



OTAR Part 39 Option 1 Supplement  
for  
(Company)

Bermuda OTAR 39 Approval Reference: BDA/CAMO/XXX

UK CAA / EASA Part CAMO Organisation Approval Reference: XXX

Issue:	Amendment:	Date:	Page 1 of 14
--------	------------	-------	--------------

# 1 Preamble

## 1.1 Contents

1	Preamble .....	2
1.1	Contents .....	2
1.2	List of Effective Pages .....	4
1.3	Record of Revisions.....	4
2	Organisation Approval.....	5
2.1	Accountable Manager Statement.....	5
2.2	Scope of the Approval.....	6
2.3	Duration of the Approval .....	6
2.4	Changes to the Approved Maintenance Management Organization.....	6
2.5	Notification of ceasing approval activity.....	6
2.6	Renewal of the Approval .....	6
2.7	Training.....	6
2.8	Quality System.....	7
2.9	Submission of Forms and Recommendations .....	7
2.10	BCAA Contacts:.....	7
3	Continued Airworthiness Management.....	7
3.1	Continued Airworthiness Management Contracts .....	7
3.2	Aircraft Airworthiness Review .....	8
3.3	Maintenance Programme Approval.....	8
3.3.1	Maintenance Programme Variations .....	9
3.4	Contracted Maintenance .....	9
3.5	Major and Minor Repairs.....	9
3.6	Major and Minor Design Changes (Modifications).....	9
3.7	Defects and Discrepancies .....	10
3.8	Weight and Balance.....	10
3.9	Certification of Maintenance.....	10
3.10	Reporting Serious Defects .....	10
3.11	Technical Log .....	10
3.12	Aircraft Maintenance Records.....	10
3.13	Special Operations.....	10
3.14	Field Loadable Software .....	11
4	Aircraft Certificates.....	11

Issue:	Amendment:	Date:	Page 2 of 14
--------	------------	-------	--------------

4.1	Certificate of Airworthiness .....	11
4.1.1	Initial C of A .....	11
4.1.2	C of A Renewal.....	11
4.2	Special Flight Permit.....	12
4.3	Export Certificate of Airworthiness .....	12
5	Appendices.....	14
	Appendix A – Persons nominated to make recommendations to the BCAA .....	14
	Appendix B – Persons approved to perform Aircraft Airworthiness Reviews .....	14
	Appendix C – List of Contracting Aircraft.....	14

Issue:	Amendment:	Date:	Page 3 of 14
--------	------------	-------	--------------

**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

Issue:	Amendment:	Date:	Page 4 of 14
--------	------------	-------	--------------

## 2 Organisation Approval

### 2.1 Accountable Manager Statement

This manual supplement, together with the organisations EASA Part CAMO Continued Airworthiness Management Exposition (CAME), defines the procedures upon which the Bermuda Civil Aviation Authority (BCAA) OTAR Part 39 approval of the continuing airworthiness management of *contracted operator's* aircraft is based.

These procedures are approved by the undersigned and should be complied with as applicable, in order to ensure all continuing airworthiness tasks of *contracted operator's* aircraft are completed on time and to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the BCAA will approve this manual supplement and maintenance management arrangements whilst the BCAA is satisfied that the procedures are being followed and the work standard is maintained. It is also understood that the BCAA reserves the right to suspend, vary or revoke this approval if the BCAA has evidence that these procedures are not being followed and the standards not upheld.

Signed .....

Accountable Manager

Dated.....

(Organisation).....

Issue:	Amendment:	Date:	Page 5 of 14
--------	------------	-------	--------------

## 2.2 Scope of the Approval

The OTAR Part 39 approval and scope is based on the valid **UK CAA / EASA** approval reference **xxx** and any additional aircraft listed below.

List aircraft types in addition to those on the **EASA / UK CAA** approval

(The following paragraph should only be included if confirmed by the BCAA – refer to Airworthiness Notice AWN-02-21)

**This organisation** is approved to investigate the aircraft's conformity to type design, operational fit and modification and repair standard and to provide Aircraft Airworthiness Review (AAR) reports in accordance with OTAR 21.175(b) and OTAC 21-6. Refer to Section 3.2 of this supplement.

## 2.3 Duration of the Approval

The BCAA approval is valid for 24 months from issue date, provided that:

- (i) the **UK CAA / EASA** approval number **xxx** remains valid, and
- (ii) the BCAA does not revoke or suspend the approval.

Note: The BCAA shall audit the organisation before the approval is reissued.

## 2.4 Changes to the Approved Maintenance Management Organization

**Mr/Mrs.....** is responsible for notifying the BCAA of any changes to the organisation. **Mr/Mrs.....** will notify the BCAA of any changes of facilities, equipment, material, procedures, work scope and staff that may affect the organizations approval. The procedures for amendments are as specified in the company exposition Part **xxx**.

If the change requires a revision to the approval certificate, **Mr/Mrs.....** shall submit a Form AW-281(r) with all information to support the change to the BCAA via AIRS or email to the allocated Inspector.

**Mr/Mrs.....** will submit any amendment to this supplement to the BCAA for notification and approval.

## 2.5 Notification of ceasing approval activity

If **this organisation** ceases to offer continued airworthiness management services, **Quality Manager, Mr/Mrs.....** shall notify the BCAA in writing within 30 days of the date of cessation. The notification shall include a request for revocation of the approval.

## 2.6 Renewal of the Approval

**This organisation** shall make an application to the BCAA for the renewal of the Continued Airworthiness Management Organisation approval by submitting a Form AW-281 via AIRS or email not less than 30 days before the approval expires.

## 2.7 Training

**This organisation** shall ensure staff managing Bermuda registered aircraft receive initial and continuation training in each 2-year period to ensure they have up to date knowledge of the

Issue:	Amendment:	Date:	Page 6 of 14
--------	------------	-------	--------------

organisation procedures, including the contents of this supplement and the OTARs referenced herein.

## 2.8 Quality System

**This organisation** shall establish an audit programme that ensures the organisation continues to meet the standards and comply with the requirements of OTAR Part 39. The quality system shall include adequate oversight of contracted maintenance activity.

Non-compliance findings shall be monitored and resolved in accordance with CAME Section **xx**.

## 2.9 Submission of Forms and Recommendations

All forms and recommendations may be submitted to the BCAA via the secure internet database run by the BCAA known as the Aircraft Information Records System (AIRS) using the access credentials provided by the BCAA or by email to the relevant Airworthiness Inspector or [airworthiness@bcaa.bm](mailto:airworthiness@bcaa.bm).

Persons nominated on behalf of **this organisation** to make recommendations to the BCAA using airworthiness (AW) forms shall be adequately qualified and are listed in Appendix A of this supplement.

### 2.10 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>

## 3 Continued Airworthiness Management

### 3.1 Continued Airworthiness Management Contracts

**This organisation** shall ensure that for all aircraft managed, the owner, lessee or operator has established a Principal Contract pursuant to the requirements of OTAR 39.53 and OTAC 39-

Issue:	Amendment:	Date:	Page 7 of 14
--------	------------	-------	--------------

24. Each contract shall appoint a Technical Coordinator, who is responsible for the continued airworthiness management of the aircraft.

The continued airworthiness management contracts and appointed Technical Coordinators are listed in Appendix C.

### 3.2 Aircraft Airworthiness Review

The following paragraphs should only be included if confirmed by the BCAA – refer to Airworthiness Notice AWN-02-21. Otherwise, annotate as “Not Applicable”.

In the case of an aircraft being imported where an Export Certificate of Airworthiness is not available from an NAA specified in OTAR 21.25(a), this organisation is approved to perform Aircraft Airworthiness Reviews (AARs) as required by OTAR 21.175(a)(6). AARs shall be performed in accordance with OTAC 21-6 / 39-5 as defined in procedure xxx and recorded on Form xxx.

This organisation acknowledges that the BCAA reserves the right to request an AAR for the purposes of establishing satisfactory airworthiness status of a stored aircraft prior to issuing a Special Flight Permit.

Persons approved to perform AARs on behalf of this organisation are listed in Appendix B of this supplement.

### 3.3 Maintenance Programme Approval

For all aircraft managed, this organisation shall develop a maintenance programme in accordance with OTAC 39-6 and submit to the BCAA for approval. The maintenance programme will be subject to annual review to ensure effective continued airworthiness of the aircraft and made available to those involved in the maintenance of the aircraft.

All aircraft maintenance programmes shall reference the required inspection standards, practices and procedures that shall be at least equivalent to the Type Certificate holder’s scheduled maintenance requirements. Any amendments to a maintenance programme shall be approved by the BCAA.

When submitting applications for initial maintenance programme approval, those persons listed in Appendix A will submit the following:

- (i) a copy of the proposed programme,
- (ii) AW-285 – Application for a Maintenance Programme Approval, and
- (iii) AW-287 – Maintenance Programme Checklist

When submitting an amendment to an existing BCAA-approved programme, those persons listed in Appendix A will submit:

- (i) a copy of the proposed programme, and
- (ii) Form AW-286.

Issue:	Amendment:	Date:	Page 8 of 14
--------	------------	-------	--------------



### 3.3.1 Maintenance Programme Variations

Occasionally an Owner/Operator may encounter a need to vary a task or number of scheduled tasks within the approved maintenance programme, due to limitations in supply of parts, availability of maintenance capability or unforeseen operational restrictions.

There are two applicable cases:

1. Permitted variations within the programme rules, which can be accepted without additional approval by BCAA, subject to the internal procedures of the CAMO.
2. Variations outside the scope of the programme rules.

In the second case, the BCAA holds the delegated authority to accept the variation request, subject to a satisfactory safety case. The Owner/Operator should in the first instance seek the support of the TCH/STCH for deviating from their requirements and follow the recommendations when requesting the variation.

When submitting an application for a variation to the maintenance programme, outside the scope of the programme rules, those persons listed in Appendix A shall submit:

- (i) Completed Form AW-259
- (ii) Supporting documents from the TCH.

### 3.4 Contracted Maintenance

**This organisation** shall ensure that before maintenance is performed on managed aircraft, the Technical Coordinator listed in Appendix C has established a maintenance contract with an appropriately approved OTAR Part 145 maintenance organisation.

The maintenance contract shall comply with the requirements of OTAR Part 39.57 and OTAC 39-22 and shall specify that a fatigue management system shall be in place to ensure that any person involved in the maintenance of the operator's aircraft is not fatigued.

### 3.5 Major and Minor Repairs

**This organisation** will ensure that all repairs are performed in accordance with OTAR Part 21 Subpart M. Where the repair has not been performed in accordance with a type certificate holder's approved repair scheme, those persons listed in Appendix A shall forward all supporting documents together with application form AW-233 to the BCAA for approval.

**This organisation** shall incorporate any continued airworthiness requirements arising from the repair into the aircraft maintenance programme.

### 3.6 Major and Minor Design Changes (Modifications)

**This organisation** will ensure that all modifications are performed in accordance with OTAR Part 21 Subpart C. Where the change has not been performed in accordance with a type certificate holder's approved Service Bulletin or equivalent document, those persons listed in Appendix A shall submit the following items to the BCAA for approval:

- (i) Application Form AW-220
- (ii) Supporting documents required by OTAR 21.73(b)

Issue:	Amendment:	Date:	Page 9 of 14
--------	------------	-------	--------------

This organisation shall incorporate any continued airworthiness requirements arising from the change into the aircraft maintenance programme.

This organisation shall ensure that if the aircraft, or any part of it, is modified, it continues to comply with the applicable noise standards. If necessary, those persons listed in Appendix A shall submit a revised AW-268 with the modification data.

### 3.7 Defects and Discrepancies

Any discrepancy or defect shall be rectified or deferred in accordance with OTAR Part 91 prior to flight and any inoperative equipment shall be identified and carried forward in accordance with an approved Minimum Equipment List (MEL) or Configuration Deviation List (CDL).

### 3.8 Weight and Balance

This organisation will ensure that aircraft are weighed in accordance with the requirements of OTAR Part 39.81 and records maintained which reflect the approved aircraft configuration(s).

### 3.9 Certification of Maintenance

This organisation shall ensure all Certificates of Release to Service are made as prescribed in OTAR Part 43, Subpart C.

### 3.10 Reporting Serious Defects

All reportable occurrences should be submitted to BCAA in accordance with the requirements of OTAR Part 13.

Reports will be submitted on [Safety Occurrence Report 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>

### 3.11 Technical Log

An approved Technical Log System shall be provided in respect of each Operator, as applicable to the relevant aircraft type(s) and operation, in accordance with the requirements of OTAR Part 39.79.

### 3.12 Aircraft Maintenance Records

All continued airworthiness records shall be maintained in accordance with OTAR Part 39 Subpart D.

### 3.13 Special Operations

The management personnel of this organisation will ensure that any required technical despatch procedure for special operations approved by the BCAA are complied with.

Examples of special operations include, but not limited to, the following:

- Interior reconfiguration e.g.: Medivac, class configurations etc
- RVSM downgrade / upgrade
- Auto land status downgrade / upgrade
- Airspace approvals downgrade / upgrade

Issue:	Amendment:	Date:	Page 10 of 14
--------	------------	-------	---------------

### 3.14 Field Loadable Software

This organisation will ensure that for any aircraft having systems utilising Field Loadable Software and Database Field Loadable Data, controlling procedures acceptable to the BCAA are in place to ensure that:

1. Filed Loadable Software uploads are accomplished in accordance with the approval requirements of OTAR Part 21 Subpart C; and
2. Database Field Loadable Data is controlled and transferred in accordance with the equipment manufacturer's instructions.

## 4 Aircraft Certificates

### 4.1 Certificate of Airworthiness

An aircraft may not fly on the Bermuda Register unless, a valid Certificate of Airworthiness (C of A) is in force and any related conditions are complied with. Certificates of Airworthiness are valid for twelve months, in accordance with OTAR 21.183.

#### 4.1.1 Initial C of A

Prior to submitting a recommendation for an initial certificate, this organisation shall confirm the airworthiness status and condition of the aircraft through review of the airworthiness and maintenance records and physical survey. When applying for the certificate, those persons listed in Appendix A will submit the following items:

- (i) Completed and signed Form AW-201(i)
- (ii) Airworthiness status reports
- (iii) Export C of A (or AAR as appropriate – refer to Section 3.2 of this supplement)
- (iv) Application for Noise certificate including:
  - a. Completed Form AW-268
  - b. Flight Manual extract
  - c. Previous noise certificate, if applicable
- (v) Application for maintenance programme (refer to Section 3.3 of this supplement)
- (vi) Completed Form AW-235 Flight Manual Supplement Status
- (vii) Aircraft Technical Log
- (viii) Aircraft airworthiness contract (refer to Section 3.1 of this supplement)
- (ix) Aircraft maintenance contract (refer to Section 3.4 of this supplement)

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

#### 4.1.2 C of A Renewal

Prior to submitting a recommendation for a C of A renewal, this organisation shall confirm the airworthiness status and condition of the aircraft through review of the airworthiness and maintenance records and physical survey.

Issue:	Amendment:	Date:	Page 11 of 14
--------	------------	-------	---------------

**This organisation** will apply for certificate renewal, not more than 90 days prior to the expiry of the existing certificate.

Note: With reference to BCAA Exemptions and Deviations published: <https://www.bcaa.bm/exemptions-and-deviations> (ref: BCAA/PAVE/1311)

When applying for the certificate, those persons listed in Appendix A will submit the following items:

- (i) Completed and signed Form AW-201(r)
- (ii) Airworthiness status reports
- (iii) Completed Form AW-235 Flight Manual Supplement Status

**This organisation** will ensure the nominated Technical Coordinator or person listed in Appendix A will present the aircraft with all the relevant documents and publications, at the time of the inspection.

#### **4.2 Special Flight Permit**

If an aircraft no longer meets the certification standards set for the applicable Type Acceptance Certificate, the Certificate of Airworthiness will not be in force. The only provision for allowing an aircraft to fly in these circumstances is to permit the aircraft to be operated in accordance with the conditions of a Special Flight Permit.

All Special Flight Permits will be carried out to the requirements of OTAR Part 21 Subpart P and OTAC 21-10.

Aircraft operating under a Special Flight Permit require permission from each State, whose airspace it intends to use, while operating without a valid Certificate of Airworthiness.

When applying for a Special Flight Permit, those persons listed in Appendix A will submit the following items to the BCAA:

- (i) Completed and signed Form AW-201(P)
- (ii) supporting documents from the TCH, as necessary

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

#### **4.3 Export Certificate of Airworthiness**

An Export Certificate of Airworthiness may be required by an importing state Civil Aviation Authority in order to provide confirmation that Bermuda registry has conducted a recent satisfactory review of the airworthiness status of the aircraft and, apart from any agreed deviations, found the aircraft to be in compliance with the applicable Type Acceptance Certificate. Export Certificate applications will be carried out to the requirements of OTAR Part 21 Subpart L.

When applying for an Export Certificate, those persons listed in Appendix A will submit the following to the BCAA:

- (i) Completed and signed Form AW-201(E)

Issue:	Amendment:	Date:	Page 12 of 14
--------	------------	-------	---------------

(ii) Airworthiness status reports

Unless the BCAA has issued a C of A within the preceding three months, **this organisation** acknowledges that the BCAA reserve the right to survey the aircraft before issuing the Export Certificate.

The Export Certificate of Airworthiness is not a flight authority and does not authorise the aircraft for flight.

Note: Further guidance on the process is available on the BCAA website:  
<https://www.bcaa.bm/export-certificate-airworthiness>

Issue:	Amendment:	Date:	Page 13 of 14
--------	------------	-------	---------------

## 5 Appendices

### Appendix A – Persons nominated to make recommendations to the BCAA

The following persons are nominated on behalf of *this organisation* to make recommendations to the BCAA using airworthiness (AW) forms in accordance with Section 2.9 of this supplement.

Name	Job Title	Limitations

### Appendix B – Persons approved to perform Aircraft Airworthiness Reviews

The following persons are approved to perform Aircraft Airworthiness Reviews on behalf of *this organisation* in accordance with Section 3.2 of this supplement.

Name	Job Title	Limitations

### Appendix C – List of Contracting Aircraft

Owner	Registration(s)	Technical Coordinator

Issue:	Amendment:	Date:	Page 14 of 14
--------	------------	-------	---------------