**Workpack Contents**

The following documents form an integral part of this workpack:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Form Title** | | **Sheet** |
| ✓ | Title Page | | 1 |
| ✓ | Work Order Form | | 2 |
| ✓ | Airworthiness Directives – New, Recurring, Recommended | | 3 |
| ✓ | Airworthiness Directives – Once off and closed | | 4 |
| ✓ | Range of Controls, W&B, Insurance | | 5 |
| ✓ | Certificate of Release to Service | | 6 |
| ✓ | Equipment Listing, TBO | | 7 |
| ✓ | Appendix 1 Maintenance Check Worksheet – one of (Note 1):   1. Manufactures’ check list 2. MPLA 201 and 201T (if applicable) 3. MIP (201MIP) | Checklist ref. |  |
|  | Form 202 Action Worksheet(s) | Form 202 ref. |  |
|  | Form 208 Weight & Balance Report (if required) | Form 208 ref. |  |
|  | Release Note(s) / Form 1(s): |  |  |

Notes: 1. Attach maintenance checklist as defined in the AMP.

**Work Order Form**

Note: This form may be used to request both Maintenance and ARC renewal.

|  |  |
| --- | --- |
| Owner/Operator Name and Address: | IGSA PART-CAO Facility:  Gowran Grange Airfield  Swordlestown North,  Naas,  Co. Kildare W91 VN52. |
| Details of work requested | |
| Details of work:  Annual Maintenance and inspection in accordance with Maintenance Programme  Maintenance Data (manuals):  Other work required: | |
| Customer Supplied Data revision status:  MPLA(G) MS-GA-\_\_\_, Issue \_\_, Revision \_\_.  Self-Declared AMP:  Owner/Operator (for aircraft without a contract)  I authorise the IGSA PART-CAO facility to carry out the Maintenance work / ARC Renewal as detailed (Delete as applicable).  I understand and agree that the IGSA PART CAO facility may store my personal contact details in paper and electronic format.  Signed:  Name:  Date: | |

**Recurring and New Airworthiness Directives / Service Bulletins**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AD No** | **APPLICABILITY STATUS \*(1)** | **DESCRIPTION \*(2)** | **COMPLIANCE SCHEDULE \*(3)** | **METHOD OF COMPLIANCE & DATE \*(4)** | **NEXT DUE \*(5)** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Recommended Recurring Inspections** | | | | | |
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|  |  |  |  |  |  |

* 1. Use APPL, N/A S/N (not applicable by serial number), NA Model (not applicable by model); 2) Brief description; 3) IMMED/NEXT ANN/3000hr., etc. 4) INSP/MOD; 5) date or complete
* Use this form to record implementation of recurring ADs as detailed in the AMP and any new recurring that have been published
* Use this form to record any NEW one-off ADs since the previous Annual.

|  |  |
| --- | --- |
| EASA A/D checked | Initialed: |
| Manufacturer’s A/D, SB, TN checked | Initialed: |
| Record of once-off ADs in logbook checked | Initialed: |

**Once-off and Closed Airworthiness Directives / Service Bulletins**

| **AD No** | **APPLICABILITY STATUS \*(1)** | **DESCRIPTION \*(2)** | **COMPLIANCE SCHEDULE \*(3)** | **METHOD OF COMPLIANCE & DATE \*(4)** | **Closed (Y/N)** |
| --- | --- | --- | --- | --- | --- |
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* 1. Use APPL, N/A S/N (not applicable by serial number), NA Model (not applicable by model); 2) Brief description; 3) IMMED/NEXT ANN/3000hr., etc. 4) INSP/MOD; 5) date or complete

**Range of Controls, W&B, Insurance**

**Range of Controls**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Up | Down | Spec | INIT |
| Starboard Aileron |  |  |  |  |
| Port Aileron |  |  |  |  |
| Elevator |  |  |  |  |
| Rudder Left |  |  |  |  |
| Rudder Right |  |  |  |  |

Note: If additional measurements are specified in the AMP, add a new page with the data.

**Weight and balance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Weight and Balance | Review weighing record to establish accuracy against installed equipment. Check date of last weighing (maximum period between weighings is 8 years unless specified otherwise by the manufacturer). | Date of last weighing: |  |  |
| Empty Weight (Kg): |  |  |
| Empty CofG aft of datum (mm): |  |  |

**Insurance details.**

|  |  |  |  |
| --- | --- | --- | --- |
| Insurance | Insurance Valid  1,000,000 single seat  2,000,000 dual seat | Company: |  |
| Policy No: |  |
| Expiry: |  |
| Cover: |  |

**Post Maintenance Check**

|  |  |
| --- | --- |
| After completion of all maintenance check that the aircraft is clear of all tools, equipment, and other extraneous parts and materials and that all access panels removed have been refitted. | Verified (init): |

**Certificate of Release To Service**

|  |
| --- |
| Details of work carried out:  Annual Maintenance in accordance with:    MPLA(G) MS-GA-\_\_\_, Issue \_\_, Revision \_\_.  Self-Declared AMP:  Other work carried out:  Maintenance Data (manuals): |
| Next Maintenance Due:  (Also to be entered in Logbook) |

***Certifies that the work specified except, as otherwise specified, was carried out in accordance with Part-ML and, in respect to that work, the aircraft is considered ready for release to service***

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Signature: |  | |
| IGSA Authorisation: | IE.CAO.109/ | Date: |
| PART-66 Licence No: | IE.66. | |
| IGSA Approval No. IE.CAO.109 | | |

Note: Independent Inspections must be recorded for each items listed, if appropriate, in Form 202.

**Equipment Listing & TBO**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Manufacturer** | **Model** | **Serial Number** | **Life/TBO** | **Date of calibration/**  **Actual hours/launches 1)** | **Limit of hours/launches**  **Date of expiry 2)** | **Remaining 3)** | **OK** |
| Airframe |  |  |  |  |  |  |  |  |
| ASI (Front) |  |  |  |  |  |  |  |  |
| ASI (Rear) |  |  |  |  |  |  |  |  |
| Altimeter (Front) |  |  |  |  |  |  |  |  |
| Altimeter (Rear) |  |  |  |  |  |  |  |  |
| Tow-hook (Nose) |  |  |  |  |  |  |  |  |
| Tow-hook (CoG) |  |  |  |  |  |  |  |  |
| Harness – lap (Front) |  |  |  |  |  |  |  |  |
| Harness -shoulder (Front) |  |  |  |  |  |  |  |  |
| Harness – lap (Rear) |  |  |  |  |  |  |  |  |
| Harness – shoulder (Rear) |  |  |  |  |  |  |  |  |
| Variometer (front) |  |  |  |  |  |  |  |  |
| Variometer (rear) |  |  |  |  |  |  |  |  |
| Variometer (front) |  |  |  |  |  |  |  |  |
| Compass (front) |  |  |  |  |  |  |  |  |
| Compass (rear) |  |  |  |  |  |  |  |  |
| Battery |  |  |  |  |  |  |  |  |

**Transfer Lifed items in the maintenance programme into this table**.

1. For calibrated items, insert the date of last calibration; for cycle-based items, e.g release hooks, enter current cycles (launches); for time based, enter hours.
2. For calibrated items, insert the date of expiry of the calibration; for cycle-based items, enter expiry in cycles number (no of cycles at which the limit expires)
3. Units remaining for calibrated items should be the time in months and cycles for cycle items

Notes: