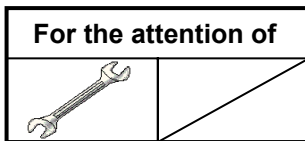


Information Notice

SUBJECT: GENERAL

Reminder of the rules for completing Log Cards



AIRCRAFT CONCERNED	Version(s)	
	Civil	Military
EC120	B	
AS350	B, BA, BB, B1, B2, B3, D	L1
AS550		A2, C2, C3, U2
AS355	E, F, F1, F2, N, NP	
AS555		AF, AN, SN, UF, UN, AP
EC130	B4, T2	
SA365 / AS365	C1, C2, C3, N, N1, N2, N3	F, Fs, Fi, K, K2
AS565		MA, MB, SA, SB, UB, MBe
SA366		GA
EC155	B, B1	
SA330	J	Ba, Ca, Ea, L, Jm, S1, Sm
SA341	G	B, C, D, E, F, H
SA342	J	L, L1, M, M1, Ma
ALOUETTE II	313B, 3130, 318B, 318C, 3180, 3180B, 3180C	
ALOUETTE III	316B, 316C, 3160, 319B	
EC225	LP	
EC725		AP
AS332	C, C1, L, L1, L2	B, B1, F1, M, M1
AS532		A2, U2, AC, AL, SC, UE, UL
EC175	B	
EC339		KUH/Surion
H160	B	
BO105	C (C23, CB, CB-4, CB-5), D (DB, DBS, DB-4, DBS-4, DBS-5), S (CS, CBS, CBS-4, CBS-5), LS A-3	CBS-5 KLH, E-4
MBB-BK117	A-1, A-3, A-4, B-1, B-2, C-1, C-2, C-2e, D-2, D-2m, D-3, D-3m	D-2m, D-3m
EC135	T1, T2, T2+, T3, P1, P2, P2+, P3, EC635 T1, EC635 T2+, EC635 T3, EC635 P2+, EC635 P3, T3H, P3H, EC635 T3H, EC635 P3H	

No. 2957-I-00

Reason for Revision 1: This Revision reminds operators to complete Equipment Log Cards according to the requirements given in the respective MTC. Moreover the range of affected H/C is extended.

This Information Notice is intended for airworthiness departments (CAMO), in order to facilitate and clarify the airworthiness state of parts which are subject to maintenance monitoring. This traceability is even more important if these parts are sent to a maintenance and repair organization or subject to a standard exchange (change of ownership), and in particular for customers with a PBH contract.

The applicable general rules in the aeronautics industry for drafting and updating Equipment Log Cards are specified in MTC Work Card 20-08-05-101.

All the successive positions, maintenance and minor or major repair operations must be recorded in figure 2, table 7 of the Equipment Log Card (FME).

We remind you that the "On Condition" (OC) and "Perform Once" (PO) operations specified in the maintenance program (PRE/MSM) are part of the maintenance and must be recorded in table 7 of the Log Card.

Airbus Helicopters is observing deviations in the quality of the information recorded in the Equipment Log Cards. As a complement to the rules indicated in the MTC, we remind you that it is mandatory to record the following information (non-exhaustive list):

- Operating hours for all components, MTC 20-08-05-101 E.(9) Boxes 3 and 4.
- Cycles for parts monitored in cycles, MTC 20-08-05-101 E.(9) Boxes 5 and 6.
- Corrective multiplication factors for hours and cycles, if applicable, as per MSM, ALS, PRE, MDE and ASB/EASB.
- If a Log Card exists at Higher Assembly level, it is mandatory to create a Follow-Up Sheet as per the rule in MTC 20-08-05-101 C (14): Monitoring of components with a "FOLLOW-UP SHEET".
- Reason for removal recorded at least in English (except for specific contracts).
- Sufficient description of the reason for removal, mainly for unscheduled removals, in order to give sufficient information to the repair station. Any information complementing the Equipment Log Card (TE number, accompanying photos) is appreciated.
- Record the maintenance operations performed on the assemblies in the Equipment Log Card (see dedicated paragraph).
- The format of the Equipment Log Card to be used is the one described in the Airbus Helicopters documentation (except for specific contracts), MTC 20-08-05-101 E.(9) figures 1 to 5.

Maintenance operations:

All these maintenance operations are systematically recorded in the helicopter operator's airworthiness management software. However, once the equipment is removed from the helicopter, traceability is no longer ensured.

Data extractions from this airworthiness management software cannot replace the updating of Equipment Log Cards, because the information contained in these extracts is often incomplete and difficult to read for the new owner or organization responsible for this equipment.

The regulations require that all necessary information is provided to the new owner or organization, so that they are able to analyze the part's airworthiness and to schedule the future maintenance intervals.

Equipment items are sometimes sent to Airbus Helicopters for maintenance or repair without their Log Card. The Log Card has either been lost or is sent by mail subsequently. We remind you that equipment items must always be accompanied by their Equipment Log Cards, unless they are installed on the helicopter. This is especially important during the transportation phase.

These basic rules applicable to aircraft must be complied with in order to avoid wasting time researching information and to prevent unavailability of the helicopter and extra maintenance cost.

If these obligations are not complied with, Airbus Helicopters reserves the right to enforce the terms of the contract or, failing that, the general terms and conditions, i.e.:

- within the scope of a repair: return of the part as is, at the customer's expense,
- within the scope of a standard exchange (including PBH): scrapping and replacement of the part, at the customer's expense.