

What Technical Aviation Documentation needs to be Collected & Protected Following an Incident or Accident I.A.W the Emergency Response Plan (ERP)

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In the event of the ERP being activated due to an accident or incident affecting a company aircraft the responsibility of the CAMO Manager is to ensure the assembly and protection of the following information.

General Notes related to Technical Records within an EASA Jurisdiction

The regulations concerning the correction of Aircraft Technical Records are very straightforward and leads to no miss understanding, however, it is still necessary to develop the information, to ensure that different scenarios of documentation anomalies can be addressed within the organisation's technical procedures document. (see examples below)

Regulatory Background

M.A.305 Aircraft continuing airworthiness record system (Regulation (EU) 2015/1536)

(g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.

Best Practice Considerations

UK CAA – CAP 562 – Book 2 Leaflet 5-70 Aircraft, Engine and Propeller Log Books

6 The Upkeep of Log Books

6.1 Permanent legibility is the keynote. Handwritten entries must be made in ink or indelible pencil. Any document kept in or with the logbook should be either securely attached or kept in an attached pocket but should not prevent reference to the page to which it is attached.

6.2 Initiation of a continuation logbook is the responsibility of the user and he should transfer sufficient data for continuity and should number the logbooks consecutively.

6.3 Each completed column of figures should be totalled and carried forward.

6.4 Any error should be corrected but remain legible. The corrections should be signed.

In a machine system errors discovered after the data has been inserted into the memory should be corrected by a new entry not an erasure and the correct entry annotated as a correction with an authorisation code.

In light of the above, it is necessary to develop organisational procedures which ensure the following:

a) Legibility – All information **MUST** be clear and understandable

b) Contain an “Audit Trail” – Means all information is appropriately related and controlled

- c) Any Errors discovered are identified as such without obliterating or defacing the information – specific reference to the correct information with audit trail & authority
- d) CRS Certifications may only be made by authorised staff – if a missing CRS is found it must be addressed immediately through Maintenance Control and Quality Assurance

Typical Records which become the responsibility of EASA Part CAMO Continuing Airworthiness Manager (CAM)

- Copy Air Operator's Certificate (AOC) or equivalent
- Certificate of Registration
- Certificate of Airworthiness (C of A)
- Airworthiness Review Certificate - ARC (EASA Form 15a / 15b
- Certificate of Maintenance Review where appropriate i.e. for 'expiring' type Cs of A
- Certificate of Insurance
- Aircraft Radio Licence
- Aircraft Noise Certificate
- Weight & Balance Manual
- Aircraft type, model, serial number and registration
- Type, model, serial number and hours for each engine
- Engine installation and overhaul records (including current mod state)
- Records of component installation (last 30 days), maintenance and overhaul and current mod states. (Include flight / navigation instruments)
- Date of manufacture of airframe
- Length of aircraft service with the accident airline; with any previous operator(s) and initial entry into service date ex-manufacturer
- Total aircraft flight hours; total landing & take-off cycles; total flight pressure cycles
- Time since last phase check / overhaul (e.g. A and C Checks or equivalents)
- Modification Log Book (if applicable)
- LOPA / Seating Configuration
- Aircraft Tech Log
- Tech Log Sector Record Pages - last 10 sectors
- Acceptable Deferred Defects records - last 10 sectors (if not part of Tech Log Sector Records)
- ENG Check Sheet(s) - last 10 sectors
- Fuel Uplift sheets - last 10 sectors
- Hard Copy Log Books (Engines / Airframes etc.)
- List of radio & navigation equipment on board
- Copy of loaded FMS data base (as applicable)
- Details of Owner / Lessor etc. - of Aircraft & Engines

Next Steps

Sofema Aviation Services provides specific support related to ERP Training, Testing & Preparation of Process & Procedures – please see www.sofemaonline.com & www.sassofia.com or email team@sassofia.com