



FLIGHT SAFETY NOTIFICATION

AIRWORTHINESS

INSTRUCTIONS FOR COMPLETION OF JCAA FORM 137

1. **PURPOSE:** This FSN provides instructions for completing JCAA Form 137, Major Repair and Alteration (Airframe, Powerplant, Propeller or Appliance).
2. **RELATED REGULATIONS:** JCAR, Fifth Schedule
3. **INFORMATION:** JCAA Form 137 is free and is available at the offices of the Jamaica Civil Aviation Authority, 4 Winchester Road, Kingston 10 or online at <http://www.jcaa.gov.jm>.
 - a. This form serves the following purposes:
 - (1) To provide aircraft owners and operators with a record of major repairs and major alterations indicating the details and approvals.
 - (2) To provide the JCAA with a copy of the form for inclusion in the aircraft records at the offices of the JCAA.
 - b. This form can be completed on paper only, and there are no electronic versions available at this time. Information for completing this form, can be found online at <http://www.jcaa.gov.jm>.
4. **Form Instructions:** The person who performs or supervises a major repair or major alteration, must prepare JCAA Form 137. The form must be completed in at least duplicate, and is used to record major repairs or major alterations made to an aircraft, airframe, powerplant, propeller, appliance or a component part thereof. The following instructions apply to blocks 1 through 8 of the form.
 - a. **Item 1 – Aircraft.** Information to complete the ‘Make, Model and Serial Number,’ blocks are the same as can be found on the Manufacturer’s Identification/Data Plate. The ‘Nationality and Registration Mark’ is the same as on the C of R for the aircraft..
 - b. **Item 2 – Owner.** Enter the owner’s complete name and address as shown on the Certificate of Registration for the Aircraft.



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- c. **Item 3 – For JCAA Use Only.** To indicate approval by the JCAA when it has been determined that data used to perform a major repair or major alteration, conforms to accepted industry practices and is in compliance with current guidance and regulatory requirements. Approval is indicated by the following wording:

“The data identified herein, complies with the applicable airworthiness requirements and is approved for the above described aircraft, subject to conformity inspection by a person authorized by JCAR.”

- d. **Item 4 – Unit Identification.** To indicate the unit (airframe, engine, propeller, appliance or a component part thereof) being repaired or altered.
- e. **Item 5 – Type.** To indicate in the appropriate block adjacent to the unit whether the unit is being repaired or altered. Use only one ‘Type’ per form.
- f. **Item 6 – Conformity Statement.**
- (1) **“A” – Agency’s Name and Address.** Enter the name of the certificated person or entity accomplishing the repair or alteration. AME’s should enter their name and permanent mailing address. Manufacturers, AMOs, Repair Stations, should enter the name and address under which they are certificated.
 - (2) **“B” – King of Agency.** Check the appropriate box to indicate the type of person or organization that performed the work.
 - (3) **“C” – Certificate Number.** Enter the appropriate certificate number for the ‘Kind of AME/Agency’ entered in **6b** of this form. AMEs should enter their licence number. AMOs, Repair Stations or Air agencies, should enter the number referenced on each certificate issued by their Authority as appropriate. Manufacturers should enter their Production Certificate or Supplemental Type Certificate number as appropriate.
 - (4) **“D” – Conformity Statement.** Use this space to certify that the repair or alteration complies with the approved data and the appropriate regulations. The appropriately authorized person shall insert his signature and the date of completion of the repair or alteration.






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g. Item 7 – Approval to Return to Service. The JCARS, Fifth Schedule have established the conditions under which major repairs or major alterations may be approved for return to service.

- (1) Here is where the person or agency responsible for signing the CRS will indicate, approval or rejection of the repair or alteration by checking the appropriate box.
- (2) That person shall also check the appropriate box to indicate who made the finding [use 'other' to indicate a finding by a person other than listed], date and affix his name below his signature. The name should be typed or written in block capitals.
- (3) If 'rejected' is checked, the form must be returned to the person or agency who carried out the repair or alteration, for the necessary correction to be carried made.
- (4) Before signing the approval for return to service, it is the responsibility of the person returning the product to service to ensure that all the work described in item 8, matches approved data and the information presented on this form is accurate and complete.
- (5) Only approved forms shall be signed and submitted to the JCAA.

Item 8 – Description of Work Accomplished.

- (1) Enter a clear, concise and legible statement [Typed or written in BLOCK CAPITALS] in Item 8 on the reverse side of JCAA Form 137 to include location (station number, etc), of the nature of the work accomplished.
- (2) Any work done to gain access must also be entered and when the repair/alteration is completed, similar statement must be made to indicate the restoration of the aircraft or part to its original, airworthy condition, for example: "Removed wing from aircraft and de-riveted outer three feet of upper skin. Repaired cracked spar 35 inches from tip in accordance with [Approved Data Reference]..." "Outer three feet of upper skin re-riveted in place in accordance with SRM..."
- (3) If additional space is needed to describe the repair or alteration, checked the appropriate box at the bottom of the page.
- (4) The additional sheets should show the following information:
 -  Aircraft Nationality
 -  Registration Mark
 -  Page Number [1 of 4, 2 of 4, etc.]



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- (5) Additional sheets shall be submitted on 8.5 by 11 inches paper [same size as the Form 137]. If the additional sheets submitted are larger than that specified, then the entire package shall be returned to the person identified in item 7 for correction and resubmission.
- (6) If Weight and Balance of the aircraft are affected by the work described on this Form, the changes should be entered in the aircraft W & B records with the date, signature and reference to this form.

Administrative Processing – Who does what when

Form 137 will be executed in duplicate with one signed copy given to the aircraft owner/operator and one copy forwarded to the JCAA within 48 hours after any installation, major repair or alteration has been carried on the airframe, aircraft engine, propeller or appliance and the aircraft has been returned to service.

Approved Data. Complete the form as instructed in this FSN, excluding item 3 and ensuring that items 6 and 7 have been properly executed. Give a copy of the form to the aircraft owner/operator and send a copy to the JCAA.

Unapproved Data. Complete the form as instructed in this FSN, leaving items 6 and 7 blank. Both copies of the form and supplemental data will be sent to the JCAA. When the JCAA determines that the major repair or major alteration data complies with regulations and conform to accepted industry practices, data approval shall be recorded by entering an appropriate statement in item 3. Both copies of the form and any supplemental data shall be returned to the applicant who will then complete items 6 and 7. The applicant shall give one copy of the completed form to the aircraft owner/operator and submit the other copy to the JCAA, for inclusion in the aircraft records.

Signatures on Form 137.

A JCAA Inspector's signature in item 3 indicates approval of the data described in that section for use in accomplishing the work described in item 8 of the form.

A signature in item 6 is a certification by the person performing the replacement, repair, modification or alteration, that the work complies with the applicable airworthiness requirements and JCAA approved data. The certification is only applicable to the work described in item 8 and attached sheet (s) as applicable.

A signature in item 7 by a JCAA Designee constitutes an authorized return to service. A signature in this block is not an approval of data. Data approved procedures are to be performed in item 3 by an JCAA inspector.



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Foreign Use. JCAA Form 137 is not authorized for use with aircraft not registered in Jamaica.

Completed Forms. Completed forms should be submitted to the JCAA, 4 Winchester road, Kingston 10.

Regards,

Nari Williams-Singh
Director, Flight Safety
Jamaica Civil Aviation Authority