



**OTAR Part 145 Option 1 Supplement  
for  
(Company)**

**Bermuda OTAR 145 Approval Reference: BDA/AMO/XXX**

**UK CAA / EASA / FAA / Transport Canada Approval Reference: XXX**

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# 1 Preamble

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**1.2 List of Effective Pages**

Supplement Page	Issue No.	Revision No.	Revision Date
x	x	x	x

**1.3 Record of Revisions**

Revision	Revision Date	Description of Change

BCAA Approval
Signature

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## 2 Organisation Approval

### 2.1 Introduction

This supplement is provided to meet the requirements of the Overseas Territories Aviation Requirement (OTAR) Part 145 Option 1 Approval issued by the Bermuda Civil Aviation Authority (BCAA), and supplements the approved *Maintenance Organisation Exposition (MOE) / Repair Station Manual (RSM) / Maintenance Policy Manual (MPM)*, (Reference No. UK CAA / EASA / FAA / Transport Canada)

*This maintenance organisation* shall perform and certify maintenance on Bermuda registered aircraft in accordance with the procedures defined in the approved *MOE / RSM / MPM* together with this supplement.

This supplement shall be reviewed annually and amended as necessary so that it remains an up-to-date description of the organisation.

A copy of *this organisation's* approved *MOE / RSM / MPM* together with this supplement shall be supplied to the BCAA in the English language in order to demonstrate compliance with OTAR Part 145.9(a).

### 2.2 Accountable Manager's Statement

This supplement in conjunction with the *MOE / RSM / MPM* defines the organisation and procedures upon which this OTAR 145 approval is based.

These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all maintenance activities are carried out to an approved standard acceptable to the Governor.

It is accepted that these procedures do not override the necessity of complying with any new or amended OTAR or AN(OT)O requirements where these new or amended requirements are in conflict with these procedures.

It is understood that the BCAA will approve this organisation whilst it is satisfied that the procedures are being followed. It is further understood that the BCAA reserves the right to suspend, vary or revoke the OTAR Part 145 approval if it has evidence that procedures are not followed and the standards not upheld.

Signed:

Date: Click or tap to enter a date.

Name:

Title: Accountable Manager

*When the Accountable Manager is not the Chief Executive Officer of the organization then such Chief Executive Officer shall countersign the statement;*

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### 2.3 Scope of Approval

The OTAR Part 145 approval and scope is based on the valid *UK CAA / EASA / FAA / Transport Canada approval* reference *xxx* and any additional aircraft listed below.

Where the scope of the BCAA approval differs from the full scope of *UK CAA / EASA / FAA / Transport Canada approval*, the scope and any limitations should be listed below.

Aircraft Type (Engine)	Limitations	Location	Line / Base

### 2.4 Duration of Approval

The BCAA approval may be granted or renewed for a maximum period of 24 months from the date of issue, provided that the *UK CAA / EASA / FAA / Transport Canada approval* reference *xxx* remains valid.

Should the BCAA revoke or suspend the approval, *this organisation* shall return the approval certificate to the BCAA.

### 2.5 Renewal of Approval

*This organisation* shall make an application to the BCAA for the renewal of the maintenance organisation approval not less than 30 days before the approval expires.

The BCAA shall perform a survey for the purpose of the approval certificate renewal.

### 2.6 Notification of Ceasing Maintenance

Should *this organisation* cease to provide maintenance services under the BCAA approval, it will notify the BCAA in writing within 30 days of the date of cessation. The notification shall include a request for revocation of the maintenance organisation approval.

### 2.7 Continued Compliance

*This organisation* shall ensure that at least one complete and current copy of approved *MOE / RSM / MPM* and this supplement are located at each approved location.

*This organisation* shall ensure that applicable sections of the *MOE / RSM / MPM* and this supplement are available to personnel who require the documents in order to carry out their duties.

Pursuant to OTAR 145.27(b)(5)(i) and OTAR 145.7(a)(3), *this organisation* shall establish an audit programme that refers to and establishes compliance with:

- (i) OTAR Part 145 Subparts A, B and C; and
- (ii) the applicable requirements of OTAR 145 Subpart D as identified in this Supplement; and
- (iii) OTAR Part 43.

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The foregoing requirements shall be demonstrated through a product audit of a Bermuda registered aircraft, where possible.

Nominated post holders, whose responsibilities include ensuring that the organisation is in compliance with the requirements of OTAR Part 145 and Part 43, shall have adequate knowledge of applicable OTARs. The BCAA website, [www.bcaa.bm](http://www.bcaa.bm) shall be accessed regularly for updated information.

*This organisation* shall determine that each aircraft or component released to service by it is in an airworthy condition.

## 2.8 Changes to the Approved Maintenance Organisation

Pursuant to OTAR 145.55(a), *this organisation* shall ensure that its **MOE / RSM / MPM** is amended so as to remain a current description of the organisation, its approved capability and supporting procedures.

Pursuant to 145.55(b), *this organisation* shall ensure this supplement is current and meets the applicable requirements of OTAR Part 145.

The procedures for managing amendments are specified in **MOE / RSM / MPM reference Part xxx (or in this supplement)**

Pursuant to 145.55(c), *this organisation* shall provide the BCAA with a copy of each amendment to its **MOE / RSM / MPM** as soon as practicable after the domestic authority has approved such amendments.

Pursuant to 145.55(d), *this organisation* shall notify the BCAA of any proposal to carry out any of the following changes before such change takes place to enable the BCAA to determine continued compliance with OTAR Part 145:

1. The Accountable Manager or any of the nominated senior persons specified in the Exposition/Manual; or
2. The name of the organisation; or
3. The scope of maintenance ratings; or
4. The locations at which maintenance is performed; or
5. The procedure for authorising persons to certify maintenance.

## 2.9 Safety Management Systems

**If an organisation has established an SMS, use the following paragraphs:**

*This organisation* has established a safety management system for the proactive management of safety, that integrates the management of operations and technical systems with financial and human resource management, which reflects quality assurance principles.

The safety management system for *this organisation* is in compliance with OTAR Part 145 Subpart B and has been documented in an SMS manual, reference **xxx**.

Or

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Where a Competent Authority has issued a generic transition finding for the implementation of an SMS, the organisation should use the paragraph below:

The *UK CAA / EASA / FAA / Transport Canada* has issued a generic finding for the implementation of the SMS, with a corrective action date of *XXX*.

## 2.10 Certifying Staff

Pursuant to OTAR 43.101(a), *this organisation* shall ensure certifying staff receive initial and continuation training in each 2-year period to ensure they have up to date knowledge of the organisation procedures, including the contents of this supplement and the OTARs referenced herein.

Pursuant to OTAR 43.51(c), if type specific training was not completed within the last thirty-six (36) months, the certifying staff should receive type specific continuation training within the last thirty-six (36) months.

Pursuant to OTAR 43.101(c), *this organisation* shall issue a certification authorisation to certifying staff releasing Bermuda registered aircraft, specifying the privileges to certify maintenance within the scope of approval of OTAR Part 145 BDA/AMO/*XXX*. In this context, a certification authorisation is a document detailing the scope and privileges of the authorisation, granted to and held by the certifying staff.

## 3 Maintenance Practices

### 3.1 Independent Inspections

*This organisation* shall ensure that Independent Inspections are performed before certifying an aircraft for release to service after the initial assembly, subsequent disturbance or adjustment of the following items:

- (1) an engine control system; or
- (2) a flight control system; or
- (3) a vital point; or
- (4) any task identified in the aircraft maintenance programme requiring such inspections

as detailed in OTAR Part 43 Subpart C, 43.111(a).

*This organisation* shall ensure that only suitably qualified persons shall perform independent inspections.

Pursuant to 43.111(d), *this organisation* shall ensure that the authorised person certifying for the independent inspection enters in the maintenance records:

- (1) a statement that indicates that the disturbed aircraft control system or critical task performed is in compliance with the approved maintenance data including, where appropriate, safety locking and the system has full and free movement and operates in the correct sense; and
- (2) beside that statement:
  - (i) their signature; and

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- (ii) their OTAR Part 66 licence or validation number and/or authorisation number; and
- (iii) the date and time of entry

**3.2 Major and Minor Repairs**

*This organisation shall* confirm all repairs are performed in accordance with the requirements of OTAR Part 21 Subpart M.

Where the repair has not been performed in accordance with a type certificate holder's approved repair scheme the repair should be approved by the BCAA.

**3.3 Major and Minor Modifications (Design Change)**

*This organisation shall* confirm all modifications are performed in accordance with OTAR Part 21 Subpart C and approved by the BCAA.

Where the change has not been performed in accordance with a type certificate holder's approved Service Bulletin or equivalent document the change should be approved by the BCAA.

**3.4 Materials**

All components fitted or installed on Bermuda registered aircraft by *this organisation* shall be supported by a suitable serviceable release certificate in accordance with OTAR Part 21 Subpart K and detailed below.

Type of Part / Material	Document to be expected
Standard Parts (Those parts that are in conformity with a specification that: (a) is established, published and maintained by an organisation setting consensus standards or by a government agency, and (b) includes design, manufacturing, test and acceptance criteria and identification requirements)	When the part/material is purchased directly from the manufacturer, the Certificate of Conformity issued by the manufacturer; Alternatively, when the part/material is purchased through a third party supplier (e.g. distributor, operator, maintenance organisation, etc.) the documentation accompanying the part/materials shall contain: <ul style="list-style-type: none"> <li>• Conformity certification to the part/material applicable standard/specification, and;</li> <li>• identification of the manufacturing source, and;</li> <li>• Identification of the supplier source.</li> </ul> The information above may be included in one single Certificate of Conformity (C of C) issued by the supplier (containing cross reference to the manufacturer C of C) or be composed by more documents, such as for example the C of C issued by the manufacturer plus a statement from the supplier source. In any case, the
Materials (Raw materials and/or consumables)	

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Type of Part / Material	Document to be expected
	manufacturer C of C shall be made available upon request.
Aircraft parts	<ul style="list-style-type: none"> <li>• EASA Form 1 (or equivalent), new or used</li> <li>• UK CAA Form 1, new or used</li> <li>• FAA Form 8130-3, new or used</li> <li>• TCCA Form One (or equivalent), new or used</li> <li>• ANAC Form F-100-01 (former Form SEGV00 003), only with status “new”</li> </ul>

Where items are fabricated as part of a modification or repair, *this organisation* shall ensure:

- The items are installed in accordance with an approved modification pursuant to OTAR Part 21.73,
- The items are fabricated in accordance with approved data,
- The items are fabricated by an organisation appropriately approved. This may be an organisation approved according to:
  - FAR Part 21 Subpart G, EASA Part-21 Subpart G, UK CAA Part 21 Subpart G or TCCA CAR 561 production organisation approvals (subject to POA – DOA agreement);
  - an organisation approved according to EASA Part-145, which has the privilege to fabricate items in their MOE under the provisions of 145.A.42(b)(iii);
  - an organisation approved according to FAR Part 145, which has the privilege to fabricate items in their RSM under the provisions of 21.9(6);
  - an organisation approved according to CAR 573, which has the privilege to fabricate items in their MPM under the provisions of 571.06(4).

### 3.5 Parts Robbery Procedure

*Refer to Bermuda Advisory Circular BAC-AW-03 found on the BCAA website. Procedures for the removal and installation process of any robbed parts in accordance with the requirements set out in BAC-AW-03 should be described in this section.*

### 3.6 Certificate of Release to Service

*This organisation* shall issue a Certificate of Release to Service (CRS) for Bermuda registered aircraft listed in the approved scope of work in accordance with OTAR Part 43 Subpart C, stating:

“The work recorded has been carried out in accordance with the Air Navigation (Overseas Territories) Order as amended and in respect of that work the aircraft or component is fit for release to service”.

Subject to the scope of approval and associated procedures, *this organisation* may issue an OTAA Form 71 in accordance with OTAR Part 43.105(b) for:

- (i) the certification of release to service of engines, propellers, APU’s and components that have undergone maintenance, or

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- (ii) aircraft engines, propellers, APUs or components removed serviceable from a Bermuda registered aircraft in accordance with the procedures below.

Where an organisation is seeking the privilege to issue OTAA Form 71 to aircraft engines, propellers, APUs or components removed serviceable from a Bermuda registered aircraft, the requirements of OTAC 145-12 Paragraph 4.2 should be entered here.

Where an organisation is seeking the privilege to issue OTAA Form 71 to aircraft engines, propellers, APUs or components removed serviceable from a Bermuda registered aircraft withdrawn from service, the requirements of OTAC 145-12 Paragraph 4.3 should be entered here.

### 3.7 Special Flight Permits

*This organisation* shall issue a Special Flight Permit Release Certificate for Bermuda registered aircraft listed in the approved scope of work in accordance with OTAR Part 43 Subpart D, confirming that.

- (1) any maintenance disturbance has been carried out in conformance with instructions and standards promulgated by the aircraft manufacturer and any prescribed by the BCAA; and
- (2) the aircraft is configured to the conditions prescribed on the Special Flight Permit certificate; and
- (3) the aircraft and its records have been reviewed and the aircraft is considered to be fit for the intended flight; and
- (4) any required Aircraft Airworthiness Review has been satisfactorily completed.

For an aircraft registered in the Territory, as specified in OTAR Part 21.705 and OTAR Part 43.155(b), the organisation or person issuing a Special Flight Permit Release Certificate shall be first satisfied that:

- (a) the associated documentation is in place and that all applicable maintenance and continuing airworthiness requirements for the intended flight has been evaluated as satisfactory by an OTAR Part 39 approved organisation, or a person authorised by the Governor; and
- (b) the aircraft has been physically inspected and any maintenance disturbance has been carried out in conformance with OTAR Part 145, instructions and standards promulgated by the aircraft manufacturer and any prescribed by the Governor; and
- (c) the aircraft is configured to the conditions prescribed on the Special Flight Permit certificate.

On successful completion of the evaluation, a Special Flight Permit Release Certificate (SFPRC) shall be issued to certify that the aircraft is fit for flight. The certificate shall be issued for a specific period.

A Special Flight Permit Release Certificate may only be issued by an individual within a OTAR Part 145 Organisation who is authorised in accordance with OTAR Part 43.153(b) and listed below for this purpose.

Certifying staff authorised to issue a Special Flight Permit Release Certificate are:

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- Add names here (or reference to external document)

#### 4 Mandatory Occurrence Reporting

*This organisation* has established a Mandatory Occurrence Reporting system in compliance with OTAR Part 13 (*procedure reference xxx*) and will report to the operator, BCAA and type certificate holder (as appropriate) any condition affecting the safety of the operator’s aircraft.

Reports will be submitted on [Safety Occurrence Report Form SO-005](#) to [occurrences@bcaa.bm](mailto:occurrences@bcaa.bm).

Note: Further guidance on the process is available on the BCAA website: <https://www.bcaa.bm/mandatory-occurrence-reporting>

#### 5 Communication with BCAA

The focal point for communicating with the BCAA within the approved maintenance organisation is (*Mr/Mrs/Ms....., position.....*).

The person identified above or their nominee is responsible for submitting any amendment to this supplement to BCAA for approval.

##### BCAA Contacts:

###### Bermuda:

Address:	Contact:
P.O. Box GE 218 St. George's GE BX Bermuda	Office: +1 (441) 2931640 Fax: +1 (441) 2932417 Email: <a href="mailto:airworthiness@bcaa.bm">airworthiness@bcaa.bm</a>

###### United Kingdom:

Address:	Contact:
Farnborough Airport Ively Road Farnborough Hampshire GU14 6XA United Kingdom	Office: +44 (0) 1252 942170 Email: <a href="mailto:ukoffice@bcaa.bm">ukoffice@bcaa.bm</a>

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## 6 Appendices

*Insert sample of:*

- *Line maintenance CRS (if not in the Technical Log)*
- *Base maintenance CRS*
- *Special Flight Permit Release Certificate*
- *OTAA Form 71 (if applicable)*

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