

**LEAFLET NO. 38: AUTHORISATION OF FLIGHT CREW PERSONNEL TO ISSUE  
CERTIFICATES OF RELEASE TO SERVICE FOR MAINTENANCE.**

**1. Note.**

Please be advised that the material contained in this leaflet is either an acceptable means of compliance (AMC) or interpretative and explanatory material (IEM) as stated in JAR-145 Section 2 para 2.4. However because the material has NOT been subjected to the FULL FORMAL NPA process it is possible that the content may change in due course when transferred to JAR-145 after NPA. This means that any organisation using this material to satisfy JAR-145 compliance may have to adjust their processes and procedures as a result of the NPA.

**2. Introduction.**

A number of queries have been raised regarding a national practice of some JAA/NAAs whereby a maintenance authorisation is granted to Flight Crew personnel in order that they may certify limited maintenance tasks. While such authorisations are not consistent with JAR-66 as currently published, experience has shown that with suitable controls such an approach does not have an adverse effect on safety. The technical knowledge and additional training of the Flight Crew Members are essential to support such a system.

The following extracts from JAR FCL provide the theoretical knowledge requirements for the Air Transport Pilots Licence / [Commercial Pilots license](#) and the Flight Engineers Licence categories upon which this leaflet is based.

JAA/NAA full member Authorities who have not adopted JAR FCL should establish [theoretical technical knowledge](#) equivalence of their National System regarding the requirements detailed in this leaflet.

a) For the holder of a JAR ATPL [or CPL issued in accordance with JAR FCL 1 or JAR FCL 2 the theoretical knowledge and examination subjects are detailed in appendix 1 to JAR FCL 1.470 and appendix 1 to JAR FCL 2.470 and include the following subjects:](#)

- Air law
- Airframe/systems/powerplant
- Instruments/electronics
- Mass and balance
- Performance
- Flight planning and monitoring
- Human performance and limitations
- Meteorology
- General navigation
- Radio Navigation
- Operational Procedures
- Principles of Flight
- VFR Communications
- IFR Communications

b) For the holder of a JAR FCL F/EL, JAR FCL 4 subpart D gives details on the theoretical and practical knowledge and skill requirements from which appendix 1 to JAR FCL 4.160 Technical Training Course (TTC) details the following subjects: (See JAR-FCL 4.160(b)(1))

Familiarisation with basic maintenance procedures, to give additional technical background knowledge, especially with respect to the implication of systems malfunctions, and to train the applicant in maintenance related to the MEL.

LEAFLET No.38 (CONTINUED)

The theoretical knowledge instruction consists of 100 hours and includes the following elements:

- 1 Airframe and Systems
- 2 Electrics
- 3 Powerplant and Emergency Equipment
- 4 Flight Instruments and Automatic Flight Control Systems

Practical skills training provided by an approved JAR 145 organisation is given which includes 35 days practical experience in the following subjects:

- 1 Fuselage and Flight Controls
- 2 Engines
- 3 Instruments
- 4 Landing Gear and Brakes
- 5 Cabin/Cockpit/Emergency Equipment
- 6 Ground Handling and Servicing

### **Certificate of completion**

Following successful completion of the technical training, the Training Organisation carrying out the theoretical knowledge instruction and/or the practical skill training, shall provide the applicant with a certificate of satisfactory completion of the course, or part thereof.

### **3. References.**

JAR-145.30(f) 1, JAR FCL 1.470, [JAR FCL 2.470](#), [Appendix 1 to JAR FCL 1](#), [Appendix 1 to JAR FCL 2](#)  
JAR-145.95(a), JAR FCL 4-appendix 1 to JAR FCL 4.160

### **4. Procedure**

This procedure is only applicable to Line Maintenance tasks.

### **5. Exemption**

THE JAA/NAA FULL MEMBER AUTHORITY MAY USE THIS LEAFLET AS AN EQUIVALENT SAFETY CASE IN ACCORDANCE WITH JAR 145.95(a) IN ORDER TO EXEMPT APPROPRIATELY QUALIFIED FLIGHT CREW PERSONNEL FROM THE REQUIREMENTS ADDRESSING CERTIFYING STAFF IN THE CASE OF LINE MAINTENANCE WHILST IN COMPLIANCE WITH PARAGRAPH 6 OF THIS TGL 38.

### **6. Flight crew Authorisation**

- 6.1 This leaflet has been produced to give guidance on the means by which flight crew maintenance authorisation may be granted. Any release must be made under the JAR 145 authorisation subject to the limitations of the authorisation.  
The JAR 145 approved organisation may issue a limited JAR145 certification authorisation to the commander and/or the flight engineer subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard.
- 6.2 In addition the following conditions must be met;
  - 6.2.1 The applicant must hold either a valid ATPL, CPL or F/EL licence in accordance with JAR FCL [or a National equivalent acceptable to the NAA](#) on the aircraft type.

JAA Administrative & Guidance Material  
Section Two: Maintenance Part Three: Temporary Guidance

LEAFLET No.38 (CONTINUED)

6.2.2 The applicant must be a minimum of 21 years of age.

6.3 The limited certification authorisation is subject to the approved JAR 145 maintenance organisation exposition containing procedures to address the personnel requirements of JAR145.30 (c) and associated IEM/AMC supporting material as amended.

6.3.1 Such procedures should include as a minimum:

6.3.1.1 Completion of adequate maintenance airworthiness regulation training.

6.3.1.2 Completion of adequate task training for the specific task on the aircraft. The task training should be of sufficient duration to ensure that the individual has a thorough understanding of the task to be completed and will involve training in the use of associated maintenance data.

6.3.1.3 Completion of the JAR 145 procedural training.

The above procedures should be specified in the JAR 145 Maintenance Organisation Exposition and be subject to the JAA/NAA Full Member State approval.

6.4 Holders of a valid JAR FCL ATPL or CPL on the aircraft type may only exercise this limited certification authorisation privilege when performing the duties of a flightcrew member, whilst operating away from a supported location and subject to the need for such authorisation being agreed by the JAA-NAA.

Typical tasks that may be certified and/or carried out are minor maintenance or simple checks included in the following list;

- a Replacement of internal lights, filaments and flash tubes.
- b Closing of cowlings and refitment of quick access inspection panels.
- c Role changes e.g. stretcher fit, dual controls, FLIR, doors, photographic equipment etc.
- d Repetitive ADs as specified in JAR 145.30(g)4
- e Any check / replacement involving simple techniques consistent with this TGL and as accepted by the JAA-NAA.

6.5 Holders of a valid JAR FCL Flight engineers licence on the aircraft type may only exercise this limited certification authorisation privilege when performing the duties of a flight engineer.

In addition to para 6.4 (a-e) other typical minor maintenance or simple defect rectification tasks that may be carried out are included in the following list.

- a Replacement of wheel assemblies.
- b Replacement of simple emergency equipment that is easily accessible.
- c Replacement of ovens, boilers and beverage makers.
- d Replacement of internal and external lights, filaments and flash tubes.
- e Replacement of passenger and cabin crew seats, seat belts and harnesses.
- f Simple replacement of overhead storage compartment doors and cabin furnishing items.

JAA Administrative & Guidance Material  
Section Two: Maintenance Part Three: Temporary Guidance

LEAFLET No.38 (CONTINUED)

- g Replacement of static wicks.
  - h Replacement of aircraft main and APU aircraft batteries.
  - i Replacement of inflight entertainment system components but excluding public address.
  - j The de-activation only of sub-systems and aircraft components as permitted by the operator's minimum equipment list where such de-activation is agreed by the JAA full member Authority as a simple task.
  - k Re-setting of tripped circuit breakers under the guidance of Maintenance Control.
  - l Any other simple task as agreed by the JAA full member Authority in conjunction with the JAA Maintenance Division for a particular aircraft type only where it is agreed that the task is simple
- 6.6 The Authorisation should have a finite life of one year subject to satisfactory re-current training on the applicable aircraft type.
- 6.7 The JAR 145 organisation should ensure that the procedures as specified in the approved MOE are adhered to at all times.