



**OTAR Part 145 Option 1 Supplement
for
(Company)**

Bermuda OTAR 145 Approval Reference: BDA/AMO/XXX

EASA / FAA / Transport Canada Approval Reference: XXX

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1. List of Effective Pages

Supplement Page	Issue No.	Revision No.	Revision Date
X	X	X	X

Accountable Manager Acceptance	
Name:	Position:
Signature:	Date:
BCAA Approval	
Name:	Position / DAI approval:
Signature:	Date:

2. General

This supplement is provided to meet the requirements of the Overseas Territories Aviation Requirement (OTAR) Part 145 Approval Option 1 issued by the Bermuda Civil Aviation Authority, and supplements the approved *Maintenance Organisation Exposition (MOE) / Repair Station Manual (RSM) / Maintenance Policy Manual (MPM)*, (Reference No. *EASA / FAA / Transport Canada*)

The OTAR Part 145 approval is based on a valid *EASA / FAA / Transport Canada* approval reference *xxx*.

This maintenance organisation will perform and certify maintenance on Bermuda registered aircraft in accordance with the procedures defined in the approved *MOE / RSM / MPM* together with this supplement.

When maintenance is performed and certified in accordance with the referenced *MOE / RSM / MPM* and this supplement, it is accepted that it meets the requirements of BCAA OTAR Part 145 Subpart A, B, C and the relevant requirements of OTAR Part 43.

3. Applicability

This supplement stipulates the conditions under which *this organisation* undertakes maintenance of aircraft registered in Bermuda.

4. Standards

The standards and procedures used are based on the *EASA / FAA / Transport Canada* approval together with this supplement.

5. Maintenance Organisation Exposition

Insert here the OTAR Part 145.123 (a) (1) statement signed by the accountable manager confirming that the maintenance organisation exposition including this supplement and any referenced associated manuals that defines the organisation's compliance with OTAR Part 145 and Part 43 will be complied with at all times.

When the Accountable Manager is not the Chief Executive Officer of the organization then such Chief Executive Officer shall countersign the statement;

A copy of *this organisation's* approved *MOE / RSM / MPM* together with this supplement are supplied to BCAA in the English language in order to demonstrate compliance with OTAR Part 145.7(a)(3).

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6. Changes to the Approved Maintenance Organisation

This organisation shall notify the BCAA of any proposal to carry out any of the following changes before such change takes place to enable the BCAA to determine continued compliance with OTAR Part 145.

1. The name of the organisation
2. The location of the organisation
3. Additional sites of the organisation
4. Any of the nominated senior persons specified in the Exposition/Manual

The responsible person for notifying the BCAA within the approved maintenance organisation is *xxx*.

The procedures for amendments are specified in *MOE / RSM / MPM reference Part xxx (or in this supplement)*

7. Duration of Approval

The BCAA approval may be granted or renewed for a maximum period of 24 months from the date of issue, provided that the *EASA / FAA / Transport Canada* approval reference *xxx* remains valid. A survey will be carried out for the purpose of the approval certificate renewal.

Should the BCAA approval be revoked or suspended, the approval certificate will be returned to BCAA.

8. Notification of Ceasing Maintenance

Should *this organisation* cease to provide maintenance services under the BCAA approval, it will notify the BCAA in writing within 30 days of the date of cessation. The notification shall include a request for revocation of the maintenance organisation approval.

9. Renewal of Approval

This organisation shall make an application to BCAA for the renewal of the maintenance organisation approval not less than 30 days before the approval expires.

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10. Safety Management Systems (This is optional until implemented by EASA / FAA / Transport Canada)

This organisation has established a safety management system for the proactive management of safety, that integrates the management of operations and technical systems with financial and human resource management which reflects quality assurance principles.

The safety management system for *this organisation* is in compliance with OTAR Part 145 Subpart B and has been documented in an SMS manual. reference xxx.

11. Continued Compliance

At least one complete and current copy of *this organisation's MOE / RSM / MPM* and this supplement are located at each approved location. Applicable sections are available to personnel who require the documents in order to carry out their duties.

This organisation shall determine that each aircraft or component released to service by it is in an airworthy condition.

12. Major and Minor Repairs

This organisation will carry out all repairs in accordance with the requirements of OTAR Part 21 Subpart M.

13. Major and Minor Modifications

This organisation will install all modifications in accordance with OTAR Part 21 Subpart C.

14. Certificate of Release to Service

This organisation will issue a Certificate of Release to Service (CRS) for Bermuda registered aircraft listed in the approved scope of work in accordance with OTAR Part 43 Subpart C.

All components fitted or installed on Bermuda registered aircraft by *this organisation* will be supported by a suitable serviceable release certificate in accordance with OTAR Part 21 Subpart K.

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15. Mandatory Occurrence Reporting

This organisation has established a Mandatory Occurrence Reporting system in compliance with OTAR Part 13 (*procedure reference xxx*) and will report to the operator, BCAA and type certificate holder (as appropriate) any condition affecting the safety of the operator's aircraft.

16. Independent Inspections

The requirement for Independent Inspection Items as detailed in OTAR Part 43 Subpart C, 43.111(a) shall be complied with in accordance with (*procedure reference xxx*).

17. Initial and Continuation Training

This organisation will ensure certifying staff receive initial and continuation training in each 2-year period to ensure they have up to date knowledge of the relevant technology, human factors and organisation procedures including the contents of this supplement

Nominated post holders, whose responsibilities include ensuring that the organization is in compliance with the requirements of OTAR Part 145 and Part 43, shall have adequate knowledge of applicable OTARs. BCAA website www.bcaa.bm shall be accessed regularly for updated information.

18. Continued Validity

Continued validity of the approval is dependent upon;

- *This organisation* remaining in compliance with *EASA / FAA / Transport Canada* Part 145 and this supplement.
- BCAA being granted access to the organisation at a mutually agreed time.
- The approval certificate not being suspended, surrendered or revoked

19. Communication with BCAA

The focal point for communicating with BCAA within the approved maintenance organisation is (*Mr/Mrs/Ms.....*).

Any amendment to this supplement will be submitted to BCAA for notification and approval.

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BCAA Contacts:

Bermuda:

Address:	Contact:
P.O. Box GE 218 St. George's GE BX Bermuda	Office: +1 (441) 2931640 Fax: +1 (441) 2932417 Email: airworthiness@bcaa.bm

United Kingdom:

Address:	Contact:
Farnborough Airport Ively Road Farnborough Hampshire GU14 6XA United Kingdom	Office: +44 (0) 1252 942170 Email: ukoffice@bcaa.bm

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20. Aircraft Availability Recovery

For the unforeseen case of an aircraft grounded at a location not having an appropriately approved Part 145 maintenance organisation, *this organisation* may issue a one-off authorisation in accordance with OTAR Part 145.105(k). This authority must be communicated to BCAA within 7 days.

21. BCAA Requirements and Aircraft Product Audits

This organisation will observe the requirements of this supplement and carry out planned aircraft product audits in accordance with its quality assurance programme.

22. Parts Robbery Procedure *(If applicable)*

Refer to Bermuda Advisory Circular BAC-AW-03 found on the BCAA website. Procedures for the removal and installation process of any robbed parts in accordance with the requirements set out in BAC-AW-03 should be described in this section.

23. Aircraft Certificate of Release to Service

Insert sample of:

- *Base maintenance format*
- *Line maintenance format*

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