BGA Airworthiness and Maintenance Procedure
USE OF WORKSHEETS (AMP 1-1)

Version 1.2	Effective date 1 Oct 2016

Introduction

It is very important that maintenance is correctly recorded and with adequate detail. All maintenance on aircraft operated within the BGA airworthiness system (including Annex II, SLMG and Tug aircraft) that requires a CRS (Certificate of Release to Service) must be recorded on worksheets.

Acceptable Worksheets

BGA forms 204 and 205 or locally designed worksheets that meet the specification in this document are acceptable.

The form BGA 204 (or local alternative) should be used for detailing the work carried out in a major repair of rectification where it is appropriate to provide a comprehensive report on the work carried out.

The form BGA 205 (or local alternative) should be used for recording general faults and rectification work carried out together with the appropriate certification.

Locally produced worksheets must contain the following minimum information that must be clearly laid out;

- Registration number of aircraft e.g. BGA 1234 or G-ABCD.
- Aircraft type e.g. ASK13 or SF25c.
- Unique file reference: e.g. BGA 1234/251202
- Date sheet raised.
- Maintenance check or defect rectification. e.g. C of A, 50hr.
- Sheet number and total number of sheets on completion.
- Details of work done.
- Defect number, details of defect or work required and rectification or completing action. Initials of person completing job.
- Certification – an example is detailed below in Appendix 1.

Additional Information

Please note that the inclusion of photos of damage and repairs, to worksheets is very beneficial to the understanding of what maintenance has been carried out.

Control of worksheets

Where more than one worksheet is used, some control is required to ensure one or more sheets are not mislaid and are accounted for on the completion of work. The BGA Form BGA 210 is a Document Control Sheet.

Retention of Records

Completed rectification worksheets form part of the aircraft records and, along with work packs, should be retained with the aircraft documentation. The best way to achieve that is to file worksheets with the related BGA 267, GMP, LAMP, LAMS or whenever defects are fixed.

EASA Part M has specific requirements for record completion and retention that applies to EASA aircraft;

- The CRS on the worksheets (or log book) must be issued before flight
- The log book maintenance entry must be completed within 30 days of the maintenance event.
- Aircraft maintenance records must be retained for 2 years after the aircraft has been permanently withdrawn from service or destroyed.
- Inspectors as part of a subpart F maintenance facility (this includes all BGA inspectors) must keep their own records for at least 3 years after the maintenance event (but ideally forever).

Log Book Entries in Conjunction with Work Sheets

Provided a rectification worksheet is completed, certified and remains as part of the aircraft records, the log book entries can be made as follows;

- Minor rectification (example tyre change) - no log book entry required as the CRS is recorded on the worksheet.
- Major rectification (example recover of wings) - brief details and work pack reference number to be used.
- Minor or major rectification involving component changes (example new hooks) - brief details and component details. Work pack reference number to be used.
- Maintenance check - brief details of maintenance check, brief details of major rectification and component changes. Work pack reference number to be used.

Appendix 1 - example worksheet showing a reported defect and the subsequent work correctly recorded on the worksheet.

Reg: G-CABC	Type: ASK13	File Ref: BGA 1
Date: 01/04/15	Check/Zone: Defect	Sheet: 1

No.	Defect	Action	Completed
1	Rudder reported to be stiff.	After inspection, Rudder removed and hinges found to require lubrication. Rudder hinges lubricated and rudder refitted.	JB
2	Rudder connections and lower hinge pin requires duplicate inspection after refit	**1st inspector** **J Bloggs** **01/04/15 insp no IA007** **2nd Inspector** **J Smith** **01/04/15 insp no IC009**	JB JS

Annex II Aircraft;
#☐The work recorded above has been carried out i.a.w. BGA Airworthiness Exposition 2003, 3.8 & 4.9. (2008 version Part 3, 3.2 & Part 4, 8.2)

EASA Aircraft;
BGA Inspector or Part 66 Engineers Certificate of Release to Service (Part M M.A.801)
#☒Certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-M and in that respect is considered ready for release to service.

Pilot-Owner Certificate of Release to Service (Part M M.A.803, Appendix viii & BGA AMP Leaflet 2-1)
#☐Certifies that the limited pilot-owner maintenance specified, except as otherwise specified, was carried out in accordance with Part M and in respect to that work the aircraft is considered ready for release to service
#Tick appropriate box. BGA Approval No. DAI/8378/73, M.F. 0007.

Signed: JBloggs **BGA Authorisation** IA/007 **Date**: 01/04/15

End.