

Hong Kong Aviation Requirements

HKAR-181

**Approval of Organisations to
Recommend Certificate of
Airworthiness Renewal**

**Issue 1
31 December 2019**

CAD 181

**Civil Aviation Department
Hong Kong, CHINA**

HKAR-181

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Please note that Hong Kong Aviation Requirements are available at CAD website:
<http://www.cad.gov.hk/english/airworthiness.html>

Hardcopies will not be published.

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FOREWORD

- 1 HKAR-1 Sub-sections 1.3-4, 1.8-13 Appendix 3, 1.8-14 and 1.8-15, and EASA Part-M have been selected to provide, where appropriate, the content of the Hong Kong Aviation Requirements for 'Approval of Organisations to Recommend Certificate of Airworthiness Renewal' i.e. HKAR-181.
- 2 Amendments are incorporated into the text by means of a 'Revision' or a complete 'Re-issue'.
- 3 New, amended and corrected text is indicated by a marginal line.

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HONG KONG AVIATION REQUIREMENTS

CHECKLIST OF PAGES

APPROVAL OF ORGANISATION TO RECOMMEND CERTIFICATE OF AIRWORTHINESS RENEWAL

ISSUE 1, dated 31 December 2019

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PREAMBLES

HKAR-181

This HKAR-181 was issued on 31 December 2019 and became effective on the same date. The preambles are intended to be a summarised record of the main changes introduced by each amendment of HKAR-181.

Issue 1

31 December 2019

- New requirements for 'Approval of Organisations to Recommend Certificate of Airworthiness Renewal'.

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SECTION 1 – REQUIREMENTS**1** *GENERAL*

This Section 1 contains the requirements for ‘Approval of Organisations to Recommend Certificate of Airworthiness Renewal’.

2 *PRESENTATION*

- 2.1 Each page being identified by the date of issue and the issue number under which it is issued.
- 2.2 Explanatory Notes not forming part of the requirements appear in smaller typeface.
- 2.3 New, amended and corrected text is indicated by a marginal line.

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SUBPART A GENERAL**HKAR 181.101 Purpose**

- (a) HKAR-181 is published in the interest of enhancing efficiency and effectiveness of Certificate of Airworthiness (C of A) renewal process.
- (b) Application for HKAR-181 Approval is optional. If organisations opt to apply for the approval, they shall comply with the requirements stipulated in this Section.
- (c) The requirements of this Section are applicable to the approval of organisations to undertake assessments and to make recommendations to the Director-General in respect of the renewal of Certificate of Airworthiness for aircraft certificated in the Transport, Aerial Work or Private Category. Organisations contracted to carry out aircraft fleet technical management in accordance with CAD 360 may also apply for this approval.

Note: All work undertaken in connection with the renewal of the C of A should be supervised by an organisation approved for the purpose.

HKAR 181.102 Basis

- (a) In the case of an aircraft in respect of which a Certificate of Airworthiness in either the transport or the aerial work category is in force, there is in force a Certificate of Maintenance Review issued in respect of the aircraft in accordance with Article 9 of the Air Navigation (Hong Kong) Order 1995 (hereinafter referred to as 'the Order'), which is for the purpose of Article 8(8) of the Order.
- (b) Article 101 of the Order gives the Chief Executive of the Hong Kong Special Administrative Region power of approving a person as qualified to furnish reports to him and may accept such reports in relation to applications for the renewal of a Certificate of Airworthiness for the purposes of Article 8(8) of the Order.

HKAR 181.103 Scope

- (a) HKAR-181 establishes the requirements to be met by an organisation to qualify for the issue of a recommendation to the Director-General for the renewal of a Certificate of Airworthiness for aircraft certificated in the Transport, Aerial Work or Private Category, of which the Aerial Work and Private Category are collectively called 'other than Transport Category'.

HKAR 181.104 Definitions

(a) For the purpose of HKAR-181, the following definitions are provided to supplement those definitions contained in Article 98 of the Order and Hong Kong Airworthiness Notice No. 1A:

1. “**Aircraft report**” means an airworthiness document in support for renewing Certificate of Airworthiness.
2. “**Director-General**” means the Director-General of Civil Aviation who is delegated by the Chief Executive via Article 98(12) of the Order and includes any person who is delegated for that purpose.
3. “**CARRE**” means ‘Certificate of Airworthiness Renewal Recommendation Exposition’.
4. “**HKAR-181 organisation**” means organisation holding approval to recommend Certificate of Airworthiness renewal.

SUBPART B ACCOUNTABILITY**HKAR 181.201 Responsibilities**

- (a) The HKAR-181 organisation shall:
1. comply with the procedures contained in its approved Certificate of Airworthiness Renewal Recommendation Exposition (CARRE) in accordance with HKAR 181.704;
 2. give personnel, including Accountable Manager, airworthiness review staff and Certificate of Maintenance Review (CMR) signatories per HKAR 181.706, HKAR 181.707A and HKAR 181.707B respectively, sufficient authority to perform the approved activities;
 3. not subcontract its responsibilities to other organisations;
 4. cooperate with the Director-General in his performance of oversight of the HKAR-181 organisation;
 5. notify the Director-General at the earliest opportunity of any change that could affect the HKAR-181 organisation's ability to continue to meet the requirements of HKAR-181; and
 6. ensure the Director-General being granted access to the HKAR-181 organisation and any of the documents and records related to its activities, to determine continued compliance with HKAR-181 requirements.

HKAR 181.202 Occurrence Reporting

- (a) Any person or organisation holds responsibilities in accordance with HKAR 181.201 shall report to the Director-General, the organisation responsible for the type design or supplemental type design, any identified condition of an aircraft or component which endangers flight safety.
- (b) Reports shall be made in a manner established by or acceptable to the Director-General and contain all pertinent information about the condition known to the person or organisation.
- (c) (Reserved)
- (d) Reports shall be made as soon as practicable, but in any case within 96 hours of the person or organisation identifying the condition to which the report relates.

SUBPART C PROCEDURES

HKAR 181.701 Applicability

- (a) This subpart establishes:
1. the procedure for the approval of organisations to issue Certificate of Maintenance Review and recommend Certificate of Airworthiness renewal; and
 2. the rules governing the rights and obligations of the applicant for, and holders of, such approval.

HKAR 181.702 Application

- (a) Application for a HKAR-181 approval shall be submitted in a form and manner prescribed by the Director-General and shall include the following:
1. a description of the activities for which approval is requested;
 2. a description of how the applicant satisfies the requirements of facilities, resources and personnel to perform the activities mentioned in subparagraph 1 of this requirement;
 3. a description of the applicant's organisational structure; and
 4. a proposed CARRE as described in HKAR 181.704.

HKAR 181.703 Scope of Approval

- (a) The approval is indicated on the form DCA 191 (CAD Form Three) issued by the Director-General.
- (b) (Reserved)
- (c) The scope of work deemed to constitute the approval shall be specified in the CARRE in accordance with HKAR 181.704.

HKAR 181.704 Certificate of Airworthiness Renewal Recommendation Exposition (CARRE)

- (a) The HKAR-181 organisation shall provide a CARRE containing the following information:

1. a statement signed by the Accountable Manager to confirm that the organisation will work in accordance with this HKAR-181 and the CARRE at all times;
 2. the organisation's scope of work;
 3. the title(s) and name(s) of person(s) referred to in HKAR 181.706(a) and HKAR 181.706(c);
 4. an organisation chart showing associated chains of responsibility between all the person(s) referred to in HKAR 181.706(a) and HKAR 181.706(c);
 5. a list of the airworthiness review staff and Certificate of Maintenance Review signatories referred to in HKAR 181.707A and HKAR 181.707B respectively;
 6. a general description and location of the facilities;
 7. procedures specifying how the HKAR-181 organisation ensures compliance with this HKAR-181; and
 8. the CARRE amendment procedures.
- (b) The CARRE and its amendments shall be approved by the Director-General.
- (c) Notwithstanding paragraph (b), minor amendments to the CARRE may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the HKAR-181 organisation as part of the CARRE and be approved by the Director-General.

HKAR 181.705 Facilities

- (a) The HKAR-181 organisation shall provide suitable office accommodation at appropriate locations for the personnel to carry out the activities described as per HKAR 181.702(a)1.

HKAR 181.706 Personnel Requirements

- (a) The HKAR-181 organisation shall appoint an Accountable Manager with corporate authority for ensuring that its privileges are exercised in accordance with HKAR-181.
- (b) (Reserved)
- (c) The HKAR-181 organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with HKAR-181

requirements. Such person(s) shall ultimately be responsible to the Accountable Manager.

- (d) The Accountable Manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system as required by HKAR 181.712. The appointed person shall have direct access to the Accountable Manager to ensure that the Accountable Manager is kept properly informed on quality and compliance matters.
- (e) (Reserved)
- (f) The organisation shall have sufficient appropriately qualified staff for the expected work.
- (g) All paragraph (c) persons shall be able to show relevant knowledge, background and appropriate experience.
- (h) The qualification of all personnel involved in exercising the privileges granted in the certificate shall be recorded.
- (i) (Reserved)
- (j) The organisation shall define and keep updated in the CARRE the title(s) and name(s) of person(s) referred to in HKAR 181.706(a) and HKAR 181.706(c).
- (k) The organisation shall establish and control the competence of personnel in accordance with a procedure and to a standard agreed by the Director-General.

HKAR 181.707A Airworthiness Review Staff

- (a) Authorisations to issue recommendations for C of A renewal shall be granted only to persons who comply with the following subparagraphs 1 or 2:
 - 1. For all aircraft with Certificate of Airworthiness issued in the Transport Category, these staff shall have acquired:
 - (i) at least five years' experience in continuing airworthiness;
 - (ii) a licence in compliance with HKAR-66 or an engineering degree or equivalent;
 - (iii) formal aeronautical maintenance training;
 - (iv) a position within the approved organisation with appropriate responsibilities; and
 - (v) notwithstanding above subparagraphs (i) to (iv), the requirement laid

down in HKAR 181.707A(a)1(ii) may be replaced by five years of experience in continuing airworthiness additional to those already required by HKAR 181.707A(a)1(i) or by a means acceptable to the Director-General.

2. For all aircraft with Certificate of Airworthiness issued in other than Transport Category, these staff shall have acquired:
 - (i) at least three years' experience in continuing airworthiness;
 - (ii) an appropriate licence in compliance with HKAR-66 or an engineering degree or equivalent;
 - (iii) appropriate aeronautical maintenance training;
 - (iv) a position within the approved organisation with appropriate responsibilities; and
 - (v) notwithstanding above subparagraphs (i) to (iv), the requirement laid down in HKAR 181.707A(a)2(ii) may be replaced by four years of experience in continuing airworthiness additional to those already required by HKAR 181.707A(a)2(i) or by a means acceptable to the Director-General.
- (b) Airworthiness review staff nominated by the HKAR-181 organisation can only be issued an authorisation by the HKAR-181 organisation when formally accepted by the quality manager after satisfactory completion of an airworthiness review under supervision.
- (c) The HKAR-181 organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness review experience.
- (d) Airworthiness review staff shall be identified by listing each person in the CARRE together with their airworthiness review authorisation reference.
- (e) The HKAR-181 organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness review experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the HKAR-181 organisation.

HKAR 181.707B Certificate of Maintenance Review Signatory

- (a) Authorisations to issue Certificate of Maintenance Review (CMR) shall be granted only to persons who comply with the following subparagraphs 1 to 5:

1. have an appropriate HKAR-66 category B1, B2/B2* or C licence in the subcategory of the aircraft reviewed;
 2. have at least five years of experience in continuing airworthiness;
 3. hold a position within an approved organisation independent from the continuing airworthiness management process for the aircraft under review or with overall responsibility for the airworthiness management process of complete aircraft;
 4. for approved organisations with less than or equal to 10 maintenance staff and are unable to meet the requirements of the above subparagraph 3, an alternative arrangement which is acceptable to the Director-General shall be provided; and
 5. (i) have successfully completed formal aeronautical maintenance training; and
(ii) have achieved the agreed standard in an examination and based upon the level of familiarisation of the systems and procedures in relation to the issue of Certificate of Maintenance Review.
- (b) Certificate of Maintenance Review signatories nominated by the HKAR-181 organisation can only be issued an authorisation by the HKAR-181 organisation when formally accepted by the quality manager after satisfactory completion of a maintenance review under supervision.
- (c) The HKAR-181 organisation shall ensure that Certificate of Maintenance Review signatories can demonstrate appropriate recent continuing maintenance review experience.
- (d) Certificate of Maintenance Review signatories shall be identified by listing each person in the CARRE together with their authorisation reference.
- (e) The HKAR-181 organisation shall maintain a record of all Certificate of Maintenance Review signatories, which shall include details of any appropriate qualification held together with a summary of relevant maintenance review experience and training and a copy of the authorisation. This record shall be retained until two years after the Certification of Maintenance Review signatory has left the HKAR-181 organisation.

HKAR 181.708 (Reserved)**HKAR 181.709 Documentation**

- (a) The HKAR-181 organisation shall have access to and use applicable current maintenance data for the performance of continuing airworthiness review tasks. This data may be provided by the owner or the operator, subject to an appropriate contract

being established with such an owner or operator. In such case, the HKAR-181 organisation only needs to keep such data for the duration of the contract, except when required by HKAR 181.714.

- (b) (Reserved)
- (c) The HKAR-181 organisation shall make available to the staff concerned the necessary technical data, e.g. CAD publications, approved manuals, specifications, data sheets and related literature appropriate to the scope of work for which approval is sought.
 - 1. The technical data shall consist of that issued from the manufacturers by way of maintenance manuals, Service Bulletins and other forms of continuing airworthiness information.
 - 2. It shall be the responsibility of the user to ensure that the documents and technical data concerned are amended and up to date.

HKAR 181.710 Airworthiness Review and Maintenance Review

- (a) To satisfy the requirement for the issue of Certificate of Maintenance Review and/or the recommendation for C of A renewal, a full documented review of the aircraft records shall be carried out by the HKAR-181 organisation in order to be satisfied that:
 - 1.^* airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;
 - 2.^ the flight manual, maintenance, overhaul and repair manuals, including their supplements, are applicable to the aircraft configuration and reflect the latest revision status;
 - 3.* all work accomplished since the last renewal of the Certificate of Airworthiness has been properly recorded;
 - 4.* details of major checks carried out since the last renewal of the Certificate of Airworthiness has been properly recorded;
 - 5.^* all the maintenance due on the aircraft according to the approved maintenance schedule has been carried out and properly recorded;
 - 6.^ all known defects have been corrected or, when applicable, carried forward in a controlled manner;
 - 7.^* all applicable airworthiness directives have been applied and properly registered;
 - 8.^* all applicable Airworthiness Notices have been complied with and recorded;

- 9.^* all modifications and repairs applied to the aircraft have been registered and are in compliance with HKAR-21;
 - 10.* such other requirements or instructions as approved by the Director-General relating to the maintenance of airworthiness have been carried out and recorded;
 - 11.* the applicable manufacturer's recommendations in Service Bulletins, Maintenance Manuals, Maintenance Planning Documents (MPD) or equivalent documents have been applied and recorded;
 - 12.^* all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;
 - 13.* all major component changes have been properly carried out and recorded;
 - 14.^ all maintenance has been properly released;
 - 15.^* the current Weight and Balance Report, which include the weight determination record, the weight and centre-of-gravity schedule and a list of the basic equipment, reflects the configuration of the aircraft and is valid;
 - 16.^* the aircraft complies with the latest revision of its type certificate approved by the Director-General;
 - 17.^ the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with HKAR-21;
 - 18.* the aircraft has been tested in flight and a flight test report has been produced as applicable; and
 - 19.^* valid Certificate of Maintenance Review (CMR) in place as applicable.
- (b)^* The airworthiness review staff or CMR signatory of the HKAR-181 organisation shall ensure a physical survey of the aircraft has been carried out.
- Note: A sample of 'Aircraft Physical Survey Checklist' is provided in Appendix 4 as guidance materials. HKAR-181 organisations may adopt the checklist in its entirety or apply similar principles in their aircraft survey system.
- (c)^* Through the physical survey of the aircraft, the airworthiness review staff or CMR signatory shall ensure that:
1. all required markings and placards are properly installed;
 2. the aircraft complies with its approved flight manual;

3. the aircraft configuration complies with the approved documentation;
 4. no evident defect can be found that has not been addressed; and
 5. no inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.
- (d)^* The airworthiness review and maintenance review shall be conducted between 14 and 30 days before the expiry date of the Certificate of Airworthiness such that the review pattern can be continued and to allow the physical review to be taken place in due course.
- (e)^ The form 'Recommendation for Certificate of Airworthiness Renewal' (refer to Appendix 1 of Section 4) can only be issued:
1. by airworthiness review staff appropriately authorised in accordance with HKAR 181.707A on behalf of the HKAR-181 organisation;
 2. when satisfied that the airworthiness review has been completely carried out and that there is no non-compliance which is known to endanger flight safety; and
 3. together with a copy of the Certificate of Maintenance Review (CMR) (refer to Appendix 2 of Section 4) as applicable.
- (f) (Reserved)
- (g)^ Airworthiness review tasks shall not be sub-contracted.
- (h)^ Should the outcome of the airworthiness review be inconclusive, the Director-General shall be informed as soon as practicable but in any case within 96 hours of the organisation identifying the condition to which the review relates.
- (i)* The Certificate of Maintenance Review (refer to Appendix 2 of Section 4) can only be issued:
1. by an authorised Certificate of Maintenance Review signatory;
 2. when maintenance has been carried out on the aircraft in accordance with the maintenance schedule approved for that aircraft;
 3. when inspections and modifications required by the Director-General have been completed as certified in the relevant certificate of release to service issued;
 4. when defects entered in the technical log of the aircraft have been rectified or the rectification thereof has been deferred; and
 5. certificates of release to service have been issued.

Note 1: ^ denotes items under the purview of Airworthiness Review.

Note 2: * denotes items under the purview of Maintenance Review.

Note 3: For those items under the purview of both Airworthiness Review and Maintenance Review, once the respective aircraft records have been reviewed by a CMR signatory the airworthiness review staff is then not required to do so again.

HKAR 181.711 Privileges of the Organisation

(a) (Reserved)

(b) A HKAR-181 organisation can:

1. (Reserved)
2. carry out airworthiness review and issue the 'Recommendation for Certificate of Airworthiness Renewal';
3. if approved, carry out maintenance review and issue the Certificate of Maintenance Review; and
4. date the renewed C of A.

(c) (Reserved)

HKAR 181.712 Quality System

(a) To ensure that the HKAR-181 organisation continues to meet the requirements of this HKAR-181, it shall establish a quality system and designate a quality manager to ensure independent compliance monitoring including compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the Accountable Manager to ensure corrective action as necessary.

(b) The quality system shall monitor HKAR-181 activities. It shall at least include the following functions:

1. monitoring that all HKAR-181 activities are being performed in accordance with the approved procedures; and
2. (Reserved)
3. monitoring the continued compliance with the requirements of this HKAR-181.

- (c) The records of these activities shall be stored for the duration of the approval.
- (d) (Reserved)
- (e) (Reserved)
- (f) (Reserved)

HKAR 181.713 Changes to the Approved HKAR-181 Organisation

- (a) In order to enable the Director-General to determine continued compliance with this HKAR-181, the HKAR-181 organisation shall notify the Director-General of any proposal to carry out any of the following changes, before such changes take place:
 - 1. the name of the organisation;
 - 2. the main location of the organisation;
 - 3. additional location(s) of the organisation;
 - 4. the Accountable Manager;
 - 5. the quality manager; and
 - 6. the facilities, procedures, work scope and staff that could affect the approval.
- (b) In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

HKAR 181.714 Record-keeping

- (a) (Reserved)
- (b) (Reserved)
- (c) (Reserved)
- (d) The HKAR-181 organisation shall retain a copy of each recommendation issued, with all supporting documents, until two years after the aircraft has been permanently withdrawn from service.
- (e) The records shall be stored in a manner that ensures protection from damage, alteration and theft.

- (f) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
- (g) (Reserved)
- (h) Where a HKAR-181 organisation terminates its operation, all retained records shall be transferred to the owner or operator of the aircraft.

HKAR 181.715 Continued Validity of Approval

- (a) An approval shall be issued for a validity of two years. It shall remain valid subject to:
 - 1. the organisation remaining in compliance with this HKAR-181;
 - 2. the Director-General being granted access to the organisation to determine continued compliance with this HKAR-181; and
 - 3. the approval not being surrendered or revoked.
- (b) No HKAR-181 approval may be transferred at any time.
- (c) The Director-General may revoke, limit or temporarily suspend a HKAR-181 approval if the HKAR-181 organisation:
 - 1. has requested in writing that the approval be suspended or revoked;
 - 2. has not properly performed its duties;
 - 3. no longer needs the approval; or
 - 4. no longer meets the qualifications required to perform approved activities.
- (d) Upon surrender or revocation, the approval certificate shall be returned to the Director-General.

HKAR 181.716 Findings

- (a) When objective evidence is found showing non-compliance of a HKAR-181 organisation with the applicable requirements of HKAR-181, the finding shall be classified as follows:
 - 1. a level one finding is any significant non-compliance with HKAR-181 requirements which lowers the safety standard and hazards seriously the flight safety; or

2. a level two finding is any non-compliance with HKAR-181 which is not classified as level one.
- (b) An observation is any item where it has been identified, by objective evidence, to contain potential problems that could lead to a non-compliance under paragraph (a).
- (c) After receipt of notification of findings/observations under the applicable administrative procedures established by the Director-General,
1. in the case of a level one finding, the HKAR-181 organisation shall demonstrate corrective action to the satisfaction of the Director-General within a period of no more than 21 working days after written confirmation of the finding;
 2. in the case of a level two finding, the corrective action period granted by the Director-General shall be appropriate to the nature of the finding but in any case initially shall not be more than three months. In certain circumstances and subject to the nature of the finding the Director-General may extend the three months period subject to a satisfactory corrective action plan agreed by the Director-General; and
 3. an observation shall not require immediate action by the HKAR-181 organisation.
- (d) In the case of level one or level two findings, the HKAR-181 organisation may be subject to a partial or full suspension or revocation under the applicable administrative procedures established by the Director-General. The HKAR-181 organisation shall provide confirmation of receipt of the notice of suspension or revocation of the HKAR-181 Approval in a timely manner.

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SECTION 2 - ACCEPTABLE MEANS OF COMPLIANCE (AMC)**1** *GENERAL*

- 1.1 This Section contains Acceptable Means of Compliance that has been agreed by the Director-General for inclusion in HKAR-181.
- 1.2 Where a particular HKAR-181 paragraph does not have an Acceptable Means of Compliance, it is considered that no supplementary material is required.

2 *PRESENTATION*

- 2.1 Each page being identified by the date of issue and the issue number under which it is issued.
- 2.2 A numbering system has been used in which the Acceptable Means of Compliance uses the same number as the HKAR-181 paragraph to which it refers. The number is introduced by the letters AMC to distinguish the material from the HKAR itself.
- 2.3 The acronym AMC also indicates the nature of the material and for this purpose the material is defined as follows:

Acceptable Means of Compliance (AMC) illustrates a means, or several alternative means, but not necessarily the only possible means by which a requirement can be met.
- 2.4 Explanatory Notes not forming part of the AMC text appear in a smaller typeface.
- 2.5 New, amended or corrected text is indicated by a marginal line.

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SUBPART A GENERAL

There are no AMC items for this Subpart.

SUBPART B ACCOUNTABILITY

**AMC 181.202(a)
Occurrence Reporting**

1. Accountable persons or organisations should liaise with the owner or operator of the aircraft and ensure that the type certificate (TC) holder receives adequate reports of occurrences for that aircraft type, to enable it to issue appropriate service instructions and recommendations to all owners or operators.
2. Liaison with the TC holder is recommended to establish whether published or proposed service information will resolve the problem or to obtain a solution to a particular problem.

**AMC 181.202(b)
Occurrence Reporting**

1. The occurrence report should be made on CAD form DCA 201.

SUBPART C PROCEDURES**AMC 181.702****Application**

1. Application should be made on CAD form DCA 565 (CAD Form 181-1).

AMC 181.704**Certificate of Airworthiness Renewal Recommendation Exposition (CARRE)**

1. The purpose of the CARRE is to set forth the procedures, means and methods of the HKAR-181 organisation. Compliance with its contents will assure compliance with HKAR-181 requirements.
2. A CARRE should comprise:
 - Part 0 General Organisation
 - Part 1 Management
 - Part 2 Quality System
 - Part 3 Airworthiness Review Procedures and Issue of 'Recommendation for Certificate of Airworthiness Renewal'
 - Part 4 Maintenance Review Procedures and Issue of Certificate of Maintenance Review (optional)
 - Part 5 Appendices
3. Personnel should be familiar with those parts of the exposition that are relevant to their tasks.
4. The HKAR-181 organisation should specify in the exposition who is responsible for the amendment of the document.
5. Unless otherwise agreed by the Director-General, the person responsible for the management of the quality system should be responsible for monitoring and amending the exposition, including associated procedures manuals, and the submission of proposed amendments to the Director-General. The Director-General may agree a procedure, which will be stated in the amendment control section of the exposition, defining the class of amendments which can be incorporated without the prior consent of the Director-General.
6. The CARRE should be made available to the Director-General in a form acceptable to the Director-General.

- 7. Part 0 “General Organisation” of the CARRE should include a corporate commitment by the HKAR-181 organisation, signed by the Accountable Manager confirming that the CARRE and any associated manuals define the organisation compliance and will be complied with at all times.
- 8. The Accountable Manager’s exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent:

“This exposition defines the organisation and procedures upon which the HKAR-181 Approval is based. These procedures are approved by the undersigned and should be complied with, as applicable, when work/orders are being progressed under the terms of the HKAR-181 approval.

It is accepted that these procedures do not override the necessity of complying with the Air Navigation (Hong Kong) Order 1995 [AN(HK)O] or any new or amended requirements published or adopted by the Director-General of Civil Aviation (the Director-General) from time to time where the AN(HK)O or these new or amended requirements are in conflict with these procedures.

It is understood that the Director-General will approve this organisation whilst the Director-General is satisfied that the procedures are being followed and the work standard is maintained. It is further understood that the Director-General reserves the right to suspend, limit or revoke the HKAR-181 approval of the organisation if the Director-General has evidence that procedures are not followed or standards not upheld.

Signed Dated

Accountable Manager and(quote position).....

For and on behalf of(quote organisation’s name).....”

- 9. Whenever the Accountable Manager is changed it is important to ensure that the new Accountable Manager signs the paragraph 8 statement at the earliest opportunity as part of the acceptance by the Director-General. Failure to carry out this action could invalidates the HKAR-181 approval.
- 10. When a HKAR-181 organisation is approved against any other Hong Kong Aviation Requirement containing a requirement for an exposition, a supplement covering the differences will suffice to meet the requirements except that the supplement should have an index showing where those parts missing from the supplement are covered.

AMC 181.705**Facilities**

1. Office accommodation should be such that the incumbents, whether they be continuing airworthiness review, planning, technical records or quality staff, can carry out their designated tasks in a manner that contributes to good standards. In the smaller HKAR-181 organisations, the Director-General may agree to these tasks being conducted from one office subject to being satisfied that there is sufficient space and that each task can be carried out without undue disturbance. Office accommodation should also include an adequate technical library and room for document consultation.

AMC 181.706

(Reserved)

AMC 181.706(a)**Personnel Requirements**

1. Accountable Manager is normally intended to mean the Chief Executive Officer of the HKAR-181 organisation, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The Accountable Manager may be the Accountable Manager for more than one organisation and is not required to be knowledgeable on technical matters. When the Accountable Manager is not the Chief Executive Officer, the Director-General will need to be assured that such an Accountable Manager has direct access to the Chief Executive Officer and has a sufficiency of continuing airworthiness funding allocation. The Accountable Manager should submit his/her credentials on CAD form DCA 192 (CAD Form Four) to the Director-General for acceptance.

AMC 181.706(c)**Personnel Requirements**

1. The person or group of persons should represent the continuing airworthiness review structure of the organisation and be responsible for all continuing airworthiness functions. Dependent on the size of the operation and the organisational setup, the continuing airworthiness functions may be divided under individual managers or combined in nearly any number of ways. However, if a quality system is in place it should be independent from the other functions. The person or group of persons, as appropriate, should submit the credentials on CAD form DCA 192 (CAD Form Four) to the Director-General for acceptance.
2. The quality manager should have direct access to the Accountable Manager. He or she

is responsible for ensuring independent compliance monitoring including compliance with the regulations and applicable requirements and requesting remedial actions as necessary by the Accountable Manager or other staff in the organisation as appropriate. The quality manager should submit his/her credentials on CAD form DCA 192 (CAD Form Four) to the Director-General for acceptance.

3. The quality manager should have auditing and management experience. This experience should enable the quality manager to manage the quality assurance activities effectively. The quality manager should satisfy the following criteria:
 - (a) have a responsible position in quality system;
 - (b) have at least four years auditing experience in aviation industry; and
 - (c) have successfully completed the Hong Kong Airworthiness Course and company procedures training.

AMC 181.706(e)

(Reserved)

AMC 181.706(f)

Personnel Requirements

1. The actual number of persons to be employed and their necessary qualifications is dependent upon the tasks to be performed and thus dependent on the size and complexity of the organisation. Consequently, the number of persons needed, and their qualifications may differ greatly from one organisation to another and a simple formula covering the whole range of possibilities is not feasible.
2. To enable the Director-General to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of manhours and the qualifications needed to perform the tasks. With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated.

AMC 181.706(g)

Personnel Requirements

1. Nominated person or group of persons, except the quality manager who should follow paragraph 2 of AMC 181.706(c), should have:

- (a) practical experience and expertise in the application of aviation safety standards and safe operating practices;
- (b) five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position;
- (c) a relevant engineering degree or an aircraft maintenance licence qualification with additional education acceptable to the Director-General. ‘relevant engineering degree’ means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;

The above recommendation may be replaced by five years of experience additional to those already recommended by paragraph 1(b) above. These five years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.

- (d) have successfully completed company procedures training;
- (e) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to HKAR-66 Level 1 General Familiarisation and could be imparted by a HKAR-147 organisation, by the manufacturer, or by any other organisation accepted by the Director-General;

“Relevant sample” means that these courses should cover typical aircraft systems.

The formalised training courses may be replaced by demonstration of knowledge. This knowledge may be demonstrated by documented evidence or by an assessment performed by the quality manager of the HKAR-181 organisation in accordance with an internal procedure. This assessment should be recorded.

- (f) knowledge of maintenance methods; and
- (g) knowledge of applicable regulations.

AMC 181.706(i)

(Reserved)

**AMC 181.706(k)
Personnel Requirements**

1. Adequate initial and recurrent training should be provided and recorded to ensure continued competence.

**AMC 181.707A
Airworthiness Review Staff**

1. Airworthiness review staff are required if the HKAR-181 organisation wants to be granted the privilege of performing airworthiness review in accordance with HKAR 181.711(b).
2. “experience in continuing airworthiness” means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management/review (engineering) and/or surveillance of such tasks.
3. A person qualified to paragraph 1(c) of AMC 181.706(g) should be considered as holding the equivalent to an engineering degree.
4. An appropriate licence in compliance with HKAR-66 is any one of the following:
 - (a) a category B1 licence in the subcategory of the aircraft reviewed;
 - (b) a category B2/B2* or C licence; or
 - (c) in the case of piston-engined non-pressurised aeroplanes of 2,000 kg MTWA or below, a category B3 licence.
5. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.
 - (a) Independence from the airworthiness management process may be achieved, among other ways, by:
 - (i) being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific model line, while being involved in the airworthiness management of a different model line;
 - (ii) for HKAR-181 organisations with HKAR-145 approval, nominating maintenance personnel from their HKAR-145 organisation as airworthiness

review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests; or

- (iii) nominating as airworthiness review staff personnel from the quality department of the HKAR-181 organisation.
- (b) Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, by:
- (i) nominating the Accountable Manager or the nominated post holder(s) as airworthiness review staff;
 - (ii) being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process; or
 - (iii) in the case of one-man organisations, nominating the only person, who always has overall authority, as airworthiness review staff.

AMC 181.707A(a)1

Airworthiness Review Staff

1. For airworthiness review staff who are working on aircraft issued with Certificate of Airworthiness in Transport category, formal aeronautical maintenance training means training supported by evidence on the following subjects:

- (a) relevant parts of initial and continuing airworthiness regulations;
- (b) relevant parts of company procedures;
- (c) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to HKAR-66 Level 1 General Familiarisation and could be imparted by a HKAR-147 organisation, by the manufacturer, or by any other organisation acceptable to the Director-General; and

Note 1: "Relevant sample" means that these courses should cover typical aircraft systems.

Note 2: For aircraft type with MTWA less than 2730 kg, AMC 181.707A(a)2 should be referred to.

- (d) maintenance standard.

AMC 181.707A(a)2
Airworthiness Review Staff

1. For airworthiness review staff who are working on aircraft issued with Certificate of Airworthiness in other than Transport Category:
 - (a) “experience in continuing airworthiness” can be full-time or part-time, either as professional or on a voluntary basis;
 - (b) “appropriate aeronautical maintenance training” means demonstrated knowledge of the following subjects:
 - (i) relevant parts of initial and continuing airworthiness regulations;
 - (ii) relevant parts of company procedures;
 - (iii) knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to HKAR-66 Level 1 General Familiarisation and could be imparted by a HKAR-147 organisation, by the manufacturer, or by any other organisation acceptable to the Director-General; and

Note: “Relevant sample” means that the training and/or work experience should cover typical aircraft systems.
 - (iv) maintenance standard.
- (c) This knowledge may be demonstrated by documented evidence or by an assessment performed by the Director-General or by other airworthiness review staff already authorised within the organisation in accordance with approved procedures. This assessment should be recorded.

AMC 181.707A(c)
Airworthiness Review Staff

1. In order to keep the validity of authorisation of the airworthiness review staff, the airworthiness review staff should have conducted at least one airworthiness review in the last 24-month period.
2. In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of another currently valid authorised airworthiness review staff of the concerned HKAR-181 organisation in accordance with an approved procedure.

AMC 181.707A(e)
Airworthiness Review Staff

1. The minimum content of the airworthiness review staff record should be:
 - (a) name;
 - (b) date of birth;
 - (c) basic education;
 - (d) experience;
 - (e) engineering degree and/or HKAR-66 qualification and/or other maintenance personnel qualification recognised by the Director-General;
 - (f) initial training received;
 - (g) type of training received;
 - (h) continuation training received in every two years;
 - (i) experience in continuing airworthiness and within the organisation;
 - (j) responsibilities of current role in the organisation; and
 - (k) copy of the authorisation.

AMC 181.707B(a)1
Certificate of Maintenance Review Signatory

1. Subcategories of B1 mean B1.1 Aeroplanes Turbine, B1.2 Aeroplanes Piston, B1.3 Helicopters Turbine and B1.4 Helicopters Piston. For B2/B2* and C licences where there are no subcategories, the holder should also have endorsed a type rating on an aircraft in the same group i.e. aeroplane piston engines, aeroplane turbine engines, helicopter piston engines or helicopter turbine engines.
2. If the CMR signatory has obtained an aircraft type-rated HKAR-66 subcategory B1.1 or B1.3 or category B2/B2* licence and exercised the privileges of issuing CMR, then he/she is also qualified to issue CMR for other aircraft types in the same subcategory B1.1 or B1.3 or category B2/B2* licence, provided they have completed respective aircraft type training of at least the HKAR-66 Level 1 General Familiarisation standard.
3. In the case of a B1, B2/B2* licence with limitations, the licence must be at least dual trade as per HKAR-66. For example, a B1 licence with a limitation on electrical power but includes airframes and engines privileges is acceptable. A B1 licence that only includes engines but has no privileges on airframe and electrical power is not acceptable.

**AMC 181.707B(a)2
Certificate of Maintenance Review Signatory**

1. The experience gained should include a broad range of appropriate continuing airworthiness related activities e.g. review of the accomplishment of: pre-flight inspections, rectification or deferral of defects in accordance with Minimum Equipment List / Configuration Deviation List, maintenance tasks per approved maintenance schedule, Airworthiness Directives, modifications, repairs and flight tests when necessary; and also analysis of the effectiveness of approved maintenance schedule etc.
2. Quality department staff may gain experience through carrying out relevant audits and product samplings.

**AMC 181.707B(a)3
Certificate of Maintenance Review Signatory**

1. The following personnel are acceptable:
 - (a) Accountable Manager or the nominated post holder(s) for continuing airworthiness;
 - (b) a person independent of the continuing airworthiness management process for the aircraft under review, such as technical services department staff who have airworthiness review responsibilities for a different fleet of aeroplanes or helicopters compared to the type(s) for which they are normally involved;
 - (c) the person having the overall management responsibility for the department that undertakes the continuing airworthiness management tasks;
 - (d) quality department staff may be eligible provided they do not carry out audits on any airworthiness review process that they have been involved in, and neither perform an aircraft survey nor carry out a product audit on that aircraft within the last 28 days before the date of the review; or
 - (e) maintenance personnel of a HKAR-145 approved maintenance organisations may be nominated as airworthiness review staff as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft since the last airworthiness review to avoid possible conflicts of interest.

Note: Compilation of compliance reports for airworthiness documents, such as Airworthiness Directives and Airworthiness Notices etc., does not count as a continuing airworthiness management process.

AMC 181.707B(a)4
Certificate of Maintenance Review Signatory

1. The following arrangements are acceptable to the Director-General:
 - (a) the person shall not have been involved in the release to service of that particular aircraft within the last 28 days before the date of review;
 - (b) independence shall be achieved through dedicated procedural arrangement. The review can be conducted by two authorised persons so that one reviews the work involved the other but not his/her own. In such case, the Certificate of Maintenance Review shall be signed by the two authorised persons concerned and the work certified by each individual shall be clearly identified on the Certificate; or
 - (c) contract out the issue of Certificate of Maintenance Review.

AMC 181.707B(a)5(i)
Certificate of Maintenance Review Signatory

1. Formal aeronautical maintenance training means training supported by evidence addressing the following subjects:
 - (a) relevant parts of initial and continuing airworthiness regulations;
 - (b) relevant parts of company procedures, if applicable; and
 - (c) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. The level of these courses should be at least equivalent to the HKAR-66 Level 1 General Familiarisation standard.

Note: 'Relevant sample' means that the courses should cover typical aircraft systems.

AMC 181.707B(a)5(ii)
Certificate of Maintenance Review Signatory

1. Systems and procedures in relation to the issue of Certificate of Maintenance Review include:
 - (a) legislation and requirement for the issue of Certificate of Maintenance Review and the responsibilities of a signatory of the Certificate of Maintenance Review;
 - (b) the form and implementation of the Approved Maintenance Schedule for the type of aircraft concerned;

- (c) the details of the systems and procedures contained in the organisation exposition and the associated documents, together with the requirements of the organisation for their implementation;
- (d) the maintenance support systems which are related to continuing airworthiness, e.g. reliability programmes, defect control, production control, development engineering, training, certification authority and modification control;
- (e) the form and use of the aircraft Technical Log, deferred defect log, fuel and instrument log, and the Minimum Equipment List; and
- (f) the form and implementation of mandatory inspections / modifications for the type of aircraft reviewed.

AMC 181.707B(c) Certificate of Maintenance Review Signatory

1. In order to keep the validity of authorisation of the Certificate of Maintenance Review signatory, the maintenance review staff should have conducted at least one maintenance review in the last 24-month period.
2. In order to restore the validity of authorisation of the signatory, the maintenance review staff should conduct at a satisfactory level a maintenance review under the supervision of another maintenance review staff (who has valid authorisation as Certificate of Maintenance Review signatory) of the concerned HKAR-181 organisation in accordance with an approved procedure.

AMC 181.707B(e) Certificate of Maintenance Review Signatory

1. The minimum content of the Certificate of Maintenance Review signatory record should be:
 - (a) name;
 - (b) date of birth;
 - (c) basic education;
 - (d) experience;
 - (e) engineering degree and/or HKAR-66 qualification and/or other maintenance personnel qualification recognised by the Director-General;
 - (f) initial training received;

- (g) type of training received;
- (h) continuation training received in every two years;
- (i) experience in continuing airworthiness and within the organisation;
- (j) responsibilities of current role in the organisation; and
- (k) copy of the authorisation.

AMC 181.708(b)(3)

(Reserved)

AMC 181.708(c)

(Reserved)

**AMC 181.709
Documentation**

1. When using maintenance data provided by the owner or operator, the HKAR-181 organisation is responsible for ensuring that this data is current. As a consequence, it should establish appropriate procedures or provisions in the contract with the owner or operator.

**AMC 181.710(a)
Airworthiness Review and Maintenance Review**

1. A full documented review is a check of at least the following categories of documents:
 - (a) registration papers;
 - (b) aircraft continuing airworthiness record;
 - (c) operator's technical log;
 - (d) list of deferred defects, minimum equipment list and configuration deviation list if applicable;
 - (e) aircraft flight manual including aircraft configuration;
 - (f) aircraft maintenance programme;
 - (g) maintenance data;
 - (h) relevant work packages;

- (i) Airworthiness Directives status;
- (j) modification and Service Bulletin status;
- (k) modification and repair approval sheets;
- (l) list of service life limited component;
- (m) relevant CAD Form One or equivalent;
- (n) weight and balance report;
- (o) aircraft, engine and propeller Type Certificate Data Sheets;
- (p) Airworthiness Notices compliance status;
- (q) flight test reports, as applicable; and
- (r) aircraft inspection report.

As a minimum, sample checks within each document category should be carried out.

2. The HKAR-181 organisation should develop procedures for the airworthiness review staff to produce an aircraft report that confirms the above have been reviewed.
3. If the privilege of issuing Certificate of Maintenance Review is granted, the HKAR-181 organisation should develop procedures for the Certificate of Maintenance Review signatories to issue such certificate.

AMC 181.710(b) and (c)

Airworthiness Review and Maintenance Review

1. The physical survey could require actions categorised as maintenance. If this is the case, at the end of the physical survey, a release to service for the maintenance actions should be issued.
2. When the airworthiness review staff are not appropriately qualified to HKAR-66 in order to release such maintenance, They shall be assisted by such qualified personnel. However, the function of such HKAR-66 personnel is limited to perform and release the maintenance actions requested by the airworthiness review staff, it is not being their function to perform the physical survey of the aircraft. As stated in HKAR 181.710(b), the airworthiness review staff should ensure the physical survey of the aircraft has been carried out, and this survey includes the verification that no inconsistencies can be found between the aircraft and the documented review of records.
3. The HKAR-181 organisation should develop procedures for the airworthiness review staff to produce an aircraft report that confirms the physical survey has been carried out and found satisfactory.

4. To ensure compliance the physical survey may include relevant sample checks of items.

AMC 181.710(d)**Airworthiness Review and Maintenance Review**

1. “the airworthiness review pattern can be continued” means that the new expiration date is set up one year after the previous expiration date.

AMC 181.710(e)**Airworthiness Review and Maintenance Review**

1. A copy of the aircraft report and ‘Recommendation for Certificate of Airworthiness Renewal’, should be sent to the Director-General within three working days after the C of A has been dated for renewal.

AMC 181.711(a)(3)

(Reserved)

AMC 181.711(b)**Privileges of the Organisation**

1. (Reserved)
2. The important issue in relation to maintaining the organisation approval is whether the organisation continuously fulfils all the HKAR-181 requirements (facilities, documentation, qualified personnel, quality system, etc.).

AMC 181.711(c)

(Reserved)

AMC 181.712(a)**Quality System**

1. Procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all employees to report any difficulties with the procedures via their organisation’s internal occurrence reporting mechanisms.

2. All procedures, and changes to the procedures, should be verified and validated before use where practicable.
3. The feedback part of the system should address who is required to rectify any non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should lead to the Accountable Manager specified in HKAR 181.706.
4. The independent quality audit reports referenced in AMC 181.712(b) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the quality auditor of such rectification.
5. The Accountable Manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day-to-day basis to the quality manager subject to the Accountable Manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.

AMC 181.712(b) Quality System

1. The primary objectives of the quality system are to enable the HKAR-181 organisation to ensure airworthy aircraft and to remain in compliance.
2. An essential element of the quality system is the independent audit.
3. The independent audit is an objective process of routine sample checks of all aspects of the HKAR-181 organisation's ability to exercise the granted privileges to the required standards. It includes some product sampling as this is the end result of the process.
4. The independent audit represents an objective overview of the complete airworthiness review related activities.
5. The independent audit should ensure that all aspects of HKAR-181 compliance are checked annually and may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert

back to annual interval for the particular procedure.

6. Where the organisation has more than one location approved the quality system should describe how these are integrated into the system and include a plan to audit each location every year.
7. A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
8. The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked.
9. An organisation should establish a quality plan acceptable to the Director-General to show when and how often the activities as required by HKAR-181 will be audited.

AMC 181.712(f)

(Reserved)

AMC 181.713

(Reserved)

AMC 181.714

Record-keeping

1. The system to keep the airworthiness review and maintenance review records should be described in the CARRE.
2. (Reserved)
3. Keeping airworthiness review and maintenance review records in a form acceptable to the Director-General means in paper form or on a computer database or a combination of both methods. Records stored in electronic format are also acceptable. The record should remain legible throughout the required retention period.
4. Paper systems should use robust material which can withstand normal handling and filing.
5. Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

6. Storage of airworthiness review records in electronic format can be carried out at any time. The records should be as legible as the original record and remain so for the required retention period.

SECTION 3 - GUIDANCE MATERIAL (GM)**1** *GENERAL*

- 1.1 This Section contains Guidance Material that has been agreed by the Director-General for inclusion in HKAR-181.
- 1.2 Where a particular HKAR-181 paragraph does not have a Guidance Material, it is considered that no supplementary material is required.

2 *PRESENTATION*

- 2.1 Each page being identified by the date of issue and the issue number under which it is issued.
- 2.2 A numbering system has been used in which the Guidance Material uses the same number as the HKAR-181 paragraph to which it refers. The number is introduced by the letters GM to distinguish the material from the HKAR itself.
- 2.3 The acronym GM also indicates the nature of the material and for this purpose the material is defined as follows:

Guidance Material (GM) helps to illustrate the meaning of a specification or requirement.
- 2.4 Explanatory Notes not forming part of the GM text appear in a smaller typeface.
- 2.5 New, amended or corrected text is indicated by a marginal line.

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SUBPART A GENERAL

There are no GM items associated with this Subpart.

(SUBPART B)

(RESERVED FOR 'ACCOUNTABILITY')

SUBPART C PROCEDURES

GM 181.704

Certificate of Airworthiness Renewal Recommendation Exposition (CARRE)

1. Table of Content

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Part 2	Quality System
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2.4	Monitoring of activities in relation to the issue of Certificate of Maintenance Review (optional)
2.5	Quality audit personnel
Part 3	Airworthiness Review Procedures and Issue of 'Recommendation for Certificate of Airworthiness Renewal'
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3.2	Review of aircraft records
3.3	Physical survey and aircraft inspection report
3.4	Communication with the Director-General for the issue of 'Recommendation for Certificate of Airworthiness Renewal'
3.5	Issue of 'Recommendation for Certificate of Airworthiness Renewal'
3.6	Airworthiness review records, responsibilities, retention and access
Part 4	Maintenance Review Procedures and Issue of Certificate of Maintenance Review (optional)
4.1	Certificate Maintenance Review signatory
4.2	Review of aircraft records
4.3	Physical survey and aircraft inspection report
4.4	Issue of Certificate of Maintenance Review

4.5	Maintenance review records, responsibilities, retention and access
Part 5	Appendices
Appendix 1	Sample of 'Recommendation for Certificate of Airworthiness Renewal'
Appendix 2	Sample of Certificate of Maintenance Review

GM 181.706(a)**Personnel requirements**

1. The accountable manager should have corporate authority and financial resources for ensuring that all activities are carried out to the required standard. This function may be carried out by the chief executive officer or by another person in the organisation, nominated by the chief executive officer to fulfil the function provided his or her position and authority in the organisation permits to discharge the attached responsibilities. The accountable manager is accepted by the Director-General via CAD Form Four.

GM 181.709**Documentation**

1. Airworthiness review and maintenance review requirements are established in HKAR 181.710 and the requirements for the corresponding record retention are contained in HKAR 181.714.

GM 181.710**Airworthiness Review and Maintenance Review**

1. The following is a summary of the requirements contained in HKAR 181.710 as well as the associated AMCs and Appendices, in relation to the responsibilities of the airworthiness review staff:
 - (a) Airworthiness review and maintenance review staff are responsible for performing the document review and ensuring the physical survey is carried out.
 - (b) Procedures must be established by the HKAR-181 organisation in order to perform the airworthiness review, including the depth of samplings.
 - (c) Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth contained in the CARRE if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with HKAR-181 and is airworthy, and the organisation must ensure that no

pressure or restrictions are imposed on the airworthiness review staff when performing their duty.

(d) An aircraft report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review. The aircraft report should include the following information as a minimum:

(i) compliance with airworthiness procedures;

(ii) flight test for C of A renewal, as applicable:

- approved test pilot;
- flight test report & certificate; and
- approved flight test schedule for C of A renewal;

(iii) Aircraft Manuals:

- Aircraft Flight Manual including aircraft configuration;
- placard / marking;
- Instructions for Continued Airworthiness (ICA) and relevant work packages;
- operator's technical log;
- list of deferred defects;
- MMEL / MEL / CDL;
- weight and centre-of-gravity schedule; and
- aircraft and engine TCDSs;

(iv) continued airworthiness:

- Airworthiness Directives status;
- modification and service bulletin status;
- list of service life limited components and the relevant CRSs;
- maintenance schedule; and

- Airworthiness Limitations;
- (v) aircraft inspection; and
- (vi) appendices:
- compliance matrix for HKAR-1 ‘Airworthiness Procedures’, as applicable;
 - compliance matrix for Airworthiness Notices;
 - referenced documents.
- (e) (Reserved)
- (f) The issuance of the ‘Recommendation for Certificate of Airworthiness Renewal’ by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staff are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.
- (g) It is the responsibility of the owner or operator to ensure that the aircraft is fully airworthy at any time.

GM 181.710(h)

(Reserved)

GM 181.715**Continued Validity of Approval**

1. The HKAR-181 organisation must apply for renewal five months prior to expiry of the existing approval to ensure there is no break in the approval. The application should include:
 - (a) a covering letter; and
 - (b) form DCA 567 (CAD Form 181-3) ‘Application for Renewal of HKAR-181 Approval’.

APPENDIX 1

Sample of 'Recommendation for Certificate of Airworthiness Renewal'

1. CIVIL AVIATION DEPARTMENT HONG KONG, CHINA		2. RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS RENEWAL		3. Recommendation Ref. No.:	
5. Approved Organisation Name and Address:		6. Aircraft Registered Owner:		4. Previous Recommendation Ref. No.: (if applicable)	
8. Nationality and Reg. Marks: B-		9. Manufacturer and Manufacturer's Designation of Aircraft:		7. HKAR-181 Approval No.:	
11. Category:		<input type="checkbox"/> Transport (Passenger) <input type="checkbox"/> Transport (Cargo) <input type="checkbox"/> Aerial Work <input type="checkbox"/> Private		10. Aircraft S/N:	
12. List of Data:					
No.	Title	Document No.	Issue/Rev.	Date: (D/M/Y)	
a.	<input type="checkbox"/> Certificate of Maintenance Review				
b.	<input type="checkbox"/> Aircraft Report				
c.					
13. Recommendation:					
<p>As directed by the Director-General and in accordance with the HKAR-181 requirement, an airworthiness review on the aircraft as mentioned above has been performed and the aircraft is considered airworthy at the time of the review.</p> <p>A recommendation is hereby made for renewal of the Certificate of Airworthiness.</p> <p>Note: After the 'Date of issue' has been entered by the operator or HKAR-181 approved organisation, a copy of it shall be provided to CAD for record within three working days.</p>					
Printed Name:		Position in Company:		Signature:	
14. For CAD Use Only:					
Certificate of Airworthiness (No. _____) is issued by: _____ (Name of Officer) on: _____ (d/m/y)			A copy of the dated Certificate of Airworthiness is received and filed by: _____ (Name of Officer) on: _____ (d/m/y)		

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APPENDIX 2

Sample of 'Certificate of Maintenance Review' (CMR)

CERTIFICATE OF MAINTENANCE REVIEW

Aircraft Type:

Aircraft Registration:

Certified that a maintenance review of this aircraft and such of its equipment as is necessary for its airworthiness has been carried out in accordance with the requirements of the Air Navigation (Hong Kong) Order 1995 for the time being in force.

Date of issue: (d/m/y) Date of expiry: (d/m/y)
(Next maintenance review due date)

Name: Signed:

Authorisation No.: Authorisation Stamp *(if applicable)*:

Company Name:

CAD Approval Reference No.:

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APPENDIX 3

**Sample of ‘Certificate of Airworthiness Renewal Recommendation Exposition’
(CARRE)**

Note: This appendix identifies the content and arrangement of a ‘CARRE’. Additional information, procedures, and entries are subject to review and approval by the Director-General. Within each part, sample language that is acceptable for use by any HKAR-181 Approval holder is shown in regular case. *Clarifying or explanatory text is provided in italics.*

[COMPANY NAME]

[HKAR-181 APPROVAL NUMBER]

[COMPANY ADDRESS]

**CERTIFICATE OF AIRWORTHINESS RENEWAL RECOMMENDATION
EXPOSITION**

[‘CARRE’ REF. NO. & REVISION NO.]

[DATE]

PART 0 GENERAL ORGANISATION

- 0.1 Corporate commitment by the Accountable Manager
- 0.2 General information
(This paragraph should:
- a) describe broadly how the whole organisation is organised under the management of the Accountable Manager, and should refer to the organisation chart of paragraph 1.2 ;*
 - b) specify the scope of work; and*
 - c) give broad information on the types of operations such as airlines, aircraft maintenance organisation, etc.)*
- 0.3 Procedure to notify the Director-General of changes to the organisation's activities/approval/location/personnel
(This paragraph should explain in which occasion the company should inform the Director-General prior to incorporating the proposed changes.)
- 0.4 Procedure to amend the exposition
(This paragraph should explain who is responsible for the amendment of the exposition and its submission to the Director-General for approval. This may include, if agreed by the Director-General, the possibility for the approved organisation to approve internally minor amendments that have no impact on the approval held. The paragraph should then specify what types of amendments are considered minor and major, and what the approval procedures for both cases are.)

PART 1 MANAGEMENT

- 1.1 Management personnel
(This paragraph should:
- a) address the duties and responsibilities of the Accountable Manager, nominated persons and any other management personnel;*
 - b) give broad figures to show that the number of people assigned to the performance of the approved airworthiness review and maintenance review (if applicable) activities is adequate; and*
 - c) show that the training and qualification standards for the personnel mentioned above are consistent with the size and complexity of the organisation.)*
- 1.2 Management organisation chart
(The chart should provide an understanding of the company's senior management structure.)

PART 2 QUALITY SYSTEM

2.1 Quality policy

(This paragraph should include a formal quality policy statement, that is a commitment to what the quality system is intended to achieve. It should include as a minimum the monitoring compliance with HKAR-181.)

2.2 Quality audit plan and audit procedure

(This paragraph should:

- a) show how the quality audit plan is established. The quality audit plan will consist of a quality audit and sampling schedule that should cover all the areas specific to HKAR-181 in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified;*
- b) be sufficiently detailed to address all the steps of an audit from preparation to conclusion; it should show the audit report format and explain the rules for the distribution of audit reports in the organisation (e.g. involvement of the quality manager, Accountable Manager, nominated post holder(s), etc.); and*
- c) explain what system is put in place in order to ensure that the corrective actions are implemented on time and that the results of the corrective actions meet the intended purposes. For instance, where this system consists in periodical corrective actions review, instructions should be given on how such reviews should be conducted and what should be evaluated.)*

2.3 Monitoring of airworthiness review activities

(This paragraph should describe a procedure to periodically review the activities of the airworthiness review staff and how they fulfil the requirements on their duties and responsibilities.)

2.4 Monitoring of activities in relation to the issue of Certificate of Maintenance Review (optional)

(This paragraph should describe a procedure to periodically review the activities of the Certificate of Maintenance Review signatories and how they fulfil their responsibilities.)

2.5 Quality audit personnel

(This paragraph should describe the required training and qualification standards for auditors. It should be emphasised that auditors must not be directly involved in the activities they are auditing.)

PART 3 AIRWORTHINESS REVIEW PROCEDURES AND ISSUE OF 'RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS RENEWAL'

3.1 Airworthiness review staff

(This paragraph should describe the working procedure for the assessment of the

airworthiness review staff. The assessment should address experience, qualification, training, etc. A description should be given regarding the issue of authorisations for the airworthiness review staff and how records are kept and maintained. A list of the qualified airworthiness review staff should also be included.)

3.2 Review of aircraft records

(This paragraph should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed as well as the number of records that need to be reviewed during a sample check should be described.)

3.3 Physical survey and aircraft inspection report

(This paragraph should describe how the physical survey needs to be performed and how the aircraft inspection report to be compiled. It should list the topics that need to be reviewed, the physical areas of the aircraft that need to be inspected and which documents on board the aircraft that need to be reviewed, etc.)

3.4 Communication with the Director-General for the issue of ‘Recommendation for Certificate of Airworthiness Renewal’

(This paragraph should describe the communication procedure with the Director-General in case of issuing the ‘Recommendation for Certificate of Airworthiness Renewal’.)

3.5 Issue of ‘Recommendation for Certificate of Airworthiness Renewal’

(This paragraph should describe the procedure for the issue of ‘Recommendation for Certificate of Airworthiness Renewal’. It should address record-keeping, distribution of ‘Recommendation for Certificate of Airworthiness Renewal’ copies, etc. The procedure should emphasise that ‘Recommendation for Certificate of Airworthiness Renewal’ is issued only after an airworthiness review has been properly carried out.)

3.6 Airworthiness review records, responsibilities, retention and access

(This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities, etc.)

PART 4 MAINTENANCE REVIEW PROCEDURES AND ISSUE OF CERTIFICATE OF MAINTENANCE REVIEW (optional)

4.1 Certificate of Maintenance Review signatory

(This paragraph should describe the working procedure for the assessment of the Certificate of Maintenance Review signatories. The assessment should address experience, qualification, training, etc. A description should be given regarding the issue of authorisations for the Certificate of Maintenance Review signatories and how records are kept and maintained. A list of the qualified Certificate of Maintenance Review signatories should also be included.)

4.2 Review of aircraft records

(This paragraph should describe in detail the aircraft records that are required to be reviewed during the maintenance review. The level of detail that needs to be reviewed as well as the number of records that need to be reviewed during a sample check should be described.)

4.3 Physical survey and aircraft inspection report

(This paragraph should describe how the physical survey needs to be performed and how the aircraft inspection report to be compiled. It should list the topics that need to be reviewed, the physical areas of the aircraft that need to be inspected and which documents on board the aircraft that need to be reviewed, etc.)

4.4 Issue of Certificate of Maintenance Review

(This paragraph should describe the procedure for the issue of Certificate of Maintenance Review including at least the distribution of Certificate of Maintenance Review copies. The procedure should emphasise that Certificate of Maintenance Review is issued only after a maintenance review has been properly carried out.)

4.5 Maintenance review records, responsibilities, retention and access

(This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities, etc.)

PART 5 APPENDICES

(This part should include a sample of the following forms:

- a) 'Recommendation for Certificate of Airworthiness Renewal'; and*
- b) 'Certificate of Maintenance Review', etc.)*

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APPENDIX 4

Sample of 'Aircraft Physical Survey Checklist'

Aircraft Physical Survey Checklist		
A/C Reg.:	A/C Serial No.:	A/C Type:
Location:	Date:	Name and Signature of Inspector/Surveyor:

I. Aircraft Exterior

Item	Subject	'Satis' (Y/N)	Remarks
A.	Fuselage		
1.	Radome		
2.	Flight Compartment Windows & Seals		
3.	Static Ports / Pitot Static Heads / Ice Detectors / TAT Probe / AOA Vane		
4.	Oxygen Green Discharge Indicator		
5.	AC External Power Receptacle		
6.	Passenger / Cargo Doors / Service and Access Panels		
7.	Navigation / Communication Antennae		
8.	Water Drain Masts		
9.	Overwing Emergency Exits		
10.	Air Conditioning Exhaust etc.		
B.	Landing Gear		
1.	Wheels, Tires, Brakes and Wheel Wells (AN 5)		
2.	'Inflate with Nitrogen Only' Placards (AN 70)		
C.	Wings & Flight Controls		
1.	Leading & Trailing Edges, Seals		
2.	Winglets & Static Dischargers		
3.	Flight Control Surfaces		
4.	Fuel Access Panels and Water Drain Valves		
5.	Navigation Lights condition etc.		
D.	APU		
1.	APU Inlet and Exhaust		
2.	APU Door		
E.	Engines		
1.	Intake / Exhaust and Nozzle Areas		
2.	Spinner		
3.	Cowls / Latches / Access Panels		
4.	Drain Mast		
5.	Thrust Reversers		

G.	Empennage		
1.	Vertical Stabilizer / Horizontal Stabilizer / Elevators		
2.	Tailcone		
3.	Static Dischargers		
H.	Placards		
1.	Exterior Fuselage Placards (AN 7B)		
2.	Passenger and Cargo Doors Mandatory Placards [AN(HK)O Article 46 and AN 7]		
3.	'Break-in Markings' [AN(HK)O Article 46]		
4.	Engines Placards etc.		

II. Aircraft Interior

Item	Subject	'Satis' (Y / N)	Remarks
A.	Documentation :		
1.	C of A / C of R / Noise Certificate / Aircraft Radio Licence / Approval of Aircraft Radio Installation		
2.	Certificate of Insurance		
3.	AFM		
4.	MEL		
5.	Technical Log / Cabin Log		
6.	Briefing Cards		
B.	Aircraft Identification Plate: [AN(HK)O Article 5 and AN 106]		
1.	Nationality and Registration Marks		
2.	Name and Address of the Registered Owner		
C.	Cockpit:		
1.	General Condition		
2.	Door Lock (AN 36E)		
3.	Seat for Normal Operation		
4.	Safety Belt and Shoulder Harness for Condition, Distortion and Operation (AN 101G)		
4.	Windshield for Condition and Damage		
5.	Flight Instrument for Condition and Cleanliness		
6.	Safety Equipment such as Life Jackets and Fire Extinguisher etc.		
D.	Cabin:		
1.	Cabin Side Walls, Ceiling Panels and Dado Panels, if any, for Security		
2.	Sample Check Windows and Shades for condition		
3.	Closets, Bulkhead and Partitions etc. for condition and security		
4.	Door Trim and Panels		

SECTION 4

HKAR-181

5.	General Visual Inspection of Passenger Seats, including: a. Seat Belts (AN 101A) b. Seat Side Trim and Covers c. Seat Reclining d. PTV		
6.	General Visual Inspection of C/A Seats, if any, including: a. Seat Belts b. Seat Re-Stow Function. c. Seat Mounting for Excessive Play.		
7.	Cabin Placards (AN 7)		
8.	Toilets and Galleys, in particular, Waste compartments for fire containment (AN 83)		
9.	Passenger PSU for Condition and Security		
10.	'No Smoking' and 'Fasten Seat Belt' Signs [AN(HK)O Article 50 and Schedule 5 Scale B]		
11.	Emergency Light Assy, including Emergency Floor Path Lights, overhead and Door Exit Light [AN(HK)O Schedule 5 Scale Z]		
12.	Safety Equipment: a. Life Rafts [AN(HK)O Schedule 5 Scale K] b. Life Jackets [AN(HK)O Schedule 5 Scale H and AN 101B] c. Fire extinguisher (AN 60) d. First Aid Kit (AN 101E) e. Megaphone [AN(HK)O Schedule 5 Scale Y] f. ELT (AN 27) g. PBE [AN(HK)O Schedule 5 Scale R]		
E.	Cargo Compartments and Electronic Compartments:		
1.	Side Wall, Ceiling and Floor Panels for security and fire containment (AN 80)		
2.	Cargo retaining equipment for security, correct position and operation		
3.	Electronic compartment for general condition		

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