



Civil Aviation Authority of Botswana

P.O. Box 250
Gaborone
Botswana
Tel: +267 391 3236
Fax: +267 391 3121

Physical Address
Plot 61920
Fairground Office Park
Gaborone
Botswana

**Tel: +267
3688200/3913236
Fax: +267 391 3121
Email:**

**Aeronautical Information Services
P O Box 250
Gaborone
BOTSWANA**

**AIC
24/2013
08 October 2013**

AIRCRAFT MAINTENANCE RESPONSIBILITY

1. This AIC serves to advise aircraft operators and industry stakeholders of the Civil Aviation Authority of Botswana (CAAB) of the requirements relating to aircraft maintenance responsibility.
2. An Approved Training Organization (ATO) shall ensure the airworthiness of the aircraft and serviceability of both operational and emergency equipment by:
 - a) Assuring the accomplishment of pre- flight inspections;
 - b) Assuring the correction of any defect or damage affecting safe operation of the aircraft to an approved standard, taking into account the Minimum Equipment List or Configuration Deviation List, if available, for the aircraft type;
 - c) Assuring the accomplishment of all maintenance in accordance with the approved operator's aircraft maintenance program;
 - d) The analysis of the effectiveness of the Approved Training Organization approved aircraft maintenance program;
 - e) Assuring the accomplishment of any operational directive, airworthiness directive and any other continued airworthiness requirement made mandatory by the Authority; and
 - f) Assuring the accomplishment of modifications in accordance with approved standards and, for non-mandatory modifications, the establishment of an embodiment policy.
3. An Approved Training Organization shall ensure that the certificate of airworthiness for each aircraft operated remains valid in respect to-
 - a) The requirements under paragraph. 2 ;
 - b) The expiration date of the certificate; and
 - c) Any other maintenance condition specified in the certificate of airworthiness.

4. An Approved Training Organization shall ensure that the requirements specified in paragraph 2 are performed in accordance with procedures approved by or acceptable to the Authority.
5. An Approved Training Organization shall ensure that the maintenance, preventative maintenance, and modification of its aircraft or aeronautical products are performed in accordance with its Maintenance Control Manual (MCM) or current instructions for continued airworthiness and the Civil Aviation (Airworthiness) Regulations.
6. An Approved Training Organization shall have its aircraft maintained and released to service by an approved maintenance organization.
7. Following the commencement of this AIC and the General Advisory Circular – 004 (which is an industry guidance material on development of an MCM), an Approved Training Organization shall prepare and submit an MCM in a format acceptable to CAAB.

This circular becomes effective immediately.