



**RÉPUBLIQUE d'HAÏTI**  
**OFFICE NATIONAL DE L'AVIATION CIVILE**  
**APPLICATION FOR A MAINTENANCE PROGRAMME**

**APPLICATION BY OPERATOR – MAINTENANCE PROGRAMME**

<input type="radio"/> <b>Initial issuance</b>	<input type="radio"/> <b>Reissue with amendments</b>	<input type="radio"/> <b>Reissue without amendments</b>		
<b>Section 1. Applicant Information</b>				
Operator or owner Name:		AOC #	Main Base Location:	
Contact Information:	Email:	Phone :	Mobile :	
	Address:			
Person responsible for Scheduling Maintenance:		Title:	Proof of Authorization:	
Contact Information:	Email:	Phone:	mobile	
	Address:			
<p>As the owner or authorized person on behalf of the Operator—I hereby certify that this maintenance programme contains all requirements of the Instructions for Continuing Airworthiness, appropriate airworthiness directives or other Mandatory Continuing Airworthiness Information. I further declare that all information herein and documents submitted with this application are true in every respect and that this Programme will be adhered to for these aircraft type while operated. ll</p>				
Name (printed):		Signature:		Date:
<b>Section 2. Description of maintenance programme</b>				
Aircraft specifics:	Name of Manufacturer:	Model Designation:	Type Certificate #	State of Design
Aircraft				
Engine(s)	1) 2) 3) 4)			



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Propeller(s)	1)				
	2)				
	3)				
	4)				
Categorization of aircraft	Grouping	Classification	Complexity	MTOM	



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	- Aeroplane _ - Rotorcraft _ - Other		- Complex - Non-Complex	- Aeroplane MTOM Greater than 5700 Kg - Aeroplane MTOM Less than 5700 Kg
Type of operation	- Not operated for compensation or hire. - Operated under an Air Operator Certificate - Operated for Aerial work - Operated for Flight instruction	Annual Utilization	Minimum: Hours_ Cycles_____	
			Maximum: Hours_ Cycles_____	
Type of Maintenance Programme:	- Annual Inspections - Annual/100 hour Inspections _ Progressive Inspections - Continuous Airworthiness Maintenance Inspections	Basis for Maintenance Programme	- Manufacturer Recommendations entirely _ Selection of an option from Manufacturer recommendations - Previously approved Maintenance Programme _ Operational experience - Other	
Format of maintenance programme				



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This application together with the documents referenced form the approved maintenance programme and demonstrates compliance with the requirement to have a maintenance schedule under HCAR 8.3 when authorized by OFNAC. This application once approved will contain all the information required for a maintenance programme or will form the core document and serve as the index and control for the necessary referenced documents (e.g. these may include the appropriate MRBR, MPD, Maintenance Manual (Chapter 4 and 5) and any other supporting documents).

Sometimes a manufacturer offers options for the maintenance programme instructions (e.g. low utilization vs. high utilization, progressive or block inspections). It may not be evident from the type of program under the description in the previous section why the particular option was designated. In these cases refer to Section 4 or an additional document for an explanation of the chosen option with justifications to explain why the choice was made for the particular option selected.

A list of modifications needs to be incorporated to ensure that any recurring maintenance tasks for those modifications and for all configurations utilized are covered by the maintenance programme. At its simplest this could be a simple list identifying the modification or installation and verification that no additional maintenance task is required or identification of which maintenance tasks will address the modification. This list will need to be incorporated into this document by reference.

### **Section 3. Revision and distribution control**

Distribution	The maintenance programme shall be provided for use and guidance for maintenance and operational personnel as applicable. The maintenance programme will be controlled to ensure that those that need access, have it and only the latest version is in use. A copy of this approved document will be kept with each person listed here unless a process is specified in a Maintenance Control Manual (MCM) to cover the Maintenance Programme distribution in detail. (This list can be expanded or contracted depending on the size of the organization.)
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		Where the Revision and control of the Maintenance Program is described in an MCM or as a separate Maintenance Program document it must address the elements of this application.	
		o Controlled via application	o Controlled in MCM
Copy number	Responsible Person/Position	Location of copy	
001	AWS Inspector	OFNAC Office	
002	Owner	Accountable Executive Office	
003	Maintenance Manager	Maintenance Manager Office	
004	Maintenance Planning Officer	Maintenance Planning Office	
005	Technical Records Officer	Technical Records Library	
006	Technical Team Lead	Shop floor library	
007	AMO Maintenance Manager	AMO Maintenance Manager Office	
008			
Revision Status		<p>The operator is accountable for the programme and is required to ensure that it is amended and revised as necessary. Unless a process is specified in a MCM to cover the revision status and control in detail, the amendments will be tracked here.</p> <p>The first approved version will be called Issue 01. From there forward at any time the entire document is replaced and approved it will be sequentially numbered (e.g. Issue 02, Issue 03...). Where only a few pages are changed the document will remain at the issue level but add a revision number sequentially until a complete reissue is approved. The pages affected will be identified below and serve as the list of effective pages (LEP).</p> <hr/>	



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Area of Maintenance Programme	Issue or Revision	number	Pages affected	Approval Date
Maintenance Program Application Form - including any attachments (if required).	Issue	01	1-9	

Additional relevant technical reference documents utilized and their revision status are listed as per the maintenance programme development section.

**Section 4. Maintenance programme development basis**



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Basis of programme		Reference Document(s) or Manuals(s)	Section(s) of Manual(s)	Revision Status	Differences to reference document?
<b>Maintenance tasks and their intervals including all check cycles</b> (Inspections, scheduled maintenance, Overhauls, scheduled replacements or repairs, Structural inspections, Mandatory tasks based on Type Certificate, tasks and parts for special operations, and condition monitoring task if applicable.	Aircraft				No
	Manufacturer Maintenance Instructions				Yes (see list with justifications)
	Engine				No
	Manufacturer Maintenance Instructions				Yes (see list with justifications)
	Propeller				No
	Manufacturer Maintenance Instructions				Yes (see list with justifications)
	Component Manufacturer Maintenance Instructions				No
					Yes (see list with justifications)
	Maintenance Review Board Report (MRBR)				No
					Yes (see list with justifications)
	Maintenance Planning Document (MPD)				No
					Yes (see list with justifications)



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Justification for selection of Maintenance Programme Development Option (if required for clarification)	
<ul style="list-style-type: none"><li>◦ Not applicable or</li><li>◦ Manufacturer Options available (add or remove rows for options as needed)</li></ul>	
Description of Option 1:	Strengths of this option for this Operation
	Weaknesses of this option for this Operation
Description of Option 2:	Strengths of this option for this Operation
	Weaknesses of this option for this Operation
Description of Option 3:	Strengths of this option for this Operation





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		Weaknesses of this option for this Operation	
Best option and a summary of the reasoning for this selection:			
Where programme is based on a previously approved maintenance programme			
Name of Operator			
Characteristics of the operation and maintenance practices	Existing Operator	Applicant Operator	Justification for similarities
Models of aircraft			
Number of aircraft			
Age of aircraft			
Configuration of aircraft			
Modification status			
MCAI: (ADs or CNs) status			
Equipment status			
Maintenance facility			
Maintenance arrangements			
Maintenance experience			
Utilization			
Type of operation			
Frequency and length of flights			
Special operations			
Ops Specs			



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Crew experience				
Determination and summary of comparison of operations:				
<b>Section 5. Additional considerations for the Maintenance Programme development (May be provided as lists, checklists or other format but must be controlled).</b>				
A complete listing of	with an indication of	Title of listing	Revision status of Listing	Location of listing
Modifications to the design of the aircraft.	Assessment for additional Maintenance Tasks either completed or requiring repetitive inspections.			
Mandatory Continuing Airworthiness items.	Assessment for additional Maintenance Tasks either completed or requiring repetitive inspections.			



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Additional installed equipment	Assessment for additional Maintenance Tasks requiring either repetitive inspections or other scheduled maintenance.			
Configurations for the operation of the aircraft.	Assessment for additional Maintenance Tasks requiring either repetitive inspections or other scheduled maintenance.			
Special equipment installed	Assessment for additional Maintenance Tasks requiring either repetitive inspections or other scheduled maintenance.			
Differences of new, omitted and/or modified maintenance tasks (if required).	Justifications for the changes to manufacturer recommendations.			
(Expand as needed)				

**Section 6. Contents of Maintenance Tasks:**

**(May be provided as lists, checklists forms or other format but must be controlled).**

Results of Additional considerations for development	Source of requirement	Title of listing	Revision status of Listing	Location of listing
List of required maintenance tasks and	Additional Maintenance			Not applicable



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Intervals due to MCAI: (ADs or CNs)	Tasks as per MCAI: (ADs or CNs)			As an attachment to this Application As a separate document located in ____
List of required maintenance tasks and intervals due to modifications.	Additional Maintenance Tasks as per modifications			Not applicable As an attachment to this Application As a separate document located in ____
List of maintenance tasks and intervals due to Differences identified in section 4.	Additional Maintenance Tasks as per differences			Not applicable As an attachment to this Application As a separate document located in ____
List of required maintenance tasks and	Additional Maintenance			Not applicable



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intervals due to special operations (e.g. EDTO, RVSM, Low Visibility, PBN etc.).	Tasks as per applicable special operations			As an attachment to this Application As a separate document located in _____
FDR and CVR equipment	Additional Maintenance Tasks for parameter verification			Not applicable As an attachment to this Application As a separate document located in _____

**Further to the development**

Checklists, task cards forms, other inspection documents or systems must:	Clearly identify all CMR, AD and ALI that are not subject to adjustment from operator experience.
	Clearly identify Special operations (e.g. EDTO, RVSM, Low Visibility, PBN etc.) items for aircraft systems, components and engines.
	Include descriptions of actions for special operations regarding aircraft systems, components and engines.
	Ensure human factors considerations are taken into account when developing the checklists and forms for the programme.
Responsibility for Airworthiness remains with the Owner of the aircraft.	This Maintenance Programme is intended to ensure communication of required maintenance tasks to those assigned to operate it and with completing or planning for the completion of those tasks to maintain the aircraft in an airworthy condition.
	The authorized representative of the owner is treated as if they were the owner of the aircraft for the purpose of maintaining airworthiness.
	Regardless of omissions or errors in this application the Owner of the aircraft remains ultimately responsible for the airworthiness of the aircraft.

**7. Structural Integrity Programme (SIP)**



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<i>Is a SIP applicable to the aircraft type?</i>			<input type="radio"/> Yes	<input type="radio"/> No
<i>SIP basis documents</i>	Reference Document(s) or Manuals(s)	Section(s) of Manual(s)	Revision Status	Differences to reference document?
<i>Supplemental inspections</i>				
<i>Monitoring inspections</i>				
<i>Required Modifications</i>				
<i>List of Aircraft status to the inspections and modifications</i>				
<i>Corrosion Control and Prevention Programme (CPCP)</i>				
<i>Repair assessment Methods</i>				
<i>Prevention of WFD</i>				
<i>Does the aircraft have a Limit of Validity (LoV) identified as part of type certification?</i>	<input type="radio"/> Yes <input type="radio"/> No	<i>If Yes, What is the LoV</i>		

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<i>Additional inspections and modification are included?</i>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<i>Additional inspections and modifications are identifiable in Programme?</i>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
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**8. Procedures for tasks deviation**

Task Deviations may become necessary for a variety of reasons (e.g. unforeseen events, time trialling, unusual circumstances affecting planning, programme development, etc.).

When these events take place one of the following will apply to handle deviations:

1. Systematically through:	2. Following these steps on a case by case basis:		
A process is specified in a MCM to cover Maintenance Programme deviations. This is found:	The authorized person or owner will conduct an assessment of the deviation.	This will describe the circumstances leading to the need for the deviation.	
(state portion of MCM)		Assess the risks to safety and airworthiness of the aircraft.	
		Identify any necessary measures for limiting risks to an acceptable level.	
		Propose a deviation with appropriate measures including time frames and any limitations.	
	The authorized person or owner will then send a request to OFNAC for a deviation, describing the circumstances and identifying the measures for limiting risks to an acceptable level.		
A process for deviations is addressed in the reliability or trend monitoring programme. This is found:	These deviation requests will be limited to non-mandated items of the maintenance programme.		
(state portion of Reliability Programme)	OFNAC will review the request. If agreeable an authorization for the deviation will be sent. If not a denial will be sent or a request for additional information.		



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All deviation requests, assessments, and OFNAC decisions must be kept on file and noted with the Maintenance Programme for review and updating of the programme.

**9. Reliability Programme**

*If applicable (see approval of Reliability Programme)*

**10. Engine trend monitoring**

*If applicable and not part of the Reliability Programme (see approval of Reliability Programme)*

**11. Review and updating of maintenance programme**

Maintenance Programme review and updating is covered in an MCM.	MCM section:
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For Maintenance Programme review and updating not covered in an MCM, the following will apply:

As part of the organization's Quality Assurance at least annually this application will be submitted for an amendment to incorporate any necessary changes to the programme.

These changes may be discovered through:





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- operator experience (including quality assurance findings, time trialling, trend monitoring, or reliability systems);
- the on-going review and assessment of Continuing Airworthiness Information (both mandatory and non-mandatory);
- requests for deviations;
- industry or technology development; or
- other sources.

Since the quality assurance system will feed the amendment process the records of why or why not there were changes should be available.

Reissue with amendments	Reissue without amendments
Where changes are requested. A reissue with amendments will be submitted.	Where no changes are required a simple reissue with no amendments will be submitted.
Highlighting or listing the changes will AWS in a faster review.	

#### 5. Forms to be used

A sample of the forms for use in the maintenance programme. These are not individually approved but provide

Insight to the overall maintenance programme

Title of the form (e.g. Inspection Checklists, task cards, etc.)	Revision status	Latest Revision
	of Form	Date



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For OFNAC use only – Approval of Maintenance Programme			
Step	Inspectors Initials	Determination	
Is the application complete?		<input type="radio"/> No	<input type="radio"/> Yes
The applicable fee(s) has been pAWS?		<input type="radio"/> No	<input type="radio"/> Yes
All references identified?		<input type="radio"/> No	<input type="radio"/> Yes
Documentation verified?		<input type="radio"/> No	<input type="radio"/> Yes
Satisfactory to approve Maintenance Programme in concept ?		<input type="radio"/> No	<input type="radio"/> Yes
Operator demonstrated compliance to HCARs and Maintenance Programme ?		<input type="radio"/> No	<input type="radio"/> Yes
Approve Maintenance Programme		<input type="radio"/> No	<input type="radio"/> Yes
Approval			
Inspector name	Identification	Date	approval number



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