

## APPENDIX B

### GACAR Section 6/14 CFR Part 91 + Part 91 - Subpart K

### Certificate of Airworthiness

### Renewal

This checklist describes the procedures to be carried out by GACA's ASI or Designee in order to establish whether the operator complies with the GACAR requirements. It allows also monitoring aircraft and Aircraft Inspection Programs (AIP) under GACAR Section 6/14 CFR part 91 and Fractional Ownership Managers programs under 14 CFR part 91 subpart K (part 91K if applicable).

#### Part 91/ Part 91 - Subpart K Maintenance Records

Comment and initial  
(acceptable, accomplished,  
N/A ...)

#### 1. General

Part 91, section (§) 91.417 establishes the recordkeeping responsibilities and requirements for the registered owner/operator of the aircraft while 14 CFR part 43, sections (§§) 43.9 and 43.11 establish the record keeping responsibilities and requirements for the personnel who maintain the aircraft. Part 91, subpart K has unique requirements for the preservation and retrieval of maintenance records. These records must contain a description of the work performed, the name of the person performing the work if the work is performed by a person outside the organization of the fractional program manager (hereafter referred to as the program manager), and the name or other positive identification of the individual approving the work. Also, the aircraft records are normally maintained and held by the program manager on behalf of the owners. The program manager is required to make these records available to the GACA-S&ER

#### 1.1. Current Airworthiness Directives (AD) Status.

The owner must keep a record showing the current status of applicable ADs.

Does the record include the following?

- The current status of ADs applicable to the aircraft, including the AD number and revision date,
- The method of compliance, and
- The time-in-service, or the cycles, and/or the date when the next action is required for a recurring AD.

*Note: An acceptable method of compliance should include a reference to either a specific portion of the AD or a manufacturer's service bulletin, if the bulletin is referenced in the AD.*

**1.1.1.** Is the document that contains the current status of ADs/method of compliance the same as the record of AD accomplishment?

Is the record of nonrecurring ADs retained with the aircraft indefinitely?

Note: If selling the aircraft, the records must be transferred to the new owner. Part 91, subpart K has specific requirements for the transfer of aircraft records when an aircraft is removed from the fractional ownership program and sold.

**1.2 Total Time-in-Service Records.**

Section 91.417 requires the total time-in-service records for airframes, engines, rotors, and propellers to be retained by the owner. These records are used to schedule overhauls, retirement life limits, and inspections.

Is the Total time-in-service records consist of the following?

- Aircraft maintenance record pages,
- Designated cards or pages,
- A computer listing, and
- Other methods accepted by the GACA.

*Note: Total time-in-service records must be retained with the aircraft indefinitely. If selling the aircraft, the records must be transferred to the new owner.*

**1.3 Life Limited Parts Current Status Records.**

Part 91 requires retention by the owner of records for components of the airframe, engine, propellers, rotors, and appliances that are identified to be removed from service when the life limit has been reached.

Does the current life limited status record of the part indicate the life limit remaining before the required retirement time of the component is reached?

Does this record include any modification of the part according to ADs, service bulletins, or product improvements by the manufacturer or applicant?

The following are not considered to be current life limited status records:

- Work orders,
- Purchase requests,
- Sales receipts,
- Manufacturers' documentation of original certification, and
- Other historical data.

*Note: Whenever the current status of life limited parts records cannot be established or has not been maintained (e.g., a break in current status) and the historical records are not available, the airworthiness of that product cannot be determined, and it must be removed from service. Current status of life limited parts records must be retained with the aircraft indefinitely. If selling the aircraft, the records must be transferred to the new owner.*

<p><b><u>1.4 Approval for Return to Service.</u></b></p> <p>Has the person approving/disapproving the return to service on the aircraft, airframe, engine, propeller, appliance, or component made an entry in the maintenance record that contains the following information?</p> <ul style="list-style-type: none"> <li>• A description (or reference to data acceptable to the Administrator) of work performed,</li> <li>• The date of completion of the work performed, and</li> <li>• The signature, certificate number, and kind of certificate of the person approving the work.</li> </ul> <p><i>Note: Following the performance of maintenance, preventive maintenance, or alterations on an aircraft, an approval for return to service must be completed before operating the aircraft.</i></p>	
<p><b><u>1.4 Time since Last Overhaul.</u></b></p> <p>Has the owner/operator/program manager recorded the time and/or cycles since the last overhaul of all items installed on the aircraft that are required to be overhauled on a specified time basis?</p> <p><i>Note: Reference to the time since last overhaul of an item must not be confused with an overhaul record, which requires a description of the work and identification of the person who performed and/or approved the work.</i></p>	
<p><b><u>1.5 Overhaul Records.</u></b></p> <p>A record must be made by the person performing maintenance when overhauling an item of aircraft equipment. Does this record include the following?</p> <ul style="list-style-type: none"> <li>• A description of the work performed or a reference to data acceptable to the Administrator,</li> <li>• The date of completion of the work performed,</li> <li>• The name of the person performing the work if other than the person approving for return to service, and</li> <li>• The signature, type of certificate, and certificate number of the person approving the aircraft/component for return to service.</li> </ul> <p><i>NOTE: A return to service tag does not constitute an overhaul record but may be used to reference the overhaul records. The owner/operator/program manager must retain the record and make it available to the Administrator upon request. The overhaul records must be retained until the work is superseded by work of equal scope and detail.</i></p>	

<p><b><u>1.6 Current Aircraft Inspection Status.</u></b></p> <p>Does the owner/operator/program manager retain a record identifying the current inspection status of each aircraft?</p> <p>Does this record show the time-in-service since the last inspection required by the inspection program under which the aircraft and its appliances are maintained?</p> <p>Has this record been retained until superseded by work of equal scope and detail?</p>	
<p><b><u>1.7 Major Repair and Major Alteration Records.</u></b></p> <p>Does the owner/operator/program manager retain the records (GACA-S&amp;ER 8320-1, Major Repair and Alteration) for each major repair/alteration made to an aircraft, including any work done on the following?</p> <ul style="list-style-type: none"> <li>• Airframe,</li> <li>• Engine,</li> <li>• Propeller,</li> <li>• Rotor, and</li> <li>• Appliance.</li> </ul> <p>Has the record for major repairs been retained until the work is repeated or superseded, or for 1 year after the work has been performed?</p> <p><i>Note: The records for major alterations must be retained with the aircraft indefinitely. If selling the aircraft, the records must be transferred to the new owner. Due to the unique nature of fractional ownership programs, the aircraft records are normally retained by the program manager and transferred with the aircraft when the aircraft is removed from the program and sold.</i></p>	
<p><b><u>1.8 Fractional Ownership Program Aircraft.</u></b></p> <p>Review the system used by the program manager (which may include a coded or electronic system) that provides for the preservation and retrieval of maintenance records. In addition to the requirements of § 91.417, per § 91.1025(p), is the program manager's system provide the following:</p> <ul style="list-style-type: none"> <li>• Description of the work performed,</li> <li>• The name of the person performing the work if the work is performed by a person outside the organization of the program manager, and</li> <li>• The name or other positive identification of the individual approving the work.</li> </ul>	
<p><b>Part 91/ Part 91 - Subpart K</b></p> <p><b>Conduct Surveillance of the Aircraft</b></p>	<p><b>Comment and initial (acceptable, accomplished, N/A ...)</b></p>
<p>Examine the aircraft to determine, to the extent possible, that it is in condition for safe operation. Ensure that the inspection is accomplished, either in the presence of, or with specific approval from the owner/operator.</p>	



Remarks:	
<u>Name</u> of GACA's ASI or Designee who verified all the above requirements	
<u>Signature</u> of GACA's ASI or Designee who verified all the above requirements	

Remarks: (continued...)

