliance Checklist Item 2.11

This section shall list requirements sourced from the applicable provisions of BCAR-26 and BCAR-CAT. The following table provides the list of EASA requirements identified in above mentioned Regulations:

Requirement	Guidance Material	Description
CAT.GEN.MPA.195	AMC1 CAT.GEN.MPA.195 (b) GM1 CAT.GEN.MPA.195 (b)	CVR/FDR Tests Inspections of the CVR and FDR recording
CAT.POL.MAB.100		Weighing
CAT.IDE.A.220	AMC2 CAT.IDE.A.220	First-aid kit Inspection
CAT.IDE.A.225	AMC4 CAT.IDE.A.225	Emergency medical kit Inspection
CAT.IDE.A.355(b)		Timely distribution and insertion of current and unaltered aeronautical databases to all aircraft
CAT.IDE.A.280	AMC1 CAT.IDE.A.280	Emergency locator transmitter (ELT) inspection and test
	CS 26.201	Tyre inflation pressure check
	CS 26.370	Approved damage-tolerance-based inspection programme
	CS 26.370	LOV - or more restrictive applicable limitation

In case of Specific Approval, the requirements specified in the BCAR-SPA become applicable and should be reviewed for implementation into the AMP (e.g. SPA.LVO.130 - Minimum equipment inspections and tests - Low-Visibility Operations (LVOs) and operations with operational credits).

3. AMP Tasks

This AMP chapter shall contain the detailed list of all the maintenance tasks and the related periods (intervals/frequencies). All the explanations concerning how the tasks are organised and managed shall be included in this chapter as well.

3.1. Pre-Flight and Routine Maintenance Tasks

AMP Compliance Checklist Item 3.1

3.1.1. Pre-Flight Maintenance Tasks

This section shall include the details of Pre-Flight Maintenance Tasks that are accomplished by Maintenance Staff. If no Pre-Flight Maintenance Task is performed by Maintenance Staff, a dedicated statement needs to be clearly included in the AMP.

Note:

Pre-Flight Checks performed by the Flight Crew in accordance with Operations Manual don't have to be included in the AMP.

3.1.2. Routine Maintenance Tasks

This section shall include the details of Routine Maintenance Tasks that are accomplished by Maintenance Staff. Routine Maintenance Tasks are normally packaged in Checks (e.g., Daily, Weekly, etc.).

If these packages are managed using dedicated Forms, such Forms might be included in an Appendix to the AMP.

3.2. Maintenance Tasks

AMP Compliance Checklist Item 3.2

This section shall include a detailed list of all tasks and the periods (intervals/frequencies) at which each part of the aircraft, engines, APU's, propellers, components, accessories, equipment, instruments, electrical and radio apparatus, together with the associated systems and installations should be maintained (e.g., checked, inspected, tested, cleaned, lubricated, etc.).

It's recommended to organize the Maintenance Tasks in a table format, containing as minimum (but not limited to) the following information:

- Revision Status.
- Task ID.
- Task Title.
- Task Type.
- Task Periods.
- Zone.
- Source.
- Reference.
- Effectivity.
- Revision Date.

The intro paragraphs of the AMP Maintenance Tasks section shall provide all the necessary explanatory details of the table layout, content, and definitions (including any source documentations with associated abbreviations), for a thorough understanding of the task table.

3.2.1. Revision Status

This field shall provide information regarding the status of the Maintenance Task at the date of AMP publication. Typically, the following coding is used:

- N = New Maintenance Task.
- R = Revised Maintenance Task.
- D = Deleted Maintenance Task.

In case of no changes, normally this field is left blank.

3.2.2. Task ID

This field shall provide the unique Maintenance Task ID reference. Such ID reference is usually expressed in numerical or alphanumerical format.

3.2.3. Task Title

This field shall include a description of the Maintenance Task to be performed. Additional info could be contained in this field, such as:

- Notes.
- Preparation.
- Access (whereas not included in the Zone field, ref. to 3.2.6).
- Special Requirements (e.g. EWIS, L/HIRF, CPCP, etc.).

Above mentioned items could be anyway organized in additional Maintenance Tasks Table fields.

3.2.4. Task Type

This field shall provide a quick reference to the type of Maintenance Task as defined in the Task Title field (ref to 3.2.3). Task Types are normally expressed in a two- or three-characters code.

The following table provides the list of Task Types with most recent Definitions as per ATA MSG-3:

<i>Task Type</i>	<i>Description</i>	<i>Definition</i>
LU/SV or LUB/SVC	Lubrication/Serviceing	Any act of lubricating or servicing for the purpose of maintaining inherent design capabilities.
OP or OPC	Operational Check	An operational check is a task to determine that an item is fulfilling its intended purpose. Does not require quantitative tolerances. This is a failure finding task.
VC or VCK	Visual Check	A visual check is an observation to determine that an item is in its intended state. Does not require quantitative tolerances. This is a failure finding task with obvious pass/fail criteria.

FC or FNC	Functional Check	A quantitative check to determine if one or more functions of an item performs within specified limits.
GV or GVI	General Visual Inspection	A visual examination of an interior or exterior area, installation or assembly to detect obvious damage, failure or irregularity. This level of inspection is made from within touching distance unless otherwise specified. A mirror may be necessary to enhance visual access to all exposed surfaces in the inspection area. This level of inspection is made under normally available lighting conditions such as daylight, hangar lighting, flashlight or drop-light and may require removal or opening of access panels or doors. Stands, ladders or platforms may be required to gain proximity to the area being checked. Basic cleaning may be required to ensure appropriate visibility.
DI or DET	Detailed Inspection	An intensive examination of a specific item, installation or assembly to detect damage, failure or irregularity. This could include tactile assessment in which a component or assembly can be checked for tightness/security. Available lighting is normally supplemented with a direct source of good lighting at an intensity deemed appropriate. Inspection aids such as mirrors and magnifying lenses may be necessary. Surface cleaning and elaborate access procedures may be required.
SI or SDI	Special Detailed Inspection	An examination of a specific item, installation, or assembly making use of specialized inspection techniques such as Non-destructive Testing (NDT) and/or equipment (e.g., boroscope, videoscope, tap test) to detect damage, failure or irregularity. Intricate cleaning and substantial access or disassembly procedures may be required. Classification of a task as an SDI does not define the required qualifications for the person performing the task.
RS or RST	Restoration	That work necessary to return the item to a specific standard. Restoration may vary from cleaning or replacement of single parts up to a complete overhaul.
DS or DIS	Discard	The removal from service of an item at a specified life limit.

3.2.5. Task Periods

This field shall provide detailed information regarding the Maintenance Task periodicity.

Task Periods identification consists of a numerical value and its associated usage parameter (or unit) or an appropriate letter check. Both periods expressed in usage parameters and/or letter checks are acceptable and may be used in line with specific procedures established for the AMP.

As minimum, this field shall contain the following data:

- Task Threshold (or Initial Interval) = The interval between the start of service-life and the first Maintenance Task accomplishment. In case of no Task Threshold, this detail can be left blank or can contain the Task Interval value (see below).
- Task Interval (or Repeat Interval) = The interval (after the Threshold/Initial Interval) between successive accomplishments of a specific Maintenance Task.

Information concerning Sampling Thresholds/Intervals, if any, shall be contained in this field as well. Here following a non-comprehensive list of the most common usage parameters:

- Flight/Engine/APU/Propeller Hours.
- Flight/Engine/APU/Propeller Cycles.

- Days.
- Months.
- Years.

3.2.6. Zone

This field shall contain the Zone or list of Zones concerned by the Maintenance Task. Access information could be included in this field (ref. also to 3.2.3).

3.2.7. Source

This field shall provide information regarding the precise source documentation and the technical publication or manual references needed for the performance of the Maintenance Task.

It is fundamental to record any source documentations (with associated abbreviations) in the intro paragraphs of the AMP Maintenance Tasks section, as this list can be quite extensive.

3.2.8. Reference

For aircraft types subjected to the MRB process, this field shall contain cross reference to the MRBR tasks numbers such that it is always possible to relate such tasks to the current approved AMP task. Alternatively, this field shall contain cross reference to the MPD (or any similar document) tasks numbers.

Cross reference between AMP and MRBR/MPD tasks may also be identified through a dedicated table, e.g. in appendix to the AMP.

Note:

This cross reference does not prevent the approved AMP from being developed in the light of service experience beyond the MRBR/MPD recommendations, but it will show the relationship to such recommendations.

3.2.9. Effectivity

This field shall cover the Maintenance Task applicability, that can be expressed for instance in terms of aircraft model, or modification number, or engine type, or even specific individual tail number(s), or MSN(s).

When a Maintenance Task is applicable to the whole fleet covered by the AMP, it is common practice to include the wording “ALL” in this field.

3.2.10. Revision Date

This field shall provide information regarding the latest Revision Status (ref. to 3.2.1) date applicable to the specific Maintenance Task. This date must be either identical or older than the AMP Issue/Revision date.

3.3. Components Maintenance and Overhaul Program

AMP Compliance Checklist Item 3.3

This section shall define periods at which components should be checked, cleaned, lubricated, replenished, adjusted, tested, overhauled and/or replaced by new or overhauled components.

The Components Maintenance and Overhaul Program can be either listed separately (i.e., in a dedicated AMP Section or Appendix) or in the general Maintenance Tasks list. In the second case, Components Maintenance and Overhaul Tasks have to be easily identifiable.

It's anyway recommended to organize the Components Maintenance and Overhaul Program in a table format, similar to the Maintenance Tasks one (ref. to 3.2).

Note:

Refer to BCAR-M Subpart E for additional information regarding Components.

Component removal from and installation on an aircraft is considered to be Aircraft Maintenance and not Component Maintenance. Therefore, a procedure shall be established on how component overhaul / life limits are managed when components are transferred between aircraft. Whereas the aircraft / component OEM provides guidance (e.g., MPD, ALS), such guidance shall be included into this section of the AMP. Otherwise, the following guidance is provided:

- If the task on the transferred component is performed as part of the installation process, then the next performance of the task should count from the installation date.
- The threshold for Calendar Time tasks should be counted from either the date at which the aircraft to which it was originally fitted had its first Transfer of Title or, for a new component installed after delivery, the date at which the component accomplishes its first flight.
- The threshold for Flight Hours, Flight Cycles or Landings tasks is counted from component/structure first flight.
- Specific guidance for ALS should be assessed and implemented.

3.4. Structural Maintenance Program

AMP Compliance Checklist Item 3.4

This section shall contain detailed information regarding specific Structural Maintenance Programmes including (but not limited to):

- Damage Tolerance and Supplemental Structural Inspection Programmes issued by the Design Approval Holder.
- Corrosion Prevention and Control Programme (CPCP) taking into account the baseline CPCP issued by the Design Approval Holder.
- Approved Damage Tolerance Instructions (DTI) for repairs and modifications (e.g., results of Service Bulletins review performed by the TC Holder, Repair Assessment Programme, etc.).
- Widespread Fatigue Damage instructions (Limit of Validity, ref. also to 1.6).
- A plan to obtain and implement all the applicable Damage Tolerant data for existing major modifications and reinforcing repairs affecting the Fatigue Critical Structure, which are not yet included in the AMP.

Note:

Refer to BCAR-26 point 26.370 for additional information regarding Structures Ageing Program.

The Structural Maintenance Program can be either listed separately (i.e., in a dedicated AMP Section or Appendix) or in the general Maintenance Tasks list (most common practice).

It's anyway recommended to organize the Structural Maintenance Program in a table format, similar to the Maintenance Tasks one (ref. to 3.2).

4. AMP Review, Amendments and Approval

This AMP chapter shall provide detailed information concerning how an AMP shall be reviewed on regular basis, amended as appropriate, and approved either directly (by BCAA) or indirectly (by the Owner or the CAMO).

In general, amendments (revisions) to the AMP should be made by the Owner or the CAMO to reflect changes in the TC holder's recommendations, modifications, service experience, or as required by BCAA.

4.1. Periodic Review of Maintenance Programme Contents

AMP Compliance Checklist Item 4.1
EASA FAQ 47406

The AMP is required to be reviewed (and amended accordingly, when necessary) on a regular basis to ensure that the programme continues to be up to date and valid in light of the operating experience and instructions from BCAA, while taking into account new or modified maintenance instructions issued by the Type Certificate Holder (TCH), the Supplemental Type Certificate Holder (STCH) and any other organisation that publishes such data in accordance with BCAR-21.

This section shall be consistent with the AMP revision policy in the CAME and provide clear information regarding:

- Content of the Periodic Review (ref. to 4.1.1).
- Periodic Review frequency (ref. to 4.1.2).

For additional guidance to AMP Periodic Review content and frequency refer to [EASA FAQ 47406](#).

4.1.1. Content of the Periodic Review

This section shall provide detailed information regarding the content of the Periodic Review, agreed with BCAA and covering as minimum (but not limited to):

- New/modified maintenance instructions by the TCH/STCH.
- New/modified mandatory requirements.
- Revisions to the MRBR/MPD (if applicable).
- Current TCH/STCH's recommendations.
- Modifications and repairs embodied in the particular aircraft, which may require compliance to additional maintenance instructions (by Design Approval Holder).
- In-service experience collected for the particular aircraft or for the fleet.
- Maintenance needs of the aircraft.
- Changes in the type and specificity of operations.
- Changes in aircraft utilisation.

4.1.2. Periodic Review frequency

The AMP must be reviewed at least annually for continued validity in the light of operating experience. This section shall contain a clear statement regarding the selected frequency of the Periodic Review and any additional deviation (anyway not exceeding the annual threshold) linked to specific needs.

4.2. Escalation of Established Task Intervals

AMP Compliance Checklist Item 4.2

EASA FAQ 48248

This section shall include:

- Procedures for the permanent escalation of established check periods / task intervals, where applicable and acceptable to BCAA. A reference to dedicated procedures in the CAME is also acceptable.
- A statement that no intervals/periods escalation is permitted without the explicit approval, or a procedure approved by BCAA.
- An explanation about the way the escalated tasks are clearly identified (e.g. through a dedicated note in the Maintenance Tasks table). A complete list of all escalated tasks can be additionally included in the AMP.

As general guidelines, for escalations of check periods/task intervals the CAMO needs to demonstrate that sufficient supporting data is available.

The escalation procedure should consider statistical principles, quality of maintenance records, engineering assessment and escalations follow up.

The assessment has to be performed at individual task level.

For additional guidance to AMP task interval's escalations refer to [EASA FAQ 48248](#).

4.3. AMP Amendments Procedure

AMP Compliance Checklist Item 4.3

EASA FAQ 47406

This section shall describe the procedures how the Owner or the CAMO is amending the AMP. Such procedure shall provide, as minimum:

- Information about the type of amendments, i.e. Full (Regular) or Partial (Temporary) Revision of the AMP.
- Details about the traceability and control of the changes to the AMP.
- List of reasons triggering an amendment of the AMP (e.g. aircraft phase-in/out, changes in source documents, AD...).
- Format of the AMP amendment document, including numbering method and effectivities, to be issued for approval.
- Responsibilities and timeframe for the different phases (preparation, review, approval, activation).

Whenever a Temporary Revision is issued, it is expected that the full compiled AMP is provided.

If the AMP amendment procedure is included in the CAME, a reference to the dedicated CAME paragraph is also acceptable.

For additional guidance to AMP amendments refer to [EASA FAQ 47406](#).

4.4. AMP Approval

AMP Compliance Checklist Item 4.4
EASA FAQ 19061

This section shall describe the procedure used by the Owner or the CAMO to obtain the approval of the AMP revision.

4.4.1. Approval by BCAA (Direct Approval)

All the amendments to the AMP require BCAA Direct Approval, except for those changes agreed to be part of the Indirect Approval procedure (ref. to 4.4.2).

The procedure described in this section shall therefore detail the communication flow between the Owner/CAMO and BCAA, when a new revision/temporary revision is issued for approval.

Note:

To support the BCAA approval process, BCAA recommends including in the procedure:

- The submission of the referenced source documents which have initiated the changes, together with the revision proposal.
- To plan a meeting with BCAA to briefly introduce the changes.

4.4.2. Approval by the CAMO (Indirect Approval)

If available, the Indirect Approval procedure, included in the CAME and approved by BCAA, should be referred in this section.

For additional guidance to Indirect Approval procedure refer to [EASA FAQ 19061](#).

5. Permitted Variations to Maintenance Periods

This AMP chapter shall provide detailed information regarding limit of application of Permitted Variations to maintenance periods and the related approval procedures.

If the Permitted Variation procedure is included in the CAME, a reference to the dedicated CAME paragraph is also acceptable.

5.1. General Rules for Permitted Variations

EASA AMP Compliance Checklist Item 5.1

EASA FAQ 19102

Permitted Variations shall not be intended as planning tools but as a one-time short-term extension of a maintenance task for a single aircraft.

For a maintenance task interval that has been previously subject to a one-time extension using a Permitted Variation approved procedure, the next due date should be calculated using the previous due date (as opposed to the task accomplishment date) or as agreed by BCAA.

Any extension needs to be approved by BCAA. On case-by-case basis, BCAA might grant an Indirect Approval privilege. The AMP shall include as minimum:

- The list of maximum allowed variations, agreed with BCAA (ref. to 5.1.1).
- The list of exceptions to Permitted Variations (ref. to 5.1.2).

For additional guidance to Permitted Variations refer to [EASA FAQ 19102](#) (Case 1).

5.1.1. BCAA recommended maximum allowed variations

For reference, here following a list of BCAA recommended maximum allowed variations:

<i>Interval Usage Parameter</i>		<i>Maximum Allowed Variation</i>
<i>FH Intervals</i>	5000 FH or less	10%
	More than 5000 FH	500 FH
<i>Calendar Intervals</i>	12 MO or less	10% or 1 MO (whichever occurs first)
	Between 12 MO and 36 MO	2 MO
	Equal or more than 36 MO	3 MO
<i>FC/Landing Intervals</i>	5000 FC or less	5%
	More than 5000 FC	250 FC
<i>Items controlled by more than one interval usage parameter</i>		For items controlled by more than one interval usage parameter (e.g., FH and Calendar or FH and FC) the more restricted allowed variation shall be applied

5.1.2. Exceptions to Permitted Variations

When establishing the list of exceptions, the Owner or the CAMO shall always review the instructions provided by the TCH.

As a general rule, Permitted Variations are not applicable to any mandatory task, such as (non-comprehensive list):

- AD.
- ALI.
- CMR.
- FAL.
- LLI.
- Engine ALS.
- Aircraft Weighing.

6. Reliability Programme and Reporting

This AMP chapter shall provide clear information regarding:

- Reliability Programmes (ref. to 6.1).
- Reporting (ref. to 6.2).

6.1. Reliability Programmes

AMP Compliance Checklist Item 6.1

This section shall describe the method used to periodically monitor the effectiveness of the AMP through (non- comprehensive list):

- Aircraft reliability monitoring.
- Engine condition monitoring.
- Component reliability monitoring.
- APU condition monitoring.
- Any other reliability and/or condition monitoring means.

Details of the reliability programmes shall be given in the CAME and a cross reference to the specific CAME section shall be added in this AMP section.

6.2. Reporting

AMP Compliance Checklist Item 6.2

As per BCAR-OR, occurrence reporting is an essential part of the overall monitoring function. The objective of the occurrence-reporting, collection, investigation and analysis systems is to use the reported information to contribute to the improvement of aviation safety and it should not be used to attribute blame or liability or to establish benchmarks for safety performance.

This section shall provide details on how the occurrence reporting is performed, with specific reference to scheduled maintenance.

If the reporting procedure is included in the CAME, a reference to the dedicated CAME paragraph is also acceptable.