

General

Civil Aviation Authority advisory circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an **Acceptable Means of Compliance (AMC)** with the associated rule.

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

Purpose

This AC describes an acceptable means of compliance with completing the CAA Form CA006-*Technical Log* and CAA Form CAA400-*Maintenance Record Sheet*.

Related Rules

This AC relates specifically to Civil Aviation Rules 43.69(c), 43.103, 43.105, 43.113, 91.619, 91.623(d).

Change Notice

Revision **2**:

- makes format and stylistic changes, to align with current AC format
- adds advice about using alternative formats to CA006 in accordance with rule 91.619(c)
- updates Form CAA 400 in Appendix A, and
- adds a version history.

~~1 pertains to the use of the revised Technical Log (CAA Form CA006), and to the use of the Maintenance Record Sheet (CAA Form CAA400).~~

Version History

History Log

Revision No.	Effective Date	Summary of Changes
AC91-6, Rev 0	1 Sept 1997	Initial issue, superseding information in previous AC43-8, <i>Aircraft Technical Log</i> , which was cancelled.
AC91-6, Rev 1	16 March 2011	Added information about the use of the revised Technical Log (CAA Form CA006), and the Maintenance Record Sheet (CAA Form CAA400).
AC91-6, Rev 2	Xx xxxx 2023	Makes format and stylistic changes, to align with current AC format. Adds advice about using alternative formats to CA006 in accordance with rule 91.619(c). Updates Form CAA 400 in Appendix A. Adds a version history.

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1 Introduction

Part 91 requires an operator of an aircraft to provide a technical log for the aircraft. The technical log is to which contains certain information, such as:

- the name of the operator
- information regarding the aircraft
- maintenance of the aircraft
- details of when next maintenance or review is due
- any defects, and
- rectification of defects.

Under Part 91 provides that a person must not operate an aircraft unless certain documents are carried in the aircraft. One of the documents to be carried is the technical log required under rule 91.619.

Technical log – CAA Form CA006

A technical log fulfils a role in the ongoing maintenance of an aircraft, but its primary purpose is to provide information indicating the maintenance status of the aircraft to the flight crew.

Flight crew need to know the aircraft's maintenance status is required by the flight crew to ensure that the aircraft can be operated safely within the applicable limitations and in accordance with the general operating rules.

Information required to be recorded in the technical log is detailed in rule 91.619(a).

For the purpose of rule 91.619(a), CAA Form CA006 provides the technical log for recording of information and is designed to be carried with the aircraft flight manual (AFM) and other documents normally carried in an aircraft.

It is preferred that While the CAA Form CA006 is CAA's preferred form for this purpose, be used. However if the CAA Form CA006 is not suitable for a particular operation, the operator may use another technical log format that records the information specified in rule 91.619(a). As outlined in rule 91.619(c), that format must be accepted by the Director before being used and the information accurate and available to the pilot-in-command (PIC) on request.

~~Maintenance Record Sheet~~ CAA Form CAA400 – **Maintenance Record Sheet**

The CAA Form CAA400 – *Maintenance Record Sheet*, provides a means of recording maintenance "in the field" and provides an up to date maintenance status of the aircraft to the flight crew. Some examples of the use of the Form CAA400 would be is maintenance performed by the flight crew in accordance with Part 43 Appendix A1 and A2, and Airworthiness Directive (AD) inspections required to be performed on a regular basis (often by the flight crew). The associated Separator Card contains instructions for completion of the Form CAA400.

Air Transport Operators

Air transport operators with sophisticated aircraft may find it cumbersome to provide a concise summary of maintenance items due. A certificated operator's approved documented system is to provide procedures to ensure that required information is provided to the flight crew in a format that suits the organisation's operation. (Refer to rule 91.619(c).) As per the reference to rule 91.619(c) above, the format must be accepted by the Director before being adopted.

Period

The technical log may remain in use until:

- any section of the log is full, or
- 100 hours (or equivalent) time in service (As a result of an inspection), or
- 12 calendar months (As a result of a Review of Airworthiness).

Retention of Technical Log

Operators of aircraft must retain the technical log for a period of at least 12 months after the date of the last entry in the technical log. (Refer to rule 91.623(d).)

Note: Form CAA400 and Form CAA006 can be ordered from CAA at <https://www.aviation.govt.nz/aircraft/aircraft-maintenance/aircraft-logbooks/order-ca006-and-caa400/>

2 Completion and Use of Form CA006 – Technical Log

Form CA006 is a single page, double sided document designed to be folded into thirds and inserted into a flight manual folder.

The technical log comprises 3 sections:

- **Section 1** – Aircraft, Operator details and Maintenance due
- **Section 2** – Aircraft Hours and Cycles
- **Section 3** – Maintenance Record.

Section 1 – Aircraft, Operator Details and Maintenance Due

This section duplicates some information in the aircraft logbooks which allow pilots to check the maintenance status of the aircraft prior to a flight.

The information recorded includes:

- Date raised
- Sheet number
- Aircraft type and model
- Aircraft registration
- Operator details
- Maintenance programme identification
- Next Review of Airworthiness details
- Next scheduled Inspection details
- Maintenance due prior to next scheduled inspection details.

Section 2 – Aircraft Hours and Cycles.

This section is used to record:

- the progressive total time in service (hours)
- total cycles
- or other information, e.g.:
 - departure aerodrome
 - start time of flight
 - purpose of flight
 - oil consumption, or
 - hours remaining to the next inspection.

Hours and cycles may be entered as a total of the time flown/cycles for the day.

Although no particular person or role is specified to enter information in Section 2, it would be appropriate for the flight crew or operator to do so at the end of any flying activity.

Provision is made for recording of the name of the pilot or, in some organisations, the person responsible for the pre-flight.

Section 3 – Maintenance Record

This section is used for recording maintenance arising before, during, or after flight. Maintenance may include scheduled and unscheduled maintenance.

For maintenance performed on a repetitive basis (eg: removal and reinstallation of dual controls) it is recommended that operators use the Form CAA400 *Maintenance Record Sheet*. If scheduled maintenance is entered in this section, operators are to consider the effects of this entry on the *Maintenance Due* panel of **Section 1** of the Form CA006.

Items entered in this section require rectification or action, or may be permitted to be inoperative in accordance with a **Minimum Equipment List (MEL)** or the rules. (Refer to rule 91.537.)

First Column

An initial of the person performing the maintenance or **release-to-service (RTS)** in this column indicates a duplicate copy of the maintenance record has been entered in the maintenance logbook. (Refer to rule 43.69(c).)

Second Column

The **PIC** pilot-in-command is responsible for entering any defects in the second column. The nature of the defect should be described as concisely as possible, considering:

- Did it occur in flight or on the ground?
- If it occurred in flight, what phase of flight?
- Did it affect any other aircraft system?
- Was an attempt made to rectify the defect in flight per the **AFM** Flight Manual?
- What were the symptoms observed?
- What state has the aircraft been left in?

A defect described in this manner has more chance of being **appropriately addressed** identified and rectified than if a vague statement is made.

Third Column

Entered into The third column **is for entering:** are

- details of rectification of defects, or
- **details and explanation**, if the defect or equipment is permitted to be inoperative under an MEL or the Rules, or
- details of an operational flight check.

Fourth and Fifth Columns

After rectification of a defect or deferral under an MEL or the rules, **an RTS** a ~~release to service~~ or a flight check is required. Depending on whether an RTS or flight check is being certified, an initial of the person certifying the **RTS** ~~release to service~~ is required in ONE of the columns only. This is to be followed with the appropriate person's name, signature, CAA client number and date. (Refer to rule 43.105 for full details of **RTS** ~~release to service~~ requirements.)

Notes

Note 1: "Initial" An initial in this column indicates that a duplicate copy of this maintenance record has been entered into the maintenance logbook in accordance with rule 43.69(c).

Note 2: "RTS": ~~(Return to Service):~~ **This is the required RTS statement:**

The maintenance recorded has been carried out in accordance with the requirements of New Zealand Civil Aviation Rule Part 43 and in respect of that maintenance the aircraft is released-to-service.

Note: This is the required RTS statement.

Note 3: "Flight Check": In respect of the recorded work, the aircraft is released-to-service for an operational flight check only.

3 Use of Form CAA400 - Maintenance Record Sheet

Purpose and use

Maintenance records, duplicate inspections and ~~RTS release to service~~ certification are required to meet rules 43.69, 43.103, 43.105 and 43.113. Refer to the rules and AC43-1, *Aircraft Maintenance*, for further details.

The ~~Form~~ CAA400 is formatted in ~~two~~ 2 pages with the front page making a “carbon” copy onto the back (card) sheet. ~~The CAA400~~ It may be used in lieu ~~instead~~ of Section 3 of the Technical Log, ~~Form~~ CA006. An associated separator card contains the completion instructions for ~~the Form~~ CAA400.

The CAA400 front page is made up of three identical “tear-off” sections for ~~the~~ recording of maintenance performed.


A suitably authorised person:

- records the maintenance performed
- completes the ~~RTS release to service~~, and
- if applicable, ~~completes~~ the duplicate inspection.

The top sheet “tear-off” of ~~the Form~~ CAA400 is removed and forwarded to where the aircraft logbooks are held, other than carriage in the aircraft on which the maintenance was performed. (*Refer rule 43.69(c).*)

The “carbon” copy imprinted on ~~the Form~~ CAA400 is returned to the technical log folder to indicate to the flight crew, an up to date maintenance status of the aircraft.

Appendix A: Sample Form CAA400



Maintenance Record Sheet

1 Location

Aircraft Registration

Reason for Performing Maintenance

Technical Log Sheet No.

Rectification Action/Deferral

Name	Signature ^{1,2}	Number	Date

1 We certify that a duplicate safety inspection has been carried out and the identified control system of the aircraft/component functions correctly, and in respect of the maintenance performed, the control system is assembled and locked correctly.

2 The maintenance recorded has been carried out in accordance with the requirements of New Zealand Civil Aviation Rule Part 43 and in respect of that maintenance the aircraft is released to service.

2 Location

Aircraft Registration

Reason for Performing Maintenance

Technical Log Sheet No.

Rectification Action/Deferral

Name	Signature ^{1,2}	Number	Date

1 We certify that a duplicate safety inspection has been carried out and the identified control system of the aircraft/component functions correctly, and in respect of the maintenance performed, the control system is assembled and locked correctly.

2 The maintenance recorded has been carried out in accordance with the requirements of New Zealand Civil Aviation Rule Part 43 and in respect of that maintenance the aircraft is released to service.

3 Location

Aircraft Registration

Reason for Performing Maintenance

Technical Log Sheet No.

Rectification Action/Deferral

1 We certify that a duplicate safety inspection has been carried out and the identified control system of the aircraft/component functions correctly, and in respect of the maintenance performed, the control system is assembled and locked correctly.

2 The maintenance recorded has been carried out in accordance with the requirements of New Zealand Civil Aviation Rule Part 43 and in respect of that maintenance the aircraft is released to service.

CAA400 Rev 0 : Sep 08