FEDERATED STATES OF MICRONESIA

CIVIL AVIATION REGULATIONS

PART 6 — APPROVED MAINTENANCE ORGANISATION

VERSION 2.8

AUGUST 2015

[THIS PAGE INTENTIONALLY LEFT BLANK]

AMENDMENTS

Location	Date	Description
Introduction	11/2012	Added references to ICAO Doc 9760
Introduction	11/2014	Updated ICAO references used
6.1.1.2	8/6/2006	Added definitions of: directly in charge and line maintenance are renumbered accordingly. Changed “specific operating provisions” to “operations specification” per ICAO change
6.1.1.2	9/29//2011	Added definition: "Maintenance Procedures Manual"
6.1.1.2	5/25/2010	Added definition: "Safety Management System"
6.1.1.2	5/25/2010	Added definition: "State Safety Programme "
6.1.1.2	11/2014	Moved definitions to MCAR Part 1
6.1.1.3	12/21/2004	“Acronyms” changed to “Abbreviations”
6.1.1.3	8/6/2006	Deleted “Parts Manufacturing Authorisation
6.1.1.4	8/6/2006	Moved 6.1.1.4 from previous versions to 6.2.1.3
		Moved 6.1.1.6 “Deviation Authority” from previous version to 6.1.1.4 and replaced “deviation” with “exemption” and revised text accordingly
IS 6.1.1.4(D)	12/21/2004	Signature line for “CAA Office” added to form.
IS 6.1.1.4 (D)	8/6/2006	Moved to IS: 6.2.1.3
6.2	8/6/2006	Added “and continued validity of an approved maintenance organisation” to the title
6.2	9/29/2011	Changed wording of text
6.2.1.1	8/6/2006	Added new paragraph on applicability and moved Application for an AMO Certificate (formerly 6.2.1.1 in previous versions) to 6.2.1.5
IS 6.2.1.1	12/21/2004	Form title changed to “CAA AAMO Form”
IS 6.2.1.1	8/6/2006	Moved to IS: 6.2.1.5
6.2.1.2	8/6/2006	Added new paragraph on general requirements
6.2.1.2(c)	8/6/2006	Added new paragraph on general requirements
6.2.1.2(c)	11/2013	Added new text to reflect SMS requirements per ICAO Annex 19
6.2.1.3	8/6/2006	Moved from 6.1.1.4 in previous versions; changed “specific operating provisions” to “operations specification” per ICAO change
6.2.1.4	8/6/2006	Moved from 6.1.1.5 in previous versions
6.2.1.5	8/6/2006	Moved from 6.2.1.1 in previous versions; added new 6.2.1.5(a)(5) to reference the quality system
6.2.1.5	5/25/2010	Changed wording of the title
6.2.1.6	8/6/2006	Moved from 6.2.1.2 in previous versions
6.2.1.7	8/6/2006	Moved from 6.2.1.3 in previous versions; deleted paragraph (a) and renumbered accordingly; (b) changed “specific operating provisions” to “operations specification” per ICAO change; (d)(2) deleted and (d)(1) combined into (d)
6.2.1.7	9/27/2011	Changed text (a) 1, 2 and (b) (c)

Location	Date	Description
6.2.1.8	8/6/2006	Moved from 6.2.1.4 in previous versions
6.2.1.9	8/6/2006	Moved from 6.2.1.5 in previous versions
6.2.1.9	927/2011	Added new section “Inspection”
6.2.1.10	8/6/2006	Moved form 6.2.1.6 in previous versions; entire paragraph rewritten to reflect new changes in 14 CFR Part 145.59
6.2.1.0	927/2011	Added new section “Suspension and Revocation”
6.2.1.11	8/6/2006	Moved from 6.2.1.7 in previous versions;
6.2.1.11	9/27/2011	Previous 6.2.1.9 moved to 6.2.1.11 – Changes To The AMO and Certificate Amendments
6.2.1.11(a)(6)	9/27/2011	Added text “ Items in Maintenance Procedures Manual
6.2.1.11(b)(4)	9/27/2011	Added text “ Items in Maintenance Procedures Manual
6.2.1.11(c)(3)	9/27/2011	Added text “ Items in Maintenance Procedures Manual
6.2.1.12	8/6/2006	Requirements for quality assurance system split out from 6.5.1.2 to avoid confusion with an AMO internal inspections requirements vs. a quality assurance system
6.2.1.12	9/27/2011	Previous 6.2.1.10 moved to 6.2.1.12 – Ratings of an AMO
6.2.1.12(a)(2)	5/25/2010	Changed reciprocating to piston
6.2.1.13	9/27/2011	Previous 6.2.1.11 moved to 6.2.1.13 – AMO limited Ratings
6.2.1.14	9/27/2011	Previous 6.2.1.12 moved to 6.2.1.14 – Quality System
6.2.1.15	11/2013	Added new paragraph for location of the AMO
6.3	8/6/2006	“Data” added to title
6.3.1.1(a)	8/6/2006	“Personnel” deleted; “housing” and “data” added
6.3.1.2(a)	8/6/2006	Reworded to include protection of equipment, materials and personnel from weather
6.3.1.2(g)(h)	8/6/2006	New requirements added
6.3.1.3	8/6/2006	New item (c) added and remaining items renumbered; note referencing the IS made into item (g)
6.3.1.3	12/21/2004	New item (d). Old item (d) now item (e)
IS 6.3.1.3	12/21/2004	New items (a), (b), and (d) through (h). Existing items renumbered.
6.4 1.1	8/6/2006	“training” deleted from title; new items (f) and (h) added and remaining items renumbered; note referencing the IS made into item (g); new note added
6.4.1.2	8/6/2006	New paragraph added on training requirements; paragraph 6.4.1.2 in previous versions on rest and duty time moved to 6.4.1.4
6.4.1.2 (a)(4)	9/27/2011	Added new text and note
6.4.1.3	8/6/2006	New paragraph added on dangerous good training; paragraph 6.4.1.3 in previous versions on record of certifying staff moved to 6.4.1.5
6.4.1.4	8/6/2006	Moved from 6.4.1.2 in previous versions
6.4.1.5	8/6/2006	Moved from 6.4.1.3 in previous versions; added requirements for “management, supervisory, and inspection” staff; made the note referencing the IS into new item (c)

Location	Date	Description
6.4.1.6	11/1/2009	Added Safety Management
6.4.1.6	9/29/2011	Removed SMS text, added reference to 1: 1.6
6.5.1.1(e)	8/6/2006	Made the note referencing an IS into new item (e)
6.5.1.1	9/29/2011	Revised the paragraph based on revised ICAO guidance
6.5.1.2	8/6/2006	Deleted references to the quality system and moved those to new 6.2.1.12
6.5.1.2	9/29/2011	Changed title and text – Maintenance Inspection Procedures and Quality Assurance Systems
6.5.1.4	8/6/2006	New paragraph added on contract maintenance and remaining paragraphs renumbered
6.5.1.4 (a) (d)	9/29/2011	Language change - removed “maintenance” replaced with “AMO” and added text
6.5.1.5	8/6/2006	Moved form 6.5.1.4 in previous versions
6.5.1.5	9/29/2011	Language change - removed “maintenance” replaced with “AMO” and added text
6.5.1.6	8/6/2006	Moved from 6.5.1.5 in previous versions
6.5.1.6(c)	9/29/2011	Added text
6.5.1.7	8/6/2006	Moved from 6.5.1.6 in previous versions; paragraph rewritten
6.5.1.7	9/29/2011	Changed - Certificate of Release to Certification of Release through document
6.5.1.8	8/6/2006	Moved from 6.5.1.7 in previous versions
6.5.1.9	8/6/2006	Moved from 6.5.1.8 in previous versions
6.5.1.9	11/2013	Updated title
6.5.1.10	8/6/2006	Moved from 6.5.1.9 in previous versions with requirements in item (b) expanded
6.5.1.11	8/6/2006	Moved from 6.5.1.10 in previous versions
6.5.1.12	8/6/2006	Moved from 6.5.1.11 in previous versions; “AMO” added to the title; item (a) “air operator” changed to “AOC holder”
IS: 6.2.1.1	8/6/2006	Changes made to block 3, ratings, to match changes in text at 6.2.1.1
IS: 6.2.1.3	8/6/2006	Moved from IS 6.1.1.4 (D) in previous versions
IS: 6.2.1.3	11/2013	Made editorial revisions to form
IS 6.2.1.5	8/6/2006	Moved from IS 6.2.1.1 in previous versions
IS: 6.2.1.6	8/6/2006	Deleted
IS: 6.2.1.12	11/2012	Added organisational chart of qualify system for a large AMO
IS: 6.4.1.2	8/6/2006	New IS added
IS: 6.4.1.2 (a)(4)	9/29/2011	Added text and note
IS: 6.4.1.3	8/6/2006	New IS added on dangerous good training programme; previous IS 6.4.1.3 moved to IS: 6.4.1.5
IS: 6.4.1.5	8/6/2006	Moved from IS: 6.1.4.3 in previous versions; title and (b) and (f) edited to include: management, supervisory and inspection staff
IS: 6.4.1.6	5/25/2010	New IS added: State Safety Programme and reference

Location	Date	Description
IS: 6.4.1.6	9/29/2011	Removed SMS text – Refer to MCAR 1:1.6
IS: 6.5.1.1	8/6/2006	Item (d) rewritten; For sample maintenance procedures manual -- Part 5: 5.1 text added and new Part 6 added
IS 6.5.1.1	9/29/2011	Revised the IS based on revised ICAO guidance
IS: 6.5.1.1	11/2013	Revised text at items 2.4 and 7.0, 7.1
IS: 6.5.1.2	8/6/2006	Deleted
IS: 6.5.1.7	8/6/2006	Moved from IS: 6.5.1.6 in previous versions; text in paragraphs (a)-(g) deleted and moved to 6.5.1.7. Form revised to mirror the harmonised forms of the FAA, EASA and Transport Canada and new explanation added on how to use the form. Form is revised after block 13 to the end.
IS: 6.5.1.7	5/25/2010	Added additional notes and clarification to the instructions for the form
IS: 6.5.1.9	8/6/2006	Moved from IS: 6.5.1.8 in previous versions
IS: 6.5.1.9	11/2013	Updated title

[THIS PAGE INTENTIONALLY LEFT BLANK]

INTRODUCTION

Part 6 of the Model Regulations provides regulations for the registration and monitoring of Approved Maintenance Organisations (AMO) in FSM. The proper maintenance of aircraft is fundamental to aviation safety, and requires meticulous record keeping. Modern practice among Contracting States varies. In the United States, persons may be individually licensed, or may be granted maintenance authority as a member of an AMO. Similarly, a United States Air Operator Certificate (AOC) holder may use an AMO, or may employ a maintenance organisation using licensed personnel. In the European Joint Aviation Authorities (JAA) and now European Aviation Safety Authority (EASA) practice, the maintenance organisation of an AOC holder must qualify as an AMO in its own right. Whether or not FSM adopts the Federal Aviation Administration (FAA) or JAA approach with their AOC holders, there will be a need for oversight and regulation of AMOs. Maintenance requirements for AOC holders with integral maintenance organisations with no AMO certificate are addressed in Part 9, Air Operator Certification and Administration. Please note that Section 6.2.1.5(a)(4) requires an AMO applicant within FSM to disclose any and all AMO certificates in any Contracting State other than FSM. Many regional airline consortia use common maintenance facilities in one Contracting State. This practice does not relieve FSM from approving the AMO that its AOC holders use. Knowledge of the other Contracting State's AMO licensing and regulating practices will allow the Authority both to communicate with the Authority overseeing the AMO certificate, and to weigh the AMO requirements of the other Contracting State for satisfaction of FSM's own regulations. MCAR 6 is based on Amendment 37-A and B to Annex 6 Part I, Chapter 8:8.7, and the ICAO Doc 9760, Airworthiness Manual, Third Edition (2013).

[THIS PAGE INTENTIONALLY LEFT BLANK]

CONTENTS

PART 6— APPROVED MAINTENANCE ORGANISATION 1

6.1 General 1

6.1.1.1 Applicability 1
6.1.1.2 Definitions 1
6.1.1.3 Abbreviations 1
6.1.1.4 Exemption Authority 1

6.2 Certification of a Maintenance Organisation and Continued Validity 1

6.2.1.1 Applicability 1
6.2.1.2 General 2
6.2.1.3 Approved Maintenance Organisation Certificate 2
6.2.1.4 Advertising 3
6.2.1.5 Application for an AMO Certificate 3
6.2.1.6 Issuance of an AMO Certificate 4
6.2.1.7 Duration and Renewal of AMO Certificate 4
6.2.1.8 Continued Validity of Approval 4
6.2.1.9 Inspection 5
6.2.1.10 Suspension or Revocation 5
6.2.1.11 Changes to the AMO and Certificate Amendments 5
6.2.1.12 Ratings of the AMO 6
6.2.1.13 AMO Limited Ratings 8
6.2.1.14 Quality System 8
6.2.1.15 Location of the AMO 9

6.3 Housing, Facilities, Equipment, Materials and Data 10

6.3.1.1 General 10
6.3.1.2 Housing and Facility Requirements 10
6.3.1.3 Equipment, Tools, and Material 10

6.4 Administration 11

6.4.1.1 Personnel Requirements 11
6.4.1.2 Indoctrination, Initial, Recurrent, Specialised and Remedial Training 12
6.4.1.3 Dangerous Goods Training Programme 12
6.4.1.4 Rest and Duty Limitations for Persons Performing Maintenance Functions in an AMO 13
6.4.1.5 Records of Management, Supervisory, Inspection and Certifying Staff 13
6.4.1.6 Safety Management 13

6.5 AMO Operating Rules 14

6.5.1.1 AMO Procedures Manual 14
6.5.1.2 Maintenance Inspection Procedures and Quality Assurance Systems 14
6.5.1.3 Capability List 15
6.5.1.4 Contract Maintenance 15
6.5.1.5 Privileges of the Approved Maintenance Organisation 16
6.5.1.6 Limitations on the AMO 17
6.5.1.7 Certification of Release to Service of an Aircraft, Part, Component or Assembly 17
6.5.1.8 Maintenance Records 18
6.5.1.9 Airworthiness Data- Instructions For Continued Airworthiness 20
6.5.1.10 Reporting of Unairworthy Conditions 20
6.5.1.11 Authority to Conduct Inspections 21

6.5.1.12 AMO Performance Standards 21

PART 6 — IMPLEMENTING STANDARDS 3

IS: 6.2.1.3 Approved Maintenance Organisation Certificate 3
IS: 6.2.1.5 Application for an AMO Certificate 4
IS: 6.2.1.12 Quality System 6
IS: 6.3.1.2 Housing and Facility Requirements 16
IS: 6.3.1.3 Equipment, Tools, and Material 17
IS: 6.4.1.1 Personnel Requirements 18
IS 6.4.1.2 Indoctrination, Initial, Recurrent, Specialised and Remedial Training. 20
IS: 6.4.1.3 Dangerous Goods Training Programme 22
IS: 6.4.1.5 Records of Management, Supervisory, Inspection and Certifying Staff 23
IS: 6.5.1.1 AMO Procedures Manual 24
IS: 6.5.1.7 Certification of Release to Service of an Aircraft, Part, Component or Assembly 28
IS: 6.5.1.9 Airworthiness Data- Instructions For Continued Airworthiness 32

Part 6— Approved Maintenance Organisation

6.1 GENERAL

6.1.1.1 APPLICABILITY

(a) Part 6 prescribes the requirements for issuing approvals to organisations for the maintenance preventive maintenance, and alterations of aircraft and aeronautical products and prescribes the general operating rules for an Approved Maintenance Organisation (AMO).

6.1.1.2 DEFINITIONS

(a) Definitions are contained in MCAR Part 1.

6.1.1.3 ABBREVIATIONS

(a) The following abbreviations are used in Part 6.

(1) **AAT** – Approved Airworthiness Tag

(2) **AMO** – Approved Maintenance Organisation.

(3) **AMT** – Aviation Maintenance Technician

(4) **ARS** – Aviation Repairman Specialist

(5) **NDT** – Non-Destructive Testing

(6) **PAH** - Production Approval Holder

(7) **TSO** – Technical Standard Order

6.1.1.4 EXEMPTION AUTHORITY

(a) The Authority may, upon consideration of the circumstances of a particular maintenance organisation, issue an exemption providing relief from specified sections of this Part, provided that the Authority finds that the circumstances presented warrant the exemption and that a level of safety will be maintained equal to that provided by the rule from which the exemption is sought.

(b) An exemption may be terminated or amended at any time by the Authority.

(c) A request for exemption must be made in accordance with the requirements in Part 1.

(d) Each approved maintenance organisation that receives an exemption must have a means of notifying the appropriate management, certifying staff, and personnel of the exemption.

6.2 CERTIFICATION OF A MAINTENANCE ORGANISATION AND CONTINUED VALIDITY

6.2.1.1 APPLICABILITY

(a) This section prescribes the requirements for the certification of a maintenance organisation and continued validity of the certificate.

6.2.1.2 GENERAL

(a) No person may operate as a certificated approved maintenance organisation without, or in violation of, an approved maintenance organisation certificate, ratings or operations specifications issued under this part.

(b) The certificate and operations specifications issued to an approved maintenance organisation must be available on the premises for inspection by the public and the Authority.

(c) The approval of an AMO by a State shall be dependent upon the applicant demonstrating compliance with the requirements of this part and the safety management requirements of MCAR 1.

Annex 6 Part 1: 8.7.1.1, 14 CFR: 145.5
ICAO Annex 19: 4.1.2

6.2.1.3 APPROVED MAINTENANCE ORGANISATION CERTIFICATE

(a) The AMO certificate will consist of two documents—

(1) A one page certificate signed by the Authority; and

(2) A multi-page operations specifications signed by the Accountable Manager and the Authority containing the terms, conditions, and authorisations.

(b) No person may operate as an approved maintenance organisation without, or in violation of, an approved maintenance organisation certificate issued under this Part.

(c) An approved maintenance organisation may perform maintenance, preventive maintenance, or alterations on an aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof only for which it is rated and within the terms, conditions, and authorisations placed in its operations specifications.

(d) The AMO certificate will contain the following items and be in a format as shown in IS: 6.2.1.3—

(1) The certificate number specifically assigned to the AMO;

(2) The name and location (main place of business) of the AMO;

(3) The date of issue and period of validity;

(4) The ratings issued to the AMO; and

(5) Authority signature.

(e) The AMO operations specifications will contain—

(1) The certificate number specifically assigned to the AMO;

(2) The class or limited ratings issued in detail, including special approvals and limitations issued;

(3) The date issued or revised;

(4) Accountable manager and Authority signatures; and

(5) The certificate issued to each certificated maintenance organisation must be available in the premises for inspection by the public and the Authority.

ICAO Annex 6: Part I: 8.7.1.1; 8.7.1.2; 8.7.1.3

14 CFR: 145.5

6.2.1.4 ADVERTISING

(a) No approved maintenance organisation may advertise as a certificated approved maintenance organisation until an approved maintenance organisation certificate has been issued to that facility.

(b) No certificated approved maintenance organisation may make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.

(c) Whenever the advertising of an approved maintenance organisation indicates that it is certificated, the advertisement must clearly state the approved maintenance organisation's certificate number.

Previous version of 14 CFR: 145.25

6.2.1.5 APPLICATION FOR AN AMO CERTIFICATE

(a) The Authority will require an applicant for approval of a maintenance organisation to submit the following—

(1) An application in a form and a manner prescribed by the Authority, as contained in IS: 6.2.1.5;

(2) Its Maintenance Procedures Manual in duplicate;

(3) A list of the maintenance functions to be performed for it, under contract, by another AMO;

(4) A list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than FSM;

(5) Documentation of the maintenance organisation's Quality System; and

(6) Any additional information the Authority requires the applicant to submit.

(b) An application for the amendment of an existing AMO certificate shall be made on a form and in a manner prescribed by the Authority. If applicable, the AMO shall submit the required amendment to the Maintenance Procedures Manual to the Authority for approval.

Note 1: "In a form" and "in a manner" mean that a form issued by the Authority should be completed by the accountable manager, or the manager's nominee designated in accordance with 6.2.1.5(a).

Note 2: The contents of the maintenance procedures manual is contained in 6.5.1.1.

Note 3: ICAO Doc. 9642, Part 4, 2.9 states that it is accepted practice to permit AMOs to subcontract work to non-approved maintenance organisations if the contracting AMO is (1) approved for the work to be subcontracted and has the ability to assess the competency of the subcontractor, (2) retains the responsibility for the quality control and release of subcontracted activities, and (3) there exist procedures to control subcontracted activities together with terms of reference for the personnel responsible for their management.

Note 4: The requirement for listing AMO certificates, above, supports the application by FSM of the following Articles of the Chicago Convention: Article 33 - Recognition of Certificates and Licences; Article 37(d) - Adoption of International Standards and Procedures; Article 39(b) - Endorsement of Certificates and Licences; and Article 40 - Validity of Endorsed Certificates and Licences.

ICAO Annex 6, Part 1; 8.7.2.1
14 CFR: 145.51
JAR: 145.15

6.2.1.6 ISSUANCE OF AN AMO CERTIFICATE

(a) An applicant may be issued an AMO certificate if, after investigation, the Authority finds that the applicant—

(b) Meets the applicable regulations and standards for an AMO certificate, and

(c) Is properly and adequately equipped for the performance of maintenance of aircraft or aeronautical product for which it seeks approval.

Note: If, under national law, any charges are to be prescribed by the Authority for the AMO application process, that requirement should be set forth in this section.

ICAO Annex 6, Part I: 8.7.1.1
14 CFR: 145.53
JAR: 145.15

6.2.1.7 DURATION AND RENEWAL OF AMO CERTIFICATE

(a) A certificate or rating issued to an approved maintenance organisation located either inside or outside the FSM is effective from the date of issue until—

(1) The 12th month after the date on which it was initially issued, subject to satisfactory compliance with the requirements of this Part; or

(2) The 24th month after the date on which it was renewed, subject to satisfactory compliance with the requirements of this Part; or

(3) The approved maintenance organisation surrenders the certificate, or

(4) The Authority suspends or revokes the certificate.

(b) The holder of a certificate that expires or is surrendered, suspended, or revoked by the Authority must return the certificate and operations specifications to the Authority within 5 working days of expiration, surrender or receipt from the Authority of notice of suspension or revocation.

(c) A certificated approved maintenance organisation that applies for a renewal of its approved maintenance organisation certificate for aircraft registered in FSM must submit its request for renewal no later than 90 days before the approved maintenance organisation's current certificate expires. If a request for renewal is not made within this period, the approved maintenance organisation must follow the application procedures for initial issuance as prescribed by the Authority.

ICAO Annex 6, Part I: 8.7.1.1; 8.7.1.2
14 CFR: 145.55

6.2.1.8 CONTINUED VALIDITY OF APPROVAL

(a) Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the approval certificate, the continued validity of approval is dependent upon—

(1) The AMO remaining in compliance with this Part;

(2) The Authority being granted access to the organisation's facilities to determine continued compliance with this regulation; and

(3) The payment of any charges prescribed by the Authority

ICAO Annex 6, Part I: 8.7.1.3
14 CFR: 145.557

6.2.1.9 INSPECTION

(a) The Authority may, at any time, inspect an AMO holder on the AMO holder's premises to determine the AMO compliance with this Part.

(b) Inspections will be conducted at least annually.

(c) After an inspection is made, the certificate holder will be notified, in writing, of any deficiencies found during the inspection.

(d) Inspection will also be performed on the applicant for, or the holder of an AMO certificate held outside the authorising FSM. This inspection may be delegated to the Authority of the State where the AMO is located, provided an arrangement exists.

14 CFR 145.223

6.2.1.10 SUSPENSION OR REVOCATION

(a) The Authority may suspend or revoke an AMO certificate if it is established that a certificate holder has not met, or no longer meets the requirements of Part 6.

ICAO Annex 6, Part 1: 8.7.1.1; 8.7.1.2
14 CFR 145.55

6.2.1.11 CHANGES TO THE AMO AND CERTIFICATE AMENDMENTS

(a) To enable the Authority to determine continued compliance with this Part, the AMO shall provide written notification to the Authority either prior to, or within a time period determined by the Authority to be as soon as practicable after, any of the following changes—

(1) The name of the organisation;

(2) The location of the organisation;

(3) The housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the AMO rating or ratings;

(4) The ratings held by the AMO, whether granted by the Authority or held through an AMO certification issued by another contracting State;

Note: See subsection 6.2.1.5(a).

(5) Additional locations of the organisation;

(6) Items in the Maintenance Procedures Manual,

(7) The accountable manager; or

(8) The list of management personnel identified as described in the Maintenance Procedures Manual.

(b) The Authority will amend the AMO certificate if the AMO notifies the Authority of a change in—

(1) Location or housing and facilities;

(2) Additional locations of the organisation;

(3) Rating, including deletions;

(4) Items in the Maintenance Procedures Manual

(5) Name of the organisation with same ownership; or

(6) Ownership.

(c) The Authority may amend the AMO certificate if the AMO notifies the Authority of a change in—

(1) The accountable manager; or

(2) The list of management personnel identified as described in the Maintenance Procedure Manual.

(3) Items in the Maintenance Procedures Manual,

(d) When the Authority issues an amendment to an AMO certificate because of new ownership of the AMO, the Authority will assign a new certificate number to the amended AMO certificate.

(e) The Authority may—

(1) Prescribe, in writing, the conditions under which the AMO may continue to operate during any period of implementation of the changes noted in subparagraph (a); and

(2) Hold the AMO certificate in abeyance if the Authority determines that approval of the AMO certificate should be delayed; the Authority will notify the AMO certificate holder, in writing, of the reasons for any such delay.

(f) If changes are made by the AMO to the items listed in subparagraph (a) without notification to the Authority and amendment of the AMO certificate by the Authority, the AMO certificate may be suspended, or revoked, by the Authority.

14 CFR: 145.57; 145.105
JAR: 145.85
Annex 6 Part 1 Chapter 8: 8.7.2.2, 8.7.2.3

6.2.1.12 RATINGS OF THE AMO

(a) The following ratings are issued under this Subpart—

(1) Airframe ratings.

(i) Class 1: Composite construction of small aircraft.

(ii) Class 2: Composite construction of large aircraft.

(iii) Class 3: All-metal construction of small aircraft.

(iv) Class 4: All-metal construction of large aircraft.

(2) Powerplant ratings.

(i) Class 1: Piston engines of 400 horsepower or less.

(ii) Class 2: Piston engines of more than 400 horsepower.

(iii) Class 3: Turbine engines.

(3) Propeller ratings.

(i) Class 1: Fixed-pitch and ground-adjustable propellers of wood, metal or composite construction.

(ii) Class 2: Other propellers, by make.

(4) Avionics/radio ratings.

(i) Class 1: Communication equipment: Radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic inter-crew signaling devices, and similar equipment; but not including equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications radio equipment.

(ii) Class 2: Navigational equipment: A radio system used in aircraft for en-route, approach navigation, to include the flight director system, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance measuring equipment operated on pulsed radio frequency principles.

(iii) Class 3: Pulsed equipment: Any aircraft electronic system operated on pulsed radio frequency principles.

(5) Instrument ratings.

(i) Class 1: Mechanical: Any diaphragm, bourdon tube, aneroid, optical, or mechanically driven centrifugal instrument that is used on aircraft or to operate aircraft, including tachometers, airspeed indicators, pressure gauges, drift sights, magnetic compasses, altimeters, or similar mechanical instruments.

(ii) Class 2: Electrical: Any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges, or similar electrical instruments.

(iii) Class 3: Gyroscopic: Any instrument or system using gyroscopic principles and motivated by air pressure or electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros, and their parts, and flux gate and gyrosyn compasses.

(iv) Class 4: Electronic: Any instruments whose operation depends on electron tubes, transistors, electronic displays, or similar devices including capacitance type quantity gauges, system amplifiers, and engine analysers.

(6) Accessory ratings.

(i) Class 1: Mechanical. The accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation, including aircraft brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic servo units.

(ii) Class 2: Electrical. The accessories that depend on electrical energy for operation, and generators, including starters, voltage regulators, electric motors, electrically driven fuel pumps, magnetos, or similar electrical accessories

(iii) Class 3: Electronic. The accessories that depend on the use of an electron tube transistors, or similar device, including supercharger, temperature, air conditioning controls, or similar electronic controls.

14 CFR: 145.59
EASA 145: Appendix II

6.2.1.13 AMO LIMITED RATINGS

(a) Whenever the Authority finds it appropriate, it may issue a limited rating to an AMO that maintains or alters only a particular type of airframe, powerplant, propeller, radio, instrument, or accessory, or parts thereof, or performs only specialised maintenance requiring equipment and skills not ordinarily found in an AMO. Such a rating may be limited to a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.

(b) Limited ratings are issued for—

(1) Airframes of a particular make and model;

(2) Powerplants of a particular make and model;

(3) Propellers of a particular make and model;

(4) Radio equipment of a particular make and model;

(5) Instruments of a particular make and model;

(6) Accessories of a particular make and model;

(7) Landing gear components;

(8) Floats, by make;

(9) Nondestructive inspection, testing, and processing;

(10) Emergency equipment;

(11) Rotor blades, by make and model;

(12) Aircraft fabric work; and

(13) Any other purpose for which the Authority finds the applicant's request appropriate.

(c) Specialised service ratings. A specialised service rating may be issued to a maintenance organisation to perform specific maintenance or processes. The operating specifications of the approved maintenance organisation must identify the specification used in performing that specialised service. The specification may be—

(1) A civil or military specification that is currently used by industry and approved by the Authority; or

(2) A specification developed by the approved maintenance organisation and approved by the Authority.

14 CFR: 145.61
EASA 145: Appendix II

6.2.1.14 QUALITY SYSTEM

(a) The AMO shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.

(b) The quality system, and the quality manager, shall be acceptable to the Authority.

(c) Each AMO shall ensure that the quality system includes a quality assurance programme that contains procedures designed to monitor compliance with required aircraft and aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft and aircraft components.

(d) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.

(e) The quality system shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager that ensures, as necessary, proper and timely corrective action is taken in response to reports resulting from the independent audits.

(f) The AMO's quality system shall be sufficient to review all maintenance procedures, as described in the Maintenance Control Manual and the Maintenance Procedures Manual, in accordance with an approved programme once a year.

(g) The AMO's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be seen by visiting Authority staff on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.

(h) If the AMO is a small organisation, the independent audit part of the quality system may be contracted to another organisation approved under this part or a person with appropriate technical knowledge and proven satisfactory audit experience such as ISO 9000 qualification.

(i) Where the AMO is part of an AOC under Part 9, the AOC holder's quality management system may be combined with the requirements of an AMO and submitted for acceptance to the Authority.

(j) Each AMO shall describe the quality system in relevant documentation as outlined in IS: 6.2.1.12.

Note: Where the AMO is part of an AOC under Part 9, see IS: 9.2.2.3 for examples of a combined quality system.

ICAO Annex 6: Part 1, 8.7.3.2
FAA AC 145-9
JAR: 145.65

6.2.1.15 LOCATION OF THE AMO

(a) Principal place of business. An applicant for, or holder of, a certificated AMO under this Part shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.

(b) Additional fixed locations. An AMO may have additional fixed locations without certificating each facility as a stand-alone AMO, which may be approved by the Authority provided that –

(1) All of the facilities are localised and within a defined area, and

(2) All locations operate under the approval of the AMO certificate and operations specifications.

(c) Foreign locations of AMOs. An AMO approved by the Authority may be located in a country outside FSM and is subject to all the applicable requirements of this Part.

FAA Order 8900.1, Vol. 2, Chapter 11, Section 1

6.3 HOUSING, FACILITIES, EQUIPMENT, MATERIALS AND DATA

6.3.1.1 GENERAL

(a) A certificated approved maintenance organisation must provide, housing, facilities, equipment, materials, and data in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the approved maintenance organisation holds.

14 CFR: 145.101

6.3.1.2 HOUSING AND FACILITY REQUIREMENTS

(a) Housing for the facilities, equipment, materials, and personnel shall be provided appropriate for all planned work ensuring, in particular, protection from weather.

(b) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.

(c) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.

(d) Specialised workshops and bays shall be segregated, as appropriate, to insure that environmental and work area contamination is unlikely to occur.

(e) Storage facilities shall be provided for parts, equipment, tools, and material.

(f) Storage conditions shall provide security for serviceable parts, segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.

(g) An AMO with an airframe rating shall provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.

(h) An AMO may perform maintenance, preventive maintenance, or alterations on articles outside of its housing if it provides suitable facilities that are acceptable to the Authority.

(i) See IS: 6.3.1.2 for detailed requirements pertaining to housing and facilities.

14 CFR: 145.103
ICAO Annex 6: Part 1, 8.7.5.1; 8.7.5.2; 8.7.5.3

6.3.1.3 EQUIPMENT, TOOLS, AND MATERIAL

(a) The AMO shall have available the necessary equipment, tools, and material to perform the approved scope of work and these items shall be under full control of the AMO. The availability of equipment and tools means permanent availability except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.

(b) The Authority may exempt an AMO from possessing specific tools and equipment for maintenance or repair of an aircraft or aeronautical product specified in the AMO's approval, if these items can be acquired temporarily, by prior arrangement, and be under full control of the AMO when needed to perform required maintenance or repairs.

(c) The AMO shall use the equipment, tools, and material that are recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and acceptable to the Authority.

(d) The AMO shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.

(e) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the Authority and traceable to the FSM National Standards.

(f) The AMO shall keep all records of calibrations and the standards used for calibration.

(g) The IS: 6.3.1.3 contains detailed requirements pertaining to tools, equipment, and test equipment.

ICAO Annex 6: Part 1, 8.7.5.2
ICAO Doc, 9760, Third Edition (2013), Part III, Chapter 10: 10.6.2
14 CFR: 145.109

6.4 ADMINISTRATION

6.4.1.1 PERSONNEL REQUIREMENTS

(a) A management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the AMO is in compliance with these regulations, shall be nominated.

(b) The person or persons nominated as manager shall represent the maintenance management structure of the AMO, and be responsible for all functions specified in Part 6.

(c) Nominated managers shall be directly responsible to an accountable manager who shall be acceptable to the Authority.

(d) The AMO shall employ sufficient personnel to plan, perform, supervise and inspect and release the work in accordance with the approval.

(e) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.

(f) Each supervisor in the AMO shall be hold an AMT licence issued in accordance with Part 2, Personnel Licensing.

(g) The person signing maintenance release or an approval for return to service shall be qualified in accordance with Part 2, as appropriate to the work performed and shall be acceptable to the Authority.

(h) An AMO that uses Aviation Repairman Specialists (ARS) shall ensure that each ARS is employed by the AMO and is licensed in accordance with Part 2.

(i) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial, recurrent, and specialised training to their assigned tasks and responsibilities in accordance with a programme acceptable to the Authority. The training programme established by the AMO shall include training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.

(j) See IS: 6.4.1.1 for detailed personnel requirements.

Note: Guidance material to design training programmes to develop knowledge and skills in human performance can be found in ICAO Doc 9683, Human Factors Training Manual.

ICAO Circular 216, 217, 227 and 253
ICAO Annex 6: Part 1, 8.7.6.1; 8.7.6.2; 8.7.6.3; 8.7.6.4
14 CFR: 145.151; 145.153; 145.155; 145.157 145.159; 65.101; 65.103
EASA 145.A.30

6.4.1.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED AND REMEDIAL TRAINING

(a) An AMO shall have an employee training programme approved by the Authority that consists of indoctrination, initial, recurrent training, specialised and remedial training.

(b) An AMO shall develop and update its training programme based on the job tasks associated with its scope of operating authority and capabilities.

(c) The training programme shall ensure that each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.

(d) An AMO shall submit revisions of its training programme to the Authority for approval.

(e) An AMO shall document, in a form and manner acceptable to the Authority, the individual employee training required under this section. These training records must be retained for a minimum of two years.

(f) An AMO training programme shall meet the detailed requirements contained in the IS: 6.4.1.2

ICAO Annex 6, Part I: 8.7.5.4
ICAO Doc 9760, Third Edition (2013), Part III: Chapter 10: 10.7.2
14 CFR: 145.163

6.4.1.3 DANGEROUS GOODS TRAINING PROGRAMME

(a) An AMO shall have a dangerous goods training programme for its employees, whether full time, part time, or temporary or contracted, who are engaged in the following activities:

(1) Loading, unloading or handling of dangerous goods;

(2) Design, manufacture, fabrication, inspection, marking, maintenance, reconditions, repairs or tests of a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting dangerous goods;

(3) Preparation of hazardous materials for transport;

(4) Responsibility for the safety of transportation of dangerous goods;

(5) Operation of a vehicle used to transport dangerous goods, or

(6) Supervision of any of the above listed items

(b) An AMO employee shall not perform or directly supervise a job function listed in item (a) above unless he or she has received the approved dangerous goods training.

(c) The AMO training shall ensure that its dangerous goods training —

(1) Ensures that each employee performing or directly supervising any of the job functions specified in item (a) above is trained to comply with all applicable procedures; and

(2) Enables the trained person to recognise items that contain, or may contain, dangerous goods regulated under these regulations.

(d) The dangerous goods training of the AMO shall be approved by the Authority and shall contain the items in IS: 6.4.1.3.

(e) An AMO shall document, in a form and manner acceptable to the Authority, the individual employee training required under this section. These training records shall be retained for a minimum of two years.

49 CFR: 171.8

14 CFR: 145.165

6.4.1.4 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS IN AN AMO

(a) No person may assign, nor shall any person perform maintenance functions for aircraft, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.

(b) No person may schedule a person performing maintenance functions for aircraft for more than 12 consecutive hours of duty.

(c) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft may be continued on duty for—

(1) Up to 16 consecutive hours; or

(2) 20 hours in 24 consecutive hours.

(d) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of 10 hours.

(e) The AMO shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day's period.

14 CFR: 121.377

6.4.1.5 RECORDS OF MANAGEMENT, SUPERVISORY, INSPECTION AND CERTIFYING STAFF

(a) The AMO shall maintain a roster of all management, supervisory, inspection and certifying staff, which includes details of the scope of their authorisation.

(b) Certifying staff shall be notified in writing of the scope of their authorisation.

(1) The authorisation document shall be in a style that makes its scope clear to certifying staff and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.

(2) Certifying staff are not required to carry the authorisation document at all times but shall produce it within a reasonable time of a request from an authorised person.

(c) See IS: 6.4.1.5 for detailed requirements pertaining to records of management, supervisory, inspection and certifying staff.

14 CFR: 145.161
EASA: 145.A.35(j)

6.4.1.6 SAFETY MANAGEMENT

(a) An AMO shall implement a safety management system acceptable to the Authority as outlined in MCAR Part 1: 1.6.

ICAO Annex 6 Part 1: 8.7.1.3; 8.7.3
ICAO Annex 19: 4.1.1; 4.1.2, 4.1.4

6.5 AMO OPERATING RULES

6.5.1.1 AMO PROCEDURES MANUAL

Note: The purpose of the AMO Procedures Manual is to set forth the procedures, the means, and methods of the AMO. Compliance with its contents will assure compliance with the Part 6 requirements, which is a pre-requisite to obtaining and retaining an AMO certificate.

(a) Each AMO shall have an AMO Procedures Manual.

(b) The AMO Procedures Manual shall:

(1) provide clear guidance to personnel on how the activities included in the airworthiness authority approval are managed, on their personal responsibilities and on how compliance with the appropriate continuing airworthiness requirements is achieved;

(2) include a statement of the organisation's policies and objectives.

(c) If AMO is also the AOC, the AMO's procedures manual and the AOC's maintenance control manual may be combined.

(d) The AMO Procedures Manual and any subsequent amendments shall be approved by the Authority prior to use.

(e) The AMO Procedures Manual and any other manual it identifies must:

(1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;

(2) Be in a form that is easy to revise and contain a system which allows personnel to determine current revision status;

(3) Have the date of the last revision printed on each page containing the revision;

(4) Not be contrary to any applicable FSM regulation or the AMO's specific operating provisions; and

(5) Include a reference to appropriate civil aviation regulations.

ICAO Doc 9760, Third Edition (2013), Part III, Chapter 10: 10.3 and Attachment A
ICAO Annex 6: Part I: 8.7.2.1; 8.7.3.1; 8.7.3.2
14 CFR: 145.207; 145.209; 145.211
FAA AC 145-9
EASA 145.A.70

6.5.1.2 MAINTENANCE INSPECTION PROCEDURES AND QUALITY ASSURANCE SYSTEMS

(a) The AMO shall establish procedures, acceptable to the Authority, which ensure good maintenance practices and compliance with all relevant requirements of this Part.

(b) The AMO shall ensure compliance with this paragraph by either:

(1) Establishing an independent quality assurance system to monitor compliance with and adequacy of the procedures; or

(2) Establishing a system of inspection to ensure that all maintenance is properly performed.

(c) AMO's using an independent quality assurance system shall include the audit procedures listed in the AMO Procedures Manual at IS 6.5.1.1.

ICAO Annex 6 Part 1: 8.7.4.1; 8.7.5.2
ICAO Doc 9760, Third Edition (2013), Part III: Chapter 10: 10.3

6.5.1.3 CAPABILITY LIST

(a) Each approved maintenance organisation must prepare and retain a current capability list approved by the Authority. The approved maintenance organisation may not perform maintenance, preventive maintenance, or alterations, on an article until the article has been listed on the capability list in accordance with this Part.

(b) The capability list must identify each article by make and model, part number, or other nomenclature designated by the article's manufacturer.

(c) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the approved maintenance organisation's certificate, and only after the approved maintenance organisation has performed a self-evaluation in accordance with 6.5.1.1(d)(18). The approved maintenance organisation must perform the self-evaluation described in this paragraph to determine that the maintenance organisation has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this part. If the approved maintenance organisation makes that determination, it may list the article on the capability list.

(d) The document of the evaluation described in paragraph (c) of this section must be signed by the accountable manager and must be retained on file by the approved maintenance organisation.

(e) Upon listing an additional article on its capability list, the maintenance organisation must send a copy of the list to the Authority having jurisdiction over the approved maintenance organisation.

(f) The capability list(s) must be available in the premises for inspection by the public and the Authority.

(g) The self-evaluations must be available in the premises for inspection by the Authority.

(h) The AMO shall retain the capability list(s) and self-evaluation(s) for two years from the date accepted by the accountable manager.

14 CFR: 145.215

6.5.1.4 CONTRACT MAINTENANCE

(a) The AMO must be approved for the work which is to be subcontracted and have the capability to assess the competence of the subcontractor.

(b) An AMO may contract a maintenance function pertaining to an article to an outside source provided—

(1) The Authority approved the maintenance function to be contracted to the outside source; and

(2) The AMO maintains and makes available to the Authority in a format acceptable to the Authority, the following information—

(i) The maintenance functions contracted to each outside facility, and

(ii) The name of each outside facility to whom the AMO contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.

(c) An AMO may contract a maintenance function pertaining to an article to a unlicensed person provided—

(1) The unlicensed person follows a quality control system equivalent to the system followed by the AMO;

(i) The AMO remains directly in charge of the work performed by the unlicensed person; and

(ii) The AMO verifies, by test and/or inspection, that the work has been performed satisfactorily by the unlicensed person and that the article is airworthy before approving it for return to service.

(d) The AMO, before approval for return to service, shall verify by test or inspection that the work has been performed satisfactorily following contract maintenance, preventive maintenance, or alterations in accordance with approved methods.

Note 1: An AMO that carries out maintenance for another AMO within its own approval scope is not considered to be subcontracting for the purpose of this paragraph.

Note 2: A list of contractors used by the AMO is approved by the Authority through the AMO Procedures Manual.

ICAO Doc 9760, Third Edition (2013), Part III, Chapter 10: 10.11
14 CFR: 145.217
EASA: 145.A.75(b) and Annex II AMC 145.A.75(b)

6.5.1.5 PRIVILEGES OF THE APPROVED MAINTENANCE ORGANISATION

(a) The AMO shall carry out the following tasks as permitted by and in accordance with the AMO Procedures Manual—

(1) Maintain or alter any aircraft or aeronautical product for which it is rated at the location identified in the approval certificate;

(2) Maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;

(3) Perform the activities in support of a specific AOC holder where that AOC has requested the services of the AMO at locations other than the location identified on the AMO certificate and the AMO has been rated to maintain the aircraft of that specific AOC holder at the requested location in the AMO operating provisions approved by the Authority; and

(4) Issue an approval for return to service or a maintenance release in respect of subparagraphs (a) (1), (2), and (3) of this subsection upon completion of maintenance in accordance with limitations applicable to the AMO.

(b) The AMO may maintain or alter any article for which it is rated at a place other than the AMO, if—

(1) The function would be performed in the same manner as when performed at the AMO and in accordance with this Subpart;

(2) All necessary personnel, equipment, material, and technical and/or approved standards are available at the place where the work is to be done; and

(3) The AMO Procedures Manual sets forth approved procedures governing work to be performed at a place other than the AMO.

(c) The AMO may contract out maintenance, preventative maintenance, or alteration, other than a complete type certificated product, in accordance with 6.5.1.4.

14 CFR: 145.201
EASA: 145.A.75

6.5.1.6 LIMITATIONS ON THE AMO

(a) The AMO shall maintain an aircraft or aeronautical product for which it is approved only when all necessary housing, facilities, equipment, tools, material, approved technical data and certifying staff are available.

(b) An AMO may not contract out the maintenance, preventive maintenance, or alteration of a complete type-certificated product,

(c) An AMO may not provide approval for return to service of a product following contract maintenance, preventive maintenance, or alterations without verifying by test or inspection that the work has been performed satisfactorily in accordance with approved methods.

14 CFR: 145.201
EASA: 145.A.80

6.5.1.7 CERTIFICATION OF RELEASE TO SERVICE OF AN AIRCRAFT, PART, COMPONENT OR ASSEMBLY

(a) A certification of release to service shall be issued by appropriately authorised certifying staff when satisfied that all required maintenance of the aircraft has been properly carried out by the AMO in accordance with the AMO Procedures Manual.

(b) A certification of release is required at the completion of any maintenance on an aircraft part, component or assembly when off the aircraft.

(c) The release to service to be used for release of an aircraft or aeronautical part, component or assembly shall adhere to the following items.

(d) The certification of release to service shall contain the following statement: "Certifies that the work specified was carried out in accordance with current regulations and in respect to that work the aircraft/aircraft component is considered approved for release to service."

(e) The certification of release to service shall reference the data specified in the manufacturer's maintenance instructions or instructions for continued airworthiness.

(f) Where instructions include a requirement to insure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of GO/NO gauges. It is not normally sufficient to state that the dimension or the test figure is within tolerance.

(g) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.

(h) When extensive maintenance has been carried out, it is acceptable for the certification of release to service to summarise the maintenance as long as there is a cross-reference to the work package containing full details of maintenance carried out. Dimensional information shall be retained in the work package record.

(i) The person issuing the release to service shall use a full signature and preferably a certification stamp except in the case where a computer release to service system is used. In this latter case, the Authority will need to be satisfied that only the particular person can electronically issue the release to service.

(j) When a part of component is released to service, the AMO shall complete Model CAA Form AAT as contained in IS: 6.5.1.7.

Note: One such method of compliance with item (c)(6) is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) which is keyed into the computer and known only to the individual.

Note: An aeronautical product which has been maintained off the aircraft requires the issue of a certification of release to service (Model CAA Form AAT) for such maintenance and another certification of release to service of the aircraft in regard to maintenance being properly accomplished on the aircraft. The release to service of the aircraft will typically be made by the AMO in the aircraft technical log maintenance records section.

ICAO Doc 9760, Third Edition (2013), Part III, Chapter 10: 10.9
FAA Order 8130.21G; FAA Form 8130-3
14 CFR: 43.5
EASA: 145.A.50

6.5.1.8 MAINTENANCE RECORDS

(a) The AMO shall record, in a form acceptable to the Authority, all details for maintenance work performed.

(b) The AMO shall provide a copy of each certification of release to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs/alterations performed.

(c) The AMO shall retain a copy of all detailed maintenance records and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was released from the AMO.

Note: 14 CFR and JAR require retaining maintenance records for two years. ICAO Annex 6, Part I: 8.7.6.2 requires a minimum period of one year.

(d) Each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft/aeronautical product shall make an entry in the maintenance record of that equipment:

(1) A description and reference to data acceptable to the Authority of work performed.

(2) The date of completion of the work performed.

(3) The name of the person performing the work if other than the person specified in this subsection.

(4) If the work performed on the aircraft/aeronautical product has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work.

(5) The authorised signature, the AMO certificate number, and kind of licence held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof.

(6) The signature constitutes the approval for return to service only for the work performed.

(7) In addition to the entry required by this paragraph, major repairs and major alterations shall be entered on a form, and the form disposed of by the person performing the work, in the manner prescribed by the Authority in Part 5: 5.7.1.1.

(e) No person shall describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless—

(1) Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and

(2) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a TSO.

(f) No person may describe in any required maintenance entry or form, an aircraft or other aeronautical product as being rebuilt unless it has been—

(1) Disassembled, cleaned, inspected as permitted;

(2) Repaired as necessary; and

(3) Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conform to new part tolerances and limits, or to approved oversized or undersized dimensions.

(g) No person may approve for return to service any aircraft or aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or alteration unless—

(1) The appropriate maintenance record entry has been made; and

(2) The repair or alteration form authorised by or furnished by the Authority has been executed in a manner prescribed by the Authority;

(h) If a repair or alteration results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.

(i) Maintenance record entries for inspections. The person approving or disapproving for return to service an aircraft/aeronautical product, after any inspection performed in accordance with this regulation, shall make an entry in the maintenance record of that equipment containing the following information—

(1) The type of inspection and a brief description of the extent of the inspection;

(2) The date of the inspection and aircraft total time in service;

(3) The authorised signature, the AMO certificate number, and kind of licence held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;

(4) If the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition;

(5) If the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator; and

(6) If an inspection is conducted under an inspection programme provided for in this regulation, the entry shall identify the inspection programme accomplished, and contains a statement that the inspection was performed in accordance with the inspections and procedures for that particular programme.

(j) Listing of discrepancies. If the person performing any inspection required by this regulation finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives, or other approved data upon which its airworthiness depends, that person shall give the owner or lessee a signed and dated list of those discrepancies.

ICAO Annex 6, Part 1, 8.7.6.1; 8.7.6.2
ICAO Doc 9760, Third Edition (2013), Part III: Chapter 10: 10.8
14 CFR: 145.219
EASA: 145.A.55

6.5.1.9 AIRWORTHINESS DATA- INSTRUCTIONS FOR CONTINUED AIRWORTHINESS

(a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft/aeronautical product design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate.

Note: The Authority may classify data from another authority or organisation as mandatory and may require the AMO to hold such data.

(b) Where the AMO modifies airworthiness data specified in paragraph (a) to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to the AMO Procedures Manual for any such proposed alterations for acceptance.

(c) All airworthiness data used by the AMO shall be kept current and made available to all personnel who require access to that data to perform their duties.

(d) The IS: 6.5.1.9 contains detailed requirements concerning airworthiness data.

ICAO Doc 9760, Third Edition (2013), Part III: Chapter 10: 10.6.2.1
14 CFR: 145.109(d)
EASA: 145.A. 45

6.5.1.10 REPORTING OF UNAIRWORTHY CONDITIONS

(a) The AMO shall report to the Authority and the aircraft design organisation of the State of Design any identified condition that could present a serious hazard to the aircraft.

(b) Reports shall be made on a form and in a manner prescribed by the Authority and contain all pertinent information about the condition known to the AMO. The report shall contain at least the following items—

(1) Aircraft registration number.

(2) Type, make and model of the article.

(3) Date of the discovery of the failure, malfunction, or defect.

(4) Time since last overhaul, if applicable.

(5) Apparent cause of the failure, malfunction, or defect.

(6) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

(c) Where the AMO is contracted by an AOC holder to carry out maintenance, that AMO shall report to the AOC holder any condition affecting the aircraft or aeronautical product.

(d) Reports shall be made as soon as practicable, but in any case within three days of the AMO identifying the condition to which the report relates.

Note: The FAA term used is service difficulty reporting. The EASA term used is occurrence reporting.

ICAO Annex 6, Part I: 8.5.1; 8.5.2
ICAO Annex 8: Part II: Chapter 4: 4.3.4; 4.3.5; 4.3.8
14 CFR: 145.221
EASA: 145.A.60

6.5.1.11 AUTHORITY TO CONDUCT INSPECTIONS

(a) Each certificated approved maintenance organisation must allow the Authority to inspect that approved maintenance organisation and any of its contract maintenance facilities at any time to determine compliance with this part. Arrangements for maintenance, preventive maintenance, or alterations by a contractor must include provisions for inspections of the contractor by the Authority.

14 CFR: 145.223
EASA: 145.A.90

6.5.1.12 AMO PERFORMANCE STANDARDS

(a) Each certificated approved maintenance organisation that performs any maintenance, preventive maintenance, or modifications for an air operator certificated under Part 9 having an approved maintenance programme under Part 9.4.1.12 and approved continuous maintenance programme under Part 9.4.1.13 shall perform that work in accordance with the AOC holder's manuals.

(b) Except as provided in paragraph (a), each certificated approved maintenance organisation shall perform its maintenance and modification operations in accordance with the applicable standards in Part 5, Airworthiness. It shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.

(c) In addition, each certificated approved maintenance organisation with an avionics rating shall comply with those sections in Part 5 that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating. It shall use test apparatus, shop equipment, performance standards, test methods, alterations, and calibrations that conform to the manufacturer's specifications or instructions, approved specification, and if not otherwise specified, to accepted good practices of the aircraft avionics industry.

14 CFR 145.205

[THIS PAGE INTENTIONALLY LEFT BLANK]

CIVIL AVIATION REGULATIONS

PART 6 — IMPLEMENTING STANDARDS

VERSIONS 2.8

AUGUST 2015

[THIS PAGE INTENTIONALLY LEFT BLANK]

PART 6 — IMPLEMENTING STANDARDS

IS: 6.2.1.3 APPROVED MAINTENANCE ORGANISATION CERTIFICATE

(a) The following is an AMO certificate

FSM

APPROVED MAINTENANCE ORGANISATION CERTIFICATE

Number

This certificate is issued to

Whose principal place of business address is

Upon finding that its organisation complies in all respects with the requirements of the [Civil Aviation Regulations Part 6], relating to the establishment of an Approved Maintenance Organisation and is empowered to operate an Approved Maintenance Organisation.

With the following ratings:

This certificate shall continue in effect, unless cancelled, suspended, revoked, or expired, until

(enter date 12 months after first issue, 24 months after second and further issues)

Date of Issue: dd/mm/yyyy

Signature: _____

Printed Name: _____

Title: _____

This certificate is non-transferable.

CAA AAMO Form dated 11/2014

ICAO Doc. 9389, Manual of Procedures for an Airworthiness Organisation, Appendix 6-E-3
EASA 145, Appendix III

IS: 6.2.1.5 APPLICATION FOR AN AMO CERTIFICATE

(a) The following application may be used for an AMO certificate.

FSM Civil Aviation Administration	**Application for Approved Maintenance Organisation Certificate and/or Ratings**

1. Approved Maintenance Organisation Name, Number, Location and Address

a. Official Name of **Approved Maintenance Organisation**: Number:

b. Location where business is conducted:

c. Official Mailing Address of **Approved Maintenance Organisation**
(Number, Street, City, State, & Postal Code)

d. Doing Business As:

2. Reasons for Submission

- ☐ Original Application for Certificate and Rating
- ☐ Change in Rating
- ☐ Change in Location or Housing and Facilities
- ☐ Change in Ownership
- ☐ Other (Specify)

3. Ratings Applied for:

☐ Airframe ☐ Class 1 ☐ Class 2 ☐ Class 3 ☐ Class 4	☐ Powerplant ☐ Class 1 ☐ Class 2 ☐ Class 3	☐ Propeller ☐ Class 1 ☐ Class 2	☐ Avionics/ Radio ☐ Class 1 ☐ Class 2 ☐ Class 3	☐ Instrument ☐ Class 1 ☐ Class 2 ☐ Class 3 ☐ Class 4
☐ Accessories ☐ Class 1 ☐ Class 2 ☐ Class 3	☐ Limited ☐ Airframe ☐ Powerplant ☐ Propeller ☐ Instruments	☐ Accessories ☐ Landing Gear ☐ Floats ☐ Avionics/radio	☐ Rotor Blades ☐ Fabric ☐ Emergency Equip. ☐ Non-Dest. Test ☐ Other	☐ Specialised Service (List Process Specification(s))

4. List of Maintenance Functions contracted to an outside Maintenance Organisation:

5. Applicants Certification

Name of Owner (Include name(s) of individual Owner, all partners, or corporation name given the state, province, or country and date of incorporation)

I hereby certify that I have been authorised by the approved maintenance organisation identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.

Date:	Authorised Signature:		

AMO ARSC dated 12/98 Page 1of 2

For CAA Use Only	Record of Action Approved Maintenance Organisation Inspection	For CAA Use Only

6. Remarks (Identify by item number. Include deficiencies found and ratings denied)

7. Findings - Recommendations

☐ A. AMO was found to comply with requirements of Part 6.
☐ B. AMO was found to comply with requirements of Part 6, except for deficiencies listed in Item 6.
☐ C. Recommend Certificate with rating applied for on application be issued.
☐ D. Recommend Certificate with rating applied for on application (EXCEPT those listed in Item 6) be issued.

8. Date of Inspection

9. CAA Office	Signature(s) of Inspector(s)	Printed Names of Inspectors

10. Supervising or Assigned Inspector

ACTION TAKEN	CERTIFICATE ISSUED	Inspector's Signature	
☐ APPROVED As shown on certificate issued	Number		
on date shown ☐ DISAPPROVED	Date	Inspector's Printed Name	Title

AMO ARSC dated 12/98

FAA Form 8310-3

IS: 6.2.1.12 QUALITY SYSTEM

(a) In order to show compliance with 9.2.2.3, an AMO should establish its quality system in accordance with the instruction and information contained in the following paragraphs.

1.0. General.

1.1 Terminology.

(a) The terms used in the context of the requirement for an AMO's quality system have the following meaning:

(1) Accountable Manager. The person acceptable to the Authority who has corporate authority for ensuring that all maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the AMO.

(2) Quality assurance. Quality assurance, as distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systemic actions which are required to provide adequate confidence that a product or service satisfies quality requirements.

1.2 Quality Policy.

1.2.1 An AMO shall establish a formal, written quality policy statement that is a commitment by the accountable manager as to what the quality system is intended to achieve. The quality policy should reflect the achievement and continued compliance with the [Model Regulations] together with any additional standards specified by the AMO.

1.2.2 The accountable manager is an essential part of the AMO management organisation. The term "accountable manager" is intended to mean the Chief Executive/President/Managing Director/ General Manager, etc. of the AMO, who by virtue of his or her position has overall responsibility (including financial) for managing the organisation.

1.2.3 The accountable manager will have overall responsibility for the AMO quality system, including the frequency, format and structure of the internal management evaluation activities as prescribed in paragraph 3.9 below.

1.3 Purpose of the Quality System.

1.3.1 The quality system should enable the AMO to monitor compliance with these [Model Regulations], the AMO's manual system, and any other standards specified by the AMO, or the Authority, to ensure safe operations and airworthy aircraft.

1.4 Quality Manager.

1.4.1 The function of the quality manager to monitor compliance with, and the adequacy of, procedures required to ensure safe operational practices and airworthy aircraft as required by these [Model Regulations] may be carried out by more than one person by means of different, but complementary, quality assurance programmes.

1.4.2 The primary role of the quality manager is to verify, by monitoring activity in the field of, maintenance, that the standards required by the Authority, and any additional requirements defined by the AMO, are being carried out under the supervision of the relevant required management personnel.

1.4.3 The quality manager should be responsible for ensuring that the quality assurance programme is properly established, implemented and maintained.

1.4.4 The quality manager should:

(a) Report to the accountable manager;

(b) Not be one of the required management personnel; and

(c) Have access to all parts of the AMO's, and as necessary, any sub-contractor's organisation.

1.4.5 In the case of small/very small AMO, the posts of the Accountable Manager and quality manager may be combined.

2.0 Quality System.

2.1 Introduction.

2.1.1 The AMO's quality system should ensure compliance with and adequacy of operational and maintenance activities requirements, standards, and procedures.

2.1.2 The AMO should specify the basic structure of the quality system applicable to the operation.

2.1.3 The quality system should be structured according to the size and complexity of the organisation to be monitored.

2.2 Scope.

2.2.1 As a minimum, the quality system should address the following:

(a) The provisions of these [Model Regulations];

(b) The AMO's additional standards and operating practices;

(c) The AMO's quality policy;

(d) The AMO's organisational structure;

(e) Responsibility for the development, establishment and management of the quality system;

(f) Documentation, including manuals, reports and records;

(g) Quality procedures;

(h) Quality assurance;

(i) The required financial, material and human resources;

(j) Training requirements.

2.2.2 The quality system should include a feedback system to the accountable manager to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

2.3 Relevant Documentation.

2.3.1 Relevant documentation includes the relevant part of the operator's manual system.

2.3.2 In addition, relevant document should include the following:

(a) Quality policy;

(b) Terminology;

(c) Specified maintenance standards;

(d) A description of the organisation;

(e) The allocation of duties and responsibilities;

(f) Operational procedures to ensure regulatory compliance;

(g) Accident prevention and flight safety programme;

(h) The quality assurance programme, reflecting:

(1) Schedule of the monitoring process;
(2) Audit procedures;
(3) Reporting procedures;
(4) Follow-up and corrective action procedures;
(5) Recording system;
(6) The training syllabus; and
(7) Document control

3.0 Quality assurance programme.

3.1 Introduction.

3.1.1 The quality assurance programme should include all planned and systematic actions necessary to provide confidence that all maintenance is conducted in accordance with all applicable requirements, standards and l procedures.

3.1.2 When establishing a quality assurance programme, consideration should be given to at least the following:

(a) Quality inspection;
(b) Audit;
(c) Auditors;
(d) Auditor's independence
(e) Audit scope;
(f) Audit scheduling;
(g) Monitoring and corrective action;
(h) Management evaluation

3.2 Quality Inspection.

3.2.1 The primary purpose of a quality inspection is to observe a particular event/action/document, etc. in order to verify whether established procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

3.2.2 Typical subject areas for quality inspections are:

(1) Facilities size and segregation;
(2) Office accommodation
(3) Work environment
(4) Storage
(5) Management changes
(6) Staff numbers and man-hour plan
(7) Competence process
(8) Qualifying certifying staff;
(9) Records of certifying staff;
(10) Issue of authorisations
(11) Adequate equipment;
(12) Equipment control and calibration;
(13) Approved data held;
(14) Modified maintenance data;

(15) Data availability;
(16) Data up to date;
(17) Aircraft release;
(18) Release document contents;
(19) Release control
(20) Details on work documents;
(21) Operator's copy of release;
(22) Record retention;
(23) Reporting unairworthy findings;
(24) Clear work orders;
(25) Procedures per AMO Procedures Manual;
(26) Suppliers and subcontractors;
(27) Acceptance of parts;
(28) Parts control in stores;
(29) Use of tools;
(30) Cleanliness standards;
(31) Control of repairs;
(32) Aircraft Maintenance Programme completion;
(33) Airworthiness directive control;
(34) Control of alterations;
(35) Control of working documents;
(36) Base maintenance defects;
(37) Defective parts to stores;
(38) Parts to outside contractors;
(39) Computer maintenance systems;
(40) Engine running;
(41) Aircraft procedures;
(42) Line maintenance control parts;
(43) Line servicing control;
(44) Line defect control;
(45) Aircraft Technical Log – Maintenance Records section completion;
(46) Pool and loan parts;
(47) Return defective parts to base;
(48) Product maintenance exemption control;
(49) Procedures deviation control;
(50) Special services control (NDI);
(51) Contractors working teams;
(52) Product audit;
(53) Privileges and locations control;
(54) Limitation control;
(55) Control of changes.

3.2.3 Typical methods for quality inspections for maintenance include:

(a) Product sampling - the part inspection of a representative sample of the aircraft fleet;

(b) Defect sampling - the monitoring of defect rectification performance;

(c) Concession sampling - the monitoring of any concession to not carry out maintenance on time;

3.3 Audit.

3.3.1 An audit is a systematic and independent comparison of the way in which an operation is being conducted against the way in which the published operational procedures say it should be conducted.

3.3.2 Audits should include at least the following quality procedures and processes:

(a) A statement explaining the scope of the audit;

(b) Planning and preparation;

(c) Gathering and recording evidence; and

(d) Analysis of the evidence.

3.3.3 Techniques that contribute to an effective audit are:

(a) Interviews or discussions with personnel;

(b) A review of published documents;

(c) The examination of an adequate sample of records;

(d) The witnessing of the activities that make up the operation; and

(e) The preservation of documents and the recording of observations.

3.4. Auditors.

3.4.1 An AMO should decide, depending upon the complexity of the organisation, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team should have relevant maintenance experience.

3.4.2 The responsibilities of the auditors should be clearly defined in the relevant documentation.

3.5 Auditor's Independence.

3.5.1 Auditors should not have any day-to-day involvement in the area of the maintenance activity that is to be audited. An AMO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors. An AMO whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to the Authority. In all cases the AMO should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of operation and/or maintenance conducted by the operator.

3.5.2 The AMO's quality assurance programme should identify the persons within the company who have the experience, responsibility and authority to:

(a) Perform quality inspections and audits as part of ongoing quality assurance;

(b) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;

(c) Initiate or recommend solutions to concerns or findings through designated reporting channels;

(d) Verify the implementation of solutions within specific timescales;

(e) Report directly to the quality manager.

3.6 Audit Scope.

3.6.1 AMOs are required to monitor compliance with the operational and maintenance procedures they have designed to ensure safe operations, airworthy aircraft and the serviceability of both operational and safety equipment. In doing so they should as a minimum, and where appropriate, monitor:

(a) Organisation;
(b) Plans and company objectives;
(c) AMO certification (AMO/Operations specifications)
(d) Supervision;
(e) Manuals, logs, and records;
(f) Duty time limitations, rest requirements, and scheduling;
(g) Maintenance programmes and continued airworthiness;
(h) Airworthiness directives management;
(i) Maintenance accomplishment;
(j) Defect deferral;
(k) Dangerous goods;
(l) Security;
(m) Training.

3.7 Audit Scheduling.

3.7.1 A quality assurance programme should include a defined audit schedule and a periodic review cycle area by area. The schedule should be flexible, and allow unscheduled audits when trends are identified. Follow-up audits should be scheduled when necessary to verify that corrective action was carried out and that it was effective.

3.7.2 An AMO should establish a schedule of audits to be completed during a specified calendar period. All aspects of the operation should be reviewed within every 12-month period in accordance with the programme unless an extension to the audit period is accepted as explained below. An AMO may increase the frequency of audits at its discretion but should not decrease the frequency without the agreement of the Authority. Audit frequency should not be decreased beyond a 24-month period interval.

3.7.3 When an AMO defines the audit schedule, significant changes to the management, organisation, operation, or technologies should be considered as well as changes to the regulatory requirements.

3.8 Monitoring and Corrective Action.

3.8.1 The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy and maintenance standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The AMO should establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.

3.8.2. Any non-compliance identified as a result of monitoring should be communicated to the manager responsible for taking corrective action or, if appropriate, the accountable manager. Such non-compliance should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.

3.8.3 The quality assurance programme should include procedures to ensure that corrective actions are taken in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The accountable manager will have the ultimate responsibility for resourcing the corrective active action and ensuring, through the quality manager, that the corrective action has re-established compliance with the standard required by the Authority, and any additional requirements defined by the operator.

3.8.4 Corrective action. Subsequent to the quality inspection/audit, the AMO should establish:

(a) The seriousness of any findings and any need for immediate corrective action;
(b) The origin of the finding;
(c) What corrective actions are required to ensure that the non-compliance does not recur;
(d) A schedule for corrective action;
(e) The identification of individuals or departments responsible for implementing corrective action;
(f) Allocation of resources by the accountable manager, where appropriate

3.8.5 The quality manager should:

(a) Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;
(b) Verify the corrective action includes the elements outlined in paragraph 3.8.4 above;
(c) Monitor the implementation and completion of corrective action'
(d) Provide management with an independent assessment of corrective action; implementation and completion;
(e) Evaluate the effectiveness of corrective action through follow-up process.

3.9 Management Evaluation.

3.9.1 A management evaluation is a comprehensive, systematic, documented review by the management of the quality system, policies and procedures, and should consider:

The results of quality inspections, audits and any other indicators;

The overall effectiveness of the management organisation in achieving stated objectives.

3.9.2 A management should identify and correct trends, and prevent, where possible, future non-conformities. Conclusions and recommendations made as a result of an evaluation should be submitted in writing to the responsible manager for action. The responsible manager should be an individual who has the authority to resolve issues and take action.

3.9.3 The accountable manager should decide upon the frequency, format and structure of internal management evaluation activities.

3.10 Recording.

3.10.1 Accurate, complete and readily accessible records documenting the results of the quality assurance programme should be maintained by the AMO. Records are essential data to enable an operator to analyse and determine the root causes of non-conformity, so that areas of non-compliance can be identified and addressed.

3.10.2 The following records should be retained for a period of 5 years:

(a) Audit schedules;
(b) Quality inspection and audit reports;
(c) Responses to findings;
(d) Corrective action reports;
(e) Follow-up and closure reports; and
(f) Management evaluation reports.

4.0 Quality Assurance Responsibility for Sub-Contractors.

4.1 Sub-Contractors.

4.1.1 AMOs may decide to sub-contract out certain activities to external agencies for the provision of services related to areas such as:

(a) Maintenance;
(b) Training;
(c) Manual preparation.

4.1.2 The ultimate responsibility for the product or service provided by the sub-contractor always remains with the AMO. A written agreement should exist between the AMO and the sub-contractor clearly defining the safety related services and quality to be provided. The sub-contractor's safety related activities relevant to the agreement should be included in the AMO's quality assurance programme.

4.1.3 The AMO should ensure that the sub-contractor has the necessary authorisation/approval when required and commands the resources and competence to undertake the task.

5.0. Quality System Training.

5.1 General.

5.1.1 An AMO should establish effective, well-planned and resourced quality related briefing for all personnel.

5.1.2 Those responsible for managing the quality system should receive training covering:

(a) An introduction to the concept of the quality system;
(b) Quality management;
(c) The concept of quality assurance;
(d) Quality manuals;
(e) Audit techniques;
(f) Reporting and recording; and
(g) The way in which the quality system will function in the company

5.1.3 Time should be provided to train every individual involved in quality management and for briefing the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the AMO.

5.2 Sources of Training.

5.2.1 Quality management courses are available from the various [National] or International Standards Institutions, and an AMO should consider whether to offer such courses to those likely to be involved in the management of quality systems. AMO's with sufficient appropriately qualified staff should consider whether to carry out in-house training.

6.0 Organisations with 20 or Less Full-Time Employees.

6.1 Introduction.

6.1.1 The requirement to establish and document a quality system and to employ a quality manager applies to all AMOs. References to large and small operators elsewhere in these [Model Regulations] are governed by aircraft capacity (i.e. more or less than 20 seats) and by mass (i.e. greater or less than 10 tonnes maximum take-off mass). Such terminology is not relevant when considering the scale of an operation and the quality system required. In the context of quality systems therefore, operators should be categorised according to the number of full time staff employees.

6.2 Scale of Operation.

6.2.1 AMOs who employ 5 or less full time staff are considered to be "very small" while those employing between 6 and 20 full time employees are regarded as "small" operators as far as quality systems are concerned. Full-time in this context means employed for not less than 35 hours per week excluding vacation periods.

6.2.2 Complex quality systems could be inappropriate for small or very small operators and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. It is therefore accepted that such operators should tailor their quality systems to suit the size and complexity of their operation and allocate resources accordingly.

6.3 Quality System for Small/Very Small AMOs.

6.3.1 For small and very small AMOs it may be appropriate to develop a quality assurance programme that employs a checklist. The checklist should have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist content and achievement of the quality assurance should be undertaken.

6.3.2 The "small" AMO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and or qualified organisations to perform the quality audits on behalf of the quality manager.

6.3.3 If the independent quality audit function is being conducted by external auditors, the audit schedule should be shown in the relevant documentation.

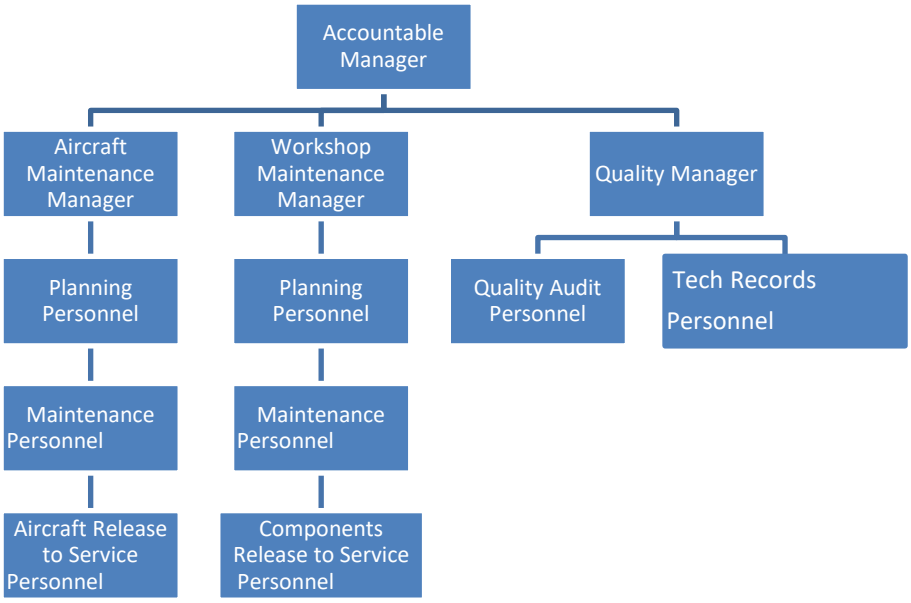
6.3.4 Whatever arrangements are made, the operator retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

JAR 145, Section 2, Appendix 4 and Appendix 5
JAR OPS 1: AMC to JAR OPS 1.035 and AMC and IEM to 1.900
JAR OPS 3: AMC to JAR OPS 3.035 and AMC and IEM to 3.900

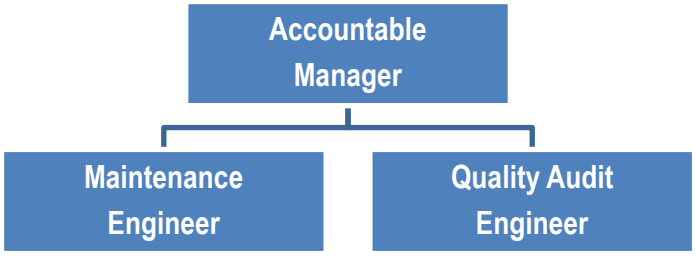
Quality System – Organisation Examples

(a) The following diagrams illustrate two typical examples of AMO Quality organisations.

(1) A typical large AMO.



(2) A typical small AMO.



JAR 145, Section 2, Appendix 4

IS: 6.3.1.2 HOUSING AND FACILITY REQUIREMENTS

(a) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.

(b) Where the hangar is not owned by the AMO, it is recommended to:

(1) Establish proof of authorisation to use hangar;

(2) Demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance programme;

(3) Update the aircraft hangar visit plan on a regular basis;

(4) Ensure, for aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;

(5) Ensure aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust, etc.;

(6) Ensure workshop floors are sealed to minimise dust generation; and

(7) Demonstrate access to hangar accommodation for usage during inclement weather for minor scheduled work and/or lengthy defect rectification.

(c) Aircraft maintenance staff shall be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

Note: It is acceptable to combine any or all of the above requirements into one office subject to the staff having sufficient room to carry out assigned tasks.

(d) Hangars used to house aircraft together with office accommodation shall be such as to insure a clean, effective and conformable working environment.

(1) Temperatures should be maintained at a comfortable level.

(2) Dust and any other airborne contamination should be kept to a minimum and not permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident.

(3) Lighting should be such as to insure each inspection and maintenance task can be carried out.

(4) Noise levels should not be permitted to rise to the point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel should be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.

(e) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions.)

(f) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination; the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.

(g) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.

(h) Storage facilities for serviceable aircraft components shall be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation.

(i) Manufacturer and standards recommendations shall be followed for specific aircraft components.

(j) Storage racks shall provide sufficient support for large aircraft components such that the component is not distorted.

(k) All aircraft components, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.

14 CFR 145.103
FAA Order 8900.1, Vol. 2, Chapter 11, Section 5 and Vol., 6, Chapter 9, Section 8

IS: 6.3.1.3 EQUIPMENT, TOOLS, AND MATERIAL

(a) All applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness shall be traceable to the FSM National Standards.

(b) Except as provided in paragraph (a), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the county of manufacture may be used if approved by the Authority.

(c) Where the manufacturer specifies a particular tool, equipment, or test equipment then that tool, equipment, or test equipment shall be used unless the manufacturer has identified the use of an equivalent.

(d) Except as provided in paragraph (c), tools, equipment, or test equipment other than that recommended by the manufacturer will be acceptable based on at least the following:

(1) The AMO shall have a procedure in the Maintenance Procedures Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer.

(2) The AMO shall have a programme to include:

(i) A description of the procedures used to establish the competence of personnel that make the determination of equivalency to tools, equipment, or test equipment.

(ii) Conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment, or test equipment proposed.

(iii) Ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the manufacturer's recommended tools, equipment, or test equipment.

(iv) Ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations, and checking all parameters of the aircraft or aeronautical product undergoing maintenance or calibration.

(e) The AMO shall have full control of the equivalent tool, equipment, or test equipment (i.e., ownership, lease, etc.)

(f) An AMO approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft may be properly inspected.

(g) The AMO shall have a procedure to inspect/service and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any inspection or service or calibration time limit.

(h) The AMO shall have a procedure if it uses a standard (primary, secondary or transfer standards) for performing calibration, to ensure that standard cannot be used to perform maintenance.

(i) A clear system of labeling all tooling, equipment and test equipment shall be used to give information on when the next inspection or service or calibration is due, and give status information if the item is unserviceable for any other reason where it may not be obvious.

(j) A clear system of labeling all tooling, equipment, and test equipment shall be used to give information on when such tooling, equipment, and test equipment is not used for product acceptance and/or for making a finding of airworthiness.

(k) A register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.

(l) Inspection, service, or calibration on a regular basis shall be in accordance with the equipment manufacturers' instructions except where the AMO can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

14 CFR 145.109
FAA Order 8900.1, Vol. 2, Chapter 11, Section 5

IS: 6.4.1.1 PERSONNEL REQUIREMENTS

(a) The AMO functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the size of the AMO.

(b) The AMO shall have, dependent upon the extent of approval, the following:

(1) A base maintenance manager.

(2) A line maintenance manager.

(3) A workshop manager and a quality manager, all of whom should report to the accountable manager.

Note: In small AMOs, one or more of the above positions may be combined subject to approval by the Authority.

(c) The Accountable Manager shall be responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO's approval.

(d) The Base Maintenance Manager shall be responsible for:

(1) Ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to specified design and quality standards; and

(2) Any corrective action resulting from quality compliance monitoring.

(e) The Line Maintenance Manager shall be responsible for:

(1) Ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and

(2) Any corrective action resulting from quality compliance monitoring.

(f) The Workshop Manager shall be responsible for:

(1) Ensuring that all work on aircraft components is performed to required standards; and

(2) Any corrective action resulting from quality compliance monitoring.

(g) The Quality Manager shall be responsible for:

(1) Monitoring the AMO's compliance with Part 6; and

(2) Requesting remedial action as necessary by the base maintenance manager/line maintenance manager/workshop manager or the accountable manager, as appropriate.

(h) The AMO may adopt any title for managerial positions, but shall identify to the Authority the titles and persons chosen to carry out these functions.

(i) Where an AMO chooses to appoint managers for all or any combination of the identified functions because of the size of the undertaking, these managers shall report ultimately through either the Base Maintenance Manager or Line Maintenance Manager or Workshop Manager or Quality Manager, as appropriate, to the accountable manager.

(j) The managers specified in this subsection shall be identified and their credentials submitted to the Authority. To be accepted, such managers shall have relevant knowledge and satisfactory experience related to aircraft/aircraft component maintenance as appropriate in accordance with these regulations.

Note: Certifying staff may report to any of the managers specified depending upon which type of control the AMO uses (for example, licensed engineers, independent inspection/dual function supervisors, etc.) so long as the quality compliance monitoring staff remain independent.

(k) The AMO shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.

(l) If an AMO is approved for base maintenance, the plan shall relate to the aircraft hangar visit plan.

(m) Man-hour plans shall regularly be updated.

Note: Work performed on any aircraft registered outside FSM should be taken into account where it impacts upon the production man-hours plan.

(n) Quality monitoring compliance function man-hours shall be sufficient to meet the requirement of 6.2.1.12(b).

(o) Planners, mechanics, supervisors and certifying staff shall be assessed for competence by "on the job" evaluation or by examination relevant to their particular role within the AMO before unsupervised work is permitted.

(p) To assist in the assessment of competence, job descriptions are recommended for each position. The assessment shall establish that:

(1) Planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no authority to deviate from the aircraft maintenance programme.

(2) Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.

(3) Supervisors are able to ensure that all required maintenance tasks are carried out, and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed by the quality organisation.

(4) Certifying staff are able to determine when the aircraft or aircraft component is and is not ready for release to service.

(q) In the case of planners, supervisors, and certifying staff, knowledge of AMO procedures relevant to their particular role shall be demonstrated.

(r) Training of certifying staff shall be performed by the AMO or by an institute selected by the AMO. In either case, the AMO shall establish the curriculum and standards for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to insure that the trainee has a reasonable chance of successfully completing any course.

(s) Examinations shall be set at the end of each training course.

(t) Initial training shall cover:

(1) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain;

(2) Specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system/structural defects; and

(3) Company procedures relevant to the certifying staff's tasks.

(u) Continuation training should cover changes in AMO procedures and changes in the standard of aircraft and/or aeronautical products maintained.

(v) The training programme shall include details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods.

(w) The training programme established for maintenance personnel and certifying staff by the AMO shall include training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew.

JAR-145: AMC 145.30

IS 6.4.1.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED AND REMEDIAL TRAINING.

(a) Each AMO shall provide indoctrination training for employees that includes at least 40 hours of instruction in at least the following subjects:

(1) Regulations of FSM – particularly those associated with AMO maintenance functions and authority as reflected on the certificate and operations specifications.

(2) Company manuals, policies, procedures and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance (including inspection), preventive maintenance, and alteration procedures established to show compliance with Part 6;

(3) Dangerous goods requirements of 6.4.1.3, including other local, FSM, and national laws requiring training for different categories of employees.

(4) Human performance, including coordination with other maintenance personnel and flight crew.

(5) Maintenance human factors – the elements should focus on aviation maintenance and safety related issues.

(6) Computer systems and software – as applicable to the repair station's maintenance (including inspection, preventive maintenance and alteration systems and procedures, and

(7) Facility security - which shall include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure.

Note. – Guidance material to design training programmes to develop knowledge and skills in human performance can be found in the Human Factors Training Manual (Doc 9683).

(b) Initial training. Each AMO shall provide initial training for employees that includes at least 80 hours of instruction in at least the following subjects consistent with the specific employee position and assigned job activities:

(1) General review;

(2) Specific job or task training;

(3) Shop safety;

(4) Records and recordkeeping;

(5) Materials and parts;

(6) Test equipment, including ground support equipment;

(7) Tools;

(8) Maintenance human factors, and

(9) Any other items as required by the Authority.

(c) Recurrent training. Each AMO shall provide recurrent training for employees that include at least 8 hours of instruction in the subjects below:

(1) Refresher of subjects covered in initial training

(2) New items introduced in the AMO since completion of initial training;

(3) Any other items required by the Authority.

(d) Specialised training. Each AMO shall provide specialised training, including initial and recurrent, for employees whose duties require a specific skill. Examples of specialised skills include: flame and/or plasma spray operations, special inspection or test techniques, special machining operations, complex welding operations, aircraft inspection techniques or complex assembly operations.

(e) Remedial training. Each AMO shall provide remedial training to rectify an employee's demonstrated lack of knowledge or skill by providing information as soon as possible. In some instances, remedial training may consist of an appropriately knowledgeable person reviewing procedures with an employee through on-the-job training. Remedial training should be designed to fix an immediate knowledge or skill deficiency and may focus on one individual. Successful remedial training should show an individual what occurred, why it occurred, and in a positive manner, how to prevent it from occurring again.

(f) Each AMO, in developing training for employees, shall take into account the various training, experience, and skill levels of its employees as follows:

(1) Employees that hold an AMT licence;

(2) Employees with experience performing similar tasks at another AMO;

(3) Employees with applicable military aviation maintenance experience; and

(4) Employees with no prior skills, experience, or knowledge.

(g) Each AMO shall have procedures to determine the frequency of recurrent training and the need for specialised and remedial training.

(h) Each AMO shall assess the competency of its employees for performing his or her assigned duties after completion of initial, recurrent, specialised and remedial training. This assessment of competency shall be appropriately documented in the employee's training records and shall be done by any of the following methods, depending upon the size of the AMO, its capabilities and experience of its employees:

(1) Written test.

(2) Completion of a training course.

(3) Skill test.

(4) Group exercise.

(5) On the job assessment.

(6) Oral examination in the working environment.

ICAO Annex 6, Part I: 8.7.6.1; 8.7.6.2; 8.7.6.3; 8.7.6.4
FAA AC 145.163

IS: 6.4.1.3 DANGEROUS GOODS TRAINING PROGRAMME

(a) Dangerous goods training, at a minimum, shall include at least 8 hours instruction in at least the following:

(1) General awareness/familiarisation training —designed to provide familiarity with the requirements of this Part and the dangerous goods regulations in Part 9 and to enable the employee to recognise and identify dangerous goods.

(2) Function-specific training —concerning the specific requirements of this Part and the dangerous goods regulations in Part 9, or exemptions or special permits issued, relating to the specific functions the employee performs.

(i) Safety training concerning—

(ii) Emergency response.

(iii) Measures to protect the employee from the hazards associated with the dangerous goods to which they may be exposed in the workplace, including specific measures the employer has implemented to protect employees from exposure.

(iv) Methods and procedures for avoiding accidents, such as the proper procedures for handling packages containing dangerous goods.

(3) Security; awareness training —addressing the security risks associated with dangerous goods transportation and methods designed to enhance transportation security. This training must also include a component covering how to recognise and respond to possible security threats.

(4) In-depth security training ——must include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure.

(5) Any other training required by the Authority.

ICAO Annex 18: Chapters 10 and 13
49 CFR: 172.704

IS: 6.4.1.5 RECORDS OF MANAGEMENT, SUPERVISORY, INSPECTION AND CERTIFYING STAFF

(a) The following minimum information shall be kept on record in respect of each management, supervisory, inspection, and certifying person:

(1) Name;

(2) Date of birth;

(3) Basic training;

(4) Type training;

(5) Continuation training;

(6) Experience;

(7) Qualifications relevant to the approval;

(8) Scope of the authorisation;

(9) Date of first issue of the authorisation;

(10) Expiration date of the authorisation (if appropriate); and

(11) Identification number of the authorisation.

(b) Records of these individuals shall be controlled.

(c) The number of persons authorised to access the system shall be limited to minimise the possibility of records being altered in an unauthorised manner and to limit confidential records from become accessible to unauthorised persons.

(d) A certifying person shall be given reasonable access on request to his or her records.

(e) The Authority is authorised to and may investigate the records system for initial and continued approval, or when the Authority has cause to doubt the competence of a particular certifying person.

(f) The AMO shall keep the record of these individuals for at least two years after that person has ceased employment with the AMO or after withdrawal of his or her authorisation. Upon request, the certifying staff shall be furnished with a copy of their record on leaving the AMO.

Note: Authorised persons, apart from the AMO's quality department or maintenance supervisors/managers, include the Authority.

14 CFR: 145.161
FAA Order 8900.1, Vol. 3, Chapter 54

IS: 6.5.1.1 AMO PROCEDURES MANUAL

(a) The AMO procedures manual shall contain the following content.

1.0 General:

1.1 a general description of the scope of work authorised under the organisation's terms of approval;

1.2 a description of the organisation's procedures and quality or inspection system.

1.3 a general description of the organisation's facilities;

1.4 the names, tasks, duties and responsibilities of the person or persons are required to ensure the maintenance organisation is in compliance with the regulations of FSM;

1.5 a description of the procedures used to establish the competence of maintenance personnel as required by 6.4.1.2 and 6.4.1.3;

1.6 a description of the method used for the completion and retention of the maintenance records required by 6.5.1.8. The records shall show that all requirements for signing of the maintenance release have been met. The records shall be kept for a minimum period of one year after signing of the maintenance release;

1.7 a description of the procedure for preparing the maintenance release and the circumstances under which the release is to be signed;

1.8 the personnel authorised to sign the maintenance release and the scope of their authorisation. The person signing the maintenance release shall be qualified in accordance with MCAR Part 2;

1.9 a description, when applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements;

1.10 a description of the procedures in respect of aeroplanes of over 5 700 kg maximum certificated take-off mass and helicopters of over 3 175 kg maximum certificated take-off mass, whereby information on faults, malfunctions, defects and other occurrences which cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organisation responsible for the type design of that aircraft and to the operator's airworthiness authority; and

1.11 a description of the procedure for receiving, amending and distributing within the AMO all necessary airworthiness data from the Type Certificate holder or type design organisation;

1.12 if the manual is also used to comply with the requirements of the maintenance programme for an aircraft, the maintenance programme should be included.

2.0 Management

2.1 a statement signed by the CEO confirming that the manual defines the organisation's procedures and associated personnel responsibilities and will be complied with at all times;

2.2 an organisation chart showing the associated chains of responsibility of the persons nominated responsible for the AMO safety management system.

2.3 notification procedures to the airworthiness authority regarding changes to the organisation's activities/approval/location/personnel;

2.4 liaison or contractual arrangements with other organisations that provide services associated with the approval; and

2.5 amendment procedures for the manual.

3.0 Maintenance procedures

3.1 supplier evaluation procedure;

3.2 acceptance/inspection of aircraft components and material from outside contractors;

3.3 storage, labelling/tagging and release of aircraft components and material to aircraft maintenance;

3.4 acceptance of tools and equipment;

3.5 calibration of tools and equipment;

3.6 use of tools and equipment by staff (including alternate tools);

3.7 cleanliness standards of maintenance facilities;

3.8 maintenance instructions and relationship to aircraft/aircraft component manufacturers' service information including updating and availability to staff;

3.9 repair procedure;

3.10 procedures for compliance with an operator's aircraft maintenance programme;

3.11 airworthiness directives procedure;

3.12 optional modification procedure;

3.13 maintenance documentation in use and completion of same;

3.14 technical record control;

3.15 procedures for handling of defects arising during maintenance;

3.16 issue of the maintenance release required by 6.5.1.7

3.17 records for the operator (if the organisation is not an operator itself);

3.18 reporting of defects and other occurrences as required by the Authority;

3.19 return of defective aircraft components to store;

3.20 control of defective components sent to outside contractors for overhaul, etc.;

3.21 control of computer maintenance record systems;

3.22 reference to specific maintenance procedures such as engine running procedures, aircraft pressure run procedures, aircraft towing procedures; and aircraft taxiing procedures;

3.23 sub-contract procedures;

3.24 human factors; and

3.25 manpower resources.

3.0 Line maintenance procedures (when applicable)

3.1 line maintenance control of aircraft components tools, equipment, etc.;

3.2 line maintenance procedures related to servicing/ fuelling/de-icing, etc.;

3.3 line maintenance control of defects and repetitive defects;

3.4 line procedure for pooled parts and loan parts; and

3.5 line procedure for return of defective parts removed from aircraft.

4.0 Quality system procedures

4.1 quality audit of organisation procedures;

4.2 quality audit of aircraft;

4.3 quality audit findings remedial action procedure;

4.4 the qualification and training procedures for personnel issuing a maintenance release ("certifying staff");

4.5 records of certifying staff;

4.6 the qualification and training procedures for quality audit personnel;

4.7 the qualification and training procedures for mechanics;

4.8 exemption process control;

4.9 concession control for deviation from organisation's procedures;

4.10 qualification procedure for specialised activities such as non-destructive testing (NDT), welding, etc.;

4.11 control of manufacturer's working teams based at the premises of the organisation, engaged in tasks which interface with activities included in the approval; and

4.12 quality audit of sub-contractors (or acceptance of accreditation by third parties, e.g. use of NDT organisations approved by a State regulatory body other than the airworthiness authority).

5.0 Examples of standard documents.

Examples of standard documents used by the AMO which are associated with activities undertaken under the terms and conditions of the approval, such as: 1) technical record control; or 2) rectification of defects.

6.0 Quality assurance audit procedures

The list, which follows, is not exhaustive, but includes the principal audit checks which need to be considered.

6.1. Checks on aircraft, while undergoing scheduled maintenance, for:

6.1.1 compliance with maintenance programme and mandatory continuing airworthiness requirements and ensuring that only work instructions reflecting the latest amendment standards are used;

6.1.2 completion of work instructions including the transfer of defects to additional worksheets, their control, and final collation. Action taken in respect of items carried forward, not completed during the particular inspection or maintenance task;

6.1.3 compliance with manufacturers' and the organisation's standard specifications and procedures;

6.1.4 standards of inspection and workmanship;

6.1.5 condition of corrosion prevention and control treatments and other protective processes;

6.1.6 aircraft maintenance which is not limited to the normal working day; procedures adopted during shift changeover of personnel to ensure continuity of inspection and responses; and

6.1.7 precautions taken to ensure that, on completion of any work or maintenance, all aircraft are checked for loose tools and miscellaneous small items such as split pins, wire, rivets, nuts, bolts and other debris, and for general cleanliness and housekeeping.

6.2 Checks on airworthiness data for:

6.2.1 adequacy of aircraft manuals and other technical information appropriate to each aircraft type, including engines, propellers and other equipment, and the continuing receipt of revisions and amendments, availability of continuing airworthiness data, e.g., Airworthiness Directives, life limits, etc.;

6.2.2 assessment of manufacturer's service information, determining its application to aircraft types maintained and the recording of compliance or embodiment;

6.2.3 maintenance of a register of manuals and technical literature held within the organisation, their locations and current amendment status; and

6.2.4 assurance that all the organisation's manuals and documents, both technical and procedural, are kept up to date.

6.3 Checks on stores and storage procedures for:

6.3.1 the adequacy of stores and storage conditions for rotatable components, small parts, perishable items, flammable fluids, engines and bulky assemblies in accordance with the specifications adopted by the organisation;

6.3.2 the procedure for examining incoming components, materials and items for conformity with order, release documentation and procurement from sources approved by the organisation;

6.3.3 the "batch recording" of goods received and identification of raw materials, the acceptance of part life items into stores, requisition procedures for issue of items from stores;

6.3.4 labelling procedures, including the use of serviceable/unserviceable/repairable labels and their certification and final disposal after installation, and labelling procedures for components which are serviceable but "part life" only;

6.3.5 the internal release procedure to be used when components are to be forwarded to other locations within the AMO;

6.3.6 the procedure to be adopted for the release of goods or overhauled items to other organisations (this procedure should also cover items being sent away for rectification or calibration);

6.3.7 the procedure for the requisitioning of tools together with the system for ensuring that the location of tools, and their calibration and maintenance status, is known at all times; and

6.3.8 control of shelf life and storage conditions in the stores; control of the free-issue dispensing of standard parts, identification and segregation.

6.4 Checks on maintenance facilities for:

6.4.1 cleanliness, state of repair and correct functioning of hangars, hangar facilities and special equipment and the maintenance of mobile equipment;

6.4.2 adequacy and functioning of special services and techniques including welding, nondestructive inspection (NDI), weighing, painting;

6.4.3 viewer/printer equipment provided for use with microfiche, microfilm and compact disk, ensuring that regular maintenance takes place and an acceptable standard of screen reproduction and printed copy is achieved;

6.4.4 the adequacy of special tools and equipment appropriate to each type of aircraft, including engines, propellers and other equipment;

6.4.5 the calibration and maintenance of tools and measuring equipment; and f) environmental controls.

6.5 Checks on the AMO's general airworthiness control procedures for:

6.5.1 monitoring the practices of the organisation in respect of scheduling or pre-planning maintenance tasks to be carried out in the open air and adequacy of the facilities provided;

6.5.2 operation of the system for service difficulty reporting required by the Authority

6.5.3 authorisation of personnel to issue maintenance releases in respect of inspections and maintenance tasks; the effectiveness and adequacy of training, including continuation training and the recording of personnel experience, training and qualifications for grant of authorisation;

6.5.4 the effectiveness of technical instructions issued to maintenance personnel;

6.5.5 the adequacy of personnel in terms of qualifications, numbers and ability in all areas required to support the activities included in the approval granted by the airworthiness authority;

6.5.6 the efficacy and completeness of the quality audit programme;

6.5.7 maintaining logbooks and other required records and ensuring that these documents are assessed in accordance with the requirements of FSM;

6.5.8 ensuring that repairs are only carried out in accordance with approved repair schemes and practices;

6.5.9 control of sub-contractors;

6.5.10 control of activities sub-contracted to it, such as management of the operator's maintenance programme;

6.5.11 monitoring "Exemption process control" and monitoring "Concession control for deviation from the AMO's procedures"; and

6.5.12 follow-up internal reporting/occurrences.

7.0 Safety Management System (SMS)

7.1. Address the AMO's safety management system, required by MCAR Part 6: 6.4.1.6 and MCAR Part 1: 1.6, with reference to a separate manual or include the SMS practices within the AMO Procedures Manual.

ICAO Doc 9760, Third Edition (2013), Part III, Chapter 10: Attachments A and B
EASA 145: Annex II: AMC 145.A.70(a)

Note: ICAO Doc 9760 does not include the SMS reference in the AMO Procedures Manual. For uniformity, SMS language has been taken from ICAO Doc 9841, Manual on the Approval of Training Organisations.

IS: 6.5.1.7 CERTIFICATION OF RELEASE TO SERVICE OF AN AIRCRAFT, PART, COMPONENT OR ASSEMBLY

<table>
<tr><td colspan="2">1. FSM</td><td colspan="4">2. Model CAA FORM [AAT]
Authorised Release Certificate/Airworthiness Approval Tag
Civil Aviation Administration</td><td colspan="2">3. System Tracking Ref., No.</td></tr>
<tr><td colspan="6">4. Organisation Name and Address:</td><td colspan="2">5. Work Order, Contract or Invoice Number</td></tr>
<tr><td>6. Item</td><td>7. Description</td><td>8. Part Number</td><td>9. Eligibility
(Installer must check eligibility with applicable technical data)</td><td>10. Quantity</td><td>11. Serial/ Batch Number</td><td>12. Status/ Work</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="7">13. Remarks</td></tr>
<tr><td colspan="3">14. Certifies that the items identified above were manufactured in conformity to:
☐ approved design data and are in condition for safe operation
☐ non-approved design data specified in block 13</td><td colspan="4">19. ☐ Part 5.7.1.2 Release to Service
☐ Other regulation specified in Block 13
Certifies that unless otherwise specified in block 13 (or attached), the work identified in Block 12 and described in block 13, above was accomplished in accordance with CAA airworthiness regulations and in respect to that work, the item(s) is (are) approved for return to service.</td></tr>
<tr><td colspan="2">15. Authorised Signature:</td><td>16. Approval/ Authorisation Number</td><td colspan="2">20. Authorised Signature</td><td colspan="2">21. Approval/Certificate Number:</td></tr>
<tr><td colspan="2">17. Name (Typed or Printed):</td><td>18. Date (dd/mm/yyyy):</td><td colspan="2">17. Name (Typed or Printed):</td><td colspan="2">23. Date (dd/mm/yyyy):</td></tr>
</table>

AMO CAA AAT (1/99)

FAA Order 8130.21G; FAA Form 8130-3
EASA 145, Appendix 1; EASA Form 1
TCCA Form 24-0078

Line-By-Line Instructions for Completion of Model AMO CAA Form AAT

(a) **Block 1.** FSM (Pre-printed).

(b) **Block 2.** Model CAA, Airworthiness Approval Tag, and Civil Aviation Administration (Pre-printed).

(c) **Block 3.** System Tracking Reference Number.

(1) Fill in the unique number established by the CAA-approved numbering system.

(2) If the form is computer-generated, it may be produced as programmed by the computer.

NOTE: Shippers must establish a numbering system for traceability in order to fill out block 3 of the form. This system must also provide a means of cross-referencing the number(s) and product(s) being shipped.

(d) **Block 4.** Organisation.

(1) Fill in the full name and address of the AMO or individual shipping the product(s)/part(s) as applicable:

(i) Company name and address.

(ii) Production Approval Holder (PAH) approval or certificate numbers as issued by the Authority of the State of Manufacturer, when applicable (e.g., production certificate number, approved maintenance organisation certificate numbers, air operator certificate number.

Note: Production certificates are issued to manufacturing companies by an Authority. The MCARs presume that FSM will not be a State of Manufacturer or Design. However, aircraft registered in State will likely be repaired, altered or rebuilt using parts and components exported from the State of Manufacturer. Companies performing the repair, alteration, rebuild and export will be certificated by the State of Manufacturer as a production approval holder. The PAH is required by the State of Manufacturer to use the airworthiness approval tag and certify their work in blocks 14 – 18 as described in this Part. Consequently, States which will not be filling out block 14-18 will need to be familiar with all the uses of this form in order to properly accept parts and components. Production certificates are described in 14 CFR: 21, Subpart G.

(2) When a supplier has direct ship authorisation from a PAH, the following information should be entered:

(i) PAH name and address.

(ii) PAH approval or certificate number.

(iii) C/o Supplier name and address.

NOTE: If an individual product/part is produced as a spare by a supplier, the supplier must have either direct ship authority or hold a production approval (TSO authorisation) for all products/parts shipped. If the supplier holds its own production approval, and the products/parts were manufactured and are being shipped under that approval, the information required in paragraph (1) above should be listed.

(e) **Block 5.** Work Order, Contract, or Invoice Number.

(1) Fill in the contract, work order, or invoice number related to the shipment list, or maintenance release, and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in Blocks 6 through 12, the respective blocks may be left blank if an original, or true copy, of the list is attached to the form. In this case, the following statement should be entered in Block 13: "This is the certification statement for the products/parts listed on the attached document dated _____, containing pages _____ through _____."

(2) In addition, the shipment list must cross-reference the number located in Block 3. The shipment list may contain more than one item; but it is the responsibility of the shipper to determine if the CAA of the importing jurisdiction will accept bulk shipments under a single Model CAA Form [AAT]. If the CAA does not permit bulk shipments under a single form, Blocks 6 through 12 of each form must be filled in for each product shipped.

(f) **Block 6.** Item. When Model CAA Form [AAT] is issued a single item number or multiple item numbers may be used for the same part number. Multiple items should be numbered in sequence. If a separate listing is used, enter "List Attached."

NOTE: The blank form can be computer-generated. However, the format cannot be changed, nor can any words be added or deleted. Pre-printing of some information is permissible, i.e., the information in blocks 1, 2, 3, 4, and 19. The size of blocks may be varied slightly, but the form must remain readily recognisable. The form may also be reduced in overall size to facilitate placement of the wording on the back of the form onto the face of the document.

(g) **Block 7.** Description. Enter the name or description of the product/part as shown on the design data. For products/parts that do not have design data available, the name as referenced in a part catalog, overhaul manual, etc., can be used.

(h) **Block 8.** Part Number. Enter each part number of the product.

(i) **Block 9.** Eligibility. State the aircraft, aircraft engine, or propeller make and model on which the parts manufacture approval is eligible for installation. If a part is eligible for installation on more than one model, enter the words "to be verified by installer or TBV by installer." Where parts are TSO articles, state "TSO Article N/A" since eligibility for installation for TSO articles is determined at the time of installation.

NOTE: For TSO articles CAA Model Form [AAT] does not constitute authority to install a product on a particular aircraft, aircraft engine, or propeller. The user or installer is responsible for confirming that the product is eligible for installation by reference to overhaul manuals, service bulletins, etc., as applicable. While the information in Block 9 is optional, it should be filled out whenever possible.

(j) **Block 10.** Quantity. State the quantity of each product/part shipped.

(k) **Block 11.** Serial/Batch Number. State the serial number or equivalent (identified on the part) on the form for each product/part shipped. If a serial number or equivalent is not required on the part, enter "N/A."

(l) **Block 12.** Status/work. Enter "Newly Overhauled" for those products that have not been operated or placed in service since overhaul. Enter "PROTOTYPE" for products/parts submitted to support type certification programmes. Other permissible/appropriate terms to describe the status of the product/part include: "INSPECTED", "REPAIRED," "REBUILT," or "ALTERED."

(m) **Block 13.** Remarks. Enter any information or references to support documentation necessary for the user or installer to make a final determination of airworthiness of the products/parts listed in Block 7. Each statement must specify which item identified in Block 6 is related. Examples of information to be supplied are as follows:

(1) Any restrictions (e.g., prototype only).

(2) Alternative approved part number.

(3) Compliance or non-compliance with airworthiness directives or service bulletins.

(4) Information on life-limited parts.

(5) Manufacturing, cure, or shelf-life data.

(6) Drawing and revision level.

(7) When used for conformity the word "CONFORMITY" must be entered in capital letters. In addition, an explanation of the products/parts use, e.g., pending approved data, type certificate pending, for test only, etc., should be provided. Information concerning a conformity inspection such as design data, revision level, date, project number.

(8) When used for spare parts, identify whether the parts are from the original manufacturer or another approved source and are made to the TSO. In addition, if the Airworthiness Approval Tag [AAT] is for spare parts or sub components of a CAA approved replacement part, the TSO authorisation should be listed in Block 13.

(9) When used for return to service this block should contain the data required by 5.7.1.2.

(n) **Blocks 14, 15, 16, 17 and 18:** Must not be used for maintenance tasks by Part 6 approved maintenance organisations. These blocks are specifically reserved for release/certification of newly manufactured items in accordance with certification procedures of products and parts of the State of Design or State of Manufacture (e.g. 14 CFR Part 21).

(o) **Block 19.** Return to Service. The information is already pre-printed in the block.

(p) **Block 20.** Signature. Signature of the individual authorised by the air agency, air carrier, or the manufacturer in accordance with 5.6.1.5 (a)(2), (3), and (4). The approval signature shall be manually applied at the time and place of issuance.

(q) **Block 21.** Certificate number. Enter the AMO or air operator operating certificate number. For manufacturers returning to service after rebuilding products/parts the production approval number should be entered.

(r) **Block 22.** Name. The typed or printed name of the individual identified in Block 20.

(s) **Block 23.** Date. The date the Model CAA Form [AAT] is signed and the product is returned to service. This does not need to be the same as the shipping date, which may occur at a later date.

IS: 6.5.1.9 AIRWORTHINESS DATA- INSTRUCTIONS FOR CONTINUED AIRWORTHINESS

(a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft/aeronautical product design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate. Some examples of maintenance-related documents are:

(1) Civil Aviation Regulations.

(2) Associated advisory material.

(3) Airworthiness directives.

(4) Manufacturers' maintenance manuals.

(5) Repair manuals.

(6) Supplementary structural inspection documents.

(7) Service bulletins.

(8) Service letters.

(9) Service instructions.

(10) Modification leaflets.

(11) Aircraft maintenance programme.

(12) NDT Manual, etc.

Note 1: Paragraph (a) primarily refers to maintenance data that has been transcribed from the Authority and all Type Certificate holders into the AMO's format, such as customised maintenance cards or computer based data.

Note 2: To obtain acceptance from the Authority, it is important that accuracy of transcription is assured.

(b) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.

(c) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained and for supervisors, mechanics, and certifying staff to study.

(d) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

14 CFR: 145.109(d)
EASA: 145.A.45

[THIS PAGE INTENTIONALLY LEFT BLANK]