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**GCAA**

**ADVISORY CIRCULAR**

**AIRWORTHINESS  
AC NO: GCAA AC/AIR-026**

**SUBJECT:**

**AMO AIRCRAFT  
CERTIFICATION AUTHORITY**

DATE ISSUED: **09-09-2019**  
ISSUED BY: **Director Aviation  
Safety Regulation**

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**1. PURPOSE**

This Advisory Circular (AC) provides information, guidance and an acceptable means of compliance with the regulations concerning the Approved Maintenance Organisation (AMO) for the appointment of Aircraft Certification Authority (ACA) and Shop Certification Authority (SCA) for certifying staff who are required to sign Maintenance Releases (MR), Certificates of Release to Service (CRS) and other aircraft maintenance certificates, such as, Duplicate Inspections (DI) and Certificates of Fitness for Flight (CFF), on behalf of the AMO.

**2. AUDIENCE**

GARs Part 6 - Approved Maintenance Organisations.

**3. CANCELLATION**

Not applicable.

**4. EFFECTIVE DATE**

This Advisory Circular becomes effective from September 9, 2019 and remains in force until cancelled or amended by the Director General, Guyana Civil Aviation Authority.

**5. CHANGES**

Not applicable.

**6. RELEVANT REFERENCES**

Guyana Aviation Requirements (GARs) Part 6 – Approved Maintenance Organisation.

## 7. CONTACT INFORMATION

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## 8. INTRODUCTION

- 8.1 It has been the general practice for Aircraft Maintenance Engineers (AMEs) to sign aircraft maintenance certificates, such as, Maintenance Release or Maintenance Release Certificate (MRC), Certificate of Release to Service (CRS), Certificate of Fitness for Flight (CFF) and Duplicate Inspection (DI) under the privileges of their GARs Part 2 "Aircraft Maintenance Engineer Licence" (AMEL) and insert their signature and AMEL number to the certificates.
- 8.2 This practice must be discontinued since an AMEL does not automatically qualify an individual to sign a Maintenance Release or any maintenance certificate under GARs Part 6 AMO jurisdiction. The authority for a person to sign a release/certificate within the AMO jurisdiction shall be separately granted by the AMO, in accordance with GARs Part 6, following specific training with regards to AMO procedures, qualifying type and specialised training, and other regulatory training.

## 9. REGULATORY REQUIREMENTS

- 9.1 Regulations (GARs Part 9, Sub-Section 9.4.1.3) require that: ***"An AOC holder shall not operate an aircraft, except for pre-flight inspections, unless it is maintained and released to service by an AMO or Equivalent System of Maintenance that is approved by the State of Registry and is acceptable to the Authority."***
- 9.2 GARs Part 6 prescribes the requirements for issuing approvals to organisations for the maintenance, preventive maintenance, and modifications of aircraft and aeronautical products and prescribes the general operating rules for an AMO. However, GARs Subpart 9.4 provides those certification and maintenance requirements that apply to an AOC holder utilising an AMO.

## 10. AIRCRAFT MAINTENANCE AUTHORISATION

- 10.1 An aircraft maintenance authorisation is commonly known as an Aircraft Certification Authority (ACA). An ACA also permits the certification of work that is performed off the aircraft, provided it is not prohibited in the Maintenance Procedures Manual (MPM). This work is only appropriate under an ACA where it is performed on products that are, by type design, eligible for installation on the aircraft or system for which the AME licence, forming the basis of the ACA, is rated.

- 10.2 "**Eligible**" does not necessarily mean that the part is intended to be installed on an aircraft for which the AME licence is rated; the part may be eligible, by type design, to be installed in several aircraft types. Provided the part is eligible for installation in the type for which the AME licence has been rated, the work can be performed even though the part may actually be installed on an aircraft for which the AME licence has not been rated.
- 10.3 An AMO may also authorise a person, that is not the holder of an AME licence issued pursuant to GARs Part 2, to sign a Maintenance Release, in respect of work performed on parts intended for installation on an aircraft, by means of a Shop Certification Authority (SCA). Prior to the issuance of an SCA, the AMO shall ensure that the person understands his/her responsibilities in accordance with the applicable regulations, and has demonstrated levels of knowledge and experience that meet the applicable requirements of the regulations, in respect of the work certified. These levels of knowledge and experience can be determined by diploma or certificate from a course in an appropriate field (e.g. aircraft welding, NDT, etc.) or by an attestation that the person has been working in the field, under the supervision of an ACA or SCA holder for a period of not less than, for example **5 years or 1800 hours** (the time of experience and on-the-job training is determined by the AMO and must be acceptable to the Guyana Civil Aviation Authority (GCAA)).
- 10.4 Prior to issuing an authorisation in respect of the evaluation of aircraft parts, the AMO shall ensure that the person has been exercising the privileges of an appropriate ACA or SCA for a period of not less than 5 years (or a suitable time acceptable to the GCAA), and has successfully completed an approved course of training on the applicable processes.
- 10.5 The 5-year experience (or suitable time acceptable to the GCAA) requirement mentioned in (10.4) does not necessarily represent the experience gained within a single AMO, but can be the cumulative pertinent experience gained within a number of AMOs.
- 10.6 ACA or SCA authorisations are indicated in a document issued to each individual concerned; the identity of each person shall also be established in their personnel and training records (on file).

## **11. MAINTENANCE PROCEDURES MANUAL (MPM)**

- 11.1 The MPM of an AMO certificate holder shall contain at least the following information:
- a) A description of the methods used to ensure that the persons authorised to sign Maintenance Releases (maintenance certificates) are qualified in accordance with the requirements that are applicable to maintenance performed pursuant to GARs Parts 6.
  - b) Regulation requires that anyone authorised to sign a Maintenance Release (maintenance certificate) is appropriately trained and has the knowledge, experience and qualifications necessary.
  - c) The authority for a person to sign a Maintenance Release (maintenance certificate) within the organisation's jurisdiction is separately granted by the organisation and is commonly known as Aircraft Certification Authority (ACA) or Shop Certification Authority (SCA) in the case of component certifications (as stated in preceding paragraphs).

- d) Consequently, the AMO needs a system to assess the qualifications of each employee to determine eligibility for ACA/SCA status. The MPM shall describe the following criteria for the issuance of the ACA/SCA authority:
- (i) The specific training and experience requirements needed to qualify for the granting of ACA/SCA authority;
  - (ii) Who in the organisation may authorise the ACA/SCA privileges/authority;
  - (iii) What documentation is needed to substantiate the ACA/SCA credentials; and
  - (iv) Where the ACA/SCA records will be kept.

#### 11.2 Other MPM procedures may be as follows:

- a) Authority to certify each aircraft type on behalf of the organisation will be granted by the quality manager in consultation with the person responsible for maintenance, when the following requirements have been met:
- (i) The employee has completed a course of training in organisation policy and procedures as stated in the AMO MPM.
  - (ii) The employee holds a valid GCAA Aircraft Maintenance Engineer Licence (in the case of ACA) in the appropriate category.
  - (iii) The employee has shown a combination of training and experience appropriate to that aircraft type for which the authority is being granted.
  - (iv) The employee has demonstrated to the person responsible for maintenance and the quality manager (or a panel of assessors) the ability to successfully complete the assigned responsibilities by interview, practical demonstration of abilities and exams, which will be kept on file (for both ACA and SCA).
  - (v) The person responsible for maintenance or the quality manager (depending on who the AMO nominates) will authorise each ACA/SCA holder by means of a letter (or a booklet or card [**AMO choice as stated in the MPM**]) and stamp that will define the specific certification authorities held. Each stamp will bear a **unique number** linked to the ACA/SCA holder. Stamp numbers **will not be reused** and will be returned to the person responsible for maintenance or quality manager when ACA/SCA authority is withdrawn or terminated. A copy of this letter (booklet or card) and stamp impression will be kept in the employees file, and a copy will be given to the individual.

#### 11.3 The validity, withdrawal or termination of authorisation may be as follows:

- a) The authorisation **shall** have an expiration date. The expiration date may be coincidental with the authorised person's GCAA AMEL expiration date.
- b) No person shall exercise the privileges of their ACA/SCA authorisation during the period when it is voided, expired, withdrawn or terminated.
- c) It is the responsibility of the person and the AMO to monitor the authorisation validity.

- d) Authorisations must be suspended pending investigation when the person in charge of maintenance and/or the quality manager considers the holder as "**not competent**" or "**no longer competent**".
- e) When the AMO determines that the holder of an authorisation becomes "**not competent**" or "**no longer competent**" and the person's authorisation is suspended, withdrawn or terminated, the AMO shall so inform the Authority in writing, detailing the person's name and authorisation number. A copy of the suspension, withdrawal or termination order shall be kept on file and in the person's personnel record.

APPROVED BY:



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