

s406 - Personnel Licensing Standards Respecting Flight Training Organizations

s406.06 Issuance or Amendment of a Flight Training Organization Operator Certificate

1. An applicant shall have:
 - a) a management organization capable of exercising supervision and operational control over any flight that is to be operated;
 - b) ground instructors and flight instructors who:
 - i) are qualified to perform the duties to which they are assigned, and
 - ii) are collectively qualified to conduct all the authorized training;
 - c) a Chief Flight Instructor who:
 - i) is appointed by the applicant,
 - ii) is employed on a full-time basis during flight training operations, and
 - iii) meets the requirements specified in s406.09;
 - d) after January 1 2001, legal custody and control of at least one Lebanese registered aircraft; and
 - e) aircraft that are properly equipped for the geographic area of operations and the type of authorized training.

Note: *Depending on the size and complexity of the flight training organization, one person may hold two or more of the positions identified in section 1.*

2. The following constitutes an application for a flight training organization operator certificate:
 - a) information with respect to:
 - i) the main base, including written permission from the airport operator;
 - ii) the name of the person appointed as Chief Flight Instructor, supported by a resume of qualifications and experience;
 - iii) the name of the person appointed as being responsible for the maintenance control system;
 - iv) the aircraft to be operated, including category, class, type and registration;
 - v) the type of flight training to be conducted; and
 - vi) the proposed route for the solo cross-country training flight, if applicable.
 - b) a copy of the flight training program outline, pursuant to Section 405.05;
 - c) a copy of the pre-solo knowledge exam;
 - d) a copy of the statements signed by the person appointed as Chief Flight Instructor, pursuant to Section 407.09;
 - e) the proposed maintenance control system, including the maintenance control manual;
 - f) written confirmation of liability insurance coverage against risks of injury or death to passengers, and public liability, as required by LAR 606.02;
 - g) form LAR 406/01 - Statement of Intent – Commercial Air Service completed and signed;
 - h) form LAR 406/02 - Application for Flight Training Organization Operator Certificate completed and signed; and
 - i) an emergency response plan.

s406.09 Appointment of a Chief Flight Instructor

1. Qualifications

- a) A person may be appointed as Chief Flight Instructor for a flight training organization that is operating an aeroplane or helicopter where a flight instructor rating is required to conduct any of the authorized training, and other instructors are employed, if that person:
 - i) is authorized to conduct instruction for the issue of a Flight Instructor rating for the category of aircraft in which the flight training is to be conducted; and
 - ii) has demonstrated to the Authority the knowledge required to manage the Flight Training Programs of Flight Training Organization.
- b) If no other flight instructors are employed, the person shall:
 - i) have completed at least 500 hours of flight time including at least 200 hours of flight instruction in the category of aircraft in which the flight training is to be conducted, and
 - ii) has demonstrated to the Authority the knowledge required to conduct the Flight Training Programs of Flight Training Organization.

2. Responsibilities

- a) The Chief Flight Instructor of a flight training organization shall be responsible for operational control of the organization.
- b) The Chief Flight Instructor shall be specifically shall be responsible for:
 - i) the overall pilot training program;
 - ii) the supervision of other flight instructors at that flight training organization including the designation of a flight instructor to supervise an instructor during their Restricted Period.;
 - iii) approving of the appointment of persons to be appointed as ground instructors;
 - iv) the quality and content of ground school instruction and flight training provided by that flight training organization;
 - v) the content and accuracy of Pilot Training Records, course reports, licence applications and any other documents which form part of the training process;
 - vi) ensuring that flight instruction is based on the contents of approved training program;
 - vii) ensuring that the daily flight record is used for operational control;
 - viii) ensuring that the regulatory and licence standards publications including the Lebanese Aviation Regulations, Aeronautical Information Publication, Flight Instructor Guide and Flight Training Manual as appropriate, and the applicable training manual on human factors are readily available to trainees and amended to date;
 - ix) maintaining a current copy of training publications, charts, maps and any other material required for the ground instruction and flight training of trainees;
 - x) ensuring that all solo training flights are properly authorized by a flight instructor and acknowledged by the trainee and that they are supervised by a flight instructor who is available to provide assistance in the case of emergency;
 - xi) decisions with respect to flight safety during flying periods; and

- xii) confirming the continuing validity of staff licences and ratings endorsed on a licence.

s406.12 Instructor Records

1. An individual record for each ground instructor shall contain the following:
 - a) the name of the ground instructor; and
 - b) the date of the appointment pursuant to Section 407.11.
2. An individual record for each flight instructor shall contain the following:
 - a) the name of the flight instructor;
 - b) the licence number, the ratings endorsed therein and their valid to dates as applicable; and
 - c) the date on which the next medical examination is due.

s406.16 Facilities at Base of Operations

A flight training organization that operates an aeroplane or helicopter shall have at a base of operations:

1. a means of communication with the nearest air traffic control organization;
2. continuous use of instructional facilities consisting of adequate classrooms or other suitable spaces which can be used for ground school instruction and preparatory ground instruction, equipped with training aids appropriate to the authorized training; that are:
 - a) heated, lighted and ventilated to conform to local building, sanitation and health codes; and
 - b) are located so that students in the facility are not distracted by training conducted in other rooms, or by flight and maintenance operations on the airport.
3. continuous use of operational dispatch facilities including suitable spaces for:
 - a) flight planning,
 - b) pre-flight briefing, and
 - c) post-flight debriefing of trainees;
4. adequate supplies of flight planning documents, charts, forms and other materials; and
5. a means of obtaining weather information required for the safe conduct of training operations.

s406.18 Person Responsible for the Maintenance Control System

A person appointed to be responsible for the maintenance control system shall:

- a) demonstrate to the Authority knowledge of the planning, implementation and direction of the maintenance control system for the aircraft operated by the flight training organization;
- b) except for the holder of a pilot licence or an aircraft maintenance technician licence, complete an open book examination on Lebanese Aviation Regulations; and
- c) have not been convicted more than once in the past 5 years of contravening with full knowledge "mensrea" the Lebanese Aviation Act or the Lebanese Aviation Regulations.

s406.19 Maintenance Personnel and Facilities

1. There shall be sufficient staff for:
 - a) the initial development of the maintenance schedule as required by Section 605.86 - Maintenance Schedule;
 - b) the scheduling and performance of maintenance, elementary work and servicing within the time constraints specified in the approved maintenance schedule;
 - c) the scheduling of the accomplishment of applicable Airworthiness Directives;
 - d) the operation of the evaluation program required by Section 406.29;
 - e) the proper dispatch of aircraft in regard to:
 - i) the availability of spare parts and the control of defects,
 - ii) the conformity of aircraft with their type design, and
 - iii) the requirements of other applicable operating rules;
 - f) the management of issuance of authorizations to personnel who are assigned to perform elementary work and servicing;
 - g) the liaison with approved maintenance organizations for the performance of maintenance; and
 - h) the initial development and the updating of the maintenance control manual.

2. There shall be facilities, technical and regulatory data, supplies and spare parts, which shall include:
 - a) a place of business, with a fixed address;
 - b) a means of communication, such as telephone, facsimile machine, Telex, etc.;
 - c) devices used to establish when a particular aircraft requires maintenance, which may include planning bulletin boards, card files, or a computer system;
 - d) where the flight training organization performs elementary work or servicing, equipment and tools necessary to comply with Sub-part 575 - Maintenance Performance Rules;
 - e) sufficient supplies and spare parts to ensure timely rectification of defects in regard to MEL provisions; and
 - f) a secure, dry storage area to retain aircraft technical records.

s406.20 Maintenance Control Manual

1. Except where otherwise incorporated by reference pursuant to Section 406.20(2), the maintenance control manual of a flight training organization shall include the following information:
 - a) a Table of Contents;
 - b) an amendment control page;
 - c) a List of Effective Pages, with each page numbered and dated;
 - d) the legal name, trade name and address of the flight training organization;
 - e) the location of the main base and any satellite base;
 - f) the category, class, type and number of aircraft operated;
 - g) a statement signed by the flight training organization confirming that the maintenance control manual and any incorporated documents identified therein, reflect the flight training organization's means of compliance with Section 406.17;
 - h) details of any assignment of maintenance control functions for specific maintenance control activities, pursuant to subsection 406.18(3) that includes:

- i) the name and title of the person to whom the function has been assigned,
 - ii) a description of the function that has been assigned,
 - iii) where necessary to ensure comprehension, a chart depicting the distribution of the functions;
- i) a description of the maintenance control manual amendment control procedure that includes:
 - i) a means of identifying each page of the MCM, with each page numbered and either dated or marked with a revision number, and
 - ii) a List of Effective Pages;
 - j) a description of the system used to distribute the manual, including the name or title of each person who holds a copy of the manual, to ensure compliance with paragraph 406.20(1)(c);
 - k) details of the incorporation by reference of detailed procedures manuals, pursuant to subsection 406.20(2), that include policy affecting the detailed procedures;
 - l) a description of the procedures used to ensure that regulatory information and technical data appropriate for the work performed are used in respect of maintenance or elementary work, as required by with Sub-part 575 - Maintenance Performance Rules;
 - m) details of the methods used to record the maintenance, elementary work or servicing performed, and ensure that any defects are recorded in the technical record established pursuant to Section 605.92 - Requirement to Keep Technical Records;
 - n) where the organization performs maintenance or elementary work and uses methods, techniques, practices, parts, materials, tools, equipment and test apparatus that are other than those recommended by the manufacturer, pursuant with Sub-part 575 - Maintenance Performance Rules, the identification of those items;
 - o) the identification of any maintenance schedule approved pursuant to Section 605.86 - Maintenance Schedule, in respect of any of the flight training organization's aircraft;
 - p) a detailed description of the procedure used to ensure that any maintenance tasks required by the maintenance schedule, an airworthiness directive, or any task required for the rectification of a defect is completed within the constraints specified in Sub-part 575 - Aircraft Maintenance Requirements;
 - q) details of procedures governing maintenance arrangements, that include procedures for approval of maintenance conducted by:
 - i) an AMO that is the flight training organization,
 - ii) an AMO that is not the flight training organization,
 - iii) a person or an organization outside of Lebanon that does not hold an AMO certificate, or
 - iv) any other person or organization;
 - r) a list of all approved maintenance arrangements;
 - s) a description of procedures to ensure that only parts and materials that meet the requirements of Sub-part 575 - Aircraft Maintenance Requirements are used in the performance of maintenance or elementary work, including any details respecting part pooling arrangements that have been entered into;
 - t) a description of the methods used to ensure that the persons authorized to perform elementary work or servicing are trained as required by Section 406.27 and qualified in accordance with the requirements of Section 406.25 and Section 406.26;
 - u) a description of the procedure used to ensure that the empty weight and balance of an aircraft is recorded in accordance with the requirements of Sub-part 575 - Recording of Maintenance and Elementary Work or Section 605.92 - Requirement to Keep Technical Records;

- v) a description of technical dispatch procedures;
 - w) a description of defect recording, rectification and control procedures;
 - x) a description of service difficulty reporting procedures; and
 - y) a description of the evaluation program.
2. A Flight Training Organization that operates four or fewer aircraft, none of which are turbine powered or having a maximum take off weight (MTOW) greater than 5700 kg (12566 lb.), may use the simplified Maintenance Control Manual attached to this Sub-part should they wish to do so.

s406.21 Maintenance Arrangements

The authorization for the performance of maintenance outside of Lebanon by a person or organization that does not hold an AMO certificate will be granted by issuance of a Maintenance Specification where the maintenance arrangement includes details of:

- a) the relevant portions of the MCM that shall be provided to the person or organization;
- b) the maintenance to be performed; and
- c) the records to be kept by the person performing the maintenance.

s406.23 Defect Recording, Rectification and Control Procedures

1. The defect recording system shall include a method to highlight defects that recur, so that they are readily identifiable by flight crews and the maintenance organization at all bases where the aircraft is operated.
2. The defect control system shall ensure that the rectification of a defect identified as a recurring defect will take into account the methodology used in previous repair attempts.
3. For the purpose of these standards, defects are recurring defects where a failure mode is repeated three times, on a particular aircraft, within 15 flight segments of a previous repair made in respect of that failure mode.

s406.27 Training Program

1. The training program shall:
 - a) include initial training to ensure that persons performing elementary work or servicing are aware of the regulations, standards and flight training organization procedures associated with that work;
 - b) include updating training to ensure that personnel remain competent and are made aware of any changes to those regulations, standards and flight training organization procedures; and
 - c) include additional training where it is shown to be necessary by a finding made under the evaluation program of Section 406.29; and
 - d) ensure that personnel are aware of their responsibilities in regard to Sub-part 575 - Maintenance Performance Rules, and in regard to technical records pursuant Sub-part 575 - Recording of Maintenance and Elementary Work and Section 605.92 - Requirement to Keep Technical Records.
2. The standards applicable to servicing are normally limited to the procedures contained in those publications procured in respect of maintenance performance rules pursuant to Sub-part 575 - Maintenance Performance Rules. These will typically include manufacturer's maintenance publications, servicing manuals, etc. Where the standards used are not the

standards specified by the manufacturer, they shall be listed in the MCM as required by Section 406.20.

3. Where a flight training organization is the holder of an AMO certificate issued pursuant to Sub-part 545 - Entitlement to and Scope of Certificate, the training required by Section 406.27 can be managed by means of its AMO training program provided that:
 - a) there is mention made to that effect in its MCM; and
 - b) all the requirements specified in this section are covered in its AMO manual approved pursuant to Sub-part 545 - Maintenance Policy Manual.

s406.28 Maintenance Personnel Records

A record of maintenance personnel for a flight training organization shall contain the following information:

- a) all appointments, and personnel qualifications in respect of such appointments, made pursuant to paragraph 406.18.1.a);
- b) all authorizations to perform elementary work made pursuant to Section 406.25; and
- c) all training conducted pursuant to Section 406.27.

s406.29 Evaluation Program

1. Each Flight Training Organization must establish and maintain a program to ensure that the maintenance control system, including maintenance schedules, continue to comply with the regulations. It is not intended that this program be based on a system of end product inspection, but rather upon periodic verifications of all aspects of the systems and practices used for the control of maintenance, to ensure compliance with regulations and with the Flight Training Organization's approved procedures. The program should provide an unbiased picture of the Flight Training Organization's performance, to verify that activities comply with the MCM and confirm that the systems and procedures, described in the MCM, remain effective and are achieving the Flight Training Organization's requirements.
2. The program must be under the sole control of either the person responsible for the maintenance control system or a person to whom, pursuant to Section 406.18.3., the management function for the program has been assigned. It must, as a minimum, cover all functions defined within the MCM. It must include all elements necessary to confirm that the Flight Training Organization is in compliance with the applicable regulations and with the MCM. It must ensure that all referenced procedures remain applicable and effective.
3. The program must address the Flight Training Organization's requirements, the operational and environmental conditions, organizational structure, maintenance schedules, record keeping system, etc.
4. The program must be responsive to any changes and must address the need for amendments to the MCM or Maintenance Schedules. The MCM and Maintenance Schedules must be reviewed periodically to ensure compliance with current requirements. The program must include the use of checklists that are sufficiently detailed to ensure that all maintenance functions are evaluated. Specifically, the program must include the following elements:
 - a) an initial evaluation, using the checklists, that covers all aspects of the Flight Training Organization technical activities conducted within 3 months following the date on which the Flight Training Organization certificate is issued;
 - b) recurring evaluations conducted at intervals established in the approved MCM;
 - c) records of findings of compliance and non compliance resulting from the evaluations required by (a) and (b);

- d) procedures to ensure that the findings of the evaluations are communicated to the person appointed pursuant to Section 406.18 and made available to the Flight Training Organization.

NOTE: In the context of paragraph (4)(d), the term "Flight Training Organization" means the holder of the Flight Training Organization certificate.

- e) where appropriate, immediate and long term actions to correct the root cause of each non-compliance noted;
- f) follow up procedures, to ensure that necessary corrective actions (both immediate and long term) instituted by the Flight Training Organization are effective; and
- g) a record keeping system to ensure that details of evaluation findings, corrective actions, and follow up is recorded, and that the records are retained for two complete evaluation cycles.

5. Functions related to the evaluation program may be performed by persons within the Flight Training Organization or by external agents.

s406.32 Daily Flight Record

A daily flight record shall include the following information:

1. date;
2. aircraft registration;
3. pilot-in-command;
4. trainee;
5. exercise or lesson plan to be conducted;
6. flight instructor's authorization;
7. trainee's acknowledgment;
8. take-off time;
9. landing time;
10. air time; and
11. flight time.

Appendix A - Sample Maintenance Control Manual

This Appendix contains a sample Maintenance Control Manual (MCM) that meets the requirements of this Sub-part. It can be adopted by a Flight Training Organization that operates four or fewer aircraft, none of which are turbine powered or having a maximum take off weight (MTOW) greater than 5700 kg (12566 lb.). Applicants are directed to Attachment B if the Appendix for explanatory material on several sections of the sample MCM.

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1. DESCRIPTION OF ORGANIZATION

Name of Flight Training Organization:

(hereafter referred to as "the FTO")

Address: **Phone:**

..... **Fax:**

..... **E-mail:**

Person responsible for maintenance:

License Number:

Location of principal base:

Type of FTO:

(e.g., Aeroplane, Helicopter, Other)

Landing gear: **Wheels** **Floats** **Skids** (check all that apply)

2. AIRCRAFT OPERATED

Aircraft Type	Registration	Maintenance schedule

3. DISTRIBUTION OF DOCUMENT

Holder	No.	Holder	No.
Person Responsible for Maintenance	1		
DGCA Lebanon	2		
Chief Flight Instructor	3		

4. APPROVAL

This document describes the FTOs means of compliance with the Lebanese Aviation Regulations (LARs). Failure to comply with the procedures outlined in this document may result in suspension of the FTO Operator Certificate, the aircraft certificates of airworthiness, or both. In case of conflict between this document/manual and the LARs, the LARs will prevail. Inquiries regarding this document should be directed to the person responsible for maintenance.

Signed:
Operator Certificate holder Date

Approved in accordance with (Flight Training Organizations) regulatory requirements.

Signed:
DGCA Date

5. DISTRIBUTION CONTROL

When changes are required, the person responsible for maintenance shall complete two new copies (Copy # 1 & 2) of this document, sign Section 4, and forward both copies to the Authority. The Authority representative will indicate approval by signing Section 4 of the copies, and returning Copy # 1 to the FTO. The Person Responsible for Maintenance may make additional photocopies as required, provided that the distribution of all such copies is listed in Section 3. This document shall be made available to all persons performing maintenance on the FTO's aircraft and all persons who are authorized to request maintenance. Upon receipt of an approved replacement copy of this document, each document holder shall ensure that the earlier copy is either destroyed.

6. PERSON RESPONSIBLE FOR MAINTENANCE (RESPONSIBILITIES)

The Person Responsible for Maintenance is responsible for the planning and control of all maintenance, liaison with the Authority on maintenance topics, and liaison with all Person or Approved Maintenance Organizations (AMOs) performing maintenance on the FTO's aircraft. They shall have access to all applicable technical and regulatory publications necessary to perform these duties, and shall ensure that those publications are kept up to date. The Person Responsible for Maintenance shall remove from service any aircraft that are unsafe, or that do not comply with the LARs or this document. In cases of temporary absence, the duties of the Person Responsible for Maintenance may be assigned in writing to another qualified person for periods of up to 30 days. Longer assignments will require written authorization from the Minister.

7. TECHNICAL RECORDS

Immediately upon finding a defect in an aircraft, or upon completing any maintenance on an aircraft, the person discovering the defect or performing the maintenance shall enter details of the event in the applicable technical records required by applicable LARs. If the event occurs between scheduled maintenance checks, the entries shall be made in the aircraft journey log. The Person Responsible for Maintenance shall ensure that journey log entries are transcribed to the applicable airframe, engine, and propeller or component records within 30 days of the events to which they relate. Details of defects found during a scheduled maintenance check, or of maintenance performed during such a check, may be entered directly in the applicable airframe, engine, propeller or component record, provided that any outstanding items remaining upon completion of the maintenance check are entered in the aircraft journey log upon certification of the maintenance event /check or prior to flight.

8. MAINTENANCE SCHEDULES

All aircraft shall be maintained in accordance with the FTO's approved maintenance schedule applicable to the aircraft type, identified in Section 2.

9. ELEMENTARY WORK & SERVICING

No person shall perform any elementary work or servicing without first being trained and authorized in accordance with Section 17. Elementary work and servicing shall be performed in accordance with the methods and procedures recommended by the aircraft manufacturer. (Refer to APPENDIX A)

10. AIRWORTHINESS DIRECTIVES

The Person Responsible for Maintenance shall implement a system to ensure that the aircraft are in compliance with all applicable airworthiness directives and other mandatory maintenance requirements. He shall examine the aircraft records upon appointment to the position, and upon each acquisition of a new aircraft, to verify this compliance. The Person Responsible for Maintenance shall review all new and revised airworthiness directives upon receipt, to determine if they are applicable. He shall enter details of all applicable airworthiness directives, and details of all directives pertaining to the aircraft make and model, in the appropriate airframe, engine, propeller or component technical record. The Person Responsible for Maintenance shall determine the date, air time or operating cycles, when the actions specified in the directive must be taken. If the required actions are due before the next scheduled maintenance activity he or she shall make the necessary entries in the aircraft journey log in accordance with Section 15.

11. EVALUATION PROGRAM

The Person Responsible for Maintenance shall continually evaluate the effectiveness of the maintenance control system, operating procedures and maintenance schedules. At intervals not greater than three months, a review of the aircraft technical records must be conducted, in conjunction with the qualified maintenance technician or AMO, if currently responsible for maintenance of the aircraft, to ensure that the system, procedures and schedules are satisfactory. This review shall also include an assessment of all defects reported during the period, to identify any negative trends in aircraft performance or reliability. Where deficiencies are discovered, the person responsible for maintenance shall take action to correct them. Where the deficiencies relate to the performance of maintenance, details of the deficiencies shall be communicated to the applicable maintenance technician/AMO. The Person Responsible for Maintenance shall keep a record of each evaluation, including any decisions taken.

Upon receipt of all recommendations issued by the aircraft, engine, propeller and component manufacturers in the form of service bulletins or equivalent documents, the Person Responsible for Maintenance shall review the recommendations to determine whether compliance is appropriate. Where necessary, he shall obtain technical advice from the qualified maintenance technician/AMO currently responsible for maintenance of the FTO's aircraft. The Person Responsible for Maintenance will keep a record of each such decision made, and retains the record along with the service bulletin or equivalent document. All records required by this section shall be retained for not less than six years.

12. DEFERRED RECTIFICATION OF DEFECTS

All defects shall be rectified before further flight of the aircraft, except as provided in this section. Where permitted by LAR provisions as applicable, aircraft having outstanding defects may be operated subject to the following procedures:

- Where a Minimum Equipment List (MEL) has been approved and the list includes limits on the amount of time equipment may be inoperative, those limits apply.
- Where the MEL does not specify time limits, or where no MEL has been approved, the aircraft may be operated following discovery of a defect. This provision is conditional to the following procedure:
 - the pilot must report and coordinated the defect deferral with the Person Responsible for Maintenance, who must request written authorization from the qualified maintenance technician/AMO;
 - **it must be confirmed by the qualified maintenance technician/AMO that the defect does not invalidate the aircraft certificate of airworthiness;**
 - the Authorization shall be recorded in the aircraft journey log and original filed in the aircraft record;
 - the journey log entry shall specify the reason for the deferral and the latest date by which the defect must be corrected, but no longer than at the next scheduled maintenance event; and
 - rectification shall take place no later than 30 days following discovery of the defect.

13. RECURRING DEFECT CONTROL

At intervals not to exceed one month, the Person Responsible for Maintenance shall review the aircraft technical records to detect any recurring defects. Any defect that has occurred three times or more within the past month or the past 15 flight segments shall be reported by the Person Responsible for Maintenance to the qualified maintenance technician/AMO responsible for maintenance. If a defect that has been reported as a recurring defect occurs again within one month of receiving the report, the Person Responsible for Maintenance shall ensure that the corrective action includes a complete investigation of the affected system(s), taking into consideration all previous occurrences of the defect and the actions taken to correct them. The journey log entry for rectification of the defect shall indicate that a recurring defect investigation has been carried out.

14. SDR REPORTING

The Person Responsible for Maintenance shall submit Service Difficulty Reports (SDR) to the Authority in accordance with LAR Part V subpart 585. In the case of service difficulties discovered during maintenance, the qualified maintenance technician/AMO performing the maintenance will be responsible for submitting the SDR, and for notifying the Person Responsible for Maintenance that an SDR has been submitted. Between scheduled maintenance activities/visits to the AMO, any employee discovering a defect that may warrant submission of an SDR must immediately bring it to the attention of Person Responsible for Maintenance, who will determine whether a report is required.

15. TECHNICAL DISPATCH

Technical dispatch of aircraft shall be by means of the aircraft journey log. The Person Responsible for Maintenance shall ensure that all items of deferred maintenance other than those recorded in the current page of the aircraft journey log are entered on an approved serialized list attached to the front page of the log. Immediately following completion of any item of scheduled maintenance specified by a maintenance schedule, airworthiness directive or other mandatory requirement, the Person Responsible for Maintenance shall review the aircraft technical records to determine the date, air time, or operating cycles when the next scheduled maintenance activity will become due, and make an entry to that effect in the journey log.

Before each flight of an aircraft, the pilot in command and/or supervising instructor, shall consult the journey log and take note of the next scheduled maintenance requirement and the current list of outstanding defects, to decide whether the flight may take place. If in doubt as to the time remaining to maintenance tasks, or the acceptability of defects, the pilot in command/supervising instructor must contact the Person Responsible for Maintenance.

16. PARTS AND MATERIAL CONTROL

Parts required for elementary work and servicing shall be held under the control of the Person Responsible for Maintenance. Fuels, oils, lubricants and cleaning materials shall be kept in closed containers, clearly marked with the contents and handle in accordance with applicable industry recommendations. No fluids shall be dispensed from any unmarked container.

17. TRAINING PROGRAM

The Person Responsible for Maintenance shall ensure that all employees receive initial and update training on the LARs, and on the procedures, servicing and elementary work tasks appropriate to their duties. The content of the training given shall take into account the findings of the evaluation program described in Section 11. Flight instructors shall receive training in aircraft servicing procedures for the aircraft type they are authorized to fly. This training shall include refueling, oiling, de-icing, pre-flight inspection and aircraft ground handling. Personnel must perform each elementary work task under the direct supervision of a qualified maintenance technician, before being authorized to perform the task unsupervised. Initial training shall be carried out before any servicing or elementary work authorization is granted. Thereafter, training shall be carried out on a two-year cycle.

The following table lists the minimum training which must be completed within each two year period by persons authorized to perform servicing or elementary work.

Subject	Amount
FTO's procedures	2 Hours
Lebanese Aviation Regulations	2 Hours
Each aircraft type	4 Hours

The Person Responsible for Maintenance shall maintain a list of persons authorized to perform elementary work and servicing. Details of the tasks authorized and the training undertaken by each employee shall be recorded on the individual's personnel record. The Person Responsible for Maintenance shall retain all personnel records for at least two years. Each employee will receive a transcript of his or her training upon completion of the training.

18. AIRCRAFT WEIGHT & BALANCE CONTROL

The Person Responsible for Maintenance shall maintain and retain weight and balance reports and amendments for all aircraft. Details of the empty weight and center of gravity of each aircraft shall be kept in the Journey Log or on board the aircraft.

19. MAINTENANCE ARRANGEMENTS

All aircraft maintenance shall be performed by the FTO's own authorized qualified maintenance technician, approved maintenance organization (AMO) or an external approved maintenance organization (AMO) holding proper license/ratings and scope for the work to be undertaken, authorized in writing in the form of a contract, purchase order or letter. Each request for maintenance shall specify that the work be performed and certified in accordance with the applicable requirements of the LARs and in accordance with this document. The Person Responsible for Maintenance shall make all planned maintenance arrangements. In the case of unplanned maintenance away from main base, the pilot in command/instructor may request the maintenance in writing. This may be done by completing a work order or similar document provided by the AMO. The Person Responsible for Maintenance shall be notified of all unplanned maintenance activities as soon as practical.

Note: *the term "technician" is used in this context as an all-encompassing expression for maintenance personnel, "engineer" and "mechanic" being an acceptable alternative*

20. FLIGHT AUTHORIZATION

The Person Responsible for Maintenance shall be responsible for all applications made to the Authority for aircraft flight authorities, and is authorized to make any required declarations for this purpose on behalf of the FTO.

Note: *This document may be used by Flight Training Organization operating four or fewer aircraft, none of which are turbine powered or have a MTOW greater than 5700 kg (12566 lb.). It provides a simplified Maintenance Control Manual (MCM) for Flight Training Organizations to evaluate and adopt, if they do not wish to develop their own systems and procedures. The document is also intended for FTOs who purchase maintenance services from an AMO. FTOs who wish to deviate from the procedures outlined in this document may develop an MCM containing alternative procedures and submit it for approval.*

Attachment A

Elementary Work

The following lists are exhaustive in nature; if a task is not listed, it is not elementary work. Elementary work is a form of maintenance that is not subject to a maintenance release. Hence, it need not be performed by a holder of a maintenance technician license, or by persons working under an AMO certificate. The owner is responsible for controlling authorizations to persons who may perform elementary work.

All tasks designated, as elementary work must be detailed in the technical record and certified in the aircraft log.

Elementary Work Task Listings

Aeroplanes and Helicopters Operated in Flight Training Organizations.

The following tasks are considered elementary work:

- (a) performance of a pre-flight or turnaround checks;
- (b) removal and installation of passenger seats and passenger seat belts;
- (c) repairs to upholstery and cabin furnishings;
- (d) removal, installation or repositioning of non structural partitions in the passenger cabin;
- (e) opening and closing of non-structural access panels;
- (f) removal and installation of cabin doors on unpressurized aircraft, where the door is designed for rapid removal and installation;
- (g) removal and installation of co-pilot flight control levers and pedals that are designed for quick removal and installation;
- (h) removal and installation of fuses and light bulbs;
- (i) removal and installation of aircraft batteries;

Attachment B

Guidance Notes

PREAMBLE

This attachment is intended to give added information with respect to the data that must be entered in some sections, and to expand on the content of some other sections.

Change #.....

This element, situated at the top right hand corner of the document, indicates its current status, i.e. original, indicated by "0" or the sequential number of the latest approved change.

DISTRIBUTION CONTROL (section 5)

As stated in section 5 of the MCM, following approval of the document and upon receipt of the master copy, the Person Responsible for Maintenance may make additional photocopies as required, provided that the distribution of all such copies is controlled and a list of holders is available for review by the Authority. Control of all copies of the document, is the responsibility of the Person Responsible for Maintenance.

PERSON RESPONSIBLE FOR MAINTENANCE'S RESPONSIBILITIES (section 6)

Pursuant to applicable LAR requirements, the person appointed as being responsible for the maintenance of the FTO's aircraft must demonstrate competence related to the duties and responsibilities issued under this document. The same competency requirements apply to the person assigned to replace the Person Responsible for Maintenance. Therefore, it would be to the advantage of the FTO to have a second person demonstrate competence in order to readily act as a replacement during the absence of the Person Responsible for Maintenance.

MAINTENANCE ARRANGEMENTS (section19)

The selection of any qualified maintenance technician or AMO to perform the maintenance is at the discretion of the FTO, provided they hold a certificate/license specifying the applicable category and that all the specific scope and limitations of the agreement are covered under a maintenance arrangements.

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