

CHAPTER 111. EVALUATE FAR PART 125 OPERATOR'S MAINTENANCE RECORDS

Section 1. Background

1. PTRS ACTIVITY CODES

A. *Maintenance*: 3634

B. *Avionics*: 5634

3. OBJECTIVE. This chapter describes the process used to evaluate an applicant's procedures for utilizing, preserving, and retrieving the maintenance records required by FAR Part 125.

5. GENERAL. To comply with the maintenance recording requirements of the Federal Aviation Regulations, the applicant's company manual, as defined in FAR §§ 125.71, 125.75, and 125.249, must identify and contain procedures to complete all applicable documents as specified in FAR Parts 91 and 125.

A. *Current Airworthiness Directive Status.* The applicant must keep a record showing the current status of applicable Airworthiness Directives, including the method of compliance.

(1) This record must include the following:

- List of Airworthiness Directives with revision dates applicable to the type of airplane
- The method of compliance
- The time in service, or the cycles, and/or the calendar date when the next action is required for a recurring Airworthiness Directive

(2) An acceptable method of compliance should include a reference to one of the following:

- A specific portion of the Airworthiness Directive

- A manufacturer's service bulletin, if the bulletin is referenced in the Airworthiness Directive
- Another document generated by the person performing the maintenance that shows compliance with the Airworthiness Directive, such as an Engineering Order (EO) or Engineering Authorization (EA)

NOTE: Alternative methods of compliance must be approved by the appropriate FAA Engineering Directorate and will apply only to the applicant making the application.

(3) The document that contains the current status of Airworthiness Directives/method of compliance may be the same as the record of Airworthiness Directive accomplishment. Both the record of Airworthiness Directive accomplishment and the record of Airworthiness Directive method of compliance must be retained with the airplane records.

B. *Total Time in Service Records*

(1) FAR Part 125, through the applicable requirements of FAR Part 91, requires the total time in service records for airframes, engines, and when applicable, propellers. Total time in service records may consist of the following:

- Airplane maintenance record pages
- Designated cards or pages
- A computer listing
- Other methods as described in the applicant's company manual

(2) Required total time in service records must be retained with the airplane records. If the airplane is sold, the records must be transferred to the purchaser.

C. Life Limited Parts Status Records. Records must be kept for components of the airframe, engine, propellers, and appliances that are identified to be removed from service when their life limit has been reached.

(1) The current life limited status of the part is a record indicating the life limit remaining before the required retirement time of the component is reached. This record must include any modification of the part as directed by Airworthiness Directives, service bulletins, or manufacturer/applicant initiated product improvements.

(2) The following are not considered a current life limited status record:

- Work orders
- Maintenance installation records
- Purchase requests
- Sales receipts
- Manufacturer's documentation of original certification
- Other historical data

(3) Whenever the current status of life limited parts records cannot be established and the historical records are not available, the airworthiness of that product cannot be determined and it must be removed from service.

(4) Current status of life limited parts records must be retained with the airplane indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

D. Airworthiness Release/Approval for Return to Service. After performance of maintenance, preventive maintenance, or alterations on an airplane, an airworthiness release or an approval for return to service must be completed before the airplane is operated.

(1) Using the procedures described in the company manual, the applicant must be able to retain all the records necessary to show that all requirements for approving the airplane for return to service have been met.

(2) As applicable, the applicant must identify the following:

- Those persons authorized to perform inspections
- Those persons authorized to sign an airworthiness release

(3) These personnel must be appropriately certified as required by FAR Part 43.

E. Overhaul Records

(1) A record must be made whenever an item of airplane equipment is overhauled and must include the following:

- A description of the work performed or reference to data acceptable to the Administrator
- The name of the person performing the work
- The date of completion of the work performed
- The signature and certificate number of the individual approving the airplane for return to service

NOTE: A return to service tag does not constitute an overhaul record, although it may be used to reference the overhaul records.

(2) The owner must retain the record and be able to make it available to the Administrator upon demand. The overhaul records must be retained until the work is repeated or superseded by work of equal scope and detail.

F. Current Airplane Inspection Status. The applicant must retain a record identifying the current inspection status of each airplane.

(1) This record shall show the time in service since the last inspection required by the inspection program under which the airplane, engines, emergency equipment, propellers, and appliances are maintained.

(2) Records of inspection work packages or routine and non-routine items generated while performing any part of the inspection program must be retained until the work is repeated or superseded by work of equal scope and detail.

G. *Major Repair and Major Alteration Records.* Applicants must retain the records for each major repair/alteration made to an aircraft, including work done on the following:

- Airframe
- Engine

- Propeller
- Appliance

(1) Major repair records must be retained until the work is repeated or superseded by other work, or for one year after the work is accomplished.

(2) Major alteration records must be retained with the airplane indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. *Prerequisites*

- Knowledge of the regulatory requirements of FAR Parts 91 and 125
- Successful completion of the Airworthiness Inspectors Indoctrination String Course or equivalent

B. *Coordination.* This task requires coordination with the applicant and may require regional coordination.

3. REFERENCES, FORMS, AND JOB AIDS

A. *References*

- FAR Parts 43, 65, and 145
- Applicant's Company Manual

B. *Forms.* None.

C. *Job Aids.* None.

5. PROCEDURES

A. *Review The Applicant's Maintenance Manual*

Recordkeeping Procedures

(1) Ensure that procedures exist in the applicant's manual that create a suitable system for initiating, preserving, and retrieving the required records.

(2) Ensure that all records will contain the following information, as applicable:

- Description of the work performed (or reference to data acceptable to the Administrator)
- The name of the person performing the work with that person's certificate type and number
- The name of the person approving the work with that person's certificate type and number

B. *Review the Applicant's Recordkeeping System.*

Review the applicant's recordkeeping system to ensure that the requirements of FAR Parts 91 and 125 will be met for the following:

(1) *Airworthiness releases/approval for return to service records.* Ensure the following:

(a) Record requirements of FAR § 125.411 will be met

(b) Approval for return to service records will be retained for one year after the work is performed or until repeated or superseded by other work

(c) Airworthiness releases will be retained for at least 60 days

(2) *Total time in service records*

(a) Evaluate the method of recording total time in service of the airframe, engine, and propeller.

(b) Ensure that procedures are in place to retain the records with the airplane indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

(3) *Life Limited Parts Status*

(a) Ensure that the applicant has procedures for tracking the current status of life limited parts for each airframe, engine, propeller, and appliance, to include the following information:

- Total operating hours (including calendar time)/cycles accumulated
- Life limit (total service life)
- Remaining time/cycles
- Modifications

(b) Ensure that procedures are in place to retain the records with the airplane indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

(4) *Time Since Last Overhaul Records.* Ensure that procedures exist for updating this document from the overhaul records and for ensuring that this document accompanies the airplane upon sale.

(5) *Overhaul Records*

(a) Ensure that the manual describes how the applicant will document the last complete overhaul of each airframe, engine, propeller, and appliance. The overhaul

record should include the following information:

- Disassembly data
- Dimensional check data
- Replacement parts list
- Repair data
- Reassembly/test data
- Reference to data including overhaul specifications

(b) Ensure that these records will be retained until the work is repeated or superseded by work of equivalent scope and detail.

(6) *Current Airplane Inspection Status*

(a) Evaluate the method the applicant will use to record the time in service since the last inspection.

(b) Ensure that procedures are in place to retain the records with the airplane indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

(7) *Airworthiness Directive Compliance.* Evaluate how the applicant will comply with the recordkeeping requirements of the Airworthiness Directives, including emergency Airworthiness Directives. The procedures must generate a record that contains the following data:

(a) *Current status:* Ensure that the current status data will include the following:

- A complete list of Airworthiness Directives applicable to the airplane
- The date and time of compliance
- The time and/or date of the next required action (if a recurring Airworthiness Directive)

(b) *Method of compliance.* Ensure that this data will include either a record of the work performed or a refer-

ence to the applicable section of the Airworthiness Directive.

NOTE: Ensure that the records will be retained with the airplane indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

(8) *Major Repair Records.* Ensure that the applicant will prepare and maintain a record for each major repair to an airframe, engine, propeller, or appliance.

(a) Ensure that this record will include the following information:

- A description of the work performed
- The FAA-approved data used to perform the work
- The date of completion of the work performed
- The signature and certificate number of the person approving the airplane for return to service

(b) Ensure that these records will be retained until the work is repeated or superseded, or for one year after the work is performed.

(9) *Major alteration records.* Ensure that the applicant will prepare and maintain a record for each major alteration to an airframe, engine, propeller, or appliance.

(a) Ensure that this record will include the following information:

- A description of the work performed or data acceptable to the Administrator
- The date of completion of the work performed
- The signature, type of certificate, and certificate number of the person approving the airplane for return to service

(b) Ensure that these records will be retained with the airplane indefinitely. If the airplane is sold, the records must be transferred to the purchaser.

C. Analyze the Findings. Evaluate all deficiencies to determine if corrective actions will be required.

7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Successful completion of this task will result in the following:

- A letter to the applicant confirming the results of inspection
- Continuation of the certification process

C. Document the Task. File all supporting paperwork in the applicant's office file.

9. FUTURE ACTIVITIES. Schedule follow-up inspections as required.

