



## ADVISORY CIRCULARS

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# **Technical Documents for Aircraft and Aircraft Components Maintenance**

Flight Standard Department

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## General Administration of Civil Aviation of China

<b>Advisory Circulars</b>
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### **Title: Technical Documents for Aircraft and Aircraft Components Maintenance**

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#### **1. Basis and Purpose**

This advisory circular is established on the basis of Approval of Civil Aircraft Maintenance Organization (CCAR-145-R2) issued on Dec.21<sup>st</sup>, 2001. It aims at providing guidance for those components maintenance organization on how to meet CCAR-145's requirements when preparing the maintenance task cards and accomplishment instructions etc. applied in actual maintenance activities.

#### **2. Applicability**

This advisory circular is applicable to all maintenance organizations.

#### **3. Cancellation**

Intentionally left blank

#### **4. Explanations**

“Maintenance task card” and “reference documents for maintenance” stated in CCAR-145 mustn't be the titles of detailed documents but classifications of technical documents. Maintenance task card is to define and record work sequences and steps, it may not involve accomplishment methods and standard concerning the maintenance tasks. It can be named as work sheet, work card, work order, data record sheet etc. or one of any combinations. Reference documents for maintenances will give detailed methods and standards concerning the maintenance task. The maintenance organization

can choose to develop it i.a.w. the airworthiness data or just use the applicable part (previously verified) of the airworthiness data as their reference documents for maintenance. Documents established by maintenance organization themselves can be named as accomplishment instructions, accomplishment guidance, work process etc. Referred basis documents corresponding to accomplishment methods and standards of detailed work steps described in task cards shall be indicated. Several different documents may be referred to when establishing one task card.

In case the original data provided by aircraft manufacturer or aircraft component manufacturer can't be obtained, maintenance organization can use self-established technical documents as sole maintenance basis or airworthiness data only when they are reviewed and approved by Airworthiness Certification Department of CAAC.

Equivalent tools and equipment involved in reference documents for maintenance should be those approved ones.

## **5. Maintenance task card**

5.1 Except those line maintenance task cards prepared and provided by air carriers or operators, maintenance task cards shall be elaborated by maintenance organization themselves or directly use task cards provided by air carriers or operators only when the conformity and applicability pre-verified by authorized personnel defined in para.5.4.

5.2 Maintenance task cards shall be prepared for recording each work sequence

and step from parts receiving to final releasing it into service. Maintenance task cards can be one whole part or divided into several parts depending on actual situations, but at a minimum the following shall be included:

- (1) name of maintenance organization;
- (2) No. of task Card;
- (3) Subject of maintenance task;
- (4) Reference documents and revision status thereof;

- (5) aircraft registration No. and Part No.;
- (6) Detailed work contents and records prepared per work sequences and steps;
- (7) signature or stamp of worker's;
- (8) Preparation or revision date;
- (9) Man-hour record;
- (10) Accomplishment date.

5.3 Task cards of domestic maintenance organization shall be prepared at least in Chinese, ones of foreign maintenance organization shall be at least in English, ones of special administrative regions shall be in English or in Chinese. Titles and numbers of reference documents shall be indicated on task cards if applicable. Task descriptions shall be detailed and clear. Measurement unit shall be defined if actual measure value is required to be filled out. The corresponding part number or identification number shall be given if materials or special tools and equipment used.

5.4 Task cards can't be utilized until they are approved by personnel of engineering and technical system authorized by Accountable managers. These authorized personnel shall be designated personnel or posts stated in the approved maintenance organization manual.

5.5 Task cards shall be evaluated if revision is necessary when airworthiness data is revised. Revision of task cards shall be immediately made if necessary. Revision shall be performed as set forth in stipulated procedure and then approved by authorized personnel involved in Para.5.4.

5.6 A complete master set of task cards shall be kept. Records of the approval of initial task cards and revisions thereof shall be established, including evaluation records of the influence on task cards caused by revisions of the airworthiness data.

## **6. reference documents for maintenance**

6.1 Maintenance organization can directly use the related airworthiness data as reference documents for maintenance, but they have to prepare their own reference documents for maintenance under the following circumstances;

- (1) Maintenance personnel, authorized staff can't understand the language adopted in these data if the original airworthiness data is directly applied;
- (2) The related airworthiness data can't be directly applied when equivalent tools , equipment or materials used;
- (3) The maintenance task involves many airworthiness data, and they are not easily accessible to on site .

6.2 Reference documents for maintenance of domestic maintenance organization shall be prepared at least in Chinese, ones of foreign maintenance organization shall be at least in English, ones of special administrative regions shall be in English or in Chinese. Work steps and methods stated in reference documents for maintenance shall be consistent with requirements in airworthiness data. The usage methods of equivalent tools, equipment or materials may be different from that stated in the airworthiness data, but maintenance organization shall ensure that the work standard is not lower than that stated in the airworthiness data.

Maintenance organization may just add foldouts in the original manual. The foldouts shall be those different parts from the original ones. This constitutes the whole reference documents for maintenance.

6.3 Reference documents for maintenance must be approved by personnel of Engineering and Technical System authorized by the accountable manager. These authorized personnel may be designated personnel or posts indicated in the approved maintenance organization manual.

6.4 Reference documents for maintenance shall be evaluated for revision when the related airworthiness data is revised, and evaluation process shall be recorded. Revision shall be made timely if revision is necessary. Reference documents for maintenance shall be updated i.a.w. documented procedures. Revisions shall be approved by authorized personnel stated in Para.6.3.

6.5 A complete master reference documents for maintenance shall be kept. Records of the approval of initial reference documents for maintenance and revisions thereof shall be established, including evaluation records of the influence on reference documents for maintenance caused by revisions of the airworthiness data.

## **7.Approval of Technical Data**

7.1 The approval of preparing and revising task cards is included in that of the maintenance organization manual. Task cards prepared or revised i.a.w. its maintenance organization manual need not be approved by CAAC or the regional Administration of CAAC in written format. But they will be the important audited parts of on site audit, Any non-conformance shall become audit findings. Furthermore maintenance organization certificate shall not be issued until corrective actions are taken.

7.2 The approval of preparing and revising the reference documents for maintenance is included in that of the maintenance organization manual. but:

- (1) Provided CAAC and its regional Administration consider the maintenance organization capable enough, and fully trust they will comply the requirements of CCAR-145, the maintenance organization then just need to add the procedure for preparing and revising the reference documents for maintenance into their maintenance organization manual. Preparing and revising the reference documents for maintenance in accordance with that procedure will be automatically approved by CAAC.
- (2) Except in the above-mentioned case, not only procedure for preparing and revising the reference documents for maintenance shall be included in maintenance organization manual, but also a list of titles, revision status, preparation or revision date of the reference documents for maintenance. Any change of procedure or list shall trigger that of the maintenance organization manual, and be approved by CAAC.

In whichever above-mentioned case, technical documents for maintenance will

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be the important audited parts of on site audit, Any non-conformance shall become audit findings. Furthermore maintenance organization certificate shall not be issued until corrective actions are taken.