Airworthiness Procedures Briefing Note

Original: May 4th 2007
Rev.1: February 28th 2008
Rev.2: February 21st2010
Rev.3: March 7th 2010
Rev. 4: April 26th 2010

The IGSA airworthiness system has now moved from a structure which has been primarily self-contained to one which is now integrated with EASA / IAA airworthiness requirements and procedures. The IGSA has been issued with Part M Sub-Part G (Continuing Airworthiness Management Organisation) and Sub-Part F (Maintenance Organisation) approvals by the IAA. This document sets out in brief the background and main features of the new system.

1. Part M

Part M is a Europe-wide EU code theoretically common to all aircraft, (ranging from an Airbus 380 to the humble K8), with the object of ensuring that all aircraft coming under its ambit are maintained by competent personnel working within the structure of a competent organisation.

2. Sub-Part G (Continuing Airworthiness Management)

The IGSA Part M Sub-Part G approval authorises the IGSA to manage the continuing airworthiness of those gliders listed in its approval document, including issuing of Airworthiness Review Certificates (ARCs).

CAMOs may choose to work in either a “Controlled” or an “Uncontrolled” environment. We have chosen to work in the uncontrolled environment. This essentially mirrors the traditional IGSA approach to airworthiness. i.e. the aircraft owner is responsible for arranging for the maintenance and continued airworthiness of his/her aircraft. This is now done in compliance with the recommended practices and procedures provided by the IGSA Sub-Part G organisation (in particular the specifically developed and approved MPLA/G (Maintenance Programme Light Aircraft / Glider) provided for the aircraft).

3. Sub-Part F (Maintenance Organisation)

The IGSA Part M Sub-Part F approval authorises the IGSA to maintain those gliders listed in its authorisation. IGSA inspectors essentially work under the Sub-Part F approval, and are authorised to maintain those gliders listed in the approval document and as listed in their own PAC (Personal Authorisation Certificate).

4. Quality Control

Part M requires that a quality control system be put in place. A Quality Monitor has been appointed who will implement the quality system, conduct regular organisational reviews and conduct regular internal audits. This will include random inspections of aircraft and processes, including documentation. In addition, the IAA will conduct random audits from time to time.

5. Documentation

Before a glider can fly legally in the Republic of Ireland, certain documents must exist to verify that:

- the glider type is approved in Ireland,
- the individual glider conforms with the type specification,
- all the relevant information is available
- the glider has been maintained by personnel qualified, experienced and approved to do so,
- the information used to maintain the aircraft is the up to date available and,
- the glider is in fact fit to fly.

The primary purpose of these documents is simply to communicate the airworthiness status of any particular glider from one organisation or person to another.

This paperwork cannot be avoided; however if its purpose is understood and if it is used properly, it provides a powerful system for ensuring that a particular glider is fit for flight.

The owner should ensure that documentation is stored in a dedicated binder, sub-divided into logical sections. A lever arch file is recommended.

6. Certificate of Registration

This document records the existence of the glider and identifies who holds the Certificate of Registration. The Certificate of Registration holder is the person or organisation who is responsible for the airworthiness of the glider. The CoR holder fulfils this responsibility by ensuring that all the necessary maintenance is properly performed and recorded.

7. Type Approval

The Certificate of Type Approval is the document which certifies that a particular glider type has been approved for use within the Republic of Ireland. To qualify for award of an EASA Certificate of Airworthiness, a glider must either hold an EASA Type Certificate or an EASA approved Type Certificate. The Type Certificate will be based upon the information contained in the Type Certificate Data Sheet (TCDS).

Gliders which do not possess either of the above may be granted a Permit. This effectively means that the glider will be authorised to fly within the State and will be controlled by the National Authorised Authority (the IAA).

8. Certificate of Airworthiness

This document certifies that an individual glider complies with the original Type Certificate.
The Certificate of Airworthiness is issued by the IAA and is non-expiring.

The Certificate of Airworthiness is validated annually by means of an Airworthiness Review. The Airworthiness Review essentially acts to maintain the validity of the Certificate of Airworthiness. A successful Airworthiness Review results in issue of an Airworthiness Review Certificate, valid for twelve months.

The Certificate of Airworthiness / ARC do not attest to the day-to-day detailed airworthiness of a particular glider; this is provided for by means of the Daily Inspection, recorded in the glider DI book.

The Certificate of Airworthiness and associated Airworthiness Review Certificate must be carried on board the glider.

9. ARC Review

The owner should complete a Form 111 Work Order and forward it to the Sub-Part G manager, requesting an ARC review, and including a copy of the following:

- Form 101 Glider Inspection Report
- Form 102 / 103 Worksheets (as appropriate)
- Form 104 Document Control Worksheet (used for large jobs)
- Form 107 Certificate of Release to Service (CRS)
- Form 108 (Weight & Balance Report), as appropriate
- Form 124 List of Airworthiness Directives
- Insurance Cert

As a matter of practicality, as these documents are identical to those already stored by the inspector in the IGSA files, it should normally suffice to confirm the location of the documents to the SPG manager.

The glider may only be flown if it possesses a valid CofA **and** a valid ARC and a valid CRS AND is within its annual maintenance period. To use a motoring analogy, the ARC could be considered as equivalent to annual car tax while the annual maintenance period is equivalent to the NCT – both must be valid for a car to be legally driven. The MPLA/G specifies the allowed variation on the annual maintenance period; this is normally one month. Extensions of up to one month in the annual maintenance period will require prior written approval by an Inspector.

The ARC review will entail a detailed review of all relevant documentation, including the log-book, and a physical survey of the aircraft. If satisfactory, the ARC will be re-issued for a further twelve months.

10. ARC Scheduling

An application for ARC renewal may be forwarded to the IGSA within 90 days of the due date. Annual maintenance may be anticipated by 1 month ahead of the date due or may be, with the approval of an Inspector, delayed by 1 month after the date due. Due allowance should be made for application processing and any holiday periods etc. which may influence turnaround time. It would seem wise to submit an application at least 4 weeks before the due date. The revalidated ARC will normally be dated to commence immediately subsequent to termination of the previous validity period. The owner may request the validity to start from the date of the review; it this case there will no refund of the unused validity period. As the review may take place in advance of the expiry of the ARC, the existing ARC remains valid until it expires and only then will be new ARC become valid.

11. Airworthiness Directives

Airworthiness Directives are issued either by the IAA, the National Authorised Authority of the State of manufacture or EASA. They may be either one-off or recurring. Most manufacturers maintain an on-line database of all AD's affecting their aircraft – owners should keep a watching brief on this. An ongoing list, updated fortnightly, of EASA AD's along with all AD's issued prior to 2004 is maintained and stored in the IGSA cabinet. The owner needs to ensure that all ADs are complied with at all times and are also double checked at the annual maintenance / inspection. Compliance with all relevant ADs need to be captured annually on Form 124 as part of the annual inspection, as well as in the aircraft log-book.

12. Maintenance

It is the responsibility of the Registered Owner to ensure that all maintenance which is required to maintain the glider in an airworthy condition does take place at the appropriate time (including actions required by any Airworthiness Directives which may be issued affecting the glider).

Glider maintenance is carried out in accordance with the IGSA Continued Airworthiness Maintenance Exposition (CAME), the IGSA Maintenance Operations Manual (MOM) the Maintenance Procedures for Light Aircraft/Gliders (MPLA/G), and the manufacturer's Flight/Maintenance Manual. All maintenance documentation used in the maintenance of a glider must be the latest version available.

Each individual glider has its own bespoke manual (the MPLA/G) issued to it. To be valid, an MPLA/G must be authorised individually by the IAA and incorporate the IAA Approval certificate.

All maintenance (including Pilot-Owner maintenance) must be recorded and certified, both in individual worksheets as appropriate with a reference added to the glider log-book.

Maintenance can be either scheduled or non-scheduled.

Scheduled maintenance must be certified by an IGSA Inspector, usually by means of Form 103, which is used to record details of the maintenance work carried out and to certify that the work has been carried out correctly.

Scheduled maintenance is normally scheduled annually. This twelve monthly period may, or may not, co-incide with the ARC period. In any case, the ARC lapses if the annual maintenance does not take place within twelve months of the previous maintenance activity. A ticket, issued by the IGSA Part F organisation, affixed to the cockpit will indicate the expiry date of the annual maintenance period.

Non-scheduled maintenance must be certified by either an IGSA Inspector or, for a limited and defined set of tasks, the pilot-owner. This set of tasks is set out in the MPLA/G. Form 102 is used to record and certify such maintenance activity.

13. Maintenance File

The owner maintains a Maintenance File for his aircraft. This file contains the master copy of all maintenance documents and will include the masters of the following documents :

IGSA Form 101
IGSA Form 101T
IGSA Form 102
IGSA Form 103
IGSA Form 104
IGSA Form 107
IGSA Form 108
IGSA Form 124
Instrument Calibration Sheets
EASA Form 1
Certificates of Conformity
Release Certificates

Etc.

i.e. the Maintenance File is the primary repository for all the maintenance documentation for the aircraft. Clearly it should be neat, tidy and well ordered.

The IGSA and the Inspector will require copies of certain of the documents.

14. Lifed Items

A number of items in gliders are life limited (e.g. the airframe itself, hooks, engines, propellors, some harnesses) - some are limited by a maximum number of allowed cycles, some by the max. no. of hour's usage allowed. Owners need to monitor these items as applicable to their glider and take appropriate action in good time. Lifed items are listed in the approved MPLA/G.

15. Instruments

Some instruments, in particular those specified in the Type Certificate Data Sheet (TCDS), (typically the altimeter and ASI) now require calibration every twenty four months. We now have an approved avionics engineer who can do this and provide a check cert.

16. Approved equipment

Any new equipment fitted to a glider (whether it be a new instrument or fabric used to repair a tear or whatever) must not be used unless it has been released by means of an EASA Form 1 or a Certificate of Conformity.

17. Pilot-Owner Maintenance

The Pilot-owner can perform limited maintenance as laid down in the MPLA/G. Pilot-owner maintenance must be recorded in a Form 102 and the gliders log-book and be signed by the Pilot-owner. Any uncertainty regarding what a pilot-owner is or is not allowed to do should be referred to an IGSA Inspector.

The Pilot-Owner(s) must be named in the MPLA/G. With regard to gliders owned by DGC, all instructors and tug-pilots have been nominated, for the purpose of Pilot-Owner maintenance, as Pilot-Owners.

18. Inspection

Most gliders require a twelve monthly maintenance routine. An inspection of the glider by an IGSA rated inspector normally follows this annual maintenance in order to confirm that such maintenance has properly taken place, that all relevant

Airworthiness Directives have been embodied, that the glider is in good order and is fit to fly.

In order to arrange for annual maintenance / inspection, the owner should complete a Work Order Form (111) and forward this to the Sub-Part F manager, who will allocate an inspector for the task.

IGSA Form 101 / 101T is completed by the inspector is used to record details of the inspection.

Upon satisfactory completion of the glider inspection, the inspector will complete and sign Form 101, a Form 107 (CRS) and any other forms required, install a 'maintenance ticket' in the cockpit indicating the expiry date of the 'annual' and write up a summary of the inspection, including any AD's implemented, into the log-book.

The glider may require a test flight subsequent to any particular maintenance activity after which the inspector deems a test flight necessary. The inspector must make clear to the owner whether a check flight is required or not.

The owner should retain the following in the glider maintenance file:

- Form 101 / 101T (if appropriate) Glider Inspection Report
- Form 102 / 103 Worksheets (as appropriate)
- Form 104 Document Control Worksheet (used for large jobs)
- Form 107 Certificate of Release to Service (CRS)
- Form 108 (Weight & Balance Report), as appropriate
- Form 124 AD checklist
- Insurance Cert
- Form 111 Work Order (2 are required – one for the Sub-Part F maintenance activity, the other for the Sub-Part G ARC Review)
- Any additional worksheets, Form 1s, Certificates of Conformity, etc.

The inspector will store a copy of the above in the appropriate glider file in the IGSA storage cabinet and keep one copy for his/her own files.

19. Log-Book

The glider log-book should contain a record of all flights and maintenance (scheduled or otherwise) work performed on the glider, with reference to worksheets if necessary. It is acceptable in the case of multiple flights in one day that a single entry per day is used. A separate file (the maintenance file) should be used to hold the documents and forms.

All Airworthiness Directives must be listed and signed off in the log-book.

20. IGSA Forms

Each worksheet should be allocated a unique file reference identifier by the inspector.

This identifier should take the following form: 123/ABC/20100101/AB where:

- the first three digits are the form number,
- the second set is the glider registration,
- the third set is the date and
- the last set is the inspector initials

E.g. 101/GLA/20100225/CS would be the identifier for the Form 101 annual inspection record sheet for EI-GLA issued on the 25th February 2010 by Ciaran Sinclair

Form 101 Annual Glider Inspection Record

IGSA Form 101 replaces the old Form 267 and acts as a checksheet and certification for the inspection.

Form 101(T) Annual Glider Inspection Record – Powered Sailplanes

Form 101T is a supplement to Form 101 and is used for powered sailplanes.

Form 102 Glider Rectification Worksheet

Form 102 is used to record and certify details of any non-scheduled maintenance work which takes place on any glider.

Form 103 Glider Inspection Worksheet

Form 103 is used to record and certify details of scheduled maintenance activity.

Note that the word “rectification” simply refers to any maintenance activity – eg regreasing a bushing, whatever.

Note: Forms 102 and 103 contain a CRS which must be signed by the owner or Inspector as appropriate. There are 3 check boxes – EASA Inspector, EASA Pilot owner and Annex II (Annex II aircraft have a Permit to Fly)

Form 104 Document Control Worksheet

Form 104 is used to record documentation in circumstances where a number of documents are used in a single maintenance activity.

Form 105 Maintenance Release Form

This document has now been withdrawn.

Form 106 – Recommendation for issue of an ARC

This document has now been withdrawn.

Form 107 (Certificate of Release to Service)

Used to certify that the glider is fit for release to service. Also used to list **ALL** the documents associated with an activity, including the annual maintenance / inspection.

Form 108 Weight & Balance Report

Used to record aircraft weight and balance measurements and calculations

Form 111 – Work Order Form

Form 111 is used to by an owner to request either an Annual Maintenance or an ARC review.

Form 124 – Airworthiness Directives

Used to track acompliance with all relevant airworthiness directives.

Form AWSD 5b

Form 5b is essentially an application for issue/renewal of an EASA/IAA CofA and is completed by the owner.

This document will onlyy be used in the case of a new glider entering the system where a CofA is not already in place and needs to be granted.

Form AWSD 6b

Form 6b is a preliminary inspection report and is in the main completed by the IGSA inspector dealing with the glider in question.

This document will onlyy be used in the case of a new glider entering the system where a CofA is not already in place and needs to be granted..

Note: Should an ARC review/CofA issue require issuing by the IAA, for example on import of a glider or initial issue of C of A, then the 5B, 6B and Form 106 forms will be required

21. How to apply for an EASA/IAA CoA

Only applicable to an aircraft which does not have a non-expiring CofA or has never been issued with an EASA/IAA CofA. The process is:

- Download and complete Form 111 from the IGSA website at www.igsa.ie .
- Forward this to the Sub-Part F Manager who will arrange an inspection
- Complete the IAA 5B and 6B forms; the 6B has to be signed by an Inspector
- Submit these and all the inspection forms to the CTO together with the appropriate fee (full IAA CofA fee and the IGSA inspection fee)
- The IAA will perform the initial airworthiness review and issue the CofA and ARC.

22. Inspectors

All IGSA inspectors who have "transitioned" as part of the current arrangements will have attended a "Human Factors in Aviation" and "Aviation Legislation" course and have successfully completed an IAA Competence Assessment examination and have supplied a satisfactory set of work records will have received a Letter of Competence from the IAA. This means that those inspectors are approved to work on gliders, within the limitations as specified in their own (IGSA issued) Personal Authorisation Certificate, as specified in the Sub-Part F authorisation.

23. Personal Authorisation Certificate

Each inspector will be issued with a PAC by the Accountable Manager. The Accountable manager heads the IGSA Subpart-F and G organisations and is responsible for the overall operation. The PAC will detail which glider types the inspector is authorised to work on and, in some cases, whether he/she is authorised to work on some elements only of the aircraft (e.g. engine, propeller).

24. Inspector Currency Requirements

In order to retain the privileges of the authorisation, inspectors will be required to have been involved in six months work on gliders in any consecutive twenty four months. Work is understood to comprise any actual work on gliders, seminar or meeting attendance, dealing with owner queries, charging batteries, investigating any defects, reviewing any sailplane documentation, related admin, etc.
Inspectors should keep an individual record of all work performed on Gliders

25. The Future

This is quite a change to the way we have traditionally done our business and will no doubt take some time to settle down. There is clearly a larger amount of documentation and oversight involved than previously. However, once bedded in, the situation should effectively return to one not dissimilar to that which held heretofore, albeit with a more regular oversight by the IAA.

26. Appendix 1 Form 101 Annual Inspection Report

Gowran Grange Airfield,
Puncheestown, Naas, Co.Kildare

I.G.S.A. FORM 101 - ANNUAL INSPECTION REPORT

GLIDER TYPE			
REGISTRATION	EI-	Works No.	
DATE OF MANUFACTURE			
		Fee Enclosed	

No	Description	Initials
1	Nose Fairing	
2	Pot Pitot/ventilator	
3	Front Skid/ Shock Absorber	
4	Front Structure	
5	Release Hook Assemblies	
6	Main Wheel/ Brakes Assembly	
7	Canopy/Lock—jettison	
8	Harnesses	
9	Seat Pan Assemblies	
10	Cockpit Floor Structures	
11	Rudder Pedal Assemblies	
12	Rudder Control Circuit/Stops	
13	Elevator Control Circuit/Stops	
14	Aileron Control Circuit/Stops	
15	Trimmer Control Assemblies	
16	Air Brake Control Circuit	
17	Wheel Brake Controls	
18	Instrument Panel Assemblies	
19	Pitot Static System	
20	ASI Calibration	
21	Electrical Installation/Fuses	
22	Battery/Corrosion	
23	Oxygen System	
24	Radio/Installation—Placarding	
	Radio Type:	
25	Water Ballast System	
26	Removable Ballast Installation	
27	Speed/Weight/Manoeuvre Placards	
28	Wing Attachments	
29	Control System in Centre Section	
30	Equipment Stowed in Centre Section	
31	Centre Section Fairing	
32	Mainplane Struts/Wires	
33	Undercarriage—Suspension	
34	Undercarriage— Retraction System	
35	Tailplane Attachments	
36	Fin Structure	
37	Rudder Assembly and Hinges	
38	Tailplane/Elevator Assembly	
39	Tailskid/Wheel	
40	Mainplane Structure—Port	
41	Aileron/Hinge Assembly—Port	
42	Air brake/Spoiler Assembly—Port	
43	Flaps (Port and Starboard)	
44	Mainplane Structure—Starboard	

No	Description	Initials
45	Aileron/Hinge Assembly—Starboard	
46	Airbrake/Spoiler Assembly—Starboard	
47	Range of Controls checked	
48	Drag Chutes	
49	Duplicate Inspections	
50	Bonding/Vents/Drains	
51	Lubrication	
52	Cleanliness/Loose Articles	
53	Mandatory Mods/Inspections	
54	Colour Coding of Controls	
55	Log Book Entries up to date	
56	Identification Markings Displayed	
57	Manufacturer's recommendations and life inspections	
58	Flight Manual	

WEIGHT:		Empty C of G:	
Date of Last Weighing			
Hrs Flown		No launches	
Min Cockpit Load Placard			Lbs/kg
Max Cockpit Load Placard			Lbs/Kg

Weighing Report Attached (yes/no)	
Range of controls Report Attached (yes/no)	
Turbo Report Attached (yes/no/na)	

Insurance Company	
Policy Number &Type	
Expiry Date	

☐ **EASA Aircraft Approval IE.MF.109**
Certifies that the work 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
☐ **Annex II Aircraft**
Certifies that the work specified except as otherwise specified was carried out in accordance with IAA Aeronautical Notice AB and in respect to that work the aircraft is considered ready for release to service

SIGNED Inspector	
Name/Auth No	
OWNER:	
ADDRESS	
Addr contd.	
Date	

Issue 1 Revision 0 Sept 2009

27. Appendix 2 Form 101 (T) Annual InspectionReport (Turbo)

I.G.S.A. FORM 101(T) - ANNUAL INSPECTION REPORT - POWERED SAILPLANE

GLIDER TYPE			
REGISTRATION	EI-	Works No.	
DATE OF MANUFACTURE			
INSPECTOR Name/Number			

Gowran Grange Airfield,
Punchestown, Naas, Co.Kildare

POWERED SAILPLANE SUPPLEMENT—TO BE IN CONJUNCTION WITH FORM 101

No	Description	Initials
1	Engine Pylons, Mountings & Engine Stops	
2	Gas Strut	
3	Electric Actuator	
4	Electric Wiring	
5	Fuel Tank	
6	Fuel Pipes & Vents	
7	Fuel Cock or shut-off valve	
8	Fuel Vents	
9	Fuel Pumps & Filter	
10	Decompression Valves & operating Mechanism	
11	LT & HT Harnesses & Magneto or coil	
12	Spark Plugs + Harness	
13	Propeller + Hub	
14	Cable Guides, including Engine Doors	
15	Safety Springs	
16	Extension/Retraction Mechanism	
17	Exhaust System	
18	Engine Installation	
19	Engine Instruments	
20	Glider General	
21	Engine Batteries	
22	Engine Operating Placards	
23	Glider-Engine Performance Air Test (note 1)	
24	Oil /Fuel / Exhaust Leaks	
25	Mandatory Mods / Inspections	
26	Log Book Entries	
27	Limit Switches	
28	Manufacturer's Recommendations	
29	Lubrication	
30	Throttle friction	

Engine	
Type	
Serial Number	
Hours since TBO	
Propeller	
Type	
Serial Number	
Hours	

COMMENTS:

☐ **EASA Aircraft Approval IE.MF.109**
Certifies that the work 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

☐ **Annex II Aircraft**
Certifies that the work specified except as otherwise specified was carried out in accordance with IAA Aeronautical Notice A8 and in respect to that work the aircraft is considered ready for release to service

SIGNED Inspector	
Insp No	
OWNER:	
ADDRESS	
Addr contd.	
Date	

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28. Appendix 3 Form 102 Glider Rectification Worksheet

IGSA Form 102 Glider Rectification Worksheet

Registration :	Type:	File Ref.:
Date:		Sheet of

No.	Defect	Action	Completed

EASA Aircraft

IGSA Subpart-F Certifying Staff

☐ *Certifies that the work 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*

Pilot-Owner Maintenance

☐ *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*

Annex II Aircraft

☐ *Certifies that the work specified except as otherwise specified was carried out in accordance with IAA Aeronautical Notice A8 and in respect to that work the aircraft is considered ready for release to service*

Signed: _____ Date _____

IGSA Authorisation No.(if applicable): _____

Note: This form is used to record and certify non-scheduled rectification work.
A pilot-owner may only certify work which is specifically defined in the approved maintenance programme

Issue 1 Revision 0 Sept 2009

29. Appendix 4 Form 103 Glider Rectification Worksheet

IGSA Form 103 Glider Inspection Worksheet

Reg:	Type:	File Ref.:
Date:	Check:	Sheet of

Details:

EASA Aircraft

IGSA Subpart-F Certifying Staff

☐ *Certifies that the work 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*

Pilot-Owner Maintenance

☐ *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*

Annex II Aircraft

☐ *Certifies that the work specified except as otherwise specified was carried out in accordance with IAA Aeronautical Notice A8 and in respect to that work the aircraft is considered ready for release to service*

Signed: _____ Date _____

IGSA Authorisation No.(if applicable): _____

Note: This form is used to record and certify cheduled rectification work.
A pilot-owner may only certify work which is specifically defined in the approved maintenance programme

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30. Appendix 5 Form 104 Document Control Worksheet

IGSA Form 104 Document Control Worksheet

Reg:	Type:	File Ref.:
Date:	Check:	Sheet of

Sheet No.	Date Raised	Raised by	Details	Cleared
01				
02				
03				
04				
05				
06				
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35				

V 1.3

31. Appendix 8 Form 107 Certificate of Release to Service

Irish Gliding and Soaring Association

IE.MF.109

Form 107 Certificate of Release to Service

Glider Type:	
Glider Registration:	
Registered Owner:	
CRS Reference:	

The following documents form an integral part of this CRS:

√	Form #	Form Title	Reference	Date
	Form 101	Glider Inspection Report		
	Form 101(T)	Glider Inspection report (Turbo)		
	Form 102	Glider Rectification Worksheet		
	Form 108	Weight & Balance Report		
		Release Note(s)		

I hereby certify that the work 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.

Inspector Name:		
Inspector Signature:		
Inspector Authorisation:		Date

Duplicate Inspection (where applicable)

Inspector Name:		
Inspector Signature:		
Inspector Authorisation:		Date:
Items inspected From To	Specify the extent of the inspection	

IGSA Form 107 – CRS – Issue 1 Revision 0 – Jan 2010

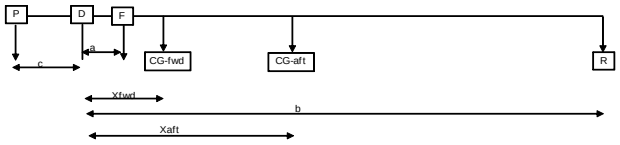
32. Appendix 9 Form 108 Weight & Balance Report

Form 108 Glider Weight & Balance Calculation Sheet

Aircraft							
Registration	EI - XXX						
Owner							
Date of Measurement							
Place of Measurement							
Inspector							
Forward Load Measurement (kg)	0.0	lb	=		kg		F
Rear Load Measurement (kg)	0.0	lb	=		kg		R
Total Measured Weight (kg)	0.0	lb	=	**0**	kg		E
Front Load to Datum measured distance	0.0	inches	=		mm		a
Rear Load to Datum measured distance	0.0	inches	=		mm		b
Empty C of G Aft of Datum	**#DIV/0!**	inches	=	**#DIV/0!**	mm		Xe
Specified Max. Permissable Aircraft Weight	0.0	lb	=		kg		
Specified max. forward loaded C of G position	9.8	inches	=	250	mm	aft of datum	Xfwd
Specified max. aft loaded C of G position	15.7	inches	=	400	mm	aft of datum	Xaft
Pilot C of G position	17.3	inches	=	440	mm	forward of datum	c
Max. Cockpit Load - CG Calc	#DIV/0!	lb	=	#DIV/0!	kg		
Max. Cockpit Load - MAUW Calc	0	lb	=	0.0	kg		
Max. Cockpit Load - Seat Structural Limitation	243	lb	=	110.0	kg		
Minimum Cockpit Load as specified in flight manual	154	lb	=	70.0	kg		
Minimum Cockpit Loading - CG Calc	#DIV/0!	lb	=	#DIV/0!	kg		
Max. Cockpit Load	**#DIV/0!**	**lb**	**=**	**#DIV/0!**	**kg**		
Minimum Cockpit Loading	**#DIV/0!**	**lb**	**=**	**#DIV/0!**	**kg**		

Notes :

1 Front measuring point [wheel] XXXmm aft of datum.
2 Rear measuring point below the tail wheel.
3 Datum reference is the mainplane leading edge, rib 1
4 Instruments fitted : nxASI, nxAltimeter, nxVario, nxCompass,n x Radio, nxLogger
5 No parachute fitted.
6 No barograph fitted.
7 Battery fitted.
8 One seat cushion fitted.



Signed: _____

Authorisation: _____

Date: _____

33. Appendix 10 Form 111 Work Order Form

Irish Gliding and Soaring Association
Form 111 Work Order Form

EI-	Aircraft Type	Serial No
Owner/Operator name and address		IGSA Subpart F Facility
Details of work requested: (Circle appropriate box)		
Annual Maintenance	ARC extension or renewal	
Details of other work:		
Customer Supplied Data revision status		
As € IGSA Subpart-G Manager or € Owner/Operator (for aircraft in the uncontrolled environment only) I authorise the IGSA Subpart-F facility to carry out the Maintenance work as detailed. Signed..... Name..... Date..... IGSA Subpart-G Authorisation (if applicable)		

IGSA Form 111 Issue 1 Revision 0 Sept 2009

34. Appendix 11 Form 112 Airworthiness Review Report

Irish Gliding and Soaring Association

IGSA Form 112
Airworthiness Review Report
EASA Approval No IE.MG.109

Registration EI-	Works/Serial Number	Aircraft Type
Flight hours at review	Launches at review	Engine Hours
Engine make	Engine Type	Engine Serial No
Propeller Make	Propeller Type	Propeller Serial No
IGSA ARC Signatory	Place of document review	Date of Document review
Name of IGSA certifying Staff assisting (if required)	Place of physical survey	Date of physical survey
Maintenance programme reference		Date of last ARC expiry
Owners/Operators Name Address Contact phone no		
Document Airworthiness Review (Sample at least the minimum number of documents from list as indicated - tick box, see Notes:) Referring to previous Airworthiness Reviews - sample different documents each year where possible.		

Airworthiness Review task	**Findings**	**Certified**
Airframe, engine and propeller flying hours and associated flight cycles, as appropriate, have been properly recorded. Sample 2 documents from list: ☐ Registration document ☐ Certificate of Airworthiness ☐ Current/Expiring Airworthiness Review Certificate ☐ Radio Licence - if applicable ☐ Airframe log book ☐ Engine log book - if applicable ☐ Propeller log book - if applicable	Satis Yes/No Comments	

35. Appendix 12 Maintenance Cycle Tickets

	Maintenance Cycle EI -		Maintenance Cycle EI -		Maintenance Cycle EI -
Valid To:		Valid To:		Valid To:	
Inspector:		Inspector:		Inspector:	
	Maintenance Cycle EI -		Maintenance Cycle EI -		Maintenance Cycle EI -
Valid To:		Valid To:		Valid To:	
Inspector:		Inspector:		Inspector:	
	Maintenance Cycle EI -		Maintenance Cycle EI -		Maintenance Cycle EI -
Valid To:		Valid To:		Valid To:	
Inspector:		Inspector:		Inspector:	
	Maintenance Cycle EI -		Maintenance Cycle EI -		Maintenance Cycle EI -
Valid To:		Valid To:		Valid To:	
Inspector:		Inspector:		Inspector:	
	Maintenance Cycle EI -		Maintenance Cycle EI -		Maintenance Cycle EI -
Valid To:		Valid To:		Valid To:	
Inspector:		Inspector:		Inspector:	
	Maintenance Cycle EI -		Maintenance Cycle EI -		Maintenance Cycle EI -
Valid To:		Valid To:		Valid To:	
Inspector:		Inspector:		Inspector:	
	Maintenance Cycle EI -		Maintenance Cycle EI -		Maintenance Cycle EI -
Valid To:		Valid To:		Valid To:	
Inspector:		Inspector:		Inspector:	

36. Appendix 13 Form 124 AD Listing

	IGSA Form 124 - AIRWORTHINESS DIRECTIVE LISTING	
	Aircraft Registration:	Aircraft S/N:
	Aircraft Type & Model	Year of Manufacture

AD No	APPLICABILITY STATUS *(1)	DESCRIPTION *(2)	COMPLIANCE SCHEDULE *(3)	METHOD OF COMPLIANCE & DATE *(4)	NEXT DUE *(5)

1) Use APPL, N/A S/N (not applicable by serial number) 2) Brief description; 3) IMMEAD/NEXT ANN/3000hr etc 4) INSP/MOD 5) date or complete

EASA A/D checked	Date	Signed
State of issue A/D checked	Date	Signed
IAA A/D checked	Date	Signed
Signed	IGSA Inspector	Date

Form 124 – AD listing Issue 1 revision 0