



REPUBLIC of SAN MARINO CIVIL AVIATION AUTHORITY

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Information Circular No. 25 Issue No. 02

INSTALLED AIRCRAFT PARTS REMOVED TO SERVICE ANOTHER AIRCRAFT (PARTS TRANSFER)

1.0 Purpose

This Information Circular provides guidance and the procedure for an aircraft leasing company Operator to transfer a serviceable aircraft part from one San Marino registered aircraft to another San Marino registered aircraft where the Operator is the Operator of both aircraft.

2.0 Introduction

2.1 Occasionally Operators face a particular problem whereby they often have the need to transfer serviceable parts from one of their aircraft to another. CAR 21.303(a) requires a part has an internationally accepted release to service in order to install a part or a release to service in a particular case. This Information Circular provides a method by which it is accepted by the CAA although it is not internationally accepted, and therefore complies with CAR 21.303(a).

Appendix 1 contains a checklist that must be used during the process of assessing compliance with this Information Circular. This then provides evidence that the Information Circular procedure was complied with. A completed copy must be kept in the aircraft records. A Microsoft Word version is available from the San Marino Aircraft Registry.

2.2 The word “donor” aircraft is the aircraft that the serviceable part is removed from. The word ‘recipient’ aircraft is the aircraft which will have the part installed to.

2.3 The determination of whether a part removed from an aircraft is serviceable and eligible for fitment to the recipient aircraft is a maintenance responsibility so therefore must be performed by an appropriately approved CAR 145 or accepted Aircraft Maintenance Organisation, Ref CAR GEN.010, or an appropriately validated Licensed Aircraft Engineer.

3.0 Applicability

3.1 This Information Circular is only applicable to aircraft Operators for the transfer of aircraft parts between the fleet of their aircraft.

3.2 This Information Circular is not to be used for the parting of aircraft nor can the parts from the donor aircraft be sold. It is expected that the removed parts from the donor aircraft are promptly replaced with a serviceable part to restore its airworthiness.

4.0 Eligibility Requirements for Donor and Recipient Aircraft

4.1 The eligibility requirements for the donor aircraft are:

- a) The aircraft must be on the San Marino aircraft register;
- b) The aircraft must have a valid San Marino certificate of airworthiness;
- c) The aircraft must be in an airworthy condition or in a controlled maintenance environment or undergoing a scheduled maintenance check e.g. an aircraft that is service ready, under a controlled storage programme or undergoing a maintenance check;
- d) The Operator is the registered operator of the donor aircraft.

4.2 The eligibility requirements for the recipient aircraft are:

- a) The recipient aircraft must be on the San Marino aircraft register;
- b) The aircraft must have a San Marino certificate of airworthiness;
- c) The Operator is the registered operator of the recipient aircraft

5.0 Parts Transfer Requirements

5.1 Serviceable aircraft parts removed from a San Marino registered aircraft may be issued a serviceable release certification by an appropriately approved CAR 145 or AMO Aircraft Maintenance Organisation accepted under CAR GEN 0.10. and be exempt from CAR 21.303(a) subject to compliance with the following

- a) Both the donor and recipient aircraft must meet the eligibility requirements in paragraph 4;
- b) The removal of the part from the donor aircraft and determines the serviceability of the part must be an appropriately approved/accepted CAR GEN.010 AMO or appropriately validated Licensed Aircraft Engineer.
- c) The part is removed from the donor aircraft in accordance with the relevant parts of CAR GEN.103.
- d) The last flight operation with the part fitted revealed no faults on that part and related system;
- e) The part shall be inspected for satisfactory condition including; any damage, corrosion or leakage and compliance with any additional manufacturer's maintenance instructions and the requirements of the aircraft's maintenance programme;
- f) The aircraft records shall be reviewed for any unusual events that could affect the serviceability of the part such as involvement in accidents, incidents, heavy landings or lightning strikes if it is suspected that a part has been subjected to extremes of stress, temperatures or immersion which could affect its operation; the part cannot be considered airworthy under this parts transfer procedure;
- g) A maintenance history record including flight hours/cycles/landings as applicable must be available for all used, serialised aircraft parts, including details of scheduled maintenance requirements derived from the donor's aircraft maintenance programme and maintenance planning schedule;
- h) Compliance shall be established with any continued airworthiness instructions for applicable modifications (design changes) and repairs for the donor aircraft component by incorporating the continued airworthiness requirements into the recipient aircraft maintenance programme and maintenance planning schedule.
- i) The flight hours/cycles/landings, as applicable, of any service life limited parts including time since overhaul must be established and the details of (donor) service life remaining have been transferred to the recipient aircraft records.

- j) Compliance with applicable and current Airworthiness Directives and Airworthiness Limitations shall be established and/or maintained particularly where non-terminating action had previously been taken;
- k) Where applicable, mandatory reporting for things such as CPCP and SSID the records shall be transferred including any pending actions associated with a modification or supplemental inspection regime;
- l) A modification status review shall be undertaken of the recipient aircraft and part to ensure eligibility for fitment;
- m) The inspection and functional test section of the aircraft maintenance manual may not address sufficient verification that the used aircraft part and associated system is functioning correctly. Consideration shall be given to undertaking component/system functionality testing that ordinarily is mitigated in the maintenance manual by simple high-level part testing such as BITE in the case where a newly overhauled part is to be installed
- n) Both donor and recipient aircraft continuing airworthiness records shall be updated to reflect the part removal/installation as appropriate.

6.0 Operator Liaison with the Approved Maintenance Organisation or Appropriately Validated Licensed Aircraft Engineer

6.1 The Operator must furnish to the maintenance organisation or validated Licensed Aircraft Engineer the data required in paragraph 5. The maintenance organisation or validated Licensed Aircraft Engineer should ensure suitable arrangements are in place to secure the data from the operator.

6.2 The Operator must be furnished with copies of all maintenance records and certificates relating to the aircraft parts transfer.

7.0 Serviceable Release to Service for the Part Removed from the Donor Aircraft

7.1 Subject to satisfactory compliance with the requirements of this San Marino Information Circular a CAR GEN.105 Certificate of Release to Service must be raised for the removed part. The document when completed and signed, should be placed in the recipient aircrafts' continuing airworthiness records. The document must contain at least the following information

1. Part description
2. Part No.
3. Serial No.
4. Removed serviceable from aircraft T7-.....
(include the full aircraft registration)
5. Assessed and found airworthy in accordance with Information Circular No 25 Issue No.
(quote the latest Issue number)
6. Part fitted to aircraft T7-.....
(include the full aircraft registration)
7. A CAR GEN.105 CRS statement:

"certifies that the work specified except as otherwise specified was carried out in accordance with the Republic of San Marino CAR GEN Subpart C and in respect to that work the aircraft/aircraft component is considered ready for release to service."

The release to service shall include:

1. The certifying person's signature, and;
2. The identity of the person certifying the release to service, and;
3. The Maintenance Organisation's approval number or the Licensed Aircraft Engineer's validation number as applicable, and;
4. The date the above assessment/work was completed

Yours truly,

Eng. Marco Conti
Director General

14 September 2020

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Appendix 1

AIRCRAFT PARTS TRANSFER WORKSHEET/CHECKLIST

Item No.	Checklist Item Section 1	Confirmation of Compliance	
		YES	NO
		<ul style="list-style-type: none"> • This Section is completed by the nominated approved maintenance organisation or validated Licensed Aircraft Maintenance Engineer. • For any items checked "NO" the part must be sent to an approved workshop for investigation and recertification with an internationally recognised release to service as required by CAR 21.303. 	
1.	<p>Confirm that both the donor and recipient aircraft must meet the eligibility requirements in paragraph 4 of the Information Circular.</p> <p>The name of the Operator that operates both aircraft is: (write the name of the Operator above)</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<p>Confirm that both the donor and recipient aircraft are on the San Marino register</p> <p>Donor Aircraft Registration: T7-</p> <p>Recipient Aircraft Registration: T7-</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<p>Confirm that the donor aircraft is in airworthy condition or in a controlled maintenance environment or undergoing a scheduled maintenance check.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	<p>Confirm the donor aircraft has a valid certificate of airworthiness.</p> <p>Validity Dates of C of A: Start date: Expiry Date:</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	<p>Confirm that an appropriately approved/accepted CAR GEN.010 AMO or validated Licensed Aircraft Engineer removed the part from the aircraft using approved data etc.</p> <p>Provide Details of the Approved Data used: Data: Issue/Revision Status:</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

6.	Confirm that the last flight operation with the part fitted revealed no faults on that part and related system.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Confirm that the part has been inspected for satisfactory condition including; any damage, corrosion or leakage and compliance with any additional manufacturer's maintenance instructions and the requirements of the aircraft's maintenance programme.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	The aircraft records have been reviewed for any unusual events that could affect the serviceability of the part such as involvement in accidents, incidents, heavy landings or lightning strikes. Note: If it is suspected that a part has been subjected to extremes of stress, temperatures or immersion which could affect its operation; the part cannot be considered airworthy under this parts transfer procedure.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	A maintenance history record to include flight hours/cycles/landings as applicable is available for all used serialised and life limited parts including details of scheduled maintenance requirements derived from the donor aircraft maintenance programme and maintenance planning schedule.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Confirm that compliance has been established with any continued airworthiness instructions for applicable modifications (design changes) and repairs for the donor aircraft component by incorporating the continued airworthiness requirements into the recipient aircraft maintenance programme and maintenance planning schedule. If not applicable check the N/A box: <input type="checkbox"/> N/A	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Confirm that any service life limited parts have been determined and their service life remaining details have been transferred to the recipient aircraft records.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Confirm that the flight hours/cycles/landings, as applicable, of any service life limited parts including time since overhaul have been established and the details of (donor) service life remaining have been transferred to the recipient aircraft records.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13.	Compliance with applicable and current Airworthiness Directives and Airworthiness Limitations have been established and/or maintained particularly where nonterminating action had previously been taken.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

14.	If applicable, mandatory reporting for things such as CPCP and SSID the records shall be transferred including any pending actions associated with a modification or supplemental inspection regime. <input type="checkbox"/> Not Applicable	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15.	A modification status review has been undertaken of the recipient aircraft and component/part to ensure eligibility for fitment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16.	Consideration has been given to the component/system functionality and considered acceptable.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17.	Both donor and recipient aircraft continuing airworthiness records have been updated to reflect the part removal/installation as appropriate.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Component Part Details			
i	Part Description:		
ii	Part Number:		
iii	Part Serial Number:		
iv	Part removed serviceable from aircraft:	T7-	
v	The above part was assessed and found airworthy in accordance with Circular No. 25: Issue No. (quote the Issue number above)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
vi	Part fitted to aircraft:	T7-	
vii	The Release to Service for the aircraft part has been completed and certified in accordance with Information Circular No 25. placed in the recipient aircrafts continuing airworthiness records.	Compliance with this Information Circular to determine the airworthiness of the part and the issuing of the Certificate of Release to Service was performed by: AMO Name: AMO Approval No. Validate Licensed Aircraft Engineer No.	