Avistrata for UK CAA organizations

UK Part-145 maintenance organisations, Part-CAMO and Part-CAO, and owners under Part-ML, regulated by the UK Civil Aviation Authority

Avistrata Authority Manual

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1. About this manual

This manual explains how Avistrata works for organizations regulated by the UK Civil Aviation Authority (UK CAA). The UK kept the EASA continuing-airworthiness rules in UK law when it left the EU (UK Regulation (EU) No 1321/2014 and the regulations around it), so Avistrata runs the same rules it uses for EASA organizations and prints UK names and wording: UK Part-145, UK Part-66, CAA Form 1 and CAA Form 15.

It is written for organization administrators, quality managers, certifying staff, stores and planning. Each chapter says where to click and what Avistrata does for you.

At a glance

Area	What UK CAA organizations get
Releases	UK Part-145 and UK Part-ML release wording; the Certificate of Release to Service and CAA Form 1
Certifying staff	UK Part-66 licences and 145.A.35 authorisations, checked when a release is signed
Continuing airworthiness	ARC on CAA Form 15a, 15b or 15c, with extensions
Owners	Part-ML wording and pilot-owner maintenance (ML.A.803)
Safety	Mandatory occurrence reports under UK Regulation 376/2014, 72-hour clock
Billing	UK VAT with your GB VAT number
Defaults	Metric units and DD/MM/YYYY dates; both can be changed

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2. Setting up your organization

An organization administrator sets the authority once. Everything else in Avistrata follows from it: the wording on releases, which licences are checked when someone signs, the documents you can issue, reminders, units, dates and VAT.

1. Sign in as an organization administrator and open **Admin → Manage Organization**.
2. Scroll to **Regulatory authority**.
3. Choose **UK CAA**.
4. Fill in the fields in the table below, then click **Save**.
5. Sign out and back in (or reload the page) so every screen picks up the new setting.

Regulatory authority	**UK CAA**.
Approval number	Your UK Part-145 approval reference, e.g. UK.145.01234, printed on every release.
Organization type	Part-145, Part-CAMO, Part-CAO or Owner. Owner and CAO organizations get the UK Part-ML wording (ML.A.801 releases, pilot-owner maintenance).
CAMO approval number	Your CAMO or CAO approval reference, if you hold one.
Units and dates	Metric units and DD/MM/YYYY dates by default. Both can be changed in the same section.
CRS statement	Optional. Your organization's own release statement, printed instead of the standard wording on every release (see Chapter 4).

> Sub-organizations (bases, hangars, client organizations) inherit the parent's authority, approval number and CRS statement unless they set their own. Records always follow the organization that owns the aircraft, so a record signed for a customer's aircraft uses the customer organization's rules.

> **Holding both a UK and an EASA approval?** Choose UK CAA and enter your UK approval number. If your exposition requires a release statement that names both approvals, enter it as your CRS statement (Chapter 4). Changing the authority never changes records that are already signed: each keeps the authority and approval number it was signed under, and its seal covers them.

3. Certifying staff: licences and authorisations

A UK release can only be signed by certifying staff with a valid UK Part-66 licence and your organization's certification authorisation (145.A.35). Avistrata keeps both on each person's record and checks them every time a release is signed.

Recording a person's licence and authorisation

1. Open **Admin → Users** and click the person.
2. Under **Certificates**, find **Part-66 licences and authorisations** and click **Add licence**. Choose **UK CAA or national CAA (Part-66)**, then enter the licence number (e.g. UK.66.12345), categories, type ratings, limitations, issue date and valid-until date.
3. Click **Add authorisation**. Enter your organization's authorisation number, the scope (categories, aircraft types and/or components), the valid-until date and the date recent experience was last confirmed.
4. Click **Save**. Only organization administrators can add or change licences and authorisations. Who issued an authorisation, and when, is recorded automatically.

Licence categories

Category	What it covers
A1, A2, A3, A4	Category A: minor scheduled line maintenance and simple defect rectification
B1.1, B1.2, B1.3, B1.4	Category B1: mechanical, by aircraft subcategory
B2	Avionics and electrical
B2L	Limited avionics (system ratings on the licence). Does not count as B2.
B3	Piston, non-pressurised aeroplanes of 2,000 kg MTOM and below
L categories	Sailplanes, powered sailplanes, balloons and airships. The limited forms don't count as the full category.
C	Base maintenance: the aircraft as a whole
Licence validity	5 years (66.A.40). When no end date is entered, Avistrata uses the issue date plus 5 years.
Recent experience	At least 6 months of relevant experience in every 2 years (145.A.35(c)). It lapses 2 years after the date last confirmed.

Aircraft type	The authorisation scope must cover the aircraft type or model. "All", "*" and group ratings cover every type. A components-only scope does not cover aircraft.

What happens when someone signs

Every time a release is signed (a logbook entry or a task card final sign-off), Avistrata checks the signer. The check runs in the browser, in the phone apps and again in the database, so it cannot be bypassed.

Situation	Result
Valid licence and authorisation	**Signed.** The authorisation and licence used are recorded on the release.
No authorisation, expired, wrong category or type, recency lapsed	**Refused**, with the reason.
Signed under an FAA certificate type (A&P, IA, repairman)	**Refused.** A UK release needs a Part-66 licence or an authorisation.
Pilot-owner (ML.A.803)	Allowed only for Owner and CAO organizations working under Part-ML (Chapter 7).

Typical messages the signer sees:

- *Can't sign this release: No certification authorisation (145.A.35) is on file for you in this organization.*
- *Can't sign this release: Licence UK.66.1234 has no category B2 (it has B2L).*

The certifying staff list and reminders

Admin → Classifications → Certifying staff lists everyone with a licence or authorisation, marked Valid, Expiring (within 60 days) or Expired. Use it before an audit. Every day Avistrata checks licences, authorisations and recent experience; the person gets a reminder 30, 14 and 7 days before expiry and on the day, and the quality manager gets one summary.

4. Releasing an aircraft

Logbook entries

In **Logbook**, a new entry for an aircraft of your organization uses UK wording automatically:

Kind of certificate	UK Part-66 Cat A, B1, B2, B3, L, C; UK Part-145 certifying staff authorisation; Pilot-owner (ML.A.803).
Release statement	*Certifies that the work specified, except as otherwise specified, was carried out in accordance with UK Part-145 and in respect to that work the aircraft is considered ready for release to service.* Owner and CAO organizations get the same wording with UK Part-ML.
Approval number	Printed with the statement, from Manage Organization → Regulatory authority.
Approved data	Reference the maintenance data used (AMM chapter, AMP task, repair data).
AD statement	States compliance with the applicable airworthiness directives (UK CAA and State of Design ADs, M.A.303 / ML.A.303).
Dates	DD/MM/YYYY, from the organization setting.

Sign with your PIN as usual. The entry is numbered, sealed (SHA-256) and chained to the aircraft's previous entry; the seal covers the authority and approval number. A signed entry can only be voided with a reason and corrected by a new entry.

The Certificate of Release to Service for a work order

1. Close or void every task card on the work order. The CRS can't be issued while a card is still open; Avistrata lists the open cards.
2. Open the work order and click **Certificate of Release to Service** (next to Logbook sticker).
3. Check the aircraft, work summary, approved data and any deferred defects, then sign with the signature pad (draw, PIN or biometric).
4. The CRS is numbered for your organization (CRS-00001 …), stamped with your approval number and sealed. Print or download the PDF.

Your own CRS statement

If your exposition (MOE) requires different wording, enter it in **Manage Organization → Regulatory authority → CRS statement**. It is then printed instead of the standard statement on logbook entries, the logbook sticker, task card sign-off, the CRS, the records package and new drafts in the phone apps. Leave it empty to use the standard wording.

5. Releasing a component: CAA Form 1

CAA Form 1 is the UK Authorised Release Certificate for a part or component released after maintenance. Avistrata produces it in the Form 1 layout (blocks 1 to 14e).

1. From a task card: in the parts table click **Tag** to open the Part Release Tag window, then **CAA Form 1**. From Stores: open the stock unit, click **Actions**, then **CAA Form 1**.
2. Avistrata fills in the blocks from the part: description, part number, serial or batch, quantity and status (overhauled, repaired, inspected, tested, modified). Check block 12 (remarks) and add the work order and approved data.
3. Sign with the signature pad. The certificate gets a tracking number (F1-00001 …), your approval number and a seal.
4. Print it, or attach the PDF to the part. It is kept with the part and the task card.

Block 1	"UK CAA / United Kingdom". Can be changed on the form.
Block 13	Left blank on a Part-145 maintenance release (it is for new parts under Part-21).
Block 14	The UK Part-145 release statement, your approval reference, signature, name, date and the tracking number.
Incoming parts	Stores records the certificate a part arrived with: CAA Form 1, EASA Form 1, FAA Form 8130-3 or TCCA Form One. Which of these you can accept depends on your exposition and the UK rules for imported parts.

> Issued certificates can't be edited. If something is wrong, void it with a reason (the signer or an organization administrator) and issue a new one. Both stay on file.

6. Continuing airworthiness: the ARC and ADs

Airworthiness review certificates (ARC)

Open an aircraft and find **Airworthiness review (ARC)** under Maintenance Due.

1. Click **New ARC / review**. Choose the form: **CAA Form 15b** (issued by a CAMO), **15a** (issued by the UK CAA) or **15c** (Part-ML aircraft: CAMO, CAO or independent certifying staff).
2. Enter the ARC reference, issue date (valid 12 months), who issued it, the reviewer and their authorisation, hours and cycles, and the physical survey date and place.
3. Work through the document review and physical survey checklist, and attach the review report from Files.
4. Save. Print the airworthiness review report as a PDF if you need one.

Extensions	Click **Extend** on a valid ARC to record an extension (12 months each, at most twice). After the second extension a new review is due.
Maintenance Due	The current ARC is one item in Maintenance Due ("CAA Form 15b …"), due on its expiry date. It turns amber 60 days before and blocks dispatch when overdue.
Expiry	An ARC is marked Expired automatically the day after it runs out. Reminders go out 60, 30 and 7 days before and on the day.

Airworthiness directives

The AD / SB tab matches ADs to your fleet by type certificate holder, model and serial number. ADs of the State of Design are matched automatically: FAA ADs for US-designed products and, once the EASA feed is connected, EASA ADs for products designed in the EU. **ADs issued by the UK CAA are not read automatically yet:** record them on the AD / SB tab by hand so they are tracked in Maintenance Due like the others.

Engineering: changes and repairs

In **Engineering**, classify work as minor or major change (21.A.91) and minor or major repair (21.A.435). A major change or repair can't be closed without its approval reference.

7. Owners and Part-ML

UK Part-ML is the lighter continuing-airworthiness framework for light aircraft (for example aeroplanes up to 2,730 kg MTOM not used by an air carrier). Set the organization type to **Owner** or **Part-CAO** and Avistrata uses the UK Part-ML wording on releases and offers pilot-owner maintenance.

Release statement	UK Part-ML (ML.A.801) wording on logbook entries and the CRS.
Pilot-owner maintenance	Under ML.A.803 a pilot who owns the aircraft and holds a valid licence with the type or class rating may do limited, non-complex maintenance on it when it is not used commercially. Choose **Pilot-owner (ML.A.803)** as the kind of certificate when signing.
ARC	CAA Form 15c for Part-ML aircraft (Chapter 6).
Maintenance programme	Keep the inspections and other items your aircraft maintenance programme (AMP) lists in Maintenance Due, each with its interval, so they come due and block dispatch when overdue.

> The UK CAA sets out which tasks a pilot-owner may and may not do, and when the CAMO or CAO must be told. Check the current UK CAA Part-ML guidance and your maintenance programme before signing pilot-owner work. Avistrata records the release; it doesn't decide whether the task is allowed.

8. Occurrence and defect reporting

UK organizations report occurrences under UK Regulation (EU) No 376/2014 and (EU) 2015/1018 within 72 hours of becoming aware.

1. Open **Quality → Safety (SMS) → Investigations** and open (or create) the investigation.
2. Tick **Mandatory occurrence report**.
3. Enter when your organization became aware. The deadline is worked out from that time and counts down on the investigation.
4. Fill in the occurrence details: date and time (UTC), location, registration, aircraft type and serial, phase of flight, what happened and the risk.
5. Send the report through the UK CAA's reporting system, then record that it went to the UK CAA, its reference and when it was sent.

Deadline	72 hours after awareness.
Follow-up	Avistrata tracks the 30-day follow-up and the 3-month final report from the day you sent it.
Reminders	The quality manager is reminded 48 and 72 hours after awareness while the report is still unsent.

9. Billing and VAT

Invoices, estimates and sales orders use VAT automatically. Set it up once in **Billing → Settings**:

Your tax number	Your GB VAT number (format-checked), and United Kingdom as your country.
VAT rates	Enter your rates for labour, parts and other lines (for example the 20% standard rate). A line can have its own rate.
Customers	Enter each business customer's VAT number and country on the customer record.
How VAT is decided	UK VAT for customers in the UK. Customers outside the UK get 0 VAT, marked as export. A document can be marked exempt. Check the treatment with your accountant.

Each document gets one VAT line per rate. The rates and tax numbers are copied when the document is made, so a later change never alters a document already sent.

10. Records, audit trail and retention

- **Seal.** Signed logbook entries, CRSs and component certificates are sealed with SHA-256 over everything printed, the signer, the time and the approval number. **Logbook → Check seals** recomputes them.
- **Certifying staff result.** Every release records which authorisation and licence were used.
- **Who and when.** Signer, time, issuer and status changes are set by the server from the signed-in person, never from the browser.
- **Retention.** Keep maintenance records as long as your exposition requires (UK Part-145: at least 3 years after release; aircraft records under M.A.305 longer). Avistrata never deletes signed records; voided records stay on file with the reason.
- **Records package.** Records → Change History → Records package exports an aircraft's records as a ZIP for a sale, lease or audit.

11. The phone apps

The Mechanic and Admin apps use UK wording on logbook entries and task card sign-off, show your approval reference, and check the certifying staff before signing. Owner and CAO organizations get the UK Part-ML wording.

12. Before you go live: check with your quality manager

Avistrata supports compliance; it does not replace your exposition (MOE / CAME), your procedures or the UK CAA's acceptance. Before you use it for releases, check:

- The release statement matches your MOE. If not, enter yours as the CRS statement.
- Every certifying staff member has their UK Part-66 licence and authorisation on file, with the recent experience date.
- Your approval number and organization type are correct in Manage Organization.
- UK CAA ADs for your fleet are recorded on the AD / SB tab.
- VAT rates and your VAT number are set in Billing → Settings.

If anything differs, tell Avistrata support (support@avistrata.com). Wording can usually be changed for your organization alone, through the CRS statement, without waiting for an update.

13. Regulation references

Topic	Reference
Maintenance organisation	UK Regulation (EU) No 1321/2014, Annex II (UK Part-145)
Certifying staff authorisation	145.A.35; recent experience 145.A.35(c)
Licences	Annex III (UK Part-66); validity 66.A.40
Continuing airworthiness	Annex I (Part-M), Annex Vb (Part-ML), Annex Vc (Part-CAMO), Annex Vd (Part-CAO)
Pilot-owner maintenance	ML.A.803
ARC	M.A.901 / ML.A.903; CAA Form 15a, 15b, 15c
Component release	CAA Form 1
Changes and repairs	UK Regulation (EU) No 748/2012, Annex I (UK Part-21): 21.A.91, 21.A.435
Occurrence reporting	UK Regulation (EU) No 376/2014; (EU) 2015/1018

References are to the regulations as retained in UK law and published by the UK CAA. Always use the current amendment. Avistrata is not affiliated with or approved by the UK Civil Aviation Authority.