
CIVIL AVIATION REGULATIONS- PART VI- APPROVED MAINTENANCE ORGANISATION

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SUBSIDIARY LEGISLATION**CIVIL AVIATION REGULATIONS- PART VI- APPROVED
MAINTENANCE ORGANISATION**

MADE BY THE MINISTER IN ACCORDANCE WITH
SECTION 140 OF THE CIVIL AVIATION ACT

Citation.

1. These Regulations may be cited as the Civil Aviation
Regulations- Part VI- Approved Maintenance Organisation.

Interpretation.

2. In these Regulations—

- (a) “Accountable Manager” means the manager of an Aircraft Maintenance Organisation who is responsible for establishing and promoting the safety and quality policy and shall have corporate authority for ensuring that maintenance, preventive maintenance and modification for which the Aircraft Maintenance Organisation is authorised to perform can be financed and carried out to the standard required by the Authority;
- (b) “Act” means the Civil Aviation Act;
- (c) “aeronautical product” means an aircraft engine, propeller or sub-assembly appliance, material part or component to be installed on an aircraft or any aircraft;
- (d) “aircraft” means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the surface of the earth;

- (e) “aircraft component” means an assembly, item, or part of an aircraft up to and including a complete power plant and any operational and emergency equipment but does not include an aircraft;
- (f) “air operator” means any person, organisation or enterprise which undertakes to engage in domestic commercial air transport or international commercial air transport, whether directly or indirectly or by a lease or any other arrangement;
- (g) “airframe” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces, including rotors but excluding pro-pellers and rotating airfoils of a power plant, landing gear of an aircraft and their accessories and controls;
- (h) “airworthy” means the status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation;
- (i) “Authority” means the Civil Aviation Authority of Guyana;
- (j) “approved data” means technical aeronautical information approved by the Authority;
- (k) “Approved Maintenance Organisation,” means a maintenance organisation approved by the Authority under regulation 6 to conduct maintenance on

Guyana aircraft and their associated aeronautical product;

- (l) “article” means any item, including but not limited to an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product or part;
- (m) “authorised aircraft maintenance engineer” means a person authorised by an Approved Maintenance Organisation in accordance with the procedures approved by the Authority, to issue a Certificate of Release to Service for a Guyana aircraft;
- (n) “authorised engineer” means the holder of an Aircraft Maintenance Engineer Licence issued by the Authority in accordance with the Civil Aviation Regulations- Part I- General and Civil Aviation Regulations -Part II- Personnel Licencing, authorised by an Approved Maintenance Organisation in accordance with the procedure approved by the Authority, to issue Certificate of Release to Service for Guyana aircraft and its aeronautical products;
- (o) “authorised aviation repair specialist” means the holder of an Aviation Repair Specialist Licence issued by the Authority in accordance with the the Civil Aviation Regulations- Part I- General and Civil Aviation Regulations - Part II- Personnel Licencing, authorised by the Approved Maintenance

Organisation in accordance with the procedure approved by the Authority, to issue Certificate of Release to Service for Guyana aircraft and its aeronautical products;

- (p) “authorised workshop engineer” means a person authorised by an Approved Maintenance Organisation in accordance with the procedures approved by the Authority, to issue a Certificate of Release to Service in respect of an aeronautical product other than an aircraft;
- (q) “calibration” means a set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard, or aeronautical product tested;
- (r) “capability list” means a current list of aeronautical products for which an Approved Maintenance Organisation is capable to effectively perform maintenance functions approved by the Authority;
- (s) “Certificate of Release to Service” means a certification issued by an appropriately qualified Aircraft Maintenance Engineer certifying staff of an Approved Maintenance Organisation, certifying

that the maintenance, preventive maintenance or modification performed on an aircraft, airframe, aircraft engine, propeller, appliance or component part thereof was accomplished using the methods, techniques and practices, prescribed in the current Maintenance Manual of the manufacturer or instructions for continued airworthiness prepared by its manufacturer or by using other methods, techniques and practices acceptable to the Authority;

- (t) “certification authorisation” means a document issued to a certifying staff by an Approved Maintenance Organisation authorising such certifying staff to issue Certificate of Release to Service in respect of maintenance performed on Guyana aircraft and their associated aeronautical product;
- (u) “certifying staff” means an authorised aircraft maintenance engineer and authorised workshop engineer of an Approved Maintenance Organisation;
- (v) “composite” means structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fibre-reinforced materials, graphite, boron or epoxy, with built-in strengthening agents that may be in a form of filaments, foils, powders or flakes of a different material;
- (w) “computer system” means any electronic or automated system capable of receiving, storing and processing

external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function;

- (x) “continuing airworthiness” means the set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life;
- (y) “Director General” means the Director General of Civil Aviation appointed under Part III, Section 7 of the Act;
- (z) “engine” means a unit used or intended to be used for aircraft propulsion consisting of at least those components and equipment necessary for functioning and control, but excludes propellers and rotors;
- (aa) “facility” means the fixtures, implements, machinery, apparatus, land, buildings and equipment, which provide the means for the performance of maintenance, preventive maintenance or modifications of any article;
- (bb) “Guyana aircraft” means a civil aircraft registered in Guyana;
- (cc) “housing” means a building, hangar and other structure used to accommodate the necessary equipment and materials of an Approved Maintenance Organisation that—

- (a) provides working space for the performance of maintenance, preventive maintenance or modifications for which the Approved Maintenance Organisation is certified and rated;
- (b) provides the structure for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts and subassemblies thereof during disassembly, cleaning, inspection, repair, modification, re-assembly and testing; and
- (c) provide for the proper storage, segregation and protection of materials, parts and supplies;
- (dd) “human factors principles” means principles which apply to aeronautical design, certification, training, operations and maintenance which seek safe interface between the human and other system components by proper consideration of human performance;
- (ee) “human performance” means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations;
- (ff) “inspection” means the examination of

an aircraft or aero-nautical product to establish conformity with an approved standard;

- (gg) “large aircraft” means an aircraft of a maximum certified take-off mass of over five thousand, seven hundred kilogrammes or a helicopter of a maximum certified take-off mass of over three thousand, one hundred and seventy-five kilogrammes;
- (hh) “maintenance” means the performance of tasks required to ensure the continuing airworthiness of an aircraft or aero-nautical product including any one or combination of overhaul, inspection, replacement, defect rectification and the embodiment of a modification or repair;
- (ii) “maintenance data” means any information necessary to ensure that the aeronautical product can be maintained in a condition such that airworthiness of the aeronautical product, or serviceability of operational and emergency equipment as appropriate, is assured;
- (jj) “measurement device” means a calibrated calibrator, *****standard, equipment and test equipment that is intended to be used to test, measure or calibrate other measurement devices and is not permitted to be used to test, measure or calibrate an aero-nautical product;
- (kk) “modification” means the alteration of

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an aeronautical product in conformity with an approved standard;

- (ll) “national air operator” means a person, organisation or enterprise who have been issued a Guyana air operators certificate in accordance with the Civil Aviation Regulations- Part XI- Air Operators Certification and Administration;
- (mm) “Operations Specifications” means the specific operating provisions describing in detail the class ratings and limitations where applicable and containing reference material and process specifications used in performing repair work, along with any limitations that apply to the Approved Maintenance Organisation;
- (nn) “overhaul” means the restoration of an aeronautical product using methods, techniques and practices acceptable to the Authority, including dis-assembly, cleaning and inspection as permitted, repair as necessary and re-assembly and testing 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 State of Design, holder of the Type Certificate, Supplemental Type Certificate, and manufacturing approved standard in respect of material, part, process or appliance;

- (oo) “powerplant” means the system consisting of all the engines, drive system components, where applicable, and where installed propellers, their accessories, ancillary parts, and fuel and oil systems installed on the aircraft but excluding the rotors for helicopters.
- (pp) “pre-flight inspection” means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight and shall not include defect rectification;
- (qq) “preventive maintenance” means the simple or minor preservation operations and replacement of small standard parts not involving complex assembly operations;
- (rr) “primary standard” means a standard defined and maintained by a State Authority and is used to calibrate secondary standards;
- (ss) “propeller” means a device for propelling an aircraft that has blades on a power plant driven shaft and that, when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation and includes control components normally supplied by its manufacturer, but does not include main and auxiliary rotors or rotating airfoils of power plants;

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- (tt) “reference standard” means a standard that is used to maintain working standards;
- (uu) “release to service” means an aircraft or aeronautical product is certified as either airworthy or serviceable and is permitted to return to normal operations;
- (vv) “repair” means the restoration of an aircraft or aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear;
- (ww) “safety and quality policy” means the overall intention and direction of an organisation as regards to safety and quality, approved by the Accountable Manager;
- (xx) “safety management system” means a systematic approach to managing safety including the necessary organisational structures, accountabilities, policies and procedures;
- (yy) “secondary standard” means a standard maintained by comparison with a primary standard;
- (zz) “specialised maintenance” means any maintenance not normally performed by an Approved Maintenance Organisation,

such as, tire re-treading and plating of metals;

- (aaa) “signature” means the unique identification of an individual used as a means of authenticating a maintenance record entry or maintenance record, which may be hand-written, in electronic or any other form acceptable to the Authority;
- (bbb) “standard” means an object, artifact, tool, test equipment, system or experiment that stores, embodies or otherwise provides a physical quantity, which serves as the basis for measurements of the quantity and includes a document describing the operations and process that must be performed in order for a particular end to be achieved;
- (ccc) “tools, equipment and test equipment” means items used by an Approved Maintenance Organisation for the performance of maintenance or calibration on an aircraft or aeronautical product;
- (ddd) “traceability” means a traceable calibration that is achieved when each measurement device and working standard in a hierarchy stretching back to the National Standard that is properly calibrated and results documented and such document provides information needed to demonstrate that all calibrations in the chain of calibrations

were properly performed;

(eee) “transfer standard” means any standard that is use to compare a measurement process, system or device at one location or level with another measurement process, system or device at another location or level;

(fff) “working standard” means a calibrated standard that is used in the performance of maintenance and calibrations in any work area for the purpose of forming the basis for product acceptance or for making a finding of airworthiness to an aircraft or aeronautical product.

General
Applicability
of these
Regulations.

3. (1) These Regulations prescribe—

(a) the requirements for the issue of Approved Maintenance Organisation Certificates for the maintenance, preventive maintenance and modifications of Guyana aircraft and its aeronautical products; and

(b) general operating rules for an Approved Maintenance Organisation.

(2) The provisions of the Civil Aviation Regulations-Part I- General, with respect to the surrender, suspension or revocation of aviation documents apply to certificates, authorisations and ratings issued under these Regulations.

PART I
GENERAL REQUIREMENTS FOR ISSUE OF AIRCRAFT
MAINTENANCE ORGANISATION CERTIFICATE

Applicability
of Part I.

4. This Part prescribes the general requirements for the issue of an Approved Maintenance Organisation Certificate.

Prohibition of
Performance
Maintenance.

5. (1) A person shall not perform maintenance, preventive maintenance or modifications of a Guyana aircraft or its associated aeronautical product except in accordance with these Regulations.

(2) A person shall not perform maintenance, preventive maintenance or modifications on a Guyana aircraft or its associated aeronautical product as an Approved Maintenance Organisation unless he holds a valid Approved Maintenance Organisation Certificate with appropriate rating issued by the Authority under these Regulations.

General
Requirements
for Issue of
Aircraft
Maintenance
Organisation
Certificate.

6. (1) A person wishing to apply for an Approved Maintenance Organisation Certificate with an appropriate rating to perform maintenance, preventive maintenance and modification on Guyana aircraft and their associated aeronautical products shall—

- (a) apply to the Authority in the prescribed form;
- (b) pay the prescribed fee;
- (c) be at least eighteen years of age;
- (d) be able to or have persons in his employ in the organisation who are able to read, speak, write and understand the English language; and
- (e) meet the requirements of these Regulations.

(2) An application under sub-regulation (1), shall be accompanied by—

- (a) two copies of the Maintenance Procedures Manual of the applicant which meet the requirements of these Regulations and which shall be approved by the Authority;
- (b) a list of contracted Approved Maintenance Organisations and a list of the maintenance functions that such contracted Approved Maintenance Organisations are contracted to perform;
- (c) a list of maintenance functions to be performed for the Approved Maintenance Organisation under contract by a non-approved maintenance organisation;
- (d) a list of all Approved Maintenance Organisation certificates and ratings pertinent to those certificates issued by any Contracting State other than Guyana; and
- (e) any additional information the Director General requires the applicant to submit.

(3) Where the applicant under sub-regulation (1)(d), does not read, speak, write and understand the English Language, but employs a person who can read, speak, write and understand the English Language, such person shall have a management and technical function in his Approved Maintenance Organisation.

(4) An applicant under this regulation shall ensure that the procedures and specifications set out in his Maintenance Procedures Manual are implemented prior to the issue of the Aircraft Maintenance Organisation Certificate by

the Authority.

(5) Nothing in sub-regulation (4) shall be construed as authorising the applicant to exercise the privileges of an Aircraft Maintenance Organisation Certificate before such Certificate is issued by the Authority in accordance with regulation 8.

Safety
Management
System.

7. (1) An Approved Maintenance Organisation shall implement a safety management system acceptable to the Authority that —

- (a) identifies safety hazards;
- (b) ensures the implementation of remedial action necessary to maintain the level of safety performance established by the Director General under sub-regulation (2);
- (c) provides for continuous monitoring and regular assessment of the safety performance; and
- (d) aims at a continuous improvement of the overall performance of the safety management system; and
- (e) meets the standards set out in Schedule 2.

(2) The Director General shall establish an acceptable level of safety to be achieved in the maintenance of aircraft.

(3) As part of the safety management system required by sub-regulation (1), an Approved Maintenance Organisation shall clearly define lines of safety accountability throughout its organisation, including a direct accountability for safety on the part of senior management.

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Equivalent
Safety Case
and Deviation
Authority.

8. (1) An Approved Maintenance Organisation shall not introduce a procedure which is contrary to those prescribed in these Regulations, except in accordance with an exemption issued pursuant to the Civil Aviation (Exemption) Regulations.

Issue of
Aircraft
Maintenance
Organisation
Certificate.

9. (1) The Director General may, after an evaluation of the application and subsequent inspection of the proposed facilities of the applicant, issue an Approved Maintenance Organisation Certificate to such applicant where he is satisfied that such applicant—

- (a) meets the requirements of these Regulations;
- (b) has implemented all the procedures and specifications set out in his Maintenance Procedures Manual;
- (c) is properly and adequately equipped to perform maintenance of Guyana aircraft or aeronautical products for which he seeks approval; and
- (d) has paid all fees as prescribed by the Authority.

(2) The Director General shall not issue an Approved Maintenance Organisation Certificate—

- (a) where the applicant—
 - (i) does not meet the requirements of these Regulations;
 - (ii) has provided incomplete, inaccurate, fraudulent or false

information in applying for the Approved Maintenance Organisation Certificate

- (iii) held a certificate or aviation document issued by the Authority that was revoked or suspended within the previous five years by reason of criminal, fraudulent, improper action or insanity on the part of such person; or
- (iv) employs or proposes to employ a person in a management or supervisor capacity who—
 - (A) held a certificate or aviation document issued by the Authority that was revoked or terminated within the previous five years by reason of criminal, fraudulent, improper action or insanity on the part of such person; or
 - (B) contributed materially to the revocation or suspension of an aviation document issued by the Authority; or

(b) where a person having substantial ownership of the organisation—

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- (i) held a certificate or aviation document issued by the Authority that was revoked or suspended within the previous five years by reason of criminal, fraudulent, improper action or insanity on the part of such a person; or
- (ii) contributed materially to the revocation or suspension of an aviation document issued by the Authority.

(3) The Director General may issue an Acceptance Certificate to a foreign maintenance organisation that has been approved by the authority of another contracting State, to maintain a Guyana aircraft under special maintenance conditions, prescribed by the Authority.

(4) For the purpose of this regulation, “special maintenance conditions” means a list of conditions which a foreign approved maintenance organisation is required to satisfy in order to ensure equivalence with these Regulations.

10. (1) An Approved Maintenance Organisation Certificate issued under regulation 8 shall consist of—

- (a) a one-page certificate signed by the Authority set out in Schedule 1; and
- (b) a multi-page Operations Specifications signed by the Authority and the Accountable Manager containing the terms, conditions, and authorisations set out in Schedule 3.

Contents of
Approved
Maintenance
Organisation
Certificate.
Schedule 1.

Schedule 3.

(2) The Approved Maintenance Organisation

Certificate shall contain the—

- (a) certificate number specifically assigned to the Approved Maintenance Organisation by the Authority;
- (b) name and location of the main place of business of the Approved Maintenance Organisation;
- (c) date of issue and period of validity; and
- (d) terms of the approval.

(3) The Operations Specifications of the Approved Maintenance Organisation shall contain the—

- (a) Certificate Number specifically assigned to the Approved Maintenance Organisation;
- (b) class and rating issued in detail, including special approvals and limitations of such class and rating and special approvals issued as applicable and set out as detailed in Schedule 4;
- (c) date issued or revised;
- (d) signature of the Accountable Manager; and
- (e) signature of the Authority.

Schedule 4.

(4) Where an applicant indicates in his application that he intends to sub-contract work to a non-approved maintenance organisation, his Operations Specifications shall, in addition to the matters set out in sub-regulation (3), contain the following conditions:

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- (a) the Approved Maintenance Organisation shall be approved for the work to be sub-contracted and has the ability to assess the competency of the sub-contractor;
- (b) the Approved Maintenance Organisation shall retain responsibility for the quality control and release of subcontracted activities;
- (c) the Approved Maintenance Organisation shall have procedures in place to control sub-contracted activities; and
- (d) the Approved Maintenance Organisation shall have on record the terms of reference and responsibilities of the management personnel of the sub-contractor.

(5) An Approved Maintenance Organisation may perform maintenance, preventive maintenance and modifications on Guyana aircraft or their associated aeronautical products or parts thereof only for which it is rated and within the limitations placed in its Operations Specifications.

(6) The holder of an Approved Maintenance Organisation Certificate shall keep such Approved Maintenance Organisation Certificate on the premises of the Approved Maintenance Organisation prominently displayed in a place normally accessible to the public and the Authority.

Validity of
Approved
Maintenance

11. (1) A certificate issued to an Approved Maintenance Organisation by the Authority shall be valid until one year after the date on which it was initially issued; or two years after the

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Organisation
Certificate.

date on which it was renewed, unless—

- (a) it is surrendered to the Authority by the Approved Maintenance Organisation;
- (b) it is suspended or revoked by the Authority;
- (c) the holder of the Approved Maintenance Organisation Certificate no longer has a fixed base of operation; or
- (d) the holder of the Approved Maintenance Organisation Certificate no longer has the equipment or facilities to perform maintenance of Guyana aircraft or their associated aeronautical products.

(2) The holder of an Approved Maintenance Organisation Certificate shall return such certificate and Operations Specifications to the Authority where it—

- (a) is expired;
- (b) is surrendered by the Approved Maintenance Organisation; or
- (c) is suspended or revoked by the Authority.

(3) A valid Approved Maintenance Organisation Certificate shall continue to remain in force on condition that—

- (a) the holder of the Approved Maintenance Organisation Certificate maintains compliance with these Regulations;
- (b) the Director General is permitted access at any time, to the facilities of the

Approved Maintenance Organisation to conduct inspections to determine continued compliance with these Regulations;

- (c) the holder of the Approved Maintenance Organisation Certificate has not surrendered such certificate to the Authority; and
- (d) the Approved Maintenance Organisation Certificate has not been suspended or revoked by the Authority.

(4) Where an Approved Maintenance Organisation is no longer in compliance with these Regulations, the Director General may suspend or revoke the Approved Maintenance Organisation Certificate.

(5) Where the holder of an Approved Maintenance Organisation Certificate wishes to renew his Approved Maintenance Organisation Certificate, he shall—

- (a) apply to the Authority in the prescribed form;
- (b) submit his application no later than sixty days before the current Approved Maintenance Organisation Certificate expires; and
- (c) pay the prescribed fee.

(6) The Director General may, after an evaluation of the application for renewal of an Approved Maintenance Organisation Certificate referred to in sub-regulation (5) and inspection of the facilities of the Approved Maintenance Organisation, renew the Approved Maintenance Organisation Certificate where he is satisfied that such applicant—

- (a) meets the requirements of these Regulations;
- (b) has maintained all the procedures and specifications set out in his Maintenance Procedures Manual;
- (c) continues to be properly and adequately equipped to perform maintenance of Guyana aircraft or aeronautical products for which he seeks approval; and
- (d) has paid all fees as prescribed by the Authority.

Amendments
to Approved
Maintenance
Organisation
Certificate.

12. (1) Where the holder of an Approved Maintenance Organisation Certificate wishes to make changes to his Approved Maintenance Organisation Certificate in relation to—

- (a) the name of the organisation;
- (b) the location of the organisation;
- (c) the housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the Approved Maintenance Organisation rating;
- (d) the ratings held by the Approved Maintenance Organisation, whether granted by the Authority or held through an Approved Maintenance Organisation Certificate issued by another Contracting State;
- (e) additional locations of the organisation;

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- (f) the Accountable Manager; and
- (g) the list of management personnel identified in the Maintenance Procedures Manual, he shall provide written notification to the Authority of his intention to make such change at least seven days before the submission of the application for the amendment.

(2) Upon receipt of a notification under sub-regulation (1), the Director General shall notify the applicant of any special procedures to be followed for amending his Approved Maintenance Organisation Certificate including minimum time frame for submission of the application under sub-regulation (1).

(3) An application under sub-regulation (1), shall—

- (a) be in the prescribed form;
- (b) be accompanied by the prescribed fee; and
- (c) be accompanied by the required amendment to the Maintenance Procedures Manual for approval by the Authority.

(4) The Director General may approve the amendment of an Approved Maintenance Organisation Certificate and issue a new Approved Maintenance Organisation Certificate with the old Approved Maintenance Organisation Certificate number where he is satisfied that the applicant—

- (a) continues to meet the required standards and other requirements under these

Regulations;

- (b) is properly and adequately equipped to perform maintenance on Guyana aircraft or their associated aeronautical products for which the amendment is sought; and
- (c) paid all fees as prescribed by the Authority.

(5) Where the amendment to an Approved Maintenance Organisation Certificate involves a change of owner-ship, the applicant shall provide the Director General with such evidence of the change of ownership.

(6) Notwithstanding sub-regulation (4), the Director General may assign a new Approved Maintenance Organisation Certificate number to the amended Approved Maintenance Organisation Certificate where the amendment involves a change of ownership specified under sub-regulation (5).

(7) Notwithstanding sub-regulation (4), the Director General may where an approval has been granted for the amendment, prescribe in writing, the conditions under which the Approved Maintenance Organisation may continue to operate during any period of implementation of the changes under sub-regulation (1).

(8) Any changes made to an Approved Maintenance Organisation Certificate under sub-regulation (1) without the required notification or approval shall be ineffective unless approved by the Authority.

(9) The Director General may suspend an Approved Maintenance Organisation Certificate where the holder of such Certificate makes any change listed under sub-regulation (1), to the Approved Maintenance Organisation without—

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- (a) notifying the Authority; and
- (b) having such amendment approved by the Authority.

(10) Where changes are made to an Approved Maintenance Organisation in breach of this regulation, the Director General may suspend the Approved Maintenance Organisation Certificate.

Advertising
Requirements.

13. (1) A person shall not advertise as an Approved Maintenance Organisation unless an Approved Maintenance Organisation Certificate has been issued to him by the Authority.

(2) An Approved Maintenance Organisation shall not advertise in any manner whatsoever, any statement that is false or misleading.

(3) An advertisement by an Approved Maintenance Organisation shall clearly state the Certificate number of the Approved Maintenance Organisation.

Contents of a
Maintenance
Procedures
Manual.

14. An applicant for an Approved Maintenance Organisation Certificate shall ensure that his Maintenance Procedures Manual submitted under regulation 6(2), contains the following subjects:

- (a) organisation and management;
- (b) maintenance procedures for base maintenance;
- (c) additional procedures for line maintenance;
- (d) quality system procedures;

- (e) maintenance documentations and records; and
- (f) appendices related to items in (a) to (e).

Issue of
Additional
Ratings.

15. (1) An Approved Maintenance Organisation wishing to apply for an additional rating to perform maintenance, preventive maintenance and modification on Guyana aircraft and their associated aeronautical products shall—

- (a) apply to the Authority in the prescribed form;
- (b) pay the prescribed fee;
- (c) submit the required amendments to his Maintenance Procedures Manual in support of the requested additional rating for approval by the Authority; and
- (d) provide any other information the Director General may require the Approved Maintenance Organisation to submit.

(2) Where the Director General is satisfied that an Approved Maintenance Organisation under sub-regulation (1) meets the requirements of these Regulations he may issue such a rating to the Approved Maintenance Organisation.

(3) A rating issued under sub-regulation (2) to an Approved Maintenance Organisation, permits the holder to perform maintenance, preventive maintenance and modifications functions on Guyana aircraft and their associated aeronautical products as specified in his Operations Specifications.

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Issue of
Ratings with
Limitations.

16. (1) The Director General, may issue a rating with limitation where an Approved Maintenance Organisation Certificate demonstrates the capability—

- (a) to maintain or alter only a particular type of airframe, power plant, propeller, radio, instrument, accessory or parts thereof; or
- (b) to perform only specialised maintenance requiring equipment and skills not ordinarily performed at an Approved Maintenance Organisation.

(2) A rating issued with limitations under sub-regulation (1), may be limited to specialised services, a specific model aircraft, engine, constituent part or to any number of parts made by a particular manufacturer.

(3) A specialised service rating may be issued to an Approved Maintenance Organisation to perform specific maintenance or processes on Guyana aircraft or their associated aeronautical products.

(4) The Operations Specifications of the Approved Maintenance Organisation under sub-regulation (9)(3), shall identify the specification used in performing that specialised service under sub-regulation (3), which may be—

- (a) a civil or military specification that is currently used by the aviation industry and approved by the Authority; or
- (b) a specification researched and developed by the Approved Maintenance Organisation, approved by the State of Design that initially issued the Type Certificate which the Director General approve.

PART II
HOUSING, FACILITIES, EQUIPMENT
AND MATERIALS

Applicability
of Part II.

17. This Part prescribes the requirements for housing, facilities, tools, equipment and materials for issue of an Approved Maintenance Organisation Certificate.

Minimum
Requirements
of Housing
and Facilities.

18. (1) An Approved Maintenance Organisation shall provide the necessary housing and facilities in the required quantity and quality that meet the standards required for the issuance of the certificate and ratings that the Approved Maintenance Organisation holds.

(2) An Approved Maintenance Organisation shall provide the necessary housing and other facilities that would allow proper performance of all planned work and protection of personnel, plants and equipment, tools and materials from weather elements.

(3) An Aircraft Maintenance Organisation shall ensure that—

- (a) the work environment is safe and appropriate to the tasks to be carried out observing at all times special requirements applicable to particular task with-out impairing the effectiveness of personnel;
- (b) the office accommodation is appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records;

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- (c) specialised workshops and bays are segregated, as appropriate, to ensure that the environment and work area contamination is minimised;
- (d) secure storage facilities are provided for parts, equipment, tools and material;
- (e) storage conditions ensure segregation of serviceable aircraft components and material from unserviceable aircraft components, materials, equipment and tools;
- (f) the storage conditions are in accordance with the instructions of the manufacturers, to prevent deterioration of and damage to stored items; and
- (g) access to storage facilities is restricted to authorised personnel.
- (h) An Approved Maintenance Organisation with an airframe rating shall provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.
- (i) An Approved Maintenance Organisation may perform maintenance, preventative maintenance, or alterations on articles outside of its housing if it provides suitable facilities that are acceptable to the Authority.

Minimum
Requirements
for
Equipment,
Tools and

19. (1) An Approved Maintenance Organisation shall provide permanently, except for any tool or equipment rarely needed, the necessary equipment, tools and material, including technical data to perform the approved scope of work under the

Materials. full control of the Approved Maintenance Organisation.

(2) Notwithstanding sub-regulation (1), the Authority may exempt an Approved Maintenance Organisation from possessing specific tools and equipment for maintenance or repair of an aircraft or aeronautical product specified in its Operations Specifications, where these items can be acquired temporarily, by prior arrangement, and be under full control of the Approved Maintenance Organisation when needed to perform required maintenance or repairs.

(3) An Approved Maintenance Organisation shall ensure that all tools, equipment and test equipment used for product acceptance or for making a finding of airworthiness are under its full control, calibrated to ensure correct calibration standard at a frequency to ensure serviceability and accuracy acceptable to the Authority.

(4) An Approved Maintenance Organisation shall establish and keep all records of calibrations and standards used for calibration for two years from the date the equipment was withdrawn from service or destroyed.

PART III ADMINISTRATION

Applicability of Part III. **20.** This Part prescribes the requirements for administration of an Approved Maintenance Organisation for the issue of an Approved Maintenance Organisation Certificate.

Minimum Training Requirements for Personnel. **21.** (1) An Approved Maintenance Organisation shall employ the necessary trained and experienced maintenance personnel, authorised aircraft maintenance engineer and authorised workshop engineers where required, who meet the requirements of these Regulations.

Accountable Manager. (2) An applicant for an Approved Maintenance Organisation Certificate shall nominate a person as the

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Account-able Manager, acceptable to the Authority, responsible for establishing and promoting the safety and quality policy with corporate authority for ensuring that maintenance, preventive maintenance and modification for which the Aircraft Maintenance Organisation is authorised to perform can be financed and carried out to the standard required by the Authority.

Nominated
Manager.

(3) The Accountable Manager shall nominate a management person or group of management persons (hereinafter referred to as “the nominated managers”) whose responsibilities include ensuring that the Approved Maintenance Organisation is in compliance with these Regulations.

Quality
Assurance
Personnel.

(4) The Accountable Manager shall nominate a senior person with responsibility for monitoring the quality system of the Approved Maintenance Organisation, including the associated feedback system having direct access to the Accountable Manager to keep him properly informed on quality and compliance matters.

Management
Structure.

(5) The nominated managers shall represent the maintenance management structure of the Approved Maintenance Organisation reporting to the Accountable Manager and responsible for all functions of the Approved Maintenance Organisation specified in these Regulations.

Maintenance
man-hour
plan.

(6) The Approved Maintenance Organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect, issue Certificate of Release to Service and monitor the quality of the activities performed by the organisation in accordance with the approval.

Procedure for
re-assessment
of work where
staff is limited.

(7) An Approved Maintenance Organisation shall have a procedure to re-assess work intended to be carried out when actual staff availability is less than the planned staffing level for a particular work period or shift.

Standards and procedures for staff assessment.

(8) The competency of personnel involved in the performance of maintenance, supervision, management and quality audits for an Approved Maintenance Organisation shall be established and controlled in accordance with procedure and to standards approved by the Authority.

(9) The competence of personnel under sub-regulation (8), shall include an understanding of the application of human factors and human performance issues appropriate to the functions of such persons in the organisation.

Qualifications for non-destructive testing personnel.

(10) An Approved Maintenance Organisation shall ensure that persons who carry out or control a continued airworthiness non-destructive test of aircraft structures or aircraft component shall be qualified for the particular non-destructive test to a standard prescribed by the Director General.

Authorisation to issue Certificate of Release to Service.

(11) An Approved Maintenance Organisation shall issue a certification authorisation in writing to appropriately qualified engineers within his organisation, to issue Certificate of Release to Service for aircraft and their associated aeronautical products following satisfactory completion of maintenance.

(12) A certification authorisation to issue a Certificate of Release to Service under sub-regulation (11), shall clearly specify the scope and limits of such certification authorisation and contain a unique certification authorisation number in respect of each certifying staff.

Training programme.

(13) An Approved Maintenance Organisation shall establish a training programme for its maintenance personnel which shall be included in its Maintenance Procedures Manual and approved by the Authority.

(14) An Approved Maintenance Organisation shall

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ensure that certifying staff meets the qualification requirements of the Civil Aviation Regulations – Part I - General and the Application and Personnel Licencing and receive initial and continuation training in their assigned tasks and responsibilities in accordance with the programme specified in his Maintenance Procedures Manual.

(15) An Approved Maintenance Organisation shall ensure that the training programme under sub-regulation (13), includes training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.

Staffing requirements for Approved Maintenance Organisations maintaining large aircraft.

(16) An Approved Maintenance Organisation maintaining large aircraft shall have—

(a) in the case of aircraft line maintenance—

(i) appropriate aircraft type rated authorised aircraft maintenance engineer qualified in accordance with regulation 21; and

(ii) appropriate task rated authorised aircraft maintenance engineer qualified to perform and certify minor scheduled line maintenance and simple defect rectification.

(b) in the case of aircraft base maintenance, appropriate aircraft type rated authorised aircraft maintenance engineer qualified in accordance with regulation 21 for certifying work performed.

(17) Where an Approved Maintenance Organisation

Staffing requirements for Approved Maintenance Organisations maintaining small aircraft.

performs maintenance on small aircraft, the requirements of sub-regulation (16), shall be applied unless alternative procedures for issuing Certificate of Release to Service by the organisation for such aircraft have been approved by the Authority.

Maintenance procedures manual.

(18) An Approved Maintenance Organisation shall include procedures in the Maintenance Procedures Manual for the performance of maintenance and issue of Certificate of Release to Service in respect of maintenance of Guyana aircraft and their associated aeronautical products approved by the Authority.

Certification authorisation in certain circumstances.

(19) Notwithstanding sub-regulation (11), an Approved Maintenance Organisation may submit procedures in the Maintenance Procedures Manual for approval by the Authority, for the issue of certification authorisation to qualified persons specified under the following circumstances, subject to compliance with the conditions stated for each circumstance:

- (a) for a repetitive airworthiness directive inspection to be conducted during a pre-flight inspection, which specifically states that the flight crew may carry out such airworthiness directive, the Approved Maintenance Organisation may issue a limited certification authorisation to the pilot in command, co-pilot or flight engineer subject to being satisfied that sufficient practical training has been carried out to ensure that such pilot in command, co-pilot or flight engineer can accomplish the airworthiness directive inspection to the required standard; and.
- (b) for the unforeseen circumstances where an aircraft is grounded at a location not having an Approved Maintenance

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Organisation, the Approved Maintenance Organisation contracted to provide maintenance support may issue a one-off authorisation to a person at that location who has at least five years' experience and holds a valid Aircraft Maintenance Engineer Licence rated for the aircraft type requiring certification, or an equivalent certificate issued by a Contracting State subject to the Approved Maintenance Organisation obtaining and holding on file, evidence of the experience and licence of such person.

(20) Where a Certificate of Release to Service was issued under sub-regulation (19)(b), the Approved Maintenance Organisation shall report to the Authority such event within seven days of the issuance of such authorisation.

(21) Where the maintenance performed and certified under paragraph (19)(b) could affect flight safety, such maintenance and associated systems shall be re-checked and re-certified at the first opportunity by an authorised aircraft maintenance engineer of the Approved Maintenance Organisation.

Requirements
for Certifying
Staff.

22. (1) The applicant for an Approved Maintenance Organisation Certificate shall submit procedures in his Maintenance Procedures Manual for the issue of certification authorisation privileges only to qualified persons in his employ, for approval by the Authority.

(2) An Approved Maintenance Organisation may for certification of an aircraft issue or re-issue a certification authorisation to a qualified person where that person—

- (a) holds a valid Aircraft Maintenance Engineer Licence issued under the Civil

Aviation Regulations- Part II- Personnel Licensing or an equivalent qualification approved by the Authority, which attests to his know-ledge and experience;

- (b) has an adequate understanding of the relevant aeronautical products to be maintained and for which authorisation privileges are sought and is thoroughly familiar with the relevant Approved Maintenance Organisation systems and procedures;
- (c) has successfully completed initial aircraft type training and continuation training in his assigned tasks and responsibilities in accordance with a programme approved by the Authority;
- (d) has successfully completed training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew;
- (e) has satisfied the experience and skills requirements in accordance with the training programme approved by the Authority; and
- (f) has satisfied all other requirements of the Maintenance Procedures Manual for the issue of the authorisation.

(3) A person issued certification authorisation by an Approved Maintenance Organisation under sub-regulation (2), shall be referred to as an “authorisation holder” under these Regulations.

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Certification
authorisation
for
aeronautical
product.

(4) An Approved Maintenance Organisation may for certification of an aeronautical product other than an aircraft issue or re-issue a certification authorisation to a qualified person where that person—

- (a) has an adequate understanding of the relevant aeronautical products to be maintained and for which authorisation privileges are sought and is thoroughly familiar with the relevant Approved Maintenance Organisation systems and procedures;
- (b) has successfully completed initial original equipment manufacturer training and continuation training in his assigned tasks and responsibilities in accordance with a programme approved by the Authority;
- (c) has successfully completed training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel;
- (d) has satisfied the experience and skills requirements in accordance with the training programme approved by the Authority; and
- (e) has satisfied all other requirements of the Maintenance Procedures Manual for the issue of the authorisation.

Authorised
workshop
engineer.

(5) A person issued certification authorisation by an Approved Maintenance Organisation under sub-regulation (4) shall be referred to as an “authorised workshop engineer” under these Regulations.

Maintaining currency of certification authorisation.

(6) An Approved Maintenance Organisation shall ensure that all certifying staff have actually carried out maintenance on some of the aircraft systems or associated aeronautical products as appropriate, specified in his authorisation and have exercised the privileges of his certification authorisation for at least six cumulative months in any consecutive twenty-four months period.

Continuation training of certifying staff.

(7) An Approved Maintenance Organisation shall ensure that all certifying staff receive sufficient continuation training in each twenty-four months period to ensure that they have current knowledge of relevant technology, organisation procedures and human factor issues.

Programme for recurrent training.

(8) An Approved Maintenance Organisation shall establish a programme for the continuation training and procedures to ensure compliance with sub-regulation (7) as one of the requirements for the issue and re-issue of a certification authorisation to a certifying staff.

Assessment of certifying staff.

(9) An Approved Maintenance Organisation shall assess current and prospective certifying staff for their competence, qualification and capability to carry out intended certifying duties in accordance with the Maintenance Procedures Manual before the issue or re-issue of a certification authorisation as appropriate.

Procedures for certification authorisation system.

(10) The senior manager responsible for the quality system shall establish a certification authorisation system, procedures for the issue of certification authorisation documented in the Maintenance Procedures Manual and be responsible for the issue of certification authorisations to certifying staff on behalf of the Approved Maintenance Organisation.

(11) The senior manager responsible for the quality system under sub-regulation (10) may delegate to other persons under his direct control his power to issue certification authorisation in accordance with procedures specified in the

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Maintenance Procedures Manual approved by the Authority.

Requirements
for Records for
Certifying
Staff.

23. (1) An Approved Maintenance Organisation shall maintain records of all certifying staff within the organisation, which shall include details of any Aircraft Maintenance Engineer Licence held, all training completed and the scope and limitation of their authorisation.

(2) The Approved Maintenance Organisation, under sub-regulation (1), shall provide each certifying staff with a copy of his certification authorisation, which may be on hard copy or electronic format.

(3) All certifying staff shall produce their certification authorisation to the Director General or his authorised representative within a reasonable time of a request.

Rest and Duty
Times
Restrictions.

24. (1) A person shall not assign, nor shall any person perform maintenance functions on an aircraft, unless that person has had a minimum rest of eight hours prior to commencing duty.

(2) A person shall not be scheduled to perform maintenance functions for aircraft for more than twelve consecutive hours of duty.

(3) Where a situation involving a person performing maintenance functions of an unscheduled nature, where unserviceability exists, such person may continue on duty for up to twenty hours within a twenty-four hour period with a maximum of sixteen consecutive hours of duty within such twenty-four hour period.

(4) Notwithstanding sub-regulation (1), where a person performing maintenance under sub-regulation (3), who is required to perform his duties for sixteen consecutive hours, he shall have a minimum of four consecutive hours break from duty before the resumption of duty on that aircraft within the

twenty-four hour period.

(5) Following unscheduled duty periods referred to in sub-regulation (3), a person performing maintenance functions on such aircraft shall have a mandatory rest period of ten consecutive hours exclusive of commuting time following the performance of such unscheduled duty period.

(6) The Approved Maintenance Organisation shall relieve persons performing maintenance functions from all duties and a person performing maintenance functions shall not perform any maintenance functions for twenty-four consecutive hours during any consecutive seven-day period.

PART IV APPROVED MAINTENANCE ORGANISATION OPERATING RULES

Applicability
of Part IV.

25. This Part prescribes the operating rules for an Approved Maintenance Organisation for the issue of an Approved Maintenance Organisation Certificate.

Requirements
for
Maintenance
Procedures
Manual.

26. (1) The Maintenance Procedures Manual of the Approved Maintenance Organisation and any subsequent amendments thereto shall be approved by the Authority prior to use.

(2) An Approved Maintenance Organisation shall set out the procedures, means, and methods in its Maintenance Procedures Manual by which it intends to operate.

(3) The Approved Maintenance Organisation shall ensure that the Maintenance Procedures Manual referred to in sub-regulation (2), is provided for the use and guidance of the organisation and all maintenance personnel and such maintenance personnel are familiar with those parts of the Maintenance Procedures Manual that are relevant to the maintenance work they perform.

Schedule 5.

(4) A Maintenance Procedures Manual under this regulation shall contain details of the following subjects as set out in Schedule 4:

- (a) the specific scope of work required of the Approved Maintenance Organisation in order to satisfy the relevant requirements needed for obtaining an approval to issue Certificate of Release to Service in respect of maintenance of Guyana aircraft and their associated aeronautical products;
- (b) a statement signed by the Accountable Manager of the Approved Maintenance Organisation and where the Chief Executive Officer is not the Accountable Manager, also by such Chief Executive Officer, confirming that the Maintenance Procedures Manual and any associated manuals of the Approved Maintenance Organisation are in compliance with these Regulations and shall be complied with at all times;
- (c) the titles and names of the management personnel approved by the Authority which may be kept separate from the Maintenance Procedures Manual but shall be kept current and available for review by the Authority when requested;
- (d) the duties and responsibility of the management personnel and the matters on which they may deal directly with the Authority on behalf of the Approved Maintenance Organisation;

- (e) an organisation chart showing associated chain of responsibility of the management personnel specified in paragraph (d);
- (f) a current list of authorised aircraft maintenance engineer and authorised work-shop engineer which may be kept separate from the Maintenance Procedures Manual but the list and the procedures to establish and maintain such list shall be available for review by the Authority;
- (g) a description of the procedures used to establish the competence of maintenance personnel;
- (h) instructions and information necessary to allow all personnel to perform their duties with a high degree of safety;
- (i) general description of manpower resources;
- (j) a description of the method used for the completion and retention of maintenance records;
- (k) a description of the procedures for preparing the Certificate of Release to Service and the circumstances under which it is to be signed;
- (l) a description, where applicable, of additional procedures for complying with maintenance procedures and requirements of the national air operator;

- (m) a description of the procedures for complying with the reporting requirements of regulation 34;
- (n) a procedure for receiving, amending and distributing within the Approved Maintenance Organisation all necessary airworthiness data from the type certificate holder or the type design organisation;
- (o) a general description of the facilities located at each address specified in the Approved Maintenance Organisation Certificate;
- (p) a general description of the Approved Maintenance Organisation scope of work relevant to the extent of the Approved Maintenance Organisation Certificate;
- (q) the notification procedure to be used by the Approved Maintenance Organisation when requesting approval by the Authority for changes to the organisation of the Approved Maintenance Organisation;
- (r) procedures to be adopted by the Approved Maintenance Organisation when making amendments to the Maintenance Procedures Manual, including submissions to the Authority;
- (s) the procedures adopted by the Approved Maintenance Organisation and approved by the Authority, to ensure good maintenance practices and compliance with all relevant

requirements of these Regulations;

- (t) the procedures of the Approved Maintenance Organisation for establishing and maintaining an independent quality system to monitor compliance with, and the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products;
- (u) the safety and quality policy of the Approved Maintenance Organisation;
- (v) the procedures of the Approved Maintenance Organisation for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the Accountable Manager for review and action;
- (w) a list of operators, where appropriate, to which the Approved Maintenance Organisation provides aircraft maintenance services;
- (x) a list of organisations performing maintenance on behalf of the Approved Maintenance Organisation; and
- (y) a list of the line maintenance locations and procedures of the Approved Maintenance Organisation, where applicable.

(5) The system to monitor compliance referred to in sub-regulation (4)(t) shall include a feedback system to the nominated managers specified in regulation 20, and ultimately

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to the Accountable Manager to ensure, as necessary, corrective action is taken in response to reports resulting from independent audits established to meet the requirements under regulation 26.

(6) A Maintenance Procedures Manual and any other manual referred therein shall—

- (a) be in a form that is easy to revise and contain a system which allows personnel to determine current revision status;
- (b) have the date of the last revision printed on each page concerned;
- (c) not be inconsistent with the Act or Regulations made thereunder;
- (d) not be inconsistent with his Operations Specifications; and
- (e) include a reference to the appropriate Regulations under the Act or Regulations made thereunder.

(7) In addition to the matters set out in sub-regulation (4), the Maintenance Procedures Manual and any other manual referred therein may be produced either—

- (a) in a series of parts;
- (b) as a series of volumes; or
- (c) as a single document.

(8) The Approved Maintenance Organisation shall ensure that all amendments to its Maintenance Procedures Manual, which are necessary to keep the information contained

therein current, are submitted to the Authority for approval.

(9) An Approved Maintenance Organisation shall ensure that all amendments to its approved Maintenance Procedures Manual are provided promptly to all persons of the Approved Maintenance Organisation to whom the manual has been issued.

Requirements
for Quality
Assurance
System and
Maintenance
Procedure.

27. (1) An Approved Maintenance Organisation shall—

- (a) establish a safety and quality policy for the organisation to be included in its Maintenance Procedures Manual under regulation 25(4)(u).
- (b) establish procedures acceptable to the Authority, taking into consideration human factors and human performance, to ensure good maintenance practices and compliance with all relevant requirements under these Regulations, such that aeronautical products may be properly released to service;
- (c) establish an independent quality assurance programme, approved by the Authority, that shall—
 - (i) monitor compliance with, and the adequacy of procedures and provide a system of inspection to ensure that all maintenance functions are properly performed;
 - (ii) perform independent audits of maintenance work performed on aircraft and aeronautical

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products to ensure compliance with the maintenance data, maintenance procedures, materials, appropriate facilities and trained staff required in performing such maintenance work; and

- (iii) employ a quality feedback reporting system to the quality manager and ultimately to the Accountable Manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audit established under paragraph (i).

(2) The quality assurance programme under this regulation shall—

- (a) include a procedure to initially qualify and periodically perform audits on persons performing and certifying work on behalf of the Approved Maintenance Organisation;
- (b) be adequate to review all maintenance procedures as described in the Maintenance Procedures Manual once a year for each aircraft type maintained; and
- (c) indicate when audits are due, when completed, and shall establish a system of audit reports, which can be seen by the visiting Authority staff on request.

(3) The system of audit report under sub-regulation (2)(c), shall establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the Accountable Manager.

(4) Maintenance procedures shall—

(a) cover all aspects of maintenance activity and describe the standard to which the Approved Maintenance Organisation intends to maintain a Guyana aircraft and its associated aeronautical products;

(b) comply with these Regulations.

(5) The aeronautical product design standards and where applicable, the maintenance standards of the operator shall be taken into account when developing maintenance procedures under sub-regulation (4)

Requirements
for Retention
of Capabi-
lity List.

28. (1) An Approved Maintenance Organisation shall prepare and submit to the Authority for approval, a current list of articles for which it has the capability to effectively perform maintenance (hereinafter referred to as a “capability list”).

(2) An Approved Maintenance Organisation shall not perform maintenance, preventive maintenance, or modifications on an article until such article has been listed on the capability list in accordance with these Regulations.

(3) The capability list under this regulation shall identify each article by—

(a) make and model;

(b) part number, as applicable; or

(c) any other nomenclature designated by

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the manufacturer of the article required by the Authority.

(4) An article shall not be listed on the capability list unless—

- (a) such article is within the scope of the class and ratings on the Approved Maintenance Organisation Certificate; and
- (b) the Approved Maintenance Organisation has performed a self-evaluation in accordance with regulation 25(4)(v).

(5) An Approved Maintenance Organisation shall perform self-evaluations to determine whether it has all of the required facilities, equipment, material, technical data, processes, housing and trained personnel in place to perform the maintenance work on the article as required by these Regulations.

(6) Where an Approved Maintenance Organisation performs a self-evaluation and meets the requirements specified in sub-regulation (5) it may list the article on the capability list.

(7) An Approved Maintenance Organisation shall document all self-evaluations performed for an article to be placed on the capability list and keep all such documentations available on its premises for inspection by the Authority.

(8) A self-evaluation under sub-regulation (6), shall be accepted and signed by the Accountable Manager and retained on file by the Approved Maintenance Organisation on his premises.

(9) Where an additional aeronautical product has

been included on the capability list of the Approved Maintenance Organisation, he shall send a copy of such capability list to the Authority.

(10) A capability list under this regulation shall be available on the premises of the Approved Maintenance Organisation for inspection by the public and the Authority.

(11) An Approved Maintenance Organisation shall retain a capability list and self-evaluation document for two years from the date on which it was accepted by the Accountable Manager.

Approved
Maintenance
Organisation
Privileges.

29. (1) An Approved Maintenance Organisation may perform the following tasks as permitted by and in accordance with the Maintenance Procedures Manual of the Approved Maintenance Organisation:

- (a) maintain a Guyana aircraft and its associated aeronautical products for which it is approved at the location identified in the Approved Maintenance Organisation Certificate;
- (b) arrange for maintenance of a Guyana aircraft and its aeronautical products for which it is approved at another organisation that is working under the quality system of the Approved Maintenance Organisation, within the limitation of his Approved Maintenance Organisation Certificate;
- (c) maintain a Guyana aircraft and its aeronautical products for which it is approved at any location subject to the need for such maintenance arising either from the un-serviceability of the aeronautical

product or from the necessity of supporting occasional line maintenance subject to the conditions specified on the Approved Maintenance Organisation Certificate and the procedures in the Maintenance Procedures Manual;

- (d) maintain a Guyana aircraft and its aeronautical products for which it is approved, at a location identified as a line maintenance location, capable of supporting minor maintenance where the Maintenance Procedures Manual permits such activities and lists such locations;
- (e) maintain a Guyana aircraft and its aeronautical products in support of a specific national air operator where such national air operator has requested the services of the Approved Maintenance Organisation at locations other than his main base where he has a rating in his Operations Specifications, approved by the Authority to maintain the aircraft of that specific national air operator at the requested location; and
- (f) issue a Certificate of Release to Service in respect of paragraphs (a) through (e) upon completion of maintenance in accordance with the ratings and limitations of its Operations Specifications.

(2) An Approved Maintenance Organisation—

- (a) shall not contract out the maintenance,

preventive maintenance, modification or alteration of a complete type-certified aeronautical product for which it is rated unless approved to do so by the Authority; and

- (b) shall not certify a Guyana aircraft or its associated aeronautical products where the entire maintenance of such Guyana aircraft or its aeronautical product has been sub-contracted.

(3) Where an Approved Maintenance Organisation contracts out maintenance, preventive maintenance, modification or alteration of an aeronautical product for which it is rated that is not a complete type-certified aeronautical product, such Approved Maintenance Organisation shall not issue a Certificate of Release to Service in respect of such maintenance, preventive maintenance, modification or alteration of the aeronautical product.

(4) The Approved Maintenance Organisation shall not maintain or modify any Guyana aircraft and its aeronautical products for which it is rated at a place other than its premises unless—

- (a) the function would be performed in the same manner as when performed at its premises and in accordance with these Regulations;
- (b) all necessary personnel, equipment, material, technical and approved standards are available at the place where the work is to be done;
- (c) the Maintenance Procedures Manual provides approved procedures governing work to be performed at a

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place other than his premises; and

- (d) it informs the Authority and receives approval in writing for each task prior to undertaking such task.

Approved
Maintenance
Organisation
Limitations.

30. The Approved Maintenance Organisation shall not perform maintenance on a Guyana aircraft and its associated aeronautical product for which it is rated unless it has available the required—

- (a) housing;
- (b) facilities;
- (c) equipment;
- (d) tools;
- (e) material;
- (f) maintenance data;
- (g) approved technical data; and
- (h) appropriately trained maintenance and certifying staff.

Requirements
for Certificate
of Release to
Service.

31. (1) A Certificate of Release to Service shall be issued by an appropriate certifying staff on behalf of the Approved Maintenance Organisation when such certifying staff is satisfied that all maintenance required by the operator of the Guyana aircraft or its aeronautical products, has been properly carried out by the Approved Maintenance Organisation in accordance with procedures specified in the Maintenance Procedures Manual of the Approved Maintenance Organisation.

- (2) Where maintenance has been performed on an

aeronautical product which is not installed on an aircraft, a Certificate of Release to Service shall be issued for such maintenance and another Certificate of Release to Service shall be issued after the proper installation of such aeronautical product on an aircraft, when such action occurs.

(3) A Certificate of Release to Service shall contain—

- (a) basic details of the maintenance carried out;
- (b) the date such maintenance was completed;
- (c) the name, unique authorisation number of the certifying staff and his signature or stamp;
- (d) name and Certificate number of the Approved Maintenance Organisation; and
- (e) an airworthiness compliance statement.

(4) Certifying staff shall not issue a Certificate of Release to Service on behalf of an Approved Maintenance Organisation where noncompliance which could affect flight safety, is known to such certifying staff or the Approved Maintenance Organisation.

Maintenance
Records
Requirements.

32. (1) An Approved Maintenance Organisation shall record all details of maintenance work carried out on Guyana aircraft and its aeronautical products, in a form acceptable to the Authority.

Copy of
Certificate of
Release and
supporting
documentation
to be

(2) An Approved Maintenance Organisation shall provide a copy of each Certificate of Release to Service to the aircraft operator, together with a copy of any specific approved repair or modification airworthiness data used for repairs or modifications carried out.

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provided.

Retention of
maintenance
records.

(3) An Approved Maintenance Organisation 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 was issued a Certificate of Release to Service.

(4) Where an air operator contracts an Approved Maintenance Organisation to keep his maintenance records, Certificates of Release to Service and any associated airworthiness data, such Approved Maintenance Organisation shall retain the records for a period of up to two years after the aeronautical product has been permanently withdrawn from service or destroyed.

Entries into
maintenance
records.

(5) A person who maintains, performs preventive maintenance, rebuilds, or modifies an aeronautical product as part of his duties at an Approved Maintenance Organisation, shall make an entry in the maintenance record of that aeronautical product of the following information:

- (a) description of work performed and reference to data approved by the Authority of such work;
- (b) date of completion of the work performed;
- (c) name of the person who performed the work where the person is not the certifying staff;
- (d) the name, unique authorisation number and the signature or stamp of the certifying staff approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part or part thereof;

- (e) where the person under paragraphs (d) and (e) appends his signature to the maintenance records, such signature constitute a Certificate of Release to Service only in respect of the work performed and specified on such maintenance record;
- (f) in addition to the entry required by this sub-regulation, major repairs and major modifications shall be entered on a form which shall be processed by the person performing the work, in the manner prescribed by the Authority.

Meaning of “overhaul” in relation to an aeronautical product.

(6) A person shall not describe an aeronautical product as being overhauled in any maintenance record, unless such aeronautical product has been—

- (a) disassembled, cleaned, inspected as permitted, repaired as necessary and reassembled using methods, techniques and practices acceptable to the Authority; and
- (b) 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 manufacturing approval.

(7) A person shall not describe in any required

Meaning of

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“rebuilt” in relation to an aeronautical product.

maintenance record, an aeronautical product as being rebuilt unless such aeronautical product has been—

- (a) disassembled, cleaned and inspected as permitted;
- (b) repaired as necessary; and
- (c) re-assembled and tested to the same tolerances and limits as a new item, using either a new part or used part that conforms either to new part tolerance and limits or to approved oversized or under-sized dimensions.

Issue of Certificate of Release to Service.

(8) Certifying staff of an Approved Maintenance Organisation shall not issue a Certificate of Release to Service for an aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or modification unless—

- (a) he has made the appropriate maintenance record entry; and
- (b) where applicable the repair or modification form authorised or furnished by the Authority has been completed in a manner prescribed by the Authority.

Revision of operating limitations in cases of repair or modification.

(9) Where a repair or modification to a Guyana aircraft and its aeronautical products 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.

Information to be entered on maintenance

(10) An Approved Maintenance Organisation issuing a Certificate of Release to Service under the Act or Regulations made thereunder, for an aeronautical product after

record pursuant to inspection.

performing an inspection in accordance with the Act or Regulations made thereunder, shall ensure that the following information is entered in the maintenance record of such aeronautical product—

- (a) the type of inspection and a brief description of the extent of the inspection;
- (b) the date of the inspection and aircraft total time in service; and
- (c) the name, signature, Approved Maintenance Organisation certificate number, certification authorisation number and kind of licence of the certifying staff approving or disapproving for return to service the aircraft or aeronautical product or portion thereof.

Form of Release to Service statement.

(11) Where the aircraft or aeronautical product is found to be airworthy, the certifying staff shall append his signature on the following or a similarly worded release to service statement:

“I, (insert name) certify that this aircraft or aeronautical product has been inspected in accordance with.....(insert type) inspection and such aeronautical product was determined to be in an airworthy condition.....(signature,(date).”.

(12) Where the aircraft or aeronautical product is not approved for return to service, non-compliance with the applicable specifications, airworthiness directives, or other approved data the following or similarly worded statement:

“I, (insert name) certify that this

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aeronautical product was inspected in accordance with (insert type) inspection and a list of (insert quantity) discrepancies and un-airworthy items has been provided to the aircraft operator.” (signature)(date).

Approved Maintenance Organisation to provide details of discrepancies.

(13) Where a certifying staff of an Approved Maintenance Organisation under sub-regulation (12), finds that the aircraft or aeronautical product is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives or other approved data upon which its airworthiness depends and is not ready for release to service, such certifying staff shall give the operator a signed and dated list of those discrepancies and un-airworthy items.

Issue of Certificate of Release to Service where aircraft or aeronautical product initially found un-airworthy.

(14) Certifying staff of an Approved Maintenance Organisation shall not issue a Certificate of Release to Service in respect of an aircraft or aeronautical product which has been found to be un-airworthy in sub-regulation (12), unless—

- (a) the discrepancies and un-airworthy items specified in the list provided to the operator have been addressed in accordance with approved procedures; and
- (b) the aircraft or aeronautical product or portion thereof has been re-inspected and found to be airworthy and ready for release for service.

Conduct of inspections.

(15) Where an inspection is conducted under an inspection programme provided for in the Act or Regulations made thereunder, the certifying staff performing the inspection shall make—

- (a) an entry identifying the inspection programme accomplished; and

- (b) a statement that the inspection was performed in accordance with the inspections and procedures for that particular programme.

Requirements
to Retain
Maintenance
Data.

33. (1) An Approved Maintenance Organisation shall ensure that all airworthiness and maintenance data appropriate to support the work performed is received, held and used in the performance of maintenance including modifications and repairs of an aeronautical product or process specified in the Maintenance Procedures Manual.

(2) Applicable airworthiness and maintenance data specified in sub-regulation (1) refers to—

- (a) any applicable requirements, procedures, airworthiness directive, operational directive or information issued by the Authority;
- (b) any applicable airworthiness directive issued by the civil aviation authority of a Contracting State which issued the original type certificate;
- (c) any applicable data, such as but not limited to, maintenance and repair manuals, issued by an organisation approved by the civil aviation authority of the Contracting State, for type certificate holder, supplemental type certificate holders and any other organisation approved to publish such data by the appropriate civil aviation authority of Contracting States; and
- (d) any applicable standard, such as but not limited to, maintenance standard practices issued by a civil aviation

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authority of any Contracting State, institute or organisation and recognised by the Authority as an acceptable standard for maintenance.

(3) An Approved Maintenance Organisation shall establish procedures that ensure that where found, any inaccurate, incomplete or ambiguous procedures, practices, information or maintenance instructions contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.

(4) An Approved Maintenance Organisation shall not modify airworthiness and maintenance data to another format or presentation more useful to its maintenance activities, unless such Approved Maintenance Organisation submits to the Authority for approval, an amendment to the Maintenance Procedures Manual for any such proposed modifications.

(5) The maintenance instruction under sub-regulation (4) refers to an instruction on how to carry out a particular maintenance task and shall not authorise the design of repairs and modifications.

(6) An Approved Maintenance Organisation shall establish procedures in the Maintenance Procedures Manual to ensure that appropriate action is taken in the case of damage assessment and the need to use only approved repair data.

(7) An Approved Maintenance Organisation shall provide a common work card or worksheet system for use throughout relevant parts of the organisation.

(8) Work cards and worksheets under sub-regulation (7) may be computer generated and held on an electronic database subject to having adequate safeguards against unauthorised alteration and a backup electronic data base which is updated within twenty-four hours of any entry being

made to the main electronic database.

(9) Where the Approved Maintenance Organisation provides maintenance service for an operator who requires the use of his work cards and worksheet system to be used, the Approved Maintenance Organisation shall establish procedures to ensure correct completion of the aircraft operator work cards and worksheets.

(10) An Approved Maintenance Organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.

(11) An Approved Maintenance Organisation shall ensure that all maintenance data controlled by him is kept current.

(12) Where an Approved Maintenance Organisation provides maintenance service for an operator who controls and provides maintenance data, the Approved Maintenance Organisation shall require that such operator provide written confirmation that all such maintenance data is current, work orders specifying the amendment status of the maintenance data to be used or a copy of the maintenance data amendment list.

Requirements
for Production
Planning.

34. (1) An Approved Maintenance Organisation shall have a system appropriate to the amount and complexity of work to be performed to plan the availability of all necessary personnel, tools, equipment, materials, maintenance data and facilities in order to ensure the safe completion of the maintenance work.

(2) Where an Approved Maintenance Organisation plans maintenance tasks and organises shifts, human performance limitations shall be taken into account.

(3) When it is required to hand over the continuation

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or completion of a maintenance action for reasons of a shift or personnel changeover, the Approved Maintenance Organisation shall ensure that relevant information are adequately communicated between outgoing and incoming personnel in accordance with a procedure acceptable to the Authority.

Requirement
to Report
Un-airworthy
Conditions of
Aeronautical
Products.

35. (1) An Approved Maintenance Organisation 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 aeronautical product.

(2) All reports under sub-regulation (1), shall be made in a form and manner prescribed by the Authority and contain all pertinent information about the condition known to the Approved Maintenance Organisation.

(3) Where the Approved Maintenance Organisation is contracted by an air operator to carry out maintenance, the Approved Maintenance Organisation shall report to the air operator any condition affecting the aeronautical product.

(4) Reports required by this regulation shall be made as soon as reasonably practicable, but no later than seventy-two hours after the condition to which the report relates has been identified.

Inspection
Requirements.

36. An Approved Maintenance Organisation shall—

(a) permit the Director General to inspect its facilities and any of its contracted maintenance facilities at any time to determine compliance with these Regulations; and

(b) ensure that arrangement for maintenance, preventive maintenance or modifications by a sub-contractor includes provisions for inspections of the

facilities of the contractor by the Director General.

Approved Maintenance Organisation to Perform Maintenance to Required Standards.

37. (1) An Approved Maintenance Organisation that performs any maintenance, preventive maintenance or modifications for a national air operator under the Civil Aviation Air Operator Certification and Administration Regulations, having an Approved Maintenance Programme, shall perform that work in accordance with the Maintenance Control Manual of such national air operator.

(2) Except as provided in sub-regulation (1), an Approved Maintenance Organisation shall—

(a) perform maintenance and modification of Guyana aircraft and its aeronautical products in accordance with the applicable regulations in the Act or Regulations made thereunder; and

(b) maintain, in current condition, all service manuals, instructions, and service bulletins of the manufacturer that relate to the aeronautical products that he maintains or modifies.

(3) An Approved Maintenance Organisation approved to perform work on avionics equipment shall—

(a) comply with the Act or Regulations made thereunder that apply to electronic systems;

(b) use materials that conform to approved specifications for equipment appropriate to its rating;

(c) use test apparatus, workshop equipment, performance standards, test

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methods, modifications and calibrations that conform to the specifications or instructions of the manufacturer; and

(d) adopt acceptable maintenance practices of the aircraft avionics industry where the specifications or instructions of the manufacturer or approved specifications are not otherwise specified.

Implementing
Standards.

38. An Approved Maintenance Organisation in meeting the requirements of Regulations 18, 19, 21, 23, 27, 31 and 33 shall ensure compliance with the minimum standards set out in Schedule 6.

Schedule 6.

Director
General to
Amend
Schedules.

39. The Director General may by Order amend any of the Schedules

Transitional
Provision.

40. (1) The Approved Maintenance Organisation requirements under these regulations shall come into effect ten months from the date of publication of these Regulations.

(2) Notwithstanding sub-regulations (1) on the commencement of these Regulations a person who wishes to apply for an Approved Maintenance Organisation Certificate shall meet the requirements of these Regulations.

(3) Notwithstanding the requirements of sub-regulation (1), a person who on the commencement of these Regulations, holds an Approved Maintenance Organisation Certificate may continue to operate as an Approved Maintenance Organisation under the conditions of his existing Approved Maintenance Organisation Certificate, until January 1 2020, and thereafter shall meet the requirements of these Regulations.

(4) Notwithstanding sub-regulation (3), the holder of an Approved Maintenance Organisation Certificate that

carries out maintenance and certifies the release to service of –

- (a) aircraft of maximum certified take-off mass of less than 20,000 kilogrammes;
- (b) aircraft components other than complete engines and auxiliary power units; or
- (c) specialised services works, shall meet the requirements of these Regulations on or before November 1, 2019

SCHEDULE 1

(Regulation 10)

APPROVED MAINTENANCE ORGANISATION CERTIFICATE

Number

This certificate is issued to

Whose business address is

Upon finding that its organisation complies in all respects with the requirements of the Civil Aviation Approved Maintenance Organisation Regulations, relating to the establishment of an Approved Maintenance Organisation is empowered to operate an Approved Maintenance Organisation with the following classes and ratings:

Date of issue:Name.....

Date of expiry:..... Signature.....

(f / Authority)

This certificate is not transferable

SCHEDULE 2

[Regulation 7 (1) (e)]

The following are the minimum standards for an Approved Maintenance Organisation Safety Management System:

General

This specifies the framework for the implementation and maintenance of a safety management system by an Approved Maintenance Organisation. A safety management system is a management system for the management of safety by an organisation. The framework includes four components and twelve elements representing the minimum requirements for safety management system implementation.

The implementation of the framework shall be commensurate with the size of the organisation and the complexity of the services provided. A brief description of each element of the framework is also included.

Contents

1. Safety policy and objectives:
 - (a) Management commitment and responsibility;
 - (b) Safety accountabilities;
 - (c) Appointment of key safety personnel;
 - (d) Coordination of emergency response planning; and
 - (e) Safety management system documentation.

2. Safety risk management:
 - (a) Hazard identification; and
 - (b) Safety risk assessment and mitigation.

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3. Safety assurance:

- (a) Safety performance monitoring and measurement;
- (b) The management of change; and
- (c) Continuous improvement of the safety management system.

4. Safety promotion:

- (a) Training and education; and
- (b) Safety communication.

1. Safety Policy and Objectives

(a) Management commitment and responsibility

The operator shall define the organisation's safety policy which shall be in accordance with international and national requirements, and which shall be signed by the accountable executive of the organisation. The safety policy shall reflect organisational commitments regarding safety; shall include a clear statement about the provision of the necessary resources for the implementation of the safety policy; and shall be communicated, with visible endorsement, throughout the organisation. The safety policy shall include the safety reporting procedures; shall clearly indicate which types of operational behaviours are unacceptable; and shall include the conditions under which disciplinary action would not apply. The safety policy shall be periodically reviewed to ensure it remains relevant and appropriate to the organisation.

(b) Safety accountabilities

The operator shall identify the accountable executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the operator, for the implementation and maintenance of the safety management system.

The operator shall also identify the accountabilities of all members of management, irrespective of other functions, as well as of

employees, with respect to the safety performance of the safety management system.

Safety responsibilities, accountabilities and authorities shall be documented and communicated throughout the organisation, and shall include a definition of the levels of management with authority to make decisions regarding safety risk tolerability.

(c) Appointment of key safety personnel

The operator shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective safety management system.

(d) Coordination of emergency response planning

The operator shall ensure that an emergency response plan that provides for the orderly and efficient transition from normal to emergency operations and the return to normal operations is properly coordinated with the emergency response plans of those organisations it must interface with during the provision of its services.

(e) safety management system documentation

The operator shall develop a safety management system implementation plan, endorsed by senior management of the organisation that defines the organisation's approach to the management of safety in a manner that meets the organisation's safety objectives. The operator shall develop and maintain safety management system documentation describing the safety policy and objectives, the safety management system requirements, the safety management system processes and procedures, the accountabilities, responsibilities and authorities for processes and procedures, and the safety management system outputs.

Also as part of the safety management system documentation, the operator shall develop and maintain a safety management system manual, to communicate its approach to the management of safety throughout the organisation.

2. Safety Risk Management

(a) Hazard identification

The operator shall develop and maintain a formal process that ensures that hazards in operations are identified. Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

(b) Safety risk assessment and mitigation

The operator shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks in training operations.

3. Safety Assurance

(a) Safety performance monitoring and measurement

The operator shall develop and maintain the means to verify the safety performance of the organisation and to validate the effectiveness of safety risk controls. The safety performance of the organisation shall be verified in reference to the safety performance indicators and safety performance targets of the safety management system.

(b) The management of change

The operator shall develop and maintain a formal process to identify changes within the organisation which may affect established processes and services; to describe the arrangements to ensure safety performance before implementing changes; and to eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.

(c) Continuous improvement of the safety management system

The operator shall develop and maintain a formal process to identify the causes of substandard performance of the safety management system, determine the implications of substandard performance of the safety management system in operations, and eliminate or mitigate such causes.

4. Safety Promotion

(a) Training and education

The operator shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform the safety management system duties. The scope of the safety training shall be appropriate to each individual's involvement in the safety management system.

(b) Safety communication

The operator shall develop and maintain formal means for safety communication that ensures that all personnel are fully aware of the safety management system, conveys safety-critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed.

SCHEDULE 3

(Regulation 10)

OPERATIONS SPECIFICATIONS

Approved Maintenance Organisation Name:

Approved Maintenance Organisation Certificate Number:

CLASS	RATING	LIMITATION
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*The classes, ratings and limitations to be inserted
in this block are specified in schedule 4*

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These Operations Specifications are limited to those products and activities specified in the Scope of Work section contained in the Maintenance Procedures Manual of the Approved Maintenance Organisation.

Date of issue: Name:

Date of expiry: Signature:.....
(f/ Authority)

SCHEDULE 4

(Regulation 10)

**LISTING OF ALL CLASSES, RATINGS AND LIMITATIONS
FOR OPERATIONS SPECIFICATIONS**

Table 1 lists the classes, ratings and limitations that an Approved Maintenance Organisation may be issued on the Operations Specifications.

TABLE 1

CLASS	RATING	LIMITATION
AIRCRAFT ...	A1 Aeroplane and airships greater than 5700 kg maximum certified take-off mass	Limited to line maintenance or base maintenance of aeroplane and airship series or type and the Maintenance tasks
AIRCRAFT ...	A2 Aeroplane and airships 5,700 kg and less maximum certified take-off mass	Limited to line maintenance or base maintenance of aeroplane and airship manufacturer, or group or series or type and the maintenance task
AIRCRAFT ...	A3 Rotocraft	Limited to line maintenance or base maintenance of rotocraft manufacturer or group of series or type and the maintenance tasks
ENGINES ...	B1 Turbine	Limited to engine series or type and the Maintenance task
ENGINES ...	B2 Piston	Limited to engine manufacturer group or series or type and the

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		maintenance tasks
ENGINES ...	B3 APU	Limited to engine manufacture or series or type and the maintenance task
COMPONENTS OTHER THAN COMPLETE ENGINE OR APU'S	C1 Air-Condition and Pressurisation C2 Auto flight C3 Communicatons and Navigaton C4 Doors—Hatches C6 Equipment C5 Electrical Power C7 Engine—APU C8 Flight Controls C9 Fuel—Airframe C10 Helicopter—Rotors C11 Helicopter—Transmission C12 Hydraulic C13 Instruments C14 Landing Gear C15 Oxygen C16 Propellers C17 Pneumatic C18 Protection ice, rain, and fire C19 Windows C20 Structural	Limited to line maintenance or base maintenance of aircraft type or aircraft manufacturer or component manufacturer of the particular component or cross refer to a capability list in the maintenance Procedures Manual the maintenance tasks Table 2 lists the ATA chapters associated with component ratings
SPECIALISED SERVICES	D1—Non-destructive Testing D2—Reserved D3—Reserved D4—Reserved	Limited to the particular processes, methods and tasks appropriate to the specialised service specified

Table 2 identifies the ATA Chapters associated with the component ratings specified Table 1.

TABLE 2

COMPONENT RATINGS	ATA CHAPTERS
C1 Air-Condition and Pressurisation	21
C2 Auto Flight	22
C3 Communications and Navigation	23 and 34
C4 Doors—Hatches	52
C5 Electrical Power	24 and 33
C6 Equipment	25, 38 and 45
C7 Engine—APU	49, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82 and 83
C8 Flight Controls	27, 55, 57, 40, 57, 50, 57, 60, 57 and 70
C9 Fuel—Airframe	28
C10 Helicopters—Rotors	62, 64, 66 and 67
C11 Helicopter—Transmission	63 and 65
C12 Hydraulic	29
C13 Instruments	31
C14 Landing Gear	32
C15 Oxygen	35
C16 Propellers	61
C17 Pneumatic	36 and 37
C18 Protection ice, rain and fire	26 and 30
C19 Windows	56
C20 Structural	53, 54, 57.10, 57.20 and 57.30

Explanatory Notes

1. An Approved Maintenance Organisation may be granted an approval by the Authority for class(s) and rating(s) with limitations in accordance with Table 1.

2. The Maintenance Procedures Manual of the Approved Maintenance Organisation shall have the scope of work and a capability list consistent with the provisions of the Operations Specifications and define the exact limits of approval.

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3. An “A” class rating means that the Approved Maintenance Organisation may carry out maintenance on an aircraft and its associated aeronautical products, only whilst such associated aeronautical products are fitted to the aircraft during Line or Base maintenance as appropriate.

4. An “A” class rating is subdivided into “Base” or “Line” maintenance. An Approved Maintenance Organisation may be approved for either “Base” or “Line” maintenance or both. It should be noted that a “Line” facility located at a main base facility requires a “Line” maintenance approval.

5. Notwithstanding paragraph (3), an Approved Maintenance Organisation may temporarily remove an aeronautical product from an aircraft for maintenance where such removal is expressly permitted by the aircraft maintenance manual to facilitate improved ease of access for the performance of maintenance, subject to a control procedure in its Maintenance Procedures Manual approved by the Authority. The limitation section of the Operations Specifications in “Table 1” shall specify the scope of such maintenance thereby indicating the extent of approval.

6. A “B” class rating means that the Approved Maintenance Organisation may carry out maintenance on engines, auxiliary power units and their associated components, where such engines and auxiliary power units are not installed on an aircraft, and only whilst such components are fitted to the engines and auxiliary power units.

7. Notwithstanding paragraph (6), an Approved Maintenance Organisation may temporarily remove a component from an engine or auxiliary power unit for maintenance where such removal is expressly permitted by the engine and auxiliary power unit manuals to facilitate improved ease of access for the performance of maintenance, subject to a control procedure in its Maintenance Procedures Manual approved by the Authority. The limitation section of the Operations Specifications in “Table 1” shall specify the scope of such maintenance thereby indicating the extent of approval.

8. In addition to paragraph (6), an Approved Maintenance Organisation with a “B” class rating may also perform maintenance on an engine or an auxiliary power unit installed on an aircraft during “Base” or

“Line” maintenance in accordance with such engine or auxiliary power unit manual, subject to a control procedure in his Maintenance Procedures Manual approved by the Authority. The Maintenance Procedures Manual is required to reflect such activity where approved by the Authority.

9. A “C” class rating means that the Approved Maintenance Organisation may carry out maintenance on the components of an aircraft, engine or auxiliary power unit that are not installed on such aircraft, engine or auxiliary power unit and intended for fitment to such aircraft, engine or auxiliary power unit. The limitations section of the Operations Specifications in “Table 1” shall specify the scope of such maintenance thereby indicating the extent of approval.

10. Notwithstanding paragraph (9) an Approved Maintenance Organisation with a “C” class rating may also carry out maintenance on the components of an aircraft during “Base” and “Line” maintenance or on components of an engine or auxiliary power unit at a maintenance facility subject to a control procedure in its Maintenance Procedures Manual approved by the Authority. The Maintenance Procedures Manual is required to reflect such activity where approved by the Authority.

11. A “D” class rating means a self-contained class rating in which an Approved Maintenance Organisation may perform specialised services not necessarily related to a specific aircraft, engine, auxiliary power unit or component. An Approved Maintenance Organisation holding “A”, “B” or “C” class rating may carry out specialised services on products it is maintaining without the need for a “D” class rating where his Maintenance Procedures Manual contains procedures for such specialised services approved by the Authority.

12. An Approved Maintenance Organisation requires a “D” class rating only where such rating is performed as a specialised service for another Maintenance Organisation.

13. The limitation section of the Operations Specifications in “Table 1” specifies the types of limitation possible and, whilst maintenance is listed last in each class rating, it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer if this is more appropriate

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to the organisation. An example could be avionic systems installations and maintenance.

14. The limitation section of the Operations Specifications in “Table 1” makes reference to series, type and group in the limitation section of class A and B. “Series” means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series. “Type” means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type. Any number of series or types may be quoted. “Group” means a specific grouping such as Cessna single piston engine aircraft or Lycoming non-supercharged piston engines.

15. An Approved Maintenance Organisation shall have procedures in its Maintenance Procedures Manual approved by the Authority for amending its capability list, identifying the office responsible for controlling the amendments, ensuring the capability list is amended and is in compliance with the Civil Aviation Regulations -Part VI- Approved Maintenance Organisations

16. Table 2 identifies the “ATA Spec 100” chapter for the “C” class ratings of the aeronautical products.

SCHEDULE 5

(Regulation 26)

An Approved Maintenance Organisation shall ensure that its Maintenance Procedures Manual under regulation 26, meets the following mini-mum standards:

- (a) the Quality Manager shall be responsible for—
 - (i) monitoring the amendment of the Maintenance Procedures Manual, including associated procedures manuals; and
 - (ii) submitting proposed amendments to the Authority, unless the Authority has agreed, via a procedure stated in the amendment section of the Maintenance Procedures Manual, that some defined class of amendments may be incorporated without approval by the Authority;
- (b) the Maintenance Procedures Manual shall include the following areas:
 - (i) the managements procedures covering the management and administration of the Maintenance Procedures Manual;
 - (ii) The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft shall be maintained to the required standard;

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- (iii) The quality system procedures, including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel; and
 - (iv) Contracted air operator procedures and paper-work;
- (c) A Maintenance Procedures Manual shall contain the following subjects, which may be formatted in the manner shown hereunder in any subject order:

**PART 1
MANAGEMENT**

- 1.1 Corporate commitment by the Accountable manager;
- 1.2 Management personnel;
- 1.3 Duties and responsibilities of the management personnel;
- 1.4 Management Organisation Chart;
- 1.5 List of certifying staff;
- 1.6 Manpower resources;
- 1.7 General description of the facilities at each address intended to be approved;
- 1.8 Organisations intended scope of work;
- 1.9 Notification procedure to the Authority regarding changes to the activities, approval, location and personnel of the organisation;
- 1.10 Manual amendment procedures.

PART 2
MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation procedure;
- 2.2 Acceptance and inspection of aeronautical products and material from outside contractors;
- 2.3 Storage, tagging and release of aeronautical products and material to aircraft maintenance;
- 2.4 Acceptance of tools and equipment;
- 2.5 Calibration of tools and equipment;
- 2.6 Use of tooling and equipment including alternate tools by staff;
- 2.7 Cleanliness standards of maintenance facilities;
- 2.8 Maintenance instructions and relationship to the aeronautical product, instructions of the manufacturer including updating and availability to staff;
- 2.9 Repair procedure;
- 2.10 Aircraft maintenance programme compliance;
- 2.11 Airworthiness Directives procedure;
- 2.12 Optional modification procedure;
- 2.13 Maintenance documentation in use and completion of same;

- 2.14 Technical record control;
- 2.15 Rectification of defects arising during base maintenance;
- 2.16 Release to service procedure;
- 2.17 Records for the air operator;
- 2.18 Reporting of defects to the Authority, Operator and the Manufacturer;
- 2.19 Return of defective aircraft components to store;
- 2.20 Defective components to outside contractors;
- 2.21 Control of computer maintenance record systems;
- 2.22 Reference to specific maintenance procedures such as—
 - (a) engine running procedures;
 - (b) aircraft pressure run procedures;
 - (c) aircraft towing procedures; and
 - (d) aircraft taxiing procedures.

**PART L2
ADDITIONAL LINE MAINTENANCE
PROCEDURES**

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.;
- L2.2 Line maintenance procedures related to servicing /fueling/de-icing, etc.;
- L2.3 Line maintenance control of defects and repetitive defects;

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- L2.4 Line procedure for completion of technical log;
- L2.5 Line procedure for pooled parts and loan parts;
- L2.6 Line procedure for return of defective parts removed from aircraft.

PART 3 QUALITY SYSTEM PROCEDURES

- 3.1 Quality audit of organisation procedures;
- 3.2 Quality audit of aircraft;
- 3.3 Quality audit remedial action procedure;
- 3.4 Authorised aircraft maintenance engineer and authorised workshop engineer qualification and training procedures;
- 3.5 Authorised aircraft maintenance engineer and authorised workshop engineer records;
- 3.6 Quality audit personnel;
- 3.7 Qualifying inspectors;
- 3.8 Qualifying mechanics;
- 3.9 Exemption process control;
- 3.10 Concession control for deviation from organisation's procedures;
- 3.11 Qualification procedure for specialised activities such as non-destructive testing and welding; and
- 3.12 Control of working teams of the manufacturer.

**PART 4
DOCUMENTATION**

- 4.1 Contracted air operators;
- 4.2 Air operator procedures and paperwork;
- 4.3 Air operator record completion.

**PART 5
APPENDICES**

- 5.1 Sample of documents;
- 5.2 List of subcontractors;
- 5.3 List of line maintenance locations.

SCHEDULE 6

(Regulation 38)

IMPLEMENTING STANDARDS

The following standards are numbered to correspond numerically with the relevant provision in these Regulations:

Regulation 18

An Approved Maintenance Organisation shall ensure that its housing and facilities, for the organisation under regulation 18, meet the following minimum standards:

- (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 Approved Maintenance Organisation, the Approved Maintenance Organisation should—
 - (i) establish proof of authorisation to use hangar;
 - (ii) demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance programme;
 - (iii) update the aircraft hangar visit plan on a regular basis;

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- (iv) ensure, for aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;
 - (v) ensure aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust, etc.;
 - (vi) ensure workshop floors are sealed to minimise dust generation; and
 - (vii) 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;
- (d) hangars used to house aircraft together with office accommodation shall be such as to ensure a clean, effective and comfortable working environment to include the following:
- (i) temperatures should be maintained at a comfortable level;
 - (ii) 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;
 - (iii) lighting should be such as to ensure each inspection and maintenance task can be carried out; and

- (iv) 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;
- (v) where a particular maintenance task requires the application of specific environmental conditions different from the foregoing, then such conditions shall be observed. Specific conditions are identified in the approved maintenance instructions;
- (vi) where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust or other airborne contamination; the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established;
- (vii) 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;
- (viii) storage facilities for serviceable aircraft components shall be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation;
- (ix) standards and recommendations of the Manufacturer shall be followed for specific aircraft components;

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- (x) storage racks shall provide sufficient support for large aircraft components such that the component is not distorted; and
- (xi) all aircraft components, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.

Regulation 19

An Approved Maintenance Organisation shall ensure that the equipment, tools and material used in its organisation under regulation 19, meet the following minimum standards:

- (a) all applicable tools, equipment, and test equipment used for product acceptance and for making a finding of airworthiness shall be traceable to the applicable standards acceptable to the Authority;
- (b) except as provided in paragraph (a), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the country of manufacture may be used if approved by the Authority;
- (c) where the manufacturer specifies a particular tool, equipment or test equipment, then such 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), tool, equipment, or test equipment other than that recommended by the manufacturer may be acceptable based on at least the following:
 - (i) the Approved Maintenance Organisation 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;

- (ii) the Approved Maintenance Organisation shall have a programme to include:
 - (A) a description of the procedures used to establish the competence of personnel that make the determination of equivalency to tools, equipment or test equipment;
 - (B) 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;
 - (C) 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; and
 - (D) 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

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the aircraft or aeronautical
product under-going
maintenance or calibration;

- (iii) the Approved Maintenance Organisation shall have full control of the equivalent tool, equipment or test equipment such as through owner-ship or lease;
- (e) an Approved Maintenance Organisation shall have sufficient aircraft access equipment and inspection platforms and docking equipment where applicable such that the aircraft may be properly inspected;
- (f) the Approved Maintenance Organisation shall have a procedure to inspect and 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, service or calibration time limit;
- (g) the Approved Maintenance Organisation shall have a procedure if it uses a primary, secondary or transfer standard for performing calibration and such standard shall not be used to perform maintenance;
- (h) a clear system of labelling all tools, equipment and test equipment shall be used to give information on when the next inspection, service or calibration is due, and if the item is unserviceable for any other reason where it may not be obvious;
- (i) a clear system of labelling all tools, equipment and test equipment shall be used to give information on when such tools, equipment and test equipment is not used for product acceptance and for making a finding of air-worthiness;

- (j) a register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used;
- (k) inspection, service or calibration on a regular basis shall be in accordance with the equipment instructions of the manufacturer except where the Approved Maintenance Organisation can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

Regulation 21

An Approved Maintenance Organisation shall ensure that in employing persons in its organisation under regulation 21, it meets the following minimum standards:

- (a) the Approved Maintenance Organisation functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the size of the Approved Maintenance Organisation;
- (b) the Approved Maintenance Organisation shall have, dependent upon the extent of approval, the following positions:
 - (i) a base maintenance manager;
 - (ii) a line maintenance manager;
 - (iii) a workshop manager; and
 - (iv) a quality manager.

Note: In small Approved Maintenance Organisations, 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

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accomplish maintenance required to support the Approved Maintenance Organisation;

- (d) the Base Maintenance Manager shall be responsible for—
 - (i) 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
 - (ii) any corrective action resulting from quality compliance monitoring;
- (e) the Line Maintenance Manager shall be responsible for—
 - (i) ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and
 - (ii) any corrective action resulting from quality compliance monitoring;
- (f) the Workshop Manager shall be responsible for—
 - (i) ensuring that all work on aircraft components is performed to required standards; and
 - (ii) any corrective action resulting from quality compliance monitoring;
- (g) the Quality Manager shall be responsible for—
 - (i) monitoring compliance with these Regulations by the Approved Maintenance Organisation; and

- (ii) requesting remedial action as necessary by the base maintenance manager, line maintenance manager, workshop manager or the Accountable manager, as appropriate;
- (h) the Approved Maintenance Organisation 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 Approved Maintenance Organisation 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 or 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 Approved Maintenance Organisation uses (for example, licensed engineers, independent inspection or dual function supervisors, etc.) so long as the quality compliance monitoring staff remain independent.

- (k) the Approved Maintenance Organisation shall have a production man-hours plan showing that it has sufficient man-hours for the intended work;
- (l) if an Approved Maintenance Organisation 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 Guyana 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 regulation 27(1)(c);

(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 Approved Maintenance Organisation 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—

(i) 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;

(ii) mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and shall notify supervisors of mistakes requiring rectification to re-establish required maintenance standards;

(iii) 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

shall be reported to and agreed by the quality organisation; and

- (iv) certifying staff is able to determine when the aircraft or aircraft component is and is not ready to be released to service;
- (q) in the case of planners, supervisors, and certifying staff, knowledge of Approved Maintenance Organisation procedures relevant to their particular role shall be demonstrated;
- (r) training of certifying staff shall be performed by the Approved Maintenance Organisation or by an institute selected by the Approved Maintenance Organisation. In either case, the Approved Maintenance Organisation shall establish the curriculum and standards for training, as well as prequalification standards for the personnel intended for training. Prequalification standards are intended to ensure 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—
 - (i) basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the Approved Maintenance Organisation intends to maintain;
 - (ii) 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;
 - (iii) company procedures relevant to the certifying staff's tasks; and

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- (iv) general awareness and familiarization training for staff to recognise items that contain, or may contain, dangerous goods regulated under these regulations.
- (u) continuation training should cover changes in Approved Maintenance Organisation 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 Approved Maintenance Organisation shall include training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew;
- (x) in respect of understanding the application of human factors and human performance issues, the following personnel are required to receive continuation training:
 - (i) nominated managers, managers and supervisors;
 - (ii) certifying staff, engineers, mechanics and technicians;
 - (iii) technical support staff—planners and technical records;
 - (iv) quality assurance and quality control staff;
 - (v) specialised services staff;
 - (vi) training instructors;

- (vii) material procurement staff;
- (viii) ground equipment staff; and
- (ix) contract staff in the above categories.

Regulation 23

An Approved Maintenance Organisation shall ensure that records of certifying staff within the organisation under regulation 23, meet the following minimum standards:

- (a) the following minimum information shall be kept on record in respect of each certifying person:
 - (i) name;
 - (ii) date of birth;
 - (iii) basic training;
 - (iv) type training;
 - (v) continuation training;
 - (vi) experience;
 - (vii) qualifications relevant to the approval;
 - (viii) scope of the authorisation;
 - (ix) date of first issue of the authorisation;
 - (x) expiration date of the authorisation (if appropriate); and
 - (xi) identification number of the authorisation;

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- (b) records of certifying staff may be kept in any format and shall be controlled, but not necessarily run by the quality department of the Approved Maintenance Organisation;
- (c) the number of persons authorised to access the system shall be limited to minimise the possibility of records being altered in an unauthorized manner and to limit confidential records from becoming 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 Approved Maintenance Organisation shall keep the record of a certifying person for at least two years after that person has ceased employment with the Approved Maintenance Organisation or upon withdrawal of his or her authorisation. Upon request, the certifying staff shall be provided with a copy of their record on leaving the Approved Maintenance Organisation;
- (g) 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; and
- (h) 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.

1. A system of inspection under regulation 27(1)(c)(i) to ensure that all maintenance is properly performed shall be described in the Maintenance Procedures Manual and set out in the manner described in the example hereunder.

MAINTENANCE SYSTEM AND CERTIFYING STAFF

2. The minimum standards applicable to maintenance system and certifying staff shall be as follows:

- (a) an Approved Maintenance Organisation shall appoint as head of the certifying staff, a nominated manager reporting to the accountable manager who will be responsible for ensuring full compliance by the Approved Maintenance Organisation, with all procedures outlined in this system as appropriate to any item being inspected, repaired, overhauled or modified by the Approved Maintenance Organisation. The airworthiness of those items and compliance and record requirements of the operators of those items and of the Approved Maintenance Organisation depend upon compliance with the procedures of this system;
- (b) certifying staff shall—
 - (i) be thoroughly familiar with all inspection methods, techniques and equipment used in their area of responsibility to determine the quality of airworthiness of an article undergoing maintenance, repair or alterations;
 - (ii) maintain proficiency in the use of the various types of inspection aids to be used for inspection of the particular items undergoing inspection;

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- (iii) have readily available, all current specifications involving inspection tolerances, limits, and procedures as set forth by manufacturer of the product undergoing inspection and other forms of inspection information such as Civil Aviation Authority airworthiness directives, manufacturer's bulletins, etc;
 - (iv) have readily available a current file of maintenance manuals, engineering letters, service letters, Civil Aviation Authority regulations, etc., maintained in the inspection office;
 - (v) be familiar with the Civil Aviation Authority regulations applicable to his areas of operations with particular emphasis on the following Civil Aviation Regulations:
 - (A) aircraft Registration and Marking;
 - (B) airworthiness;
 - (C) approved Maintenance Organisation;
 - (D) instruments and equipment;
 - (E) operations; and
 - (F) air Operator Certificate Certification and Administration;
- (c) supervisors, certifying staff and mechanics shall be thoroughly familiar with the requirements of the Maintenance Procedures Manual, the Civil Aviation Regulations, airworthiness directives and advisory

circulars, manufacturer's service letters and bulletins and engineering orders;

- (d) mechanics shall be required to sign their name for work performed prior to submitting the item to certifying staff for final acceptance; and
- (e) certifying staff shall indicate his acceptance of work performed by the mechanic in (3) above by appending his signature and affixing his acceptance stamp next to the item on the work cards or work sheets.

MAINTENANCE CONTINUITY

3. (1) This section shall include the title of the person in the organisation who performs the maintenance continuity, the forms to be used and disposition of the records, reference to inspection standards of the manufacturer for the maintenance of the particular items and description of procedures for handling of—

- (a) incoming materials including preliminary, hidden damage and final inspection where applicable;
- (b) items as they progress through various stages of repair, overhaul or modification, including other inspections, test and calibrations such as Rockwell Hardness Test, Magnaflux, Ultrasonic X-ray, and adjusting or calibrating VOR, DME or ILS equipment; and
- (c) the continuity of inspection and other maintenance from one shift or person to another.

(2) Continuity of Maintenance Responsibility shall be—

- (a) established through a "Line of Succession" list maintained by the Approved Maintenance Organisation through procedures in the Maintenance Procedures Manual to clearly identify at all times, the nominated

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- manager responsible for maintenance or the person acting on his behalf;
- (b) maintained through the use of a status book which provided in each hangar and workshop in which a status report shall be left by each of the certifying staff leaving the job before completion of a project, for information to the succeeding certifying staff to ensure a continuing inspection responsibility for work inspections which are in progress;
- (c) maintained by the use of forms designed to accommodate entries to indicate—
- (i) work performed;
 - (ii) the name of the mechanic who performed or supervised the work; and
 - (iii) the names of the certifying staff inspecting that work.

INCOMING MATERIALS

4. (1) This section shall explain—

- (a) how compliance with airworthiness standards is shown;
- (b) how inspections are recorded;
- (c) how incoming materials are—
 - (i) classified;
 - (ii) inspected for damage;
 - (iii) preserved and assigned a shelf life;
- (d) the identification of parts by part number;

- (e) how their part number, batch number and location in the stock are recorded;
- (f) the title of the person responsible for performing the inspection; and
- (g) the action to be taken when materials received do not meet specifications.

(2) Parts receiving policy shall be established by the Approved Maintenance Organisation to ensure that—

- (a) all incoming materials and other hardware, parts, components, equipment and other products procured for use by the maintenance organisation are subject to receiving inspection to assure conformance to part number, purchase order and other applicable specifications;
- (b) a record of inspections in paragraph (a) shall be recorded on the Approved Maintenance Organisation Receiving Inspection Form by Form Number;
- (c) products that fail to meet applicable specifications shall be tagged as unserviceable using a red tag listing the discrepancy and such tagged product returned to the vendor; and
- (d) tagged products that fail to meet applicable specifications in paragraph (c) are to be placed in a locked holding area until they are removed for shipping to the vendor to ensure that they are not used in the performance of maintenance.

(3) The following general inspection and test requirements shall apply to new, repaired and overhauled components as applicable:

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- (a) new components manufactured under a type or production certificate, or in accordance with a Technical Standard Order or similar Civil Aviation Authority approved technical data, or components which have been rebuilt by the manufacturer to production specifications, require a visual receiving inspection;
- (b) repaired or overhauled components received from an Approved Maintenance Organisation do not normally require more than a visual receiving inspection before being returned to service
- (c) components that have been repaired or overhauled by other than an Approved Maintenance Organisation, shall, in addition to the normal receiving inspection, be functionally checked before being returned to stock;
- (d) all components identified in paragraph (c), requiring a functional check shall be routed to the proper facility for the accomplishment of this check;
- (e) functional checks under paragraph (c) shall be performed in accordance with instructions contained in the appropriate publications of the manufacturer. Where such specific instructions are not available, functional check requirements may be determined by the Quality Manager and issued on a form to provide a means of recording compliance therewith. Where suitable test facilities are not available at the Approved Maintenance Organisation, components may be functionally checked in the aircraft subject to the approval of the Authority. In any case, all functional checks shall be monitored and recorded by the Quality Manager or his designated representative;
- (f) the Quality Manager or certifying staff may request a functional check of any component overhauled or repaired by any agency, when of the opinion that such a check is required;

- (g) all adhesives, sealers, primers, finishings and other materials having limited shelf life shall be identified by material control labels showing the expiration date of the shelf life as established by applicable specifications;
- (h) where inspectors and mechanics identify items in paragraph (g) in the workshop or storerooms without such identification or with expired shelf life, they shall dispose those materials in accordance with approved procedures; and
- (i) the detailed functions of materials inspection are covered by the manufacturer's quality assurance directive and inspection bulletins, which shall be used to implement the operation of the Approved Maintenance Organisation with respect to the control and identification of materials, parts and equipment received for direct use in the Approved Maintenance Organisation. All new or overhauled parts purchased from vendors shall be checked for proper approval documentation prior to release for installation by the maintenance organisation.

WORK ORDER

5. This section shall describe the work order administration to ensure that receipt of a work request for maintenance or modification of aeronautical products or a product requiring a specialised service covered by the Operations Specifications of the Approved Maintenance Organisation Operations—

- (a) the maintenance planning department shall issue a Work Order Number on a pre-numbered Work Order Form to authorise work to be accomplished;
- (b) the Work Order Number under paragraph (a) shall be the basic reference for the maintenance record of the product maintained;

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- (c) the work order shall specify the work to be accomplished and shall be supplemented as necessary with detailed inspection instructions along with applicable forms to assure proper inspection and repair of the unit involved;
- (d) the number of additional forms used shall be identified on the work order;
- (e) the original of the printed and numbered work order form shall be secured and retained in a designated office;
- (f) a logbook shall be maintained in the designated office for recording each work order in numerical order, identifying the customer, the product for which it was issued along with its serial number, special instructions and the work to be accomplished;
- (g) it shall be the responsibility of the respective workshop manager to ensure that proper supplemental instructions are furnished to assure proper progressive servicing, inspection and testing of the product involved.
- (h) mechanics shall enter work accomplished on the form and, sign the form for performing such work;
- (i) certifying staff may use their signature or inspection stamp to sign off inspections of work performed by the mechanics where such work was performed in accordance with accepted standards;
- (j) a copy of the work order with all attachments shall be filed as a permanent record of all work accomplished; and
- (k) the record specified in paragraph (j) above shall—
 - (i) reflect the identity of each mechanic and certifying staff that performed maintenance and inspection on each unit;

- (ii) show exactly what work was accomplished;
- (iii) show all of the parts used; and
- (iv) be maintained for a period of two years.

RECORD OF WORK

6. This section shall describe the minimum standards applicable to record of work performed and shall include the following:

- (a) a detailed record shall be kept of all work performed by the maintenance organisation;
- (b) a copy of each Work Order Form with all attached supplementary forms shall be maintained in the Approved Maintenance Organisation records section;
- (c) a separate file area shall be provided for all paper work associated with the Approved Maintenance Organisation work activities;
- (d) each work record shall be checked by an inspector for work accomplished, parts used, signature of mechanic and inspectors who performed maintenance; and
- (e) records shall be maintained in active file for two (2) years.

PRELIMINARY INSPECTION

7. (1) This section shall provide information on—

- (a) the procedures and methods to be followed when conducting such inspection;
- (b) the persons authorised to conduct such inspection;
- (c) any special testing requirements; and

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- (d) procedures in recording defects and the requirement of making them part of the work order.

(2) Preliminary inspection shall be conducted as follows:

- (a) the nominated manager responsible for maintenance of the Approved Maintenance Organisation shall be responsible for the performance of appropriate inspections including functional and non-destructive tests to assure that all units delivered to the maintenance organisation for maintenance, modification or repair under the privileges of the Approved Maintenance Organisation certificate are subjected to a preliminary inspection to determine the state of preservation and any defects on the items involved;
- (b) the inspection specified in paragraph (a) shall be recorded on a specific Preliminary Inspection Form with any discrepancies noted and the form must be attached to the work order identified with the unit involved;
- (c) the Preliminary Inspection Form under paragraph (b) shall—
 - (i) show the work order number;
 - (ii) remain with the applicable inspection records until the unit is released for functional or non-destructive tests;
 - (iii) be routed attached to the work order.
- (d) prior to commencing work, the manager shall, in the case of work to be performed for an air operator under the continuous airworthiness requirements ensure that—

- (i) all necessary current information and specifications are included or referred to in the work instructions that are to accompany the article through the Approved Maintenance Organisation; and
- (ii) the work is performed in accordance with the manual of the air operator.

HIDDEN DAMAGE INSPECTION

8. This section shall describe—

- (a) the title of the person in the organisation who is to perform the inspection;
- (b) the depth of such inspection which shall include areas adjacent to obviously damaged members or components;
- (c) how the inspection will be recorded;
- (d) the recording and handling of any defects noted; and
- (e) the requirement to make the inspection a part of the work order.

INSPECTION FOR HIDDEN DAMAGE

9. (1) This section shall explain how the results of required inspections are recorded and made part of the applicable work order and shall include instructions on the following:

- (a) the preliminary inspection shall not be limited to the area of obvious damage or deterioration but include a thorough and searching inspection for hidden damage in areas adjacent to the damaged area;

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- (b) in the case of deterioration, a thorough review of all similar materials or equipment in a given system or structural area;
- (c) the scope of this inspection shall be governed by the type of unit involved with special consideration accorded to previous operating history, malfunction or defect reports, service bulletins and Airworthiness Directive notes applicable to the unit involved; and
- (d) the person conducting such hidden damage inspection shall be responsible for listing all discrepancies noted during inspection on the work order prior to release for return to service.

(2) Certifying staff shall be assigned to make progressive inspections at various stages of teardown, overhaul, and repair of all units or components received by the maintenance organisation for service. Progressive inspections are accomplished with a frequency determined by applicable manual recommendations and work forms originated by the Approved Maintenance Organisation.

(3) Major repair and modification to aircraft and aeronautical products shall include the following:

- (a) upon completion of the preliminary inspection, additional records may be prepared by the inspection department to provide a comprehensive historical record of the work performed;
- (b) the records of work performed specified in paragraph (a) shall contain details, as applicable, of work orders, service bulletins, airworthiness directive notes, service letters, type of inspection, detailed figures related to functional tests and special non-destructive tests to be accomplished;
- (c) the approved engineering or other approved technical data authorizing the repair or modification shall be clearly indicated. Where special drawings are made to

cover specific repair conditions, a copy of the drawing shall be included with the aircraft records;

- (d) units removed from the aircraft shall be tagged with the appropriate inspection identification tag listing the aircraft serial number, unit serial number and reason for removal; and
- (e) units removed from the aircraft and tagged as specified in paragraph (d) shall not be reinstalled on the aircraft unless a visual inspection is conducted on such units and the unit is declared “serviceable” by an inspector.

(4) Self-contained accessory and appliance units such as actuators, pumps, valves, and generators, which, after preliminary inspection, have been established as eligible for overhaul or repair, shall be identified with a “Repairable Part” tag with appropriate repair instructions entered on the face of the tag, as authorised by the work order and shall not be approved for return to service without a maintenance release tag authorising such return to service.

(5) Inspection Procedures shall include the following:

- (a) the nominated manager responsible for Maintenance shall be responsible for the complete and efficient performance of inspections assigned to the Approved Maintenance Organisation to assure that inspections are carried out in accordance with manual specifications or other approved technical data;
- (b) workshop supervisors shall be responsible for the accomplishment of all work in accordance with manual specifications or other approved technical data;
- (c) the work by the Approved Maintenance Organisation under its Specialised Services rating for Non-destructive Inspection by X-ray, magnetic particle, eddy current or ultrasonic shall be accomplished in accordance with process specifications approved by the Authority;

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- (d) modifications and repair shall be subject to progressive inspection by the certifying staff;
- (e) discrepancies generated during the process of accomplishing the work involved shall be recorded on the appropriate work forms;
- (f) discrepancies so recorded under paragraph (e), shall be corrected before the unit is submitted for final inspection;
- (g) upon completion of this progressive inspection, the area affected is given a detailed inspection and after all rework is accomplished and accepted, the inspector shall clear the unit for final acceptance;
- (h) upon completion of a specific operation, the mechanic shall sign off the records using his signature indicating that the item is complete and ready for inspection;
- (i) the actions performed to correct a specific discrepancy shall be noted under each item on the work order;
- (j) the certifying staff shall then inspect the item to assure conformance to specifications and established workmanship standards;
- (k) all systems affected by the work involved shall be subjected to functional checks before final acceptance for return to service; and
- (l) inspection acceptance for return to service shall be indicated by the signature of the inspector and his certifying stamp.

(6) Maintenance inspection shall be accomplished in accordance with the following:

- (a) one hundred hour and progressive inspections and aircraft continuous maintenance programmes shall be accomplished in accordance with the inspection cards or inspection schedule provided for each specific model aircraft;
- (b) the inspection paperwork shall be supplemented as necessary to cover items to be replaced for time, special inspection items, discrepancies and airworthiness directives;
- (c) all one hundred hour and annual inspection paperwork shall comply with the airworthiness requirements;
- (d) no aircraft shall be returned to service following an inspection as outlined in paragraphs (a), (b) and (c) until all discrepancies affecting airworthiness have been corrected;
- (e) maintenance supervisors shall be responsible for screening completed work orders covering work performed in their assigned area to assure that all items on the work order have been cleared, that there are no open discrepancies and that all major work is accomplished in accordance with approved data;
- (f) after work orders have been screened for completeness and accuracy, they shall be routed to the office of the applicable nominated manager; and
- (g) such inspection and work records shall be retained in an active file for a period of not less than two years.

HANDLING OF PARTS

10. (1) This section shall explain the method of compliance for processing of parts and include the following:

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- (a) all items or components undergoing maintenance, repairs and modifications in the maintenance organisation shall have the component parts segregated and in containers in order to assure that all parts of the same unit are kept together;
 - (b) suitable trays, racks, stands and protective coverings where required shall be provided in workshop areas to ensure maximum protection of all parts;
 - (c) parts that fail to meet required standards shall be rejected and identified by the use of a red reject tag; and
 - (d) rejected parts specified in paragraph (c) shall be disposed of in accordance with acceptable methods established by the Approved Maintenance Organisation.
- (2) Tagging and identification of parts may be accomplished using a “four-step” method as follows:
- (a) a white identification tag shall be attached to the unit, showing details of the unit and of the customer;
 - (b) a yellow tag, processed by certifying staff only, shall be attached to units or parts requiring repairs or test and shall include work to be performed;
 - (c) a green tag with a Certificate of Release to Service printed or stamped thereon and signed by designated certifying staff only, shall be attached to units on which work has been completed and which have received final inspection for return to service;
 - (d) a red tag, shall be attached to rejected parts, pending final disposition. Where rejected parts are in large quantities, they may be placed in a special container marked “rejected parts” pending final disposition;

- (e) all tags specified in paragraphs (a) to (d) shall contain the following information:
 - (i) name of manufacturer;
 - (ii) model;
 - (iii) part number;
 - (iv) serial number; and
 - (v) name of part owner;
 - (vi) the yellow tag in paragraph (c) shall remain attached to the part returned to the customer; and
 - (f) the white, green and red tags in paragraphs (a), (b) and (d) respectively, shall form part of the work order file. Where a rejected part is returned to the customer, the red tag shall remain attached and a record made on the work order showing that the part was returned to the customer.
- (3) Part finishing which includes painting and spraying shall be accomplished in an area segregated from the assembly areas.
- (4) Preservation of parts shall be accomplished as follows:
- (a) components shall be preserved in accordance with the recommendations of the manufacturer or other acceptable industry standards;
 - (b) to afford protection against humidity, extreme temperatures, dust, rough handling or other damage, components shall be preserved by wrapping in suitable containers, plastic bags or rigid boxes as applicable, containing suitable shock absorption material; and

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- (c) storage of preserved components by the Approved Maintenance Organisation shall be accomplished by storing at a separate location in the Approved Maintenance Organisation, maintained by the “Stores” department and shall provide maximum protection from physical damage.

(5) Shelf life of items shall be controlled as follows:

- (a) for those items having a specific shelf life, the maintenance organisation shall ensure that the receiving inspector records such information on a specific form that shall allow him to monitor the expiry dates so that items are removed from the shelf before their shelf life expires; and
- (b) components of parts that have exceeded allowable shelf life limits shall be identified by a red tag and disposed of in an appropriate manner.

(6) Incoming material shall be controlled as follows:

- (a) all incoming material shall be inspected for quantity, quality, conformity to dimensions or specifications and state of preservation; and
- (b) where materials with an expiry date having shelf life are received, the expiry date shall be noted and a system shall be utilised whereby older stock are used first on a “first-in, first-out system” provided the specifications of the manufacturer are not exceeded.

(7) Hardware and equipment storage shall follow acceptable industry practices for the proper protection and storage of materials and ensure that only acceptable parts and supplies are issued for any job. The procedures for hardware and equipment storage shall include the following:

- (a) the stockroom manager shall be responsible for the operation of the stockroom and controlling, segregating and maintaining all stock and tools;
- (b) in addition the stockroom manager is required to—
 - (i) properly store, segregate and protect materials, parts and supplies;
 - (ii) provide suitable storage facilities for storing standard parts, spare parts and assure that raw materials are separated from workshop and working space;
 - (iii) provide for the preservation of all articles or parts, while in inventory, that are subject to deterioration and shelf life specifications.

RECORD OF TEST AND CALIBRATION

11. (1) This section shall include in-house tests applicable to the ratings of the Approved Maintenance Organisation and those contracted outside agencies. It shall include a requirement for the signature of the mechanic and certifying staff as appropriate and shall identify the article by serial number or company assigned number and include the following:

- (a) procedures for recording specialised inspection, test and calibration shall be made on an appropriately printed work form with specific notations, attesting accomplishment, of the testing or calibration of the aeronautical product;
- (b) where a record of the inspection by dimensions, tests or calibration is required by the technical data of the manufacturer, such record shall be made on an appropriate form properly identified with the Work Order date and signed by the mechanic performing the inspection, test or calibration, and the certifying staff as appropriate;

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- (c) a system shall be maintained on all precision test equipment that shall properly identify each piece of equipment. A filing system shall be maintained to properly identify the equipment and record the date and person testing or calibrating each individual piece of precision equipment;
- (d) where test and calibrations are performed by outside contractors such contractors shall be required to provide the records as outlined in paragraph (b) and (c); and
- (e) a list of outside contractors under paragraph (d) and the work for which they are contracted to perform for the Approved Maintenance Organisation shall be included in this section of the Maintenance Procedures Manual.

RECORD OF PRECISION TEST EQUIPMENT CALIBRATION

12. (1) This section shall identify the title of the person responsible for the calibration and the test of records. Such records shall include the name of the manufacturer, model and serial or company assigned number, date of check, the method used to calibrate and the frequency, the person or company who performs checks, and the results and any corrections made, when the next inspection is due and requirements to tag equipment.

(2) Procedures for the control of precision tools and test equipment shall include the following:

- (a) precision tools, gauges, scales, pressure gauges, ammeters, ohmmeters, voltmeters, radio, electronic, X-ray, eddy current and ultrasonic test equipment used in the operations of the Approved Maintenance Organisation shall be subject to periodic checks and calibration in accordance with appropriate Approved Maintenance Organisation procedures; and
- (b) all Approved Maintenance Organisation personnel, before using test equipment, shall be responsible for

checking that the testing unit has a current calibration label attached. Any piece of test equipment found in the Approved Maintenance Organisation without a current calibration label attached shall be routed to the appropriate department in the Approved Maintenance Organisation for re-calibration.

(3) Test equipment calibration shall include the following:

- (a) test equipment shall be calibrated at periodic intervals established on the basis of stability, purpose and degree of usage. One (1) year shall be the maximum calibration interval;
- (b) each piece of test equipment shall be labelled. The label shall identify the unit by manufacturer, model and serial number. The attached label shall indicate the last calibration date and when the next calibration is due;
- (c) during the first week of each month the nominated manager responsible for maintenance shall review the test equipment calibration history card file and give cards for test equipment requiring calibration to the maintenance manager and each workshop foreman as appropriate. It shall be the responsibility of those persons to issue work orders to maintenance organisation work- shops or outside contractors as necessary for the calibration of the units and attachment of updated calibration labels. After calibration, the test unit shall be checked for proper labelling and the equipment calibration history card shall be updated and returned to the inspection department active file;
- (d) at no time shall any person be permitted to perform work on aircraft or components using test equipment, which is out of calibration. The test equipment labels shall be checked by supervisors at random to assure that equipment in use is in calibration. If at any time a piece of test equipment inadvertently exceeds its calibration due

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date, it shall immediately be removed from service until a calibration check has been performed; and

- (e) standards used to calibrate test equipment shall be traceable to the Bureau of Standards or an approved standard of a foreign State by a certificate from the testing facility acceptable to the Authority. Frequency for calibration standards may vary for different units but shall never exceed a 12-month interval.

RECORD OF SELF-EVALUATION

13. Record of self-evaluations shall include the following:

- (a) the title of the person responsible for performing the self-evaluations and the individual that ensures that the capability list is kept current. The record of self-evaluation shall include the title of the person, date, and the results and any corrections made as appropriate; and
- (b) the self-evaluation along with the capability list shall be reviewed and signed by the accountable manager. Procedures identifying that the Approved Maintenance Organisation shall not perform such maintenance on any article until such time as the accountable manager has accepted and signed the self-evaluation sheet and capability list.

FINAL INSPECTION AND RELEASE TO SERVICE

14. (1) This section shall include procedures for compliance with the regulations, who performs the inspection, how such inspection is recorded and how the maintenance work package is checked for completion.

(2) Procedures for final inspection and release to service shall include the following:

- (a) prior to approval for return to service, irrespective of the method to be used to indicate such approval, the nominated manager responsible for maintenance shall audit the records “package” as identified by the work order, to determine that all work has been inspected as required for compliance with this inspection system;
- (b) when approval has been given to the above audit, either the nominated manager responsible for maintenance or the individual authorised in the official roster and individual summary of employment, shall approve the article for return to service;
- (c) this approval shall be accomplished as appropriate to the work done, the article involved, the records available with the article, and the instructions of the customer;
- (d) whenever the aircraft records are available, record of work accomplished is expected to be made therein;
- (e) articles such as appliances, accessories, and individual parts or components shall not have an individual record to which an entry may be added. However, the installation of these items on an aircraft constitutes an aircraft maintenance or alteration, and records must be made accordingly;
- (f) it shall be the responsibility of the certifying staff authorising return to service to assure that the aircraft flight manual is properly revised following any modification to the aircraft and that the mass and balance record has been amended as necessary;
- (g) aircraft components, appliances, and other items, other than completed aircraft repaired or overhauled as authorised by the maintenance organisation specifications, shall be returned to service through the use of a Certificate of Release to Service pre-printed on the serviceable parts tag described in this section of this

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manual. The authorised supervisor under whose jurisdiction the work is accomplished shall be responsible for the release of units in the category; and

- (h) an aircraft or a unit shall not be released for return to service until the work order and other records have been reviewed for completeness and final acceptance for return to service cleared by inspection. Particular attention shall be accorded the status of applicable airworthiness directives.

(3) A Certificate of Release to Service stamp or pre-printed tag prepared in accordance with Civil Aviation Airworthiness Regulations, regulation 41, shall be used to release to service major repairs which have been accomplished by this Approved Maintenance Organisation in accordance with Civil Aviation Airworthiness Regulations. Other records required by Civil Aviation Airworthiness Regulations, shall be executed as required regardless of whether a Certificate of Release to Service has been issued to return the article to service. In any event, the Approved Maintenance Organisation shall indicate on its copy of the work order whether or not a Certificate of Release to Service was issued. The following or similarly worded statement may be used:

“The aircraft, airframe, aircraft engine, propeller or appliance identified above was repaired and inspected in accordance with current maintenance rules of the Civil Aviation Regulations and is approved for return to service.

“Pertinent details of the repair are on file at this maintenance

organisation under Work Order Number.....Date..... ”

Signed.....

(Signature of authorised representative)

For.....

(Maintenance organisation name and certificate number)

.....

(Address)”

MALFUNCTION OR DEFECT AND MECHANICAL RELIABILITY REPORT

15. (1) This section shall explain in detail how compliance with rules and reporting requirements are to be met and prescribe the responsibility by title, of persons who prepare and submit reports. The report requirements shall meet the following minimum standards as applicable:

- (a) the Approved Maintenance Organisation shall report to the Civil Aviation Authority within seventy-two (72) hours after it discovers any serious defect in, or other recurring un-airworthy condition of an aircraft, power-plant, propeller or any component of any of them;
- (b) the report under paragraph (1) shall be made on a form prescribed by the Authority, describing the defect or malfunction completely without withholding any pertinent information;
- (c) where the filing of a report under paragraph (2) might prejudice the Approved Maintenance Organisation, the Approved Maintenance Organisation should seek advice from the Authority on whether the serious defect or other recurring un-airworthy condition under paragraph (1) shall be reported; and
- (d) where the defect or malfunction could result in an imminent hazard to flight, the Approved Maintenance Organisation shall use the most expeditious method to inform the Authority.

(2) Where the Approved Maintenance Organisation is accomplishing work for an air operator and a defect under paragraph (1) (a) is found, the air operator shall be notified.

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(3) A report under paragraph (1) (b), shall be prepared by the nominated manager responsible for maintenance and submitted to the Authority through the Quality Manager.

SUBCONTRACTED MAINTENANCE PROCEDURES

16. (1) This section shall detail the procedures for the use of sub-contracted maintenance and shall include the following:

- (a) any work performed by another maintenance organisation for this Approved Maintenance Organisation shall be inspected by the nominated manager responsible for maintenance or certifying staff personnel delegated for such inspection;
- (b) the inspection under subparagraph (a) shall be to verify that—
 - (i) the work was performed in accordance with prescribed standards;
 - (ii) parts and materials used met the required relevant airworthiness standards; and
 - (iii) the paperwork received with the material verifies the authenticity of the part and work performed;
- (c) the stockroom manager of the Approved Maintenance Organisation shall not release any parts made by, or parts having had work performed on them by a subcontractor until the certifying staff personnel have approved the materials as being airworthy;
- (d) all subcontracted work shall be segregated from regular stock until the inspection under paragraph (a) has been performed and the material accepted for use; and

- (e) where subcontracted material is rejected as being un-airworthy, it shall immediately be identified by tag as un-airworthy and the proper disposition made, such as scrap or return to vendor.

(2) A list of the subcontracted services utilised by the Approved Maintenance Organisation such as the following as applicable shall be included:

- (a) metal plating or anodizing;
- (b) complex machine operations such as those involving the use of planers, shapers and milling machines;
- (c) abrasive air blasting and chemical cleaning operations;
- (d) heat treatment;
- (e) magnetic inspection;
- (f) fabricated wood spars;
- (g) overhaul and repair hydraulic-pneumatic shock absorber units;
- (h) overhaul and repair hydraulic system components;
- (i) fluorescent inspection of alloy parts; and
- (j) recovering and refinishing of components and entire aircraft.

**PERFORMANCE OF MAINTENANCE, PREVENTIVE
MAINTENANCE, MODIFICATIONS AND REQUIRED INSPECTION
UNDER THE CONTINUOUS AIRWORTHINESS REQUIREMENTS OF
AN AIR OPERATOR**

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17. Where work is being performed by an Approved Maintenance Organisation for an air operator the following procedures shall be included in this section:

- (a) the Approved Maintenance Organisation shall perform maintenance, preventive maintenance, modifications and required inspection under the continuous airworthiness requirements of the air operator in accordance with the manual of the air operator;
- (b) the Approved Maintenance Organisation shall have a current copy of the applicable section of the manual of the air operator which contracts with the Approved Maintenance Organisation for the performance of the required maintenance of the air operator; and
- (c) the nominated manager responsible for maintenance shall be responsible for keeping each manual of the air operator revised and determining that such manual is current before a work order is issued.

PERFORMANCE OF WORK AT A LOCATION OTHER THAN THE MAINTENANCE ORGANISATION

18. Where maintenance functions are being performed at a location other than at the Approved Maintenance Organisation the following procedures shall be included in this section:

- (a) the Approved Maintenance Organisation shall indicate what maintenance service will be provided for its customers on an emergency on-call basis at a place away from the Approved Maintenance Organisation. Service shall only be provided for work for which the Approved Maintenance Organisation is rated;
- (b) only the Accountable Manager or the nominated manager responsible for maintenance shall be authorised to initiate a work order for such work;

- (c) the base maintenance manager shall be responsible for assigning the personnel necessary to perform the work and appoint a person to be in charge of the work force;
- (d) the nominated manager responsible for maintenance shall assign the certifying staff responsible to inspect the work and ensure that all required forms and work are completed as necessary. The nominated manager responsible for maintenance shall assign one certifying staff personnel with the responsibility for returning the article to service;
- (e) the base maintenance manager shall ensure that the article to undergo maintenance and the persons conducting the work shall be in an area safe for the work to be performed and that they shall be protected from the elements. The base maintenance manager shall be responsible for providing all the necessary manpower, work forms, technical data, tools, and equipment necessary for the accomplishment of the maintenance. The base maintenance manager shall establish a system of communications between the field force and the maintenance organisation;
- (f) the stockroom manager shall be responsible for assigning a stockperson who shall provide parts and supply support between the maintenance organisation and the field force. All articles removed by the field force from a product undergoing maintenance at a location away from the maintenance organisation shall be routed through the stockroom parts receiving department. The article(s) shall be inspected in accordance with the maintenance organisation inspection procedures and either routed to the maintenance organisation workshops or to contract maintenance organisations, as appropriate; and
- (g) personnel assigned to accomplish work away from the maintenance organisation shall accomplish the specific

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function of work in the same manner as when performed at the maintenance organisation and in accordance with Part 6.

Regulation 31

A Certificate of Release to Service under regulation 31 shall meet the following minimum standards:

- (a) a Certificate of Release to service is required for the following:
 - (i) before flight at the completion of any package of maintenance scheduled by the approved aircraft maintenance programme on the aircraft, whether such maintenance took place as base or line maintenance;
 - (ii) before flight at the completion of any defect rectification, while the aircraft operates between scheduled maintenance; and
 - (iii) at the completion of any maintenance on an aircraft component when such maintenance is conducted off the aircraft;
- (b) the Certificate of Release to Service shall be in a form prescribed by the Director General;
- (c) the Certificate of Release to Service shall reference the data specified in instructions of a manufacturer or air operator or the aircraft maintenance programme which itself may cross-reference to instruction in the manufacturer maintenance manual, service bulletin, etc;
- (d) where instructions under paragraph (3) 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-GO” gauges. It shall not be sufficient to state that the dimension or the test figure is within tolerance;

- (e) the date maintenance was carried out on an aeronautical product shall include the period when the maintenance took place relative to any life or overhaul limitation in terms of date, flying hours, cycles, or landings as appropriate;
- (f) where extensive maintenance has been carried out, it shall be acceptable for the Certificate of Release to Service to summarise the maintenance as long as there is a cross-reference to the work-pack record containing full details of maintenance carried out. Dimensional information shall be retained in the work-pack record;
- (g) the person issuing the Certificate of 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 Approved Maintenance Organisation shall satisfy the Authority that only the particular person can electronically issue the Certificate of Release to Service;
- (h) an Approved Maintenance Organisation may only defer maintenance in exceptional circumstances and then only in accordance with procedures specified in its Maintenance Procedures Manual.

Regulation 33

Maintenance Data under regulation 33 shall meet the following minimum standards:

- (a) the Approved Maintenance Organisation shall be in receipt of all maintenance data appropriate to support the maintenance work performed from the Authority, the

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aircraft and associated aeronautical product design organisation, and any other approved design organisation in the State of Design, as appropriate;

(b) some examples of maintenance-related documents are—

- (i) Civil Aviation Regulations;
- (ii) associated advisory material;
- (iii) airworthiness directives;
- (iv) maintenance manuals of the manufacturer;
- (v) repair manuals;
- (vi) supplementary structural inspection documents;
- (vii) service bulletins;
- (viii) service letters;
- (ix) service instructions;
- (x) modification leaflets;
- (xi) aircraft maintenance programme; and
- (xii) NDT manual, etc.

Note 1: Paragraph (1) primarily refers to maintenance data that has been transcribed from the Authority and all holders of Type Certificates into the format of the Approved Maintenance Organisation, such as customised maintenance cards or computer database.

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

- (c) 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;
- (d) maintenance 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; and
- (e) where computer systems, and microfilm and microfiche reader printers are used to provide maintenance data, the number of computer terminals and reader printers shall be sufficient in relation to the size of the work programme to enable easy access, unless the computer system and reader printers can produce paper copies.

- END -