BGA AIRWORTHINESS AND MAINTENANCE PROCEDURES

PART 1, LEAFLET 1-1

USE OF WORKSHEETS

INTRODUCTION

1. It is the policy of the BGA Technical Committee to encourage the use of rectification worksheets (see also Part 3, Leaflet 3-5 in this manual). Moreover, the CAA requires that work carried out on civil registered aircraft be fully recorded; this task is made straightforward if rectification worksheets are used. Additionally all maintenance checks on "G" registered aircraft must be recorded on worksheets. The LAMS was re-written and formatted for this use. This leaflet provides guidance to BGA Clubs and inspectors on how these requirements might be met.

   Examples of BGA forms are to be found in leaflet 1-3.

REQUIREMENTS

2. **General.** BGA forms 204 and 205 provide examples that are acceptable for use on aircraft maintained under the BGA's Maintenance Approval. Other acceptable forms may be used if necessary or desired to capture other data; for example, man-hours expended, club logo or name etc.

The form BGA 204 (or 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 alternative) should be used for recording general faults and rectification work carried out together with the appropriate certification.

3. **Retention of Records.** Completed rectification worksheets form part of the aircraft records and should be retained with the aircraft's documentation; i.e., worksheets should be filed with the BGA 267 forms or LAMS worksheets as part of that particular maintenance check. Worksheets may also be filed not in conjunction with a maintenance check, for example; mainwheel puncture or some other "in service" defect.

In the case of a major repair a copy of the completed rectification worksheets should be forwarded with the BGA 267 form at the time of the C of A renewal or on completion of the work.

4. **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.

   A) Minor rectification: No log book entry required.
   B) Major rectification: brief details.
   C) Minor or major rectification involving component changes: brief details and component details
   D) Maintenance check: Brief details of maintenance check, brief details of major rectification and component changes.

5. **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. This action and the strict use of worksheets will ensure that any item disturbed during maintenance is returned to an airworthy condition or fault rectified prior to operation of the aircraft. Form BGA 210 shows an example of a Document Control Sheet.

COMPILATION OF WORKSHEETS

6. The data required in each element of the worksheets is as follows:

a) **Reg.** Registration number of aircraft e.g. BGA 1234 or G-ABCD.
b) **Type.** Aircraft type e.g. ASK13 or SF25c.
c) **File Ref.** Unique file reference: e.g. BGA 1234/251202
d) **Date.** Date sheet raised.
e) **Check.** Maintenance check or Misc. e.g. C of A, 50hr.
f) **Sheet.** Enter sheet number and total number of sheets on completion.
g) **Details.** (BGA 204) Details of work done.
h) **No, Defect, Action, Completed.** (BGA 205) defect number, details of defect or work required and rectification or completing action. Initials of person completing job.
i) **Certification.** Signature of person certifying work and BGA Authorisation number (Note: this certification is only suitable for inspectors using their BGA Authorisation number. If other persons are certifying outside the BGA then a 'Certificate of Release to Service' is required). Only BGA inspectors may certify maintenance on BGA C of A aircraft.

WORKPACKS

7. A workpack should be raised at the start of each maintenance check or activity where scheduled maintenance, defect rectification or repair etc. is involved where more that one certification sheet is required.

8. The workpack must contain the following:
a) Scheduled maintenance worksheets
b) Document control sheet
c) Additional inspections worksheets
d) Defect sheets
e) Non scheduled maintenance sheets
f) Parts release documents
g) C of A renewal paperwork (if applicable)
h) Any other documentation relating to the maintenance

The workpack may also contain other information not directly related to the certification requirements such as:
i) Expended hours sheets
j) Invoice details
k) Related correspondence

9. Work pack make up

a) Header page – Aircraft details, Work details, Maintenance schedule reference and other pertinent data. The LAMS page 8/1 can be used for this purpose or a header page tailored to an individual aircraft type. The header information should be completed prior to starting work.
b) For gliders and SSS the BGA 267 will serve as the header page.
c) Document control sheet – if not included or inadequate on the header page or elsewhere in the work pack, a document control sheet must be raised to account for all the pages of the work pack and to ensure that all pages are accounted for on the completion of work. BGA 210 may be used for this
d) Scheduled maintenance worksheets – these are compiled from the applicable LAMS schedule worksheets or BGA Motor Glider and Tug LAMS or BGA 267. The applicable sheets should be raised at the beginning of the maintenance and each item completed after each item is finished.

It is permissible to use LAMS worksheets tailored to a specific aircraft type provided that the basic elements of the master version are adhered to, (Task number, details, completed by and certification)

e) Defect sheets – additional defect sheets should be used to record any defects found and action taken to rectify, additional maintenance items not included in the scheduled maintenance sheets. The additional worksheets and individual entries should be raised and cleared as the check progresses. An example of a glider worksheet is to be found in Appendix 1.

f) Additional sheets – these may be to record items such as: pitot static calibration, flying control rigging checks, weighing report, JAA (EASA) form one for contracted out services, parts release details and any other relevant information.

Note: The LAMS schedule is applicable only to Motor Gliders and Tugs. The BGA GMS and BGA 267 should be used for Gliders and Self Sustaining Sailplanes.

RECORD KEEPING

10. Log books, worksheets, work packs must be kept safely as they form part of the certification and aircraft history.

All records must be passes to the new owner of an aircraft if it is sold and ownership changes.

All records must be kept for 2 years after the aircraft is destroyed or scrapped.

British Gliding Association

Rectification Worksheet

This form may be used for Gliders, Motor Gliders and BGA Tugs.

Reg: G-CABC	Type: K13	File Ref: BC/010405
Date: 1st APRIL 2005	Check: C OF A	Sheet: 3 of 3

No.	Defect	Action	Completed
1	FRONT ALTIMETER STICKING	REPLACED Part no 123456alt Serial no 1234r JAA form 1 12345	AO
2	Seat harnesses worn beyond limits	Replaced Part No K13SB1 JAA form 1 23456	AO
3	Fabric damage o/b l/h aileron	Fabric repair carried out i.a.w.AC43-13 Ceconite 101 batch no CE00001	AO

The work recorded above has been carried out i.a.w. BGA Airworthiness Exposition 3.8 & 4.9. BGA Approval No. DAI/8378/73.

Signed: **Sign in ink** BGA Authorisation No: I/C/9999 Date: 1/4/05