# ANNEX 1 – AIRFRAME MAINTENANCE AGREEMENT

**PART I - AIRFRAME MAINTENANCE AGREEMENT [NUMBER, DATE, IF APPLICABLE]**

**This Agreement is stipulated between:**

**[COMPANY NAME] having its legal address at [COMPANY ADDRESS] represented by [NAME], [POSITION]**

**Respectively referred to as the Customer and**

**[COMPANY NAME] having its legal address at [COMPANY ADDRESS] represented by [NAME], [POSITION], having valid [INSERT VALID REPAIR STATION CERTIFICATE NUMBER] certificate**

**Respectively referred to as the Service Provider**

**Entering into force since - Effective date: [date]**

**This Agreement refers to and incorporates the terms of IATA Document No. 2014-01 MASTER AIRFRAME MAINTENANCE AGREEMENT (Master AMA, 2014)   
This Agreement modifies the Master AMA, and, as so modified, constitutes a single contract applicable to the Airframe Maintenance of the Aircraft detailed below.**

**PART II - REFERENCED PROVISIONS**[[1]](#footnote-1)**:**

|  |  |
| --- | --- |
| 1. **A/C type:** | 1. **A/C registration #:** |
| 1. **Aircraft serial #:** | 1. **A/C Delivery Date, Time Zone, Time:** |
| 1. **Work Scope and Package (Annex, version, date):** | |
| 1. **Agreement Duration Period:** | |
| 1. **Turn Around Time:** | 1. **Maintenance Base (location):** |
| 1. **Fixed Price or NTE price: [ list, if many. amount and inclusions ]** | |
| 1. **Additional Charges (exclusions from the Fixed Price or NTE price): (works)** | |
| 1. **Time and Material Charges:**   **11. 1 Labor Rates:**   * 1. Technical Performance: per MH   2. MH Cap on Defect Rectification: per MH   3. NDT: per MH   4. Engineering Support: per MH   5. Unskilled Work: per MH   6. Calibration of measuring equipment: per MH   7. Other [ list if any ] | |
| * 1. **Material Charges:**  1. **Material prices:** 2. **Material Handling Charge/mark up:** 3. **Material charge cap:** 4. **BER %:** 5. **One-To-One Exchange Rate, cap:** 6. **Loan Conditions and Charges:** | |
| 1. **Flight Test : [required / not required, price if not included in Fixed Price or NTE Price]** | |
| 1. **Subcontracting Charges:** | |
| 1. **Customized Materials:**   **[p/n, quantity: Modification Kits, parts, etc]** | |
| 1. **Special Tools and Equipment:**   **[p/n, quantity of equipment and tools, etc]** | |
| 1. **Hangar Usage Price (if not included in Fixed Price or NTE Price):** | | |
| 1. **Agreed Currency of Payment:**   **[ list if many ]** | |
| 1. **Payment Scheme (Installments and deadlines) : [For example:  Advance Payment (if any): to be paid within -  Estimated invoice: issued - , to be paid by -**   **Final invoice: issued - , to be paid - ]** | |
| 1. **Price Escalation And Adjustments:** | |
| 1. **Late Payment Charge / Default Interest Rate:** | |
| 1. **Unexcused Delay Penalty: [per Day or fixed amount, Maximum Penalty / Days]:** | |
| 1. **Customer’s Legal Address And Bank details:** | |
| 1. **Service Provider’s Legal Address And Bank Details:** | |
| 1. **Warranty:  [ Calendar Days, FH, list if many]** | |
| **24a. Notification of the Service Provider of a Defect subject to Warranty:**  **(immediately or no later than XXXX days)** | |
| 1. **Applicable repair station Certificates:**   **(FAA, EASA, CAAC, GCAA or other NAA)** | |
| 1. **Customer and Service Provider Insurance, Combined Liability Limits / Deductibles, Extent of Permissible Self-Insurance Other insurances:** | |
| **26a. Risk of Loss or damage to the Aircraft remains responsibility of the:**  **(Chose - Supplier or Customer)** | |
| 1. **Governing Law and Arbitration, legal language:** | |
| 1. **Language of technical documentation:** | |
| 1. **De-fuelling, storage and fuel credit** | |
| 1. **Customer Representative’s delegated functions**   **[refer to list 20.1.1 or specify other]**  **Customer Representative’s financial limit of approval:** | |
| 1. **Incoterms conditions for Material shipment** | |

**PART III – OTHER MODIFICATIONS TO MASTER AIRFRAME MAINTENANCE AGREEMENT:**

|  |
| --- |
| **[Refer to an Article of Master AMA and describe deviation or Modification]** |

**Each Party represents and warrants to the other that the person executing this Agreement on its behalf has the full authority to so execute on behalf of such Party. This Agreement and any amendments to it may be executed by exchange of counterparts by facsimile or other electronic means, including by exchange of signature pages in PDF form.**

**IN WITNESS WHEREOF the contracting Parties hereto have caused this Agreement to be executed by their authorized executives in two (2) originals.**

**For and on behalf of the Customer:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For and on behalf of the Service Provider:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# ANNEX 2 – WORK SCOPE AND PACKAGE

**[EXAMPLE] Revision # and date**

**Routine Tasks**

**Special Tasks**

**AD/SB/EO**

**COMPONENTS**

**OTHER**

# ANNEX 3 – DELIVERY/RETURN ACCEPTANCE CERTIFICATES

1. **Delivery Acceptance Certificate [EXAMPLE]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Customer** | | |  | **Work Package** |  |
| **Agreement #** | | |  | **A/C Registration** |  |
| **Serial #** | | | | **Flight Hours TSN** | **Flight Cycles CSN** |
| **Airframe (MSN)** | |  | |  |  |
| **Engines (ESN)** | **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **APU (S/N)** | |  | |  |  |
| **Aircraft configuration non conformity if any** | |  | | | |
| **Date of Acceptance** | |  | | **Time** |  |
| **Start Date** | |  | | **Scheduled TAT (d)** |  |
| **Location** | |  | | **Fuel on-board** |  |
| **Delivered by** | |  | | **Personal ID** |  |
| **Accepted by** | |  | | **Personal ID** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Customer** | | **For and on behalf of the Service Provider** | |
| **Signature** |  | **Signature** |  |
| **Name** |  | **Name** |  |
| **Title** |  | **Title** |  |
| **Date** |  | **Date** |  |

1. **Return Acceptance Certificate [EXAMPLE]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Customer** | | |  | **Work Package** |  |
| **Agreement #** | | |  | **A/C Registration** |  |
| **Serial #** | | | | **Flight Hours TSN** | **Flight Cycles CSN** |
| **Airframe (MSN)** | |  | |  |  |
| **Engines (ESN)** | **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **APU (S/N)** | |  | |  |  |
| **Aircraft configuration non conformity if any** | |  | | | |
| **Date of Acceptance** | |  | | **Time** |  |
| **Start Date** | |  | | **Actual TAT (d)** |  |
| **Location** | |  | | **Fuel on-board** |  |
| **Redelivered by** | |  | | **Personal ID** |  |
| **Accepted by** | |  | | **Personal ID** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Customer** | | **For and on behalf of the Service Provider** | |
| **Signature** |  | **Signature** |  |
| **Name** |  | **Name** |  |
| **Title** |  | **Title** |  |
| **Date** |  | **Date** |  |

# ANNEX 4 – CERTIFICATE OF RELEASE TO SERVICE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service Provider** |  | | | |
| **A/C Operator** |  | | | |
| **A/C Registration** |  | | **A/C Type** |  |
| **A/C Serial # (MSN)** |  | |  |  |
| **Accomplish Date** |  | | **Time** |  |
| **Flight Hours** |  | | **Flight Cycles** |  |
| **Work Performed at station** | |  | | |
| **Certificate of Release to Service [EXAMPLE]** | | | | |
| **The Aircraft identified above was undergoing following maintenance:**  **[Insert Work Package description]**  **Remarks:**  **Approved Maintenance Program Reference: [ Insert applicable revision of MP]** | | | | |
| **Deferred Items list** |  | | | |

**The signature below certifies that the work specified, except as otherwise specified, was performed in accordance with the applicable regulations and that in respect to this work the work is considered ready for release to service.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Approval #** [[2]](#footnote-2) | |  | |
| **Signature** |  | **Name** |  |
| **Personal ID** |  | **Date** |  |

# ANNEX 5 – LIST OF DOCUMENTATION

**All Documentation delivered to the Service Provider by the Customer and vice versa shall be of the correct revision status and validity for the Aircraft. The Documentation, where applicable, shall have to be approved by the relevant NAA.**

1. **Customer’s Documentation**

**The Customer shall provide the following Aircraft Maintenance Documentation**[[3]](#footnote-3) **to the Service Provider prior to Aircraft Delivery:**

|  |  |  |
| --- | --- | --- |
| **Name of the document** | **Pages** | **Date requested by:** |
| **OEM Documentation** |  |  |
| **Access to OEM’s website for DWG** |  |  |
| **Aircraft Maintenance Manual (AMM)** |  |  |
| **Illustrated Parts Catalogue (IPC)** |  |  |
| **Wiring Diagrams (WDMs)** |  |  |
| **Systems and Schematic Manual (SSM)** |  |  |
| **Exterior Paint Schema** |  |  |
| **Exterior Placard Catalogue** |  |  |
| **Cabin Documentation** |  |  |
| **Component Maintenance Manuals (CMMs)** |  |  |
| **Internal Placard Catalogue** |  |  |
| **Cabin & Seat Layout** |  |  |
| **Trouble Shooting Manual** |  |  |
| **Structural Repairs Manual (SRM)** |  |  |
| **Minimum Equipment List (MEL)** |  |  |
| **Non-Destructive Testing Manual** |  |  |
| **Operations Manual** |  |  |
| **Flight Test Manual** |  |  |
| **Valid Job Cards for Routine Work** |  |  |
| **List of components for replacement** |  |  |
| **List of Engineering Orders** |  |  |
| **List of Deferred Items** |  |  |
| **Maintenance Program (MP)** |  |  |
| **Maintenance Planning Document (MPD)** |  |  |
| **Airworthiness Directives** |  |  |
| **AD Status** |  |  |
| **Major Modifications’ Data** |  |  |
| **Major Modifications’ Status** |  |  |
| **Major Repairs’ Data** |  |  |
| **Service Bulletins** |  |  |
| **[modify above or list any other required Documentation ]** |  |  |

1. **Service Provider’s Documentation**

**The following Work-specific Documentation**[[4]](#footnote-4) **shall be delivered by the Service Provider to the Customer at Aircraft Return:**

|  |  |  |
| --- | --- | --- |
| **Name of the document** | **Pages** | **Date requested by:** |
| **Name of the document** |  |  |
| **Certificate of Release to Service** |  |  |
| **Work Summary Sheet (Tally Sheet)** |  |  |
| **Completed Routine Task Cards** |  |  |
| **Non-Routine Task Cards with the description of the findings and corrective action taken** |  |  |
| **List of Implemented AD Performance records** |  |  |
| **List of Engineering Orders performed** |  |  |
| **List of Cabin Renewals** |  |  |
| **List of Supplemental Job Cards performed** |  |  |
| **List of Structure Defect Reports** |  |  |
| **Flight Control Surfaces Rebalance** |  |  |
| **List of Subcontracted Work** |  |  |
| **Cross Reference List (MS to Job Cards)** |  |  |
| **List of Components Changed/Overhauled** |  |  |
| **List of Major Repairs and Major Alterations** |  |  |
| **List of Parts Manufactured by the Service Provider** |  |  |
| **List of Structure Inspection Sampling Record** |  |  |
| **A/C Weighing Report** |  |  |
| **Engine Run Up Report** |  |  |
| **Flight Test Report** |  |  |
| **List of Additional Work** |  |  |
| **Base Deferred Items’ Forms** |  |  |
| **Summary of Base Deferred Items** |  |  |
| **List of Ground Findings’ Sheets Issued** |  |  |
| **Completion of Work Protocol** |  |  |
| **List of Items requiring the follow-up by the operator of the Aircraft** |  |  |
| **All Documentation supplied by the Customer** |  |  |
| **List of Job Cards performed** |  |  |
| **List of Customer Recording Sheets issued** |  |  |
| **Structural Repair Records for found damage** |  |  |
| **Return Acceptance Certificate** |  |  |
| **[ modify above or list any other required Documentation ]** |  |  |

# ANNEX 6 – NOTICES AND COMMUNICATIONS

1. **From the Customer to the Service Provider**[[5]](#footnote-5)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MATTER** | **CONTACT** | **TITLE** | **PHONE / FAX** | **E-MAIL** |
| **Single point of contact** |  |  |  |  |
| **Commercial / Financial** |  |  |  |  |
| **Logistical** |  |  |  |  |
| **Quality-related** |  |  |  |  |
| **Technical** |  |  |  |  |
| **SERVICE PROVIDER’S ADDRESS** |  | | | |

1. **From the Service Provider to the Customer**[[6]](#footnote-6)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MATTER** | **CONTACT** | **TITLE** | **PHONE / FAX** | **E-MAIL** |
| **Single point of contact** |  |  |  |  |
| **Commercial / Financial** |  |  |  |  |
| **Logistical** |  |  |  |  |
| **Quality-related** |  |  |  |  |
| **Technical** |  |  |  |  |
| **CUSTOMER’S ADDRESS** |  | | | |

1. **Language of Communication**

**Any notice or communication required to be given under this Agreement or in connection with the matters contemplated by it shall, except where otherwise specifically provided, be in the Language indicated below:**

|  |  |
| --- | --- |
| **Language of Communication**[[7]](#footnote-7) |  |

# ANNEX 7 – AIRCRAFT DAILY STATUS (ADS)

[Specify form]

1. Complete relevant blank spaces or refer to applicable annexes or write “NA” if not-applicable [↑](#footnote-ref-1)
2. Refers to applicable regulations’ organization approval [↑](#footnote-ref-2)
3. Tick if applicable or write “NA” if not-applicable [↑](#footnote-ref-3)
4. Tick if applicable or write “NA” if not-applicable [↑](#footnote-ref-4)
5. Complete relevant blank spaces or write “NA” if not-applicable [↑](#footnote-ref-5)
6. Complete relevant blank spaces or write “NA” if not-applicable [↑](#footnote-ref-6)
7. Specify [↑](#footnote-ref-7)