

Republic of Iraq
Ministry of Transport
Iraq Civil Aviation Authority

**REGULATIONS
(18)
APPROVED
MAINTENANCE
ORIGINATIONS**

INTRODUCTION

Regulations No. 18 "Approved Maintenance Organizations" is prepared to ensure the establishment and development of aircraft maintenance organizations in accordance with international standards.

These regulations include the regulatory requirements for aircraft maintenance organizations certification and continued validity, quality system, and maintenance requirements.

This document contains regulations, schedules and implementing standards. The regulations are the regulatory requirements which the maintenance organization must comply with as applicable to his scope of work; the schedules are guidelines for specific regulations, while implementing standards presents a supplement to some regulations.

The Director General may amend these regulations whenever it is determined that the aviation safety requires such amendment.

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REPUBLIC OF IRAQ

REGULATIONS

Made by the Authority with the approval of the Director General of Iraqi Civil Aviation Authority under Act 148 of 1974 "The Civil Aviation Act", Article 65(3) and Article 208.

REGULATIONS (NO. 18) APPROVED MAINTENANCE ORGANIZATIONS

Citation 1. These Regulations may be cited as (Approved Maintenance Organization) Regulations.

Interpretation 2. (1) In these Regulations:

“Accountable Manager” means the manager of an Aircraft Maintenance Organization 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 Organization is authorized to perform can be financed and carried out to the standard required by the Authority;

“Act” means the Civil Aviation Act 148 of 1974;

“aeronautical product” means an aircraft engine, propeller or sub-assembly appliance, material part or component to be installed on an aircraft or any aircraft;

“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;

“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;

“air operator” means any person, organization 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;

“airframe” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces, including rotors but excluding propellers and rotating airfoils of a power plant, landing gear of an aircraft and their accessories and controls;

“airworthy” means an aircraft on aeronautical product is in a fit and safe state for flight and is in conformity with its type design;

“Authority” means the Civil Aviation Authority of Iraq;

“approved data” means technical aeronautical information approved by the Authority;

“Approved Maintenance Organization,” means a maintenance organization approved by the Authority under these regulations to conduct maintenance on Iraq aircraft and their associated aeronautical product;

“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;

“authorized engineer” means the holder of an Aircraft Maintenance Engineer Licence issued by the Authority in accordance with Regulations (No. 8) "Personnel Licencing" authorized by an Approved Maintenance Organization in accordance with the procedure approved by the Authority, to issue Certificate of Release to Service for Iraq aircraft and its aeronautical products;

“authorized aviation repair specialist” means the holder of an Aviation Repair Specialist Licence issued by the Authority in accordance with Regulations (No. 8) (Personnel Licencing) authorized by the Approved Maintenance Organization in accordance with the procedure approved by the Authority, to issue Certificate of Release to Service for Iraq aircraft and its aeronautical products;

“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.

“capability list” means a current list of aeronautical products for which an Approved Maintenance Organization is capable to effectively perform maintenance functions approved by the Authority.

“Certificate of Release to Service,” means a document certifying an aircraft as being released for service;

“Certificate of Release to Service” means a certification issued by certifying staff of an Approved Maintenance Organization, 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;

“certification authorization” means a document issued to a certifying staff by an Approved Maintenance Organization authorizing such certifying staff to issue Certificate of Release to Service in respect or maintenance performed on Iraq aircraft and their associated aeronautical product;

“certifying staff” means authorized engineers and authorized aviation repair specialist of an Approved Maintenance Organization;

“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.

“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;

“Director General” means the Director General of Civil Aviation appointed under the Act;

“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;

“housing” means a building, hangar and other structure used to accommodate the necessary equipment and materials of an Approved Maintenance Organization that

- (a) provides working space for the performance of maintenance, preventive maintenance or modifications for which the Approved Maintenance Organization 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;

“human factors” 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;

“human performance” means human capabilities and limitations which have

an impact on the safety and efficiency of aeronautical operations;

“inspection” means the examination of an aircraft or aeronautical product to establish conformity with an approved standard;

“maintenance” means the tasks required to ensure continued airworthiness of an aeronautical product and includes overhaul, repair, inspection, replacement, modification or defect rectification;

“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;

“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 aeronautical product;

“modification” means the alteration of an aeronautical product in conformity with an approved standard;

“national air operator” means a person, organization or enterprise who have been issued an Iraq air operators certificate in accordance with Regulations No.3 "Air Operator Certification and Administration";

“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 Organization.

“overhaul” means the restoration of an aeronautical product using methods, techniques and practices acceptable to the Authority, including disassembly, 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;

“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;

“preventive maintenance” means the simple or minor preservation operations and replacement of small standard parts not involving complex assembly operations;

- “primary standard” means a standard defined and maintained by a State Authority and is used to calibrate secondary standards;
- “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;
- “reference standard” means a standard that is used to maintain working standards.
- “release to service” means an aircraft or aeronautical product is certified as either airworthy or serviceable and is permitted to return to normal operations
- “repair” means the restoration of an aircraft or aeronautical product to a serviceable condition in conformity with an approved standard;
- “safety and quality policy” means the overall intention and direction of an organization as regards to safety and quality, approved by the Accountable Manager;
- “secondary standard” means a standard maintained by comparison with a primary standard;
- “specialized maintenance” means any maintenance not normally performed by an Approved Maintenance Organization, such as, tire re-treading and plating of metals;
- “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.
- “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.
- “tools, equipment and test equipment” means items used by an Approved Maintenance Organization for the performance of maintenance or calibration on an aircraft or aeronautical product.
- “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.

“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

“Iraq aircraft” means an civil aircraft registered in Iraq;

“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.

(2) The following abbreviations are used in these regulations.

AMO – Approved Maintenance Organisation

PMA – Parts Manufacturing Authorisation

TSO – Technical Standard Order

Applicability of these Regulations

General applicability of these Regulations.

3. These Regulations prescribes

- (a) the requirements for the issue of Approved Maintenance Organization Certificates for the maintenance, preventive maintenance and modifications of Iraq aircraft and its aeronautical products; and
- (b) general operating rules for an Approved Maintenance Organization.

**PART I
GENERAL REQUIREMENTS FOR ISSUE OF AIRCRAFT MAINTENANCE
ORGANIZATION CERTIFICATE**

General Applicability of Part I

Applicability of Part I

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

Persons prohibited from performing maintenance of aeronautical products

Prohibition of performance of maintenance

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

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

General Application Requirements

General requirements for issue of Aircraft Maintenance Organization Certificate

6. (1) A person wishing to apply for an Approved Maintenance Organization Certificate with an appropriate rating to perform maintenance, preventive maintenance and modification on Iraq 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 organization who are able to read, speak, write and understand the Arabic and English language; and
- (e) meet the requirements of these Regulations.

(2) An application under subregulation (1), shall be accompanied by

- (a) two copies of the Maintenance Procedures Manual of the applicant which meets the requirements of these Regulations and which shall be approved by the Authority;
- (b) a Statement of Compliance indicating how the AMO will ensure compliance with each applicable Part and Subpart of the ICARs. The Statement of Compliance may reference where in the

applicant's manuals, programs, and procedures the regulatory requirements have been addressed.

- (c) a list of contracted Approved Maintenance Organization and a list of the maintenance functions that such contracted Approved Maintenance Organizations are contracted to perform;
- (d) a list of maintenance functions to be performed for the Approved Maintenance Organization, under contract by a non-approved maintenance organization;
- (e) a list of all Approved Maintenance Organization certificates and ratings pertinent to those certificates issued by any Contracting State other than Iraq; and
- (f) any additional information the Director General requires the applicant to submit.

(3) Where the applicant under subregulation (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 Organization.

(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 Organization Certificate by the Authority.

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

Equivalent Safety Case and Deviation Authority

Equivalent
Safety Case and
Deviation
Authority

7. (1) An Approved Maintenance Organization shall not introduce a procedure which is contrary to those prescribed in these Regulations.

(2) Notwithstanding subregulation (1), where circumstances warrant deviation from prescribed procedures, an Approved Maintenance Organization may apply to the Authority for a Deviation Certificate.

(3) Where the Authority determines that the deviation applied for under subregulation (2), is equivalent to what is required, it may approve the use of such procedure by granting a Deviation Certificate.

(4) An alternative procedure under subregulation (3), (hereinafter referred to as "an equivalent safety case"), shall only be considered on an individual case-by-case basis and would be conditional upon compliance with any supplementary conditions the Authority considers to be necessary to ensure equivalent safety.

(5) A request for a Deviation Certificate shall be made in a form and manner

prescribed and submitted to the Authority at least sixty days before the date the deviation is necessary for the intended maintenance, preventive maintenance or modification.

(6) A request for a Deviation Certificate under subregulation (5) shall contain a statement of the circumstances, justifications and alternate method proposed for the deviation requested, and show that a level of safety shall be maintained equal to that provided by the rule from which the deviation is sought.

(7) An Approved Maintenance Organization that receives a Deviation Certificate under this regulation shall have a means of notifying personnel authorized by an Approved Maintenance Organization to certify aircraft or aircraft components for release to service of the deviation, including the extent of the deviation and when the deviation is terminated or amended.

(8) Notwithstanding the sixty day requirement for submission under subregulation (5), where the deviation required is one which necessitates immediate implementation, an Approved Maintenance Organization may submit a request for such deviation within a shorter period and where he show that such deviation is necessary in the interest of safety, the Director General may recommend the Authority approve the use of such deviation for a prescribed period.

Issuance of an Approved Maintenance Organization Certificate

Issue of Aircraft
Maintenance
organization
Certificate

8. (1) The Director General may, after an evaluation of the application and subsequent inspection of the proposed facilities of the applicant, recommend the Authority issue an Approved Maintenance Organization 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 Iraq aircraft or aeronautical products for which it seeks approval; and
- (d) has paid all fees as prescribed by the Authority.

(2) The Director General shall not recommend the issue of an Approved Maintenance Organization 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 Organization Certificate.

(iii) held a certificate or licence 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 applicant; or

(iv) employs or proposes to employ a person in a management or supervisor capacity who

(A) held a certificate or licence 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 applicant; or

(B) contributed materially to the revocation or termination of an aviation certificate issued by the Authority; or

(b) where a person having substantial ownership of the organization

(i) held a certificate or licence 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 a person; or

(ii) contributed materially to the revocation or termination of an aviation certificate issued by the Authority;

Certificate and Operation Specifications

Contents of Approved Maintenance Organization Certificate

9. (1) An Approved Maintenance Organization 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 authorizations set out in Schedule 2.

Schedule 1

Schedule 2

(2) The Approved Maintenance Organization Certificate shall contain the-

(a) certificate number specifically assigned to the Approved Maintenance Organization by the Authority;

(b) name and location of the main place of business of the Approved Maintenance Organization;

(c) date of issue and period of validity;

(d) terms of the approval;

- (e) class and rating issued to the Approved Maintenance Organization; and
- (f) the signature of the Chairman or any other member of the Board authorized by the Authority.

(3) The Approved Maintenance Organization Operation Specifications shall contain the -

Schedule 3

- (a) Certificate Number specifically assigned to the Approved Maintenance Organization;
- (b) class and rating issued in detail, including special approvals and limitations of such class and rating and special approvals issued as applicable set out as detailed in Schedule 3;
- (c) date issued or revised;
- (d) delegated authorizations;
- (e) signature of the Accountable Manager; and
- (f) signature of the Authority.

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

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

(5) An Approved Maintenance Organization may perform maintenance, preventive maintenance and modifications on Iraq aircraft or their associated aeronautical product or part thereof only for which it is rated and within the limitations placed in its Operation Specifications.

(6) The holder of an Approved Maintenance Organization Certificate shall keep such Aircraft Maintenance Organization Certificate on the premises of the Approved

Maintenance Organization prominently displayed in a place normally accessible to the public and the Authority.

Duration and Renewal of a Certificate

- Validity of Approved Maintenance Organization Certificate
10. (1) A certificate issued to an Approved Maintenance Organization by the Authority shall be valid for the remainder of the month of which it was issued plus twelve months thereafter, unless -
- (a) it is surrendered to the Authority by the Approved Maintenance Organization;
 - (b) it is suspended or revoked by the Authority;
 - (c) the holder of the Approved Maintenance Organization Certificate no longer has a fixed base of operation; or
 - (d) the holder of the Approved Maintenance Organization Certificate no longer has the equipment or facilities to perform maintenance of Iraq aircraft or their associated aeronautical products.
- (2) The holder of an Approved Maintenance Organization Certificate shall return such certificate and Operation Specifications to the Authority where it
- (a) is expired;
 - (b) is surrendered by the Approved Maintenance Organization; or
 - (c) is suspended or revoked by the Authority.
- (3) A valid Approved Maintenance Organization Certificate shall continue to remain in force on condition that -
- (a) the holder of the Approve 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 Organization facilities to conduct inspections to determine continued compliance with these Regulations;
 - (c) the holder of the Approved Maintenance Organization 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 Organization is no longer in compliance with these Regulations, the Director General may recommend the Authority suspend or revoke his Approved Maintenance Organization Certificate.

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

- (a) apply to the Authority in the prescribed form;
- (b) submit his application no later than ninety 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 Organization Certificate referred to in subregulation (5) and inspection of the facilities of the Approved Maintenance Organization, recommend the Authority renew the Approved Maintenance Organization 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 Iraq aircraft or aeronautical products for which he seeks approval; and
- (d) has paid all fees as prescribed by the Authority.

Changes to the Approved Maintenance Organization and Certificate Amendments

Amendments to
Approved
Maintenance
Organization
Certificate

11.(1) Where the holder of an Approved Maintenance Organization Certificate wishes to make changes to his Approved Maintenance Organization Certificate in relation to:

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

- (g) the list of management personnel identified in the Maintenance Procedure Manual,

he shall provide written notification to the Authority of his intention to make such change at least sixty days before the submission of the application for the amendment.

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

(3) An application under subregulation (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 Procedure Manual for approval by the Authority.

(4) The Director General may recommend the Authority approve the amendment of an Approved Maintenance Organization Certificate and issue a new Approved Maintenance Organization Certificate with the old Approved Maintenance Organization 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 Iraq 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 Organization Certificate involves a change of ownership, the applicant shall provide the Director General with such evidence of the change of ownership.

(6) Notwithstanding subregulation (4), the Director General may recommend the Authority assign a new Approved Maintenance Organization Certificate number to the amended Approved Maintenance Organization Certificate where the amendment involves a change of ownership specified under subregulation (5).

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

(8) Any changes made to an Approved Maintenance Organization Certificate

under subregulation (2) without the required notification or approval shall be ineffective unless approved by the Authority.

(9) The Director General may recommend the Authority suspend an Approved Maintenance Organization Certificate where the holder of such Certificate makes any change listed under subregulation (1), to the Approved Maintenance Organization without-

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

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

Advertising Requirements

Advertising requirements

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

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

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

Maintenance Procedures Manual Requirements

Contents of a Maintenance Procedures Manual Schedule 4

13. (1) An applicant for an Approved Maintenance Organization Certificate with a rating shall ensure that his Maintenance Procedures Manual submitted under regulation 6 (2), contains details of the following subjects as set out in Schedule 4:

- (a) Organization and Management;
- (b) Maintenance Procedures for Base Maintenance;
- (c) Additional Procedures for Line Maintenance ;
- (d) Quality System Procedures;
- (e) Maintenance Documentations and Records;
- (f) Appendices related to items in (a) to (e).

(2) The subjects of the Maintenance Procedures Manual referred to in subregulation (1) shall detail the following elements:

- (a) housing for the level of maintenance required;
- (b) tools and equipment for the level of maintenance required;
- (c) qualified maintenance and certifying staff for the level of maintenance required;
- (d) maintenance and repair manuals;
- (e) adequate quantity of materials and parts; and
- (f) quality assurance systems.

Application for an Additional Ratings

Issue of Additional ratings of 14.(1) An Approved Maintenance Organization wishing to apply for an additional rating to perform maintenance, preventive maintenance and modification on Iraq aircraft and their associated aeronautical products shall

- (a) apply to the Authority on the prescribed form;
- (b) pay the prescribed fee;
- (c) be accompanied by the required amendment to his Maintenance Procedure 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 Organization to submit.

(2) Where the Director General is satisfied that an Approved Maintenance Organization under subregulation 1 meets the requirements of these Regulations he may recommend the Authority issue such a rating to the Approved Maintenance Organization.

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

Issue of Limited Rating to an Approved Maintenance Organization

Issue of ratings with limitations of 15.(1) The Director General, may recommend the Authority issue a rating with limitation where an Approved Maintenance Organization Certificate demonstrates the capability

- (a) to maintain or alter only a particular type of airframe, power plant, propeller, radio, instrument, or accessory or parts thereof; or
- (b) to perform only specialized maintenance requiring equipment and

skills not ordinarily performed in an Approved Maintenance Organization.

(2) A rating issued with limitations under subregulation (1), may be limited to a specific model aircraft, engine, or constituent part or to any number of parts made by a particular manufacturer and Specialized Services.

(3) A Specialized Service Rating may be issued to an Approved Maintenance Organization to perform specific maintenance or processes on Iraq aircraft or their associated aeronautical product.

(4) The Operation Specifications of the Approved Maintenance Organization under subregulation (3), shall identify the specification used in performing that specialized service 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 Organization, approved by the State of Design that initially issued the Type Certificate which the Director General recommends the Authority approve.

**PART II
HOUSING, FACILITIES, EQUIPMENT & MATERIALS**

Applicability of Part II

Applicability of Part II

16. This Part prescribes the requirements for housing, facilities and equipment and materials for issue of an Approved Maintenance Organization Certificate.

Housing and Facilities Requirements

Minimum requirements of housing and facilities

17. (1) An Approved Maintenance Organization shall provide the necessary facilities, equipment and materials in the required quantity and quality that meet the standards required for the issuance of the certificate and ratings that the Approved Maintenance Organization holds.

(2) An Approved Maintenance Organization 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 Organization 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 without 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;
- (c) specialized workshops and bays are segregated, as appropriate, to insure that the environment and work area contamination is minimized;
- (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
- (f) access to storage facilities is restricted to authorize personnel.

Equipment, tools and material

Minimum requirements for equipment, tools and materials

18.(1) An Approved Maintenance Organization 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 and these items shall be under the full control of the Approved Maintenance Organization.

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

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

(4) An Approved Maintenance Organization 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

Applicability of Part III

19. This Part prescribes the requirements for administration of an Approved Maintenance Organization for the issue of an Approved Maintenance Organization Certificate.

Personnel and Training Requirements

Minimum training requirements for personnel

20. (1) An Approved Maintenance Organization shall employ the necessary trained and experienced maintenance personnel, authorized engineer and authorized aviation repair specialist where required, who meet the requirements of these Regulations.

(2) An applicant for an Approved Maintenance Organization Certificate shall nominate a person as the Accountable Manager responsible for establishing and promoting the safety and quality policy, acceptable to the Authority, who shall have corporate authority for ensuring that maintenance, preventive maintenance and modification for which the Aircraft Maintenance Organization is authorized to perform can be financed and carried out to the standard required by the Authority.

(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 Organization is in compliance with these Regulations.

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

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

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

(7) An Approved Maintenance Organization 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.

(8) The competency of personnel involved in the performance of maintenance,

supervision, management and quality audits for an Approved Maintenance Organization shall be established and controlled in accordance with procedure and to standards approved by the Authority.

(9) The competence of personnel under subregulation (8) shall include an understanding of the application of human factors and human performance issues appropriate to the functions of such person in the organization.

(10) An Approved Maintenance Organization 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.

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

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

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

(14) An Approved Maintenance Organization shall ensure that certifying staff meets the qualification requirements of the Regulations (No. 8) "Personnel Licensing" 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 Organization shall ensure that the training programme under subregulation (13) includes training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.

(16) An Approved Maintenance Organization maintaining large shall have -

(a) in the case of aircraft line maintenance -

- (i) appropriate aircraft type rated authorized engineer qualified in accordance with regulation 21; and
- (ii) appropriate task rated authorized engineer qualified to perform and certify minor schedule line maintenance and simple defect rectification.

(b) in the case of aircraft base maintenance appropriate aircraft type rated authorized engineer qualified in accordance with regulation 21

for certifying work performed.

(17) Where an Approved Maintenance Organization perform maintenance on small aircraft, the requirements of subregulation (16) shall be applied unless alternative procedures for issuing Certificate of Release to Service by the organization for such aircraft have been approved by the Authority.

(18) An Approved Maintenance Organization 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 Iraq aircraft and their associated aeronautical products approved by the Authority.

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

- (a) for a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the Approved Maintenance Organization may issue a limited certification authorization to the pilot in command, the 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 to the required standard; and
- (b) for the unforeseen circumstances where an aircraft is grounded at a location not having an Approved Maintenance Organization, the Approved Maintenance Organization contracted to provide maintenance support may issue a one-off authorization to a person at that location who has at least five years experience and holding 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 Organization obtaining and holding on file, evidence of the experience and licence of such person.

(20) Where a Certificate of Release to Service was issue under paragraph (19) (b), the Approved Maintenance Organization shall report such event within seven days of the issuance of such authorization.

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

Requirements for Certifying Staff

Requirements
for certifying
staff

21. (1) The applicant for an Approved Maintenance Organization Certificate shall submit procedures in his Maintenance Procedures Manual for the issue of certification authorization to qualified personnel of the organization, for approval by the Authority.

(2) An Approved Maintenance Organization may issue or re-issue a certification authorization to a qualified person where he -

- (a) holds a valid Aircraft Maintenance Engineer Licence issued under the Regulations (No. 8) "Personnel Licensing" or an equivalent qualification approved by the Authority, which attest to his knowledge and experience;
- (b) has an adequate understanding of the relevant aeronautical products to be maintained and for which authorization privileges are sought and is thoroughly familiar with the relevant Approved Maintenance Organization systems and procedures;
- (c) has successfully completed initial 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 authorization.

(3) A person issued certification authorization by an Approved Maintenance Organization under subregulation (2) shall be referred to as an 'authorized engineer' under these Regulations.

(4) An Approved Maintenance Organization may issue or re-issue a certification authorization to a qualified person where he

- (a) holds a valid Aviation Repair Specialist Licence with a rating issued under the Regulations (No. 8) "Personnel Licensing" in respect of this organization;
- (b) holds a supervisory or management position of the organization;
- (c) has an adequate understanding of the relevant aeronautical products to be maintained and for which authorization privileges are sought and is thoroughly familiar with the relevant Approved Maintenance

Organization systems and procedures;

- (d) has successfully completed initial and continuation training in his assigned tasks and responsibilities in accordance with a programme approved by the Authority;
- (e) has successfully completed training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel;
- (f) has satisfied the experience and skills requirements in accordance with the training programme approved by the Authority; and
- (g) has satisfied all other requirements of the Maintenance Procedures Manual for the issue of the authorization.

(5) A person issued certification authorization by an Approved Maintenance Organization under subregulation (4) shall be referred to as an 'authorized aviation repair specialist' under these Regulations.

(6) An Approved Maintenance Organization 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 authorization and exercised the privileges of his certification authorization for at least six cumulative months in any consecutive twenty-four months period.

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

(8) An Approved Maintenance Organization shall establish a programme for the continuation training and procedure to ensure compliance with subregulation (7) as one of the requirements for the issue and re-issue of a certification authorization to a certifying staff.

(9) An Approved Maintenance Organization 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 re-issue or issue of a certification authorization as appropriate.

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

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

Procedures Manual approved by the Authority.

Records of authorized engineer and authorized aviation repair specialist

Requirements for records for authorized engineer and authorized aviation repair specialist

22. (1) An Approved Maintenance Organization shall maintain records of all certifying staff within his organization, which shall include details of any Aircraft Maintenance Engineer Licence and Aviation Repair Specialist Licence held, all training completed and the scope and limitation of their authorization.

(2) The Approved Maintenance Organization, under subregulation (1), shall provide each certifying staff with a copy of his certification authorization, which may be on hard copy or electronic format.

(3) A certifying staff shall produce their certification authorization to the Director General or his authorized representative within a reasonable time of a request for such production.

Rest and duty limitations for maintenance staff

Rest and duty times restrictions

23. (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 on an unscheduled aircraft 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, or

(4) Notwithstanding subregulation (1), where a person performing maintenance under subregulation (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 subregulation (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 Organization 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 ORGANIZATION OPERATING RULES**

Applicability of Part IV

Applicability of Part IV

24. This Part prescribes the operating rules requirements for an Approved Maintenance Organization for the issue of an Approved Maintenance Organization Certificate.

Maintenance Procedures Manual

Requirements for Maintenance Procedures Manual

25. (1) An Approved Maintenance Organization Maintenance Procedures Manual and any subsequent amendments thereto shall be approved by the Authority prior to use.

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

(3) The Approved Maintenance Organization shall ensure the Maintenance Procedures Manual referred to in subregulation (2), is provided for the use and guidance of the organization 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.

(4) A Maintenance Procedures Manual under this regulation shall contain -

- (a) the specific scope of work required of the Approved Maintenance Organization in order to satisfy the relevant requirements needed for obtaining an approval to issue Certificate of Release to Service in respect of maintenance of Iraq aircraft and their associated aeronautical products;
- (b) a statement signed by the Accountable Manager of the organization 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 define the compliance of the Approved Maintenance Organization with these Regulation 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 Organization;

- (e) an organization chart showing associated chain of responsibility of the management personnel specified in paragraph (d);
- (f) a current list of authorized engineers and authorized aviation repair specialists and the procedures to establish and maintain such list;
- (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 and responsibilities 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 holder of an Air Operator Certificate;
- (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 Organization all necessary airworthiness data from the type certificate holder or the type design organization;
- (o) a general description of the facilities located at each address specified in the Approved Maintenance Organization Certificate;
- (p) a general description of the Approved Maintenance Organization scope of work relevant to the extent of the Approved Maintenance Organization Certificate;
- (q) the notification procedure to be used by the Approved Maintenance Organization when requesting approval by the Authority, for changes to the organization of the Approved Maintenance Organization;
- (r) procedures to be adopted by the Approved Maintenance Organization when making amendments to the Maintenance Procedure Manual, including submissions to the Authority;

- (s) the procedures adopted by the Approved Maintenance Organization 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 Organization for establishing and maintaining an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products;
- (u) the Approved Maintenance Organization safety and quality policy;
- (v) the system to monitor compliance referred to in paragraph (t) shall include a feedback system to the nominated managers specified in regulation 20, and ultimately 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;
- (w) the procedures of the Approved Maintenance Organization for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the Accountable Manager for review and action;
- (x) a list of operators, where appropriate, to which the Approved Maintenance Organization provides aircraft maintenance service;
- (y) a list of organizations performing maintenance on behalf of the Approved Maintenance Organization; and
- (z) a list of the line maintenance locations and procedures of the Approved Maintenance Organization, where applicable.

(5) 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 edition printed on each page containing the revision;
- (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.

(6) In addition to the matters set out in subregulation (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.

(7) The Approved Maintenance Organization 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.

(8) An Approved Maintenance Organization shall ensure that all amendments to his Maintenance Procedures Manual, approved by the Authority under regulation 9, are provided promptly to all persons of the Approved Maintenance Organization to whom the manual has been issued.

Quality Assurance System and Maintenance Procedures

Requirements
for quality
assurance
system and
maintenance
procedures

26. (1) An Approved Maintenance Organization shall

- (a) establish a safety and quality policy for the organization to be included in his Maintenance Procedures Manual under regulation 25(3) (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 System, 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 is properly performed;
 - (ii) perform independent audits of maintenance work performed on aircraft and aeronautical product to ensure compliance with the maintenance data, maintenance procedures, materials, appropriate facilities and trained staff required to in performing such maintenance work; and
 - (iii) employ a quality feedback reporting system to the nominated managers 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 system 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 Organization;
- (b) be adequate to review all maintenance procedures as described in the Maintenance Procedures Manual in accordance with an approved programme 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 subregulation (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 shall describe the standard to which the Approved Maintenance Organization intends to maintain Iraq aircraft and their associated aeronautical product;
- (b) comply with the provisions and limitations of these Regulations.

(5) The aeronautical product design standards and where applicable the operator maintenance standards shall be taken into account when developing maintenance procedures under subregulation (4).

(6) The Approved Maintenance Organization shall ensure that the quality assurance system is an independent system under the control of the quality manager who evaluates the maintenance procedures and the correctness of the Equivalent Safety Case process.

Capability List

Requirements for retention of capability list

27. (1) An Approved Maintenance Organization shall prepare and submit to the Authority for approval, a current list of articles for which maintenance functions can be effectively performed (hereinafter referred to as a “capability list”).

(2) An Approved Maintenance Organization 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 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 Organization Certificate; and
- (b) the Approved Maintenance Organization has performed a self-evaluation in accordance with regulation 25(3) (w).

(5) An Approved Maintenance Organization shall perform self-evaluations to determine whether he 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 Approve Maintenance Organization performs a self-evaluation and meets the requirements specified in subregulation (5) it may list the article on the capability list.

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

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

(9) Where an additional aeronautical product has been included on the capability list of the Approved Maintenance Organization, 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 Organization for inspection by the public and the Authority.

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

Privileges of the Approved Maintenance Organization

Approved
Maintenance
Organization
Privileges

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

- (a) maintain an Iraq aircraft and its associated aeronautical products for which it is approved at the location identified in the Approved

Maintenance Organization Certificate;

- (b) arrange for maintenance of an Iraq aircraft and its aeronautical products for which it is approved at another organization that is working under the quality system of the Approved Maintenance Organization, within the limitation of his Approved Maintenance Organization Certificate;
- (c) maintain an Iraq aircraft and its aeronautical products for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aeronautical product or from the necessity of supporting occasional line maintenance subject to the conditions specified on the Approved Maintenance Organization Certificate and the procedures in the Maintenance Procedures Manual;
- (d) maintain an Iraq 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 an Iraq aircraft and its aeronautical products in support of a specific national air operator where such air operator has requested the services of the Approved Maintenance Organization at locations other than his main base where he has a rating in his Operations Specification, approved by the Authority to maintain the aircraft of that specific air operator at the requested location; and
- (f) issue Certificate of Release to Service in respect of paragraphs (a), (b), (c), (d) and (e) upon completion of maintenance in accordance with the ratings and limitations of his Operations Specifications.

(2) An Approved Maintenance Organization shall not

- (a) contract out the maintenance, preventive maintenance, modification or alteration of a complete type-certified aeronautical product for which it is rated; and
- (b) certify an Iraq aircraft or its associated aeronautical products where the entire maintenance of such Iraq aircraft or its aeronautical product has been sub-contracted.

(3) Where an Approved Maintenance Organization contract 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 Organization 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 Organization shall not maintain or modify any

Iraq aircraft and its aeronautical products for which it is rated at a place other than his premises unless

- (a) the function would be performed in the same manner as when performed at his premises and in accordance with these Regulations;
- (b) all necessary personnel, equipment, material, and technical and or approved standards are available at the place where the work is to be done;
- (c) the Maintenance Procedure Manual provides approved procedures governing work to be performed at a place other than his premises; and
- (d) he informs the Authority and receives approval in writing for each task prior to undertaking such task.

Limitations of an Approved Maintenance Organization

Approved Maintenance Organization limitations

29. The Approved Maintenance Organization shall not perform maintenance on an Iraq 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 staff and authorized engineer.

Certificate of Release to Service

Requirements for certificate of Release Service to

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

(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 authorization number of the certifying staff and his signature;
- (d) name and Certificate number of the Approved Maintenance Organization; and
- (e) an airworthiness compliance statement.

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

Maintenance Records

Maintenance
Records
Requirements

31.(1) An Approved Maintenance Organization shall record all details for maintenance work carried out on Iraq aircraft and their associated aeronautical products, in a form acceptable to the Authority.

(2) An Approved Maintenance Organization 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.

(3) An Approved Maintenance Organization 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 and a Certificate of Release to Service was issued a certifying staff on behalf of the Approved Maintenance Organization.

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

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

- (a) description and reference to data approved by the Authority of work performed;
 - (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) name, signature, licence number and kind of licence held by the person approving the work, where the work performed on the aircraft or aeronautical product has been performed satisfactorily;
 - (e) the certifying staff signature, the Approved Maintenance Organization Certificate number, the kind of certification authorization held by the certifying staff approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part or part thereof;
 - (f) where the person under paragraphs (d) and (e) append 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
 - (g) in additions to the entry required by this paragraph, 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.
- (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 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 approve oversized or undersized dimensions.

(8) Certifying staff of an Approved Maintenance Organization shall not issue a Certificate for 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) the repair or modification form authorized or furnished by the Authority has been completed in a manner prescribed by the Authority.

(9) Where a repair or modification to an Iraq aircraft and its associated 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.

(10) A person authorized to issue a Certificate of Release to Service under the Act or Regulations made thereunder, for an aeronautical product after performing an inspection in accordance with the Act or Regulations made thereunder, shall enter 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) his name, signature, Approved Maintenance Organization certificate number, certification authorization number and kind of licence of the certifying staff approving or disapproving for return to service the aircraft or aeronautical product or portion thereof;

(11) Where the aircraft or aeronautical product is found to be airworthy 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 aeronautical product was inspected in accordance with (insert type)

inspection and a list of (insert quantity) discrepancies and unairworthy items has been provided to the aircraft operator.

.....(signature)(date).

(13) Where a certifying staff of an Approved Maintenance Organization under subregulation (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 for service, such certifying staff shall give the operator a signed and dated list of those discrepancies and unairworthy items.

(14) Certifying staff of an Approved Maintenance Organization shall not issue a Certificate of Release to Service in respect of an aircraft or aeronautical product which has been found to be unairworthy in subregulation (12), unless

- (a) the discrepancies and unairworthy items specified in the list provided to the operator have been addressed in accordance with approved procedures;
- (b) the aircraft or aeronautical product or portion thereof has been re-inspected and found to be airworthy and ready for release for service; and
- (c) the requirements of subregulations (11) and (12) have been met.

(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.

Maintenance Data

Requirements to retain maintenance data

32. (1) An Approved Maintenance Organization 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 subregulation (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 organization approved by the civil aviation authority of the Contracting State, for type certificate, supplemental type certificate holders and any other organization 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 authority of any Contracting State, institute or organization and recognized by the Authority as an acceptable standard for maintenance.

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

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

(6) An Approved Maintenance Organization 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 Organization shall provide a common work card or worksheet system for use throughout relevant parts of the organization.

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

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

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

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

(12) Where an Approved Maintenance Organization provides maintenance service for an operator who controls and provides maintenance data, the Approved Maintenance Organization 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.

Production Planning

Requirements for production planning

33. (1) An Approved Maintenance Organization 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 Organization plans maintenance tasks and organizes shifts, human performance limitations shall be taken into account.

(3) When it is required to hand over the continuation or completion of a maintenance action for reasons of a shift or personnel changeover, the Approved Maintenance Organization shall ensure that relevant information are adequately communicated between outgoing and incoming personnel in accordance with a procedure acceptable to the Authority

Reporting on unairworthy conditions

Requirement to report unairworthy conditions of aeronautical products

34. (1) An Approved Maintenance Organization shall report to the Authority and the Aircraft Design Organization of the State of Design any identified condition that could present a serious hazard to the aeronautical product.

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

(3) Where the Approved Maintenance Organization is contracted by an air operator to carry out maintenance, the Approved Maintenance Organization 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.

Inspections by the Authority

Inspection requirements

35. An Approved Maintenance Organization 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.

Performance standards

Approved Maintenance Organization to perform maintenance to required standards

36. (1) An Approved Maintenance Organization that performs any maintenance, preventive maintenance or modifications for the national air operator under the Regulations (No.3) "Air Operator Certification and Administration" having an Approved Maintenance Program, shall perform that work in accordance with the Maintenance Control Manual of such national air operator.

(2) Except as provided in subregulation (1), an Approved Maintenance Organization shall

- (a) perform maintenance and modification of Iraq 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 Organization 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, shop equipment, performance standards, test 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

Implementing standards
Schedule 5

37. An Approved Maintenance Organization in meeting the requirements of Regulations 17, 18, 20, 21, 25, 30 and 32 shall ensure that he complies with the minimum standards set out in Schedule 4.

Director
General may
amend
Schedules

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

Transitional Provision

Transitional
Provision

39. Notwithstanding the Approved Maintenance Organization requirements under these Regulations, where on the commencement of these Regulations the Approved Maintenance Organization holds a valid Approved Maintenance Organization Certificate issued under the Civil Aviation Act 148 of 1974, shall continue to operate under such Certificate until its expiration or for a period of six months, whichever is the lesser, from the date of the commencement of these Regulations, and thereafter shall meet the Approved Maintenance Organization requirements of these Regulations.

SCHEDULE 1
(Regulation 9)

APPROVED MAINTENANCE ORGANIZATION CERTIFICATE

APPROVED MAINTENANCE ORGANIZATION CERTIFICATE NUMBER: _____

Pursuant to the Regulations (No. 18) Approved Maintenance Organization for the time being in force and subject to the conditions specified below, the Authority hereby certifies

(Name and address of the Organisation }

as an Approved Maintenance Organization authorized to conduct maintenance on the aeronautical products listed in the attached Operations Specifications and issue related Certificates of Release to Service using the above Approved Maintenance Organization Certificate Number at the following locations.

(List locations of facilities of the Approved Maintenance Organization)

CONDITIONS OF AUTHORIZATION

1. This authorization limits the scope of work which may be performed by an Approved Maintenance Organization to that specified in the scope of work section of the Approved Maintenance Organization Maintenance Procedures Manual, and
2. The validity of this authorization is conditional on the compliance of the Approved Maintenance Organization with the procedures in the Maintenance Procedures Manual, and
3. Subject to compliance with the foregoing conditions, this approval shall remain valid until the date of expiry specified below, unless the approval has previously been amended, surrendered, suspended or revoked.

Date of issue: Name:
 Date of expiry: Signature:
 (f/ Authority)

SCHEDULE 2
(Regulation 9)

OPERATIONS SPECIFICATIONS				
Approved Maintenance Organization Name:				
Approved Maintenance Organization Certificate Number:				
CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes or airships above 5700 kg	Quote aeroplane/airship type		
	A2 - Aeroplanes or airships below 5700 kg	Quote aeroplane/airship manufacturer, group or type		
	A3 Rotorcraft	Quote rotorcraft manufacturer, group or type		
ENGINES	B1 Turbine	Quote engine type		
	B2 Piston	Quote engine manufacturer or group or type		
	B3 APU	Quote engine manufacturer or type		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Quote aircraft type or aircraft manufacturer or component manufacturer or the particular component and or cross-refer to a capability list in the exposition.		
	C2 Auto Flight			
	C3 Comms & Nav			
	C4 Doors -Hatches			
	C5 Electrical Power			
	C6 Equipment			
	C7 Engines - APU			
	C8 Flight Controls			
	C9 Fuel-Airframe			
	C10 Helicopters -Rotors			
	C11 Helicopters -Trans			
	C12 Hydraulic			
	C13 Instruments			
	C14 Landing Gear			
	C15 Oxvgen			
	C16 Propellers			
	C17 Pneumatic			
	C18 Protection Ice/Rain/Fire			
	C19 Windows			
	C20 Structure			
SPECIALISED SERVICES	D1 Non destructive insp.	Quote process type		

This Operations Specification is limited to those products and activities specified in the Scope of Work section contained in the Approved Maintenance Organization Maintenance Procedures Manual.

Date of issue: Name:

Date of expiry: Signature:

(f/ Authority)

SCHEDULE 3
(Regulation 9)
Approved Maintenance Organizations Operations Specifications.

An Approved Maintenance Organization Operation Specification may contain the following classes and ratings subject to limitations shown in Table 1 below:

TABLE 1

CLASS	RATING	LIMITATION
AIRCRAFT	A1 Aeroplanes and airships above 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 Aeroplanes and airships 5700 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 tasks
AIRCRAFT	A3 Rotorcraft	Limited to line maintenance or base maintenance of rotorcraft manufacturer or group or series or type and the maintenance tasks
ENGINES	B1 Turbine	Limited to engine series or type and the maintenance tasks
ENGINES	B2 Piston	Limited to engine manufacturer or group or series or type and the maintenance tasks
ENGINES	B3 APU	Limited to engine manufacturer or series or type and the maintenance tasks
COMPONENTS OTHER THAN COMPLETE ENGINES OR APU'S	C1 Air Condition & Pressurization C2 Auto Flight C3 Communications and Navigation C4 Doors - Hatches C5 Electrical Power C6 Equipment 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 or the particular component or cross refer to a capability list in the Maintenance Procedures Manual and the maintenance tasks.
SPECIALIZED SERVICES	D1 Non-destructive Testing D2 - Reserved D3 - Reserved D4 - Reserved	Limited to the particular processes, methods and tasks appropriate to the specialized service specified.

Table 2 identifies the ATA Chapters, which qualify for the Component Ratings specified in the Approved Maintenance Organization Operation Specification.

TABLE 2

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

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

(2) The Approved Maintenance Organization Maintenance Procedures Manual shall have the scope of work and a capability list consistent with the provisions of the Operations Specification and defines the exact limits of approval.

(3) An "A" class rating means that the Approved Maintenance Organization may carry out maintenance on the 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 ratings are subdivided into 'Base' or 'Line' maintenance. An Approved Maintenance Organization 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 Organization may temporarily remove an aeronautical product off 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 his Maintenance Procedures Manual approved to the Authority. The limitation section of the Operations Specification in "Table I" will specify the scope of such maintenance thereby indicating the extent of approval.

(6) A "B" class rating means that the Approved Maintenance Organization may carry out maintenance on engines and auxiliary power units that are not installed on an aircraft and their associated products only whilst such aeronautical products are fitted to the engines and auxiliary power units.

(7) Notwithstanding paragraph (6), an Approved Maintenance Organization may temporarily remove an aeronautical products off 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 his Maintenance Procedures Manual approved to the Authority. The limitation section of the Operations Specification in "Table I" will specify the scope of such maintenance thereby indicating the extent of approval

(8) In addition to paragraph (6), an Approved Maintenance Organization with a "B" class rating may also perform maintenance on an engine or an auxiliary power unit installed on an aircraft during 'Base' and '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 Organization may carry out maintenance on the associated aeronautical products 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 and auxiliary power unit. The limitation section of the Operations Specification in "Table I" will specify the scope of such maintenance thereby indicating the extent of approval.

(10) Notwithstanding paragraph (9) an Approved Maintenance Organization with a "C" class rating may also carry out maintenance on associated aeronautical products of an aircraft during 'base' and 'line' maintenance or on associated aeronautical products of an engine or auxiliary power unit at maintenance facility 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.

(11) A "D" class rating is a self contained class rating not related to a specific aircraft, engine, auxiliary power unit or an associated aeronautical product. An Approved Maintenance Organization requires the specialized services class rating only where such rating is performed as a specialized service for another Approved Maintenance Organization.

(12) An Approved Maintenance Organizations holding "A", "B" or "C" class rating may carry out Specialize services on products it is maintaining without the need for a such class rating where his Maintenance Procedures Manual contains procedures approved by the Authority.

(13) The 'limitation' section of the Operations Specification in "Table 1" is intended to provide the Authority maximum flexibility to customize the approval to a particular Approved Maintenance Organization maintenance operation. 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 to the organization. An example could be avionics systems installations and maintenance.

(16) The limitation section of the Operations Specification in "Table I" make reference to series, type and group in the limitation section of class an 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 etc. Type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type etc. Any number of series or types may be quoted. Group means for example Cessna single piston engine aircraft or Lycoming non-supercharged piston engines etc.

(17) An Approved Maintenance Organization must have procedures in his Maintenance Procedures Manual approved by the Authority for amending his capability list, identifying the office responsible for controlling the amendments, ensuring the capability list is amended and being in compliance with the Regulations (No. 18) "Approved Maintenance Organizations" for aircraft and associated

aeronautical products, except engines and auxiliary power units and services added to the capability list.

(18) Table 2 identifies the ATA Specification 100 chapter for the “C” class ratings of the aeronautical products.

SCHEDULE 4
(Regulation 13)

Maintenance Procedures Manual

An Approved Maintenance Organization shall ensure that his Maintenance Procedures Manual under regulation 25, meets the following minimum standards:

- (1). The Quality Manager shall be responsible for
 - (a) Monitoring the amendment of the Procedures Manual, including associated procedures manuals; and
 - (b) Submitting proposed amendments to the Authority, unless the Authority has agreed, via a procedure stated in the amendment section of the Procedures Manual, that some defined class of amendments may be incorporated without approval by the Authority.
- (2) The Procedures Manual shall include the following areas:
 - (a) 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;
 - (b) The quality system procedures, including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel; and
 - (c) Contracted air operator procedures and paperwork.

A Maintenance Procedures Manual shall contain the following subjects, which may be formatted 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 Organization 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 Organizations intended scope of work
- 1.9 Notification procedure to the Authority regarding changes to the activities, approval, location and personnel of the organization.
- 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:
 - Engine running procedures,
 - Aircraft pressure run procedures,
 - Aircraft towing procedures,
 - 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/fuelling/de-icing, etc.
- L2.3 Line maintenance control of defects and repetitive defects
- 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 organization procedures
- 3.2 Quality audit of aircraft
- 3.3 Quality audit remedial action procedure
- 3.4 Authorized Engineer qualification and training procedures
- 3.5 Authorized 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 organizations' procedures
- 3.11 Qualification procedure for specialized 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 5
(Regulation 36)

IMPLEMENTING STANDARDS

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

Regulation 17

An Approved Maintenance Organization shall ensure his housing and facilities, for the organization under regulation 17, meets the following minimum standards:

- (1) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.
- (2) Where the hangar is not owned by the Approved Maintenance Organization, it is recommended to:
 - (a) Establish proof of authorization to use hangar;
 - (b) Demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance programme;
 - (c) Update the aircraft hangar visit plan on a regular basis;
 - (d) Ensure, for aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;
 - (e) Ensure aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust, etc.;
 - (f) Ensure workshop floors are sealed to minimize dust generation; and
 - (g) Demonstrate access to hangar accommodation for usage during inclement weather for minor scheduled work and/or lengthy defect rectification.
- (3) Aircraft maintenance staff shall be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.
- (4) Hangars used to house aircraft together with office accommodation shall be such as to insure a clean, effective and comfortable working environment to include -
 - (a) Temperatures should be maintained at a comfortable level;
 - (b) 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;
 - (c) Lighting should be such as to insure each inspection and maintenance task can be carried out; and

- (d) 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.
- (5) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions.)
- (6) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination; the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.
- (7) 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.
- (8) Storage facilities for serviceable aircraft components shall be clean, well ventilated and maintained at an even dry temperature to minimize the effects of condensation.
- (9) Manufacturer and standards recommendations shall be followed for specific aircraft components.
- (10) Storage racks shall provide sufficient support for large aircraft components such that the component is not distorted.
- (11) All aircraft components, wherever practicable, shall remain packaged in protective material to minimize damage and corrosion during storage.

Regulation 18

An Approved Maintenance Organization shall ensure that his equipment, tools and material used in his organization under regulation 18, meet the following minimum standards:

- (1) 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.
- (2) Except as provided in paragraph (1), 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.
- (3) Where the manufacturer specifies 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.
- (4) Except as provided in paragraph (3), tools, equipment, or test equipment other than that recommended by the manufacturer will be acceptable based on at least the following:
 - (a) The Approved Maintenance Organization shall have a procedure in the Maintenance Procedure Manual if it intends to use equivalent tools, equipment or test equipment other than that

recommended by the manufacturer.

(b) The Approved Maintenance Organization shall have a programme to include:

- (i) a description of the procedures used to establish the competence of personnel that make the determination of equivalency to tools, equipment or test equipment;
- (ii) conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment or test equipment proposed;
- (iii) ensuring that the limitations, parameters, and reliability of the proposed tool, equipment or test equipment are equivalent to the manufacturer's recommended tools, equipment or test equipment; and
- (iv) ensuring that the equivalent tool, equipment or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations and checking all parameters of the aircraft or aeronautical product undergoing maintenance or calibration.

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

(5) An Approved Maintenance Organization approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms and docking equipment such that the aircraft may be properly inspected.

(6) The Approved Maintenance Organization 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 or service or calibration time limit.

(7) The Approved Maintenance Organization shall have a procedure if it uses a standard (primary, secondary or transfer standards) for performing calibration and such standard shall not be used to perform maintenance.

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

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

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

(11) Inspection, service or calibration on a regular basis shall be in accordance with the equipment instructions of the manufacturer except where the Approved Maintenance Organization can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

Regulation 20

An Approved Maintenance Organization shall ensure that in employing persons in his organization under regulation 20, he meet the following minimum standards:

(1) The Approved Maintenance Organization functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the size of the Approved Maintenance Organization.

(2) The Approved Maintenance Organization shall have, dependent upon the extent of approval, the following positions reporting to the Accountable manager:

(a) A base maintenance manager;

(b) A line maintenance manager;

(c) A workshop manager; and

(d) A quality manager.

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

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

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

(a) 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

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

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

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

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

(6) The Workshop Manager shall be responsible for:

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

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

(7) The Quality Manager shall be responsible for:

(a) Monitoring the Approved Maintenance Organization's compliance with these Regulations; and

(b) Requesting remedial action as necessary by the base maintenance manager, line maintenance manager, workshop manager or the Accountable manager, as appropriate.

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

(9) Where an Approved Maintenance Organization 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.

(10) 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 Organization uses (for example- licensed engineers, independent inspection or dual function supervisors, etc.) so long as the quality compliance monitoring staff remain independent.

(11) The Approved Maintenance Organization shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.

(12) If an Approved Maintenance Organization is approved for base maintenance, the plan shall relate to the aircraft hangar visit plan.

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

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

(14) Quality monitoring compliance function man-hours shall be sufficient to meet the requirement of regulation 21. (2).

(15) 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 Organization before unsupervised work is permitted.

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

(a) 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;

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

(c) Supervisors are able to ensure that all required maintenance tasks are carried out and where

not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed by the quality organization; and

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

(17) In the case of planners, supervisors, and certifying staff, knowledge of Approved Maintenance Organization procedures relevant to their particular role shall be demonstrated.

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

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

(20) Initial training shall cover:

(a) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the Approved Maintenance Organization intends to maintain;

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

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

(21) Continuation training should cover changes in Approved Maintenance Organization procedures and changes in the standard of aircraft and/or aeronautical products maintained.

(22) 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.

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

(24) In respect of understanding the application of human factors and human performance issues the following personnel are required to receive continuation training:

- (a) Nominated Managers, Managers and Supervisors;
- (b) Certifying staff, engineers, mechanics and technicians;
- (c) Technical Support Staff planners and technical records;
- (d) Quality assurance and Quality control staff;
- (e) Specialized services staff;
- (f) Training instructors;
- (g) Material procurement staff;
- (h) Ground equipment staff; and
- (i) Contract staff in the above categories.

Regulation 21

An Approved Maintenance Organization shall ensure that records of certifying staff in his organization under regulation 21, meet the following minimum standards:

- (1) The following minimum information shall be kept on record in respect of each certifying person:
 - (a) Name;
 - (b) Date of birth;
 - (c) Basic training;
 - (d) Type training;
 - (e) Continuation training;
 - (f) Experience;
 - (g) Qualifications relevant to the approval;
 - (h) Scope of the authorization;
 - (i) Date of first issue of the authorization;
 - (j) Expiration date of the authorization (if appropriate); and
 - (k) Identification number of the authorization.
- (2) 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 Organization.
- (3) The number of persons authorized to access the system shall be limited to minimize the possibility of records being altered in an unauthorized manner and to limit confidential records from become accessible to unauthorized persons.
- (4) A certifying person shall be given reasonable access on request to his or her records.
- (5) The Authority is authorized 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.
- (6) The Approved Maintenance Organization shall keep the record of a certifying person for at least two years after that person has ceased employment with the Approved Maintenance Organization or upon withdrawal of his or her authorization. Upon request, the certifying staff shall be provided with a copy of their record on leaving the Approved Maintenance Organization.
- (7) The authorization document shall be in a style that makes its scope clear to certifying staff and any authorized person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.

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

Regulation 25

An Approved Maintenance Organization shall ensure that the maintenance procedures in his Maintenance Procedures Manual under regulation 25, meets the following minimum standards:

(1) Certifying Staff -

- (a) are required to 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;
- (b) must maintain proficiency in the use of the various types of inspection aids to be used for inspection of the particular items undergoing inspection;
- (c) must 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 CAA airworthiness directives, manufacturer's bulletins, etc;
- (d) must have readily available a current file of maintenance manuals, engineering letters, service letters, CAA regulations, etc., maintained in the inspection office;
- (e) are required to be familiar with the CAA regulations applicable to such operations with particular emphasis on the following:

Aircraft Registration and Marking

Airworthiness

Approved Maintenance Organization

Instruments and equipment

Operations

Air Operator Certificate Certification and Administration

(2) Supervisors, Certifying Staff and Mechanics are required to be thoroughly familiar with the requirements of the Maintenance Procedures Manual, the Civil Aviation Act and Regulations, airworthiness directives and advisory circulars, manufacturer's service letters and bulletins and engineering orders.

(3) Mechanics are required to sign their name for work performed prior to submitting the item to certifying staff for final acceptance.

(4) Certifying staff is required to indicate their 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.

(5) Maintenance Continuity should

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

(6) Continuity of Maintenance Responsibility

- (a) is required to be established through a "Line of Succession" list maintained by the Approved Maintenance Organization through procedures in the Maintenance Procedures Manual;
- (b) is maintained through the use of a status book which are to be provided in each hangar and shop in which a status report will be left by each of the certifying staff leaving the job before completion of a project, for information to the succeeding certifying staff;
- (c) assures a continuing inspection responsibility for in progress work inspections;
- (d) is maintained by the use of forms designed to accommodate entries to indicate -
 - (i) work performed;
 - (ii) the name of the mechanic who performed the work (or supervises it); and
 - (iii) the names of the certifying staff inspecting that work.

(7) Incoming Materials are required to

- (a) comply with airworthiness standards for materials;
- (b) be inspected for damage;
- (c) to be classified;
- (d) be preserved and given a shelf life;
- (e) identified by part numbers
- (f) have their part number, batch number and location in the stock recorded;
- (g) rejected and quarantined when they do not meet specification.

(8) Parts Receiving Policy shall be established by the Approved Maintenance Organization to ensure that

- (a) all incoming materials, AN or MS and other hardware, parts, components, equipment and other products procured for use by the maintenance organization are subject to receiving inspection to assure conformance to part number, purchase order and/or other applicable specifications;
- (b) a record of inspections in (a) above will be recorded on maintenance organization Form for Receiving Inspection;
- (c) products that fail to meet applicable specifications will be red tagged as unserviceable, listing the discrepancy and be returned to vendor;
- (d) parts that are rejected in (c) above 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.

(9) General Inspection Requirements:

- (a) New components manufactured under a type or production certificate, or in accordance with a Technical Standard Order (or similar CAA 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 a CAA certified maintenance organization do not normally require more than a visual receiving inspection before being returned to service;
- (c) Repaired or overhauled components that are received from other than a CAA certified maintenance organization, in addition to the normal receiving inspection, will be functionally checked before being returned to stock;
- (d) All components identified in (c) above, requiring a functional check are routed to the proper facility for the accomplishment of this check;
- (e) The Supervisor - Quality Assurance Control 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 in order to return the component to service.
- (f) All adhesives, sealers, primers, finishing and other materials having limited shelf life are identified by material control labels showing the expiration date of the shelf life as established by applicable specifications;
- (g) Where Inspectors and mechanics identify items in (f) in the shop or storerooms without such identification or with expired shelf life, will dispose those materials in accordance with approved procedures;
- (g) The detailed functions of material inspection are covered by the manufacturer's quality assurance directive and inspection bulletins, which will be used to implement the operation

of the maintenance organization with respect to the control and identification of materials, parts and equipment received for direct use in the maintenance organization. All parts new or overhauled purchased from vendors will be checked for proper approval documentation prior to release for installation by the maintenance organization.

(10) Work Order

- (a) the maintenance planning department will issue a Work Order Number to authorize work to be accomplished upon receipt of a work request for maintenance or alteration on an airframe, engine, accessory, propeller, instrument, radio or a product requiring a specialized service covered by the maintenance organization certificate;
- (b) the Work Order number will be issued on a form and that number will be the basic reference for the maintenance record of the product maintained;
- (c) the work order will specify the work to be accomplished and will 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 will be identified on the work order;
- (e) the original of the printed and numbered work order form will be secured and retained in a designated office;
- (f) a logbook will 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 the manufacturer serial number, special instructions and the work accomplished;
- (g) it will be the responsibility of the respective shop manager to ensure that proper supplemental instructions are furnished to assure proper progressive servicing, inspection and testing of the product involved.
- (h) mechanics will enter work accomplished and use their full name to sign for performing that work on the form;
- (i) certifying staff will use their full name and 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 should be on file as a permanent record of all work accomplished;
- (k) the record specified in (j) above should -
 - (i) reflect the signature of each mechanic and certifying staff that performed maintenance and inspection on each unit;
 - (ii) reflect exactly what work was accomplished;
 - (iii) show all of the parts used; and
 - (iv) be maintained for a period of two years.

(11) Record of Work

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

(12) Preliminary Inspection

- (a) The Maintenance Procedures Manual provides information on -
 - (i) the procedures and methods to be followed when conducting such inspection;
 - (ii) the persons authorized to conduct such inspection;
 - (iii) any special testing requirements; and
 - (iv) procedures in recording defects and the requirement of making them part of the work order.

(13) Conducting the Preliminary Inspection

- (a) the Head of the maintenance organization is responsible for the performance of appropriate inspections including functional and non-destructive tests to assure that all units delivered to the maintenance organization for maintenance, alteration or repair under the privileges of the maintenance organization 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 (a) will be recorded on the 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 will remain with the applicable inspection records until the unit is released for functional and non-destructive tests. Those forms will show the work order number and will be routed attached to the work order;
- (d) prior to commencing work, the manager will, in the case of work to be performed for an air operator under the continuous airworthiness requirements, make sure that all necessary current information and specifications are included or referred to in the work instructions that are to accompany the article through the maintenance organization, and that the work is done in accordance with the manual of the air operator.

(14) Hidden Damage Inspection

- (a) The Maintenance Procedures Manual provides information on

- (i) who is to perform the inspection (by title);
- (ii) the depth of such inspection(should include areas adjacent to obviously damaged members or components);
- (iii) how the inspection will be recorded;
- (iv) the recording and handling of any defects noted; and
- (v) the requirement to make the inspection a part of the work order.

(15) Conduction an Inspection for Hidden Damage

- (a) the preliminary inspection is not limited to the area of obvious damage or deterioration but includes a thorough and searching inspection for hidden damage in areas adjacent to the damaged area;
- (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 will be governed by the type of unit involved with special consideration accorded previous operating history, malfunction or defect reports, service bulletins and AD notes applicable to the unit involved;
- (d) the person conducting such hidden damage inspection is responsible for listing all discrepancies noted during inspection on the work order prior to release for return to service.

(16) Progressive Inspection

- (a) Certifying staff will be assigned to make inspections at various stages of teardown, overhaul, and repair of all units or components received by the maintenance organization for service. Progressive inspections are accomplished with a frequency determined by applicable manual recommendations and/or maintenance organization originated work forms.

(17) Major Repair and Alteration Aircraft and Components

- (a) following 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 (a) above will contain work orders, service bulletins, AD 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 alteration will be clearly indicated. Where special drawings are made to cover specific repair conditions, a copy of the drawing will be included in the aircraft records.
- (e) units removed from the aircraft will be tagged with the appropriate inspection identification tag listing the aircraft serial number, unit serial number and reason for removal;
- (f) units removed from the aircraft and tagged as specified in (e) above will not be reinstalled on the aircraft unless a visual inspection is conducted on such units and declared "serviceable" by an inspector.

(18) Repair, Alteration and Overhaul Accessories and Appliances

- (a) self-contained accessory and appliance units such as actuators, pumps, valves, generators, etc., which, after preliminary inspection, have been established as eligible for overhaul or repair, will be identified with a green repairable part tag with appropriate repair instructions entered on the face of the tag, as authorized by the work order;
- (b) the units specified in (a) above shall not be approved for returned to service without a maintenance release tag authorizing its return to service.

(19) Inspection Procedures

- (a) the Head of Maintenance is responsible for the complete and efficient performance of inspections assigned to the maintenance organization to assure inspection acceptance in accordance with manual specifications or other approved technical data;
- (b) shop supervisors are responsible for the accomplishment of all work in accordance with manual specifications or other approved technical data;
- (c) the work done under the maintenance organization's Limited Rating - Specialized Service Non-destructive Inspection by X-ray, magnetic particle, eddy current or ultrasonic must be accomplished in accordance with the CAA approved process specification;
- (d) alterations and repair will be subject to progressive inspection by the certifying staff.
- (f) discrepancies generated during the process of accomplishing the work involved will be recorded on the appropriate work forms;
- (g) discrepancies so recorded under (f) above, will be corrected before the unit is submitted for final inspection;
- (h) upon completion of this progressive inspection, the area affected is given a shakedown inspection and after all rework is accomplished and accepted, the inspection will clear the unit for final acceptance;
- (i) upon completion of a specific operation, the mechanic will sign off the records using his signature indicating that the item is complete and ready for inspection;
- (j) the actions performed to correct a specific discrepancy will be noted under each item on the work order;
- (k) the certifying staff will then inspect the item to assure conformance to specifications and established workmanship standards;
- (l) all systems affected by the work involved shall be subjected to a functional checks before final acceptance;
- (m) Inspection acceptance will be indicated by the signature of the inspector and his certifying stamp.

(20) Maintenance Inspection

- (a) one hundred hour and progressive inspections and aircraft continuous maintenance programs will be accomplished in accordance with the inspection cards or inspection schedule provided for each specific model aircraft;
- (b) the inspection paperwork will 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 will comply with the airworthiness requirements;
- (d) No aircraft will be returned to service following an inspection as outlined in (a), (b) and (c) above until all discrepancies affecting airworthiness have been corrected;
- (e) Maintenance supervisors are 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 accomplished is covered by approved data;
- (f) after work orders have been screened for completeness and accuracy, they are routed to the manager office.
- (g) such inspection and work records will be retained in active file for a period of not less than two years.

(21) Handling of Parts

- (a) all items or components undergoing maintenance, repairs and alterations in the maintenance organization shall have the component parts segregated and in containers in order to assure that all parts of the same unit(s) are kept together;
- (b) suitable trays, racks, stands and protective coverings (as required) are to be provided in shop 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;
- (d) rejected parts specified in (c) above will be disposed of in accordance with acceptable methods established by the Maintenance Organization.

(22) Tagging and Identification of Parts

- (a) The following is our four-tag system:
 - (i) white tags - used for identification of unit and customer only. To be completed by shop supervisor or a designated employee;
 - (ii) green tag - will be attached to units or parts requiring repairs or test and will include work to be performed. To be executed and signed by certifying staff only;
 - (iii) yellow tag - to be attached to completed units, which have received final inspection and are approved for return to service. The maintenance release is printed or stamped on the

reverse side of this tag. (See Maintenance Release Statement, example in the appropriate section of this manual). This release will be signed by a designated certifying staff person only; and

(iv) red tag - will be attached to rejected parts, pending final disposition. If rejected parts are in large quantities, they can be placed in a special container marked "rejected parts." This tag to be completed by a certifying staff.

(b) all tags specified in (a) above shall contain the following information:

- (i) Manufacturers;
- (ii) model;
- (iii) part number;
- (iv) serial number; and
- (v) name of part owner.

(c) The yellow tag will remain attached to the parts returned to the customer.

(d) The red, white and green tags will be made a part of work order file. If the rejected part is returned to the customer, the red tag will remain attached and a record will be made on the work order showing the part was returned to the customer.

(23) Preservation of Parts

- (a) components are 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, the component will be preserved by wrapping in suitable containers, plastic bags, and/or rigid boxes containing suitable shock absorption material.

(24) Shelf Life

- (a) for those items having a specific shelf life, the maintenance organization shall ensure that the receiving inspection records such information and monitor the expiry dates so that items are removed from the shelf at the time their shelf life expires;
- (b) Components of parts that have exceeded allowable shelf life limits will be red tagged and disposed in an appropriate manner.

(25) Incoming Material

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

(26) Hardware and Equipment Storage

- (a) the Stockroom Manager is 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 shop and working space;
 - (iii) provide for the preservation of all articles or parts, while in inventory, that is subject to deterioration and shelf life specifications; and
 - (iv) only acceptable parts and supplies will be issued for any job. Acceptable industry practices shall be followed for the proper protection and storage of materials.

(27) Record of Specialized Inspection, Test and Calibration

- (a) Specific notations, attesting accomplishment, will be made on either Form XXXX and/or appropriate printed work forms for recording specialized inspection, testing and/or calibration of a component or aircraft. (See appropriate section of this manual.)

(28) Record of Specialized Inspections

- (a) where a record of the inspection by dimensions, tests or calibration is required by the manufacturer's technical data such record shall be made on an appropriate form properly identified with the Work Order; it must also be dated and signed by the mechanic performing the inspection, tests or calibration and the certifying staff as appropriate.

(29) Record of Tests and Calibration Of Precision Equipment

- (a) a system is maintained on all precision test equipment that will properly identify each piece of equipment. A file system is maintained to properly identify the equipment and record the date and person testing or calibrating each individual piece of precision equipment.

(30) Work By Outside Contractors

- (a) When test and calibrations are performed by outside contractors they will be required to provide the records as outlined above.

(31) Record of Precision Test Equipment Calibration.

- (a) Identify the person (by title) responsible for the calibration and the test records; and
- (b) The records should include 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/or corrections made, when the next inspection is due, and requirements to tag equipment as appropriate.

(32) Control of Precision Tools and Test Equipment

- (a) Precision tools, gauges, scales, pressure gauges, ammeters, ohmmeters, voltmeters, radio, electronic, X-ray, eddy current and ultrasonic test equipment used in the maintenance organization operations are subject to periodic checks and calibration in accordance with appropriate maintenance organization procedures;
- (b) All maintenance organization personnel, before using test equipment, are responsible to check that the testing unit has a current calibration label attached. Any piece of test equipment found in the maintenance organization without a current calibration label attached shall be given to the certifying staff department for re-calibration.

(33) Test Equipment Calibration Requirements

- (a) Test equipment shall be calibrated at periodic intervals established on the basis of stability, purpose and degree of usage. One year shall be the maximum calibration interval;
- (b) Each piece of test equipment will be labelled. The label will identify the unit by manufacturer, model and serial number. The attached label must indicate the last calibration date and next calibration due date.
- (c) During the first week of each month the the Quality Control manager will review the test equipment calibration history card file and give cards for test equipment requiring calibration to the maintenance manager and each shop foreman as appropriate. It will be the responsibility of those persons to issue work orders to maintenance organization shops or outside contractors as necessary for the calibration of the units and attachment of updated calibration labels. After calibration, the test unit will be checked for proper labeling and the equipment calibration history card will be updated and returned to the inspection department active file;
- (d) At no time will any person be permitted to perform work on aircraft or components using test equipment, which is out of calibration. The test equipment labels will 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 date, it will be immediately be removed from service until a calibration check has been performed;
- (e) Standards used to calibrate test equipment must be traceable to the States National Standards or an approved foreign country's standard by certificate from the testing facility. Frequency for calibration standards may vary for different units but must never exceed a 12-month interval.

(34) Record of Self-Evaluations.

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

(35) Final Inspection and Release to Service

- (a) Prior to approval for return to service, irrespective of the method to be used to indicate such approval, the Quality Control manager will 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 Quality Control manager or the individual authorized in the official roster and individual summary of employment, will approve the article for return to service.
- (c) This approval will 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 (log) are available, record of work accomplished is expected to be made therein;
- (e) Articles such as appliances, accessories, and individual parts or components will 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 is the responsibility of the certifying staff authorizing return to service to assure that the aircraft flight manual is properly revised following any alteration or modification to the aircraft and that the weight and balance record has been amended as necessary;
- (g) Aircraft components, appliances, and other items, other than completed aircraft repaired or overhauled as authorized by the maintenance organization specifications, will be returned to service through the use of a maintenance release pre-printed on the serviceable parts tag described in this section of this manual. The authorized supervisor under whose jurisdiction the work is accomplished will be responsible for the release of units in the category.
- (h) An aircraft or a unit may not be released for return to service until the work order and other records have been reviewed for completeness and final acceptance cleared by inspection. Particular attention shall be accorded the status of applicable airworthiness directives.

(36) Maintenance Release Statement

- (a) A maintenance release statement stamp and/or pre-printed tags, will be used to release to service major repairs which have been accomplished by this AMO. Other records will be executed where a maintenance release has been used to return the article to service. In any event, the AMO will indicate on their copy of the work order whether or not a maintenance release was used, including the signature of the authorized certifying staff representative.

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 organization under Work Order Number _____ Date _____"

Signed _____

(Signature of authorized representative)

for _____
(Maintenance organization name and certificate number)

(Address)

(37) Malfunction or Defect Report

- (a) This maintenance organization will report to the CAA within 72 hours after it discovers any serious defect in, or other recurring unairworthy condition of, an aircraft, power plant, propeller or any component of any of them;
- (b) The report will be made on an Malfunction or Defect Report form, describing the defect or malfunction completely without withholding any pertinent information;
- (c) In any case, where the filing of a report under the preceding paragraph might prejudice the maintenance organization, it will be referred to the CAA for a determination as to whether it must be reported;
- (d) If the defect or malfunction could result in an imminent hazard to flight, the maintenance organization will use the most expeditious method it can to inform the CAA.

(87) Mechanical Reliability Reports

- (a) When work is being accomplished for an air carrier and a defect as described under the Malfunction or Defect Report is found, the air operator will be notified in order that a Mechanical Reliability Report may be issued by the air operator.

(39) Responsibility for Submitting Reports

- (a) The Accountable Manager and The Quality Control Manager are responsible for preparing and submitting a Malfunction or Defect Report to the CAA Office.

(40) Subcontracted Maintenance Procedures

- (a) Any work performed by another maintenance organization for this maintenance organization will be inspected by the Quality Control Manager or certifying staff personnel delegated for such inspection;
- (b) This inspection will be to verify that the work was performed in an airworthy manner, that parts and materials used were of such a quality to be airworthy, and that the paperwork received with the material verifies the authenticity of the part and work performed;
- (c) At no time shall the stockroom manager release any parts made by, or parts having had work performed on them by a subcontractor until the The Quality Control Manager or certifying staff personnel delegated has approved the materials as being airworthy;
- (d) All subcontracted work shall be kept separate from regular stock until this inspection has

been performed and the material accepted for use.

- (e) If for any reason subcontracted material is rejected as being unairworthy, it will immediately be identified as unairworthy and the proper disposition made, such as scrap or return to vendor.
- (f) List of Subcontracted Maintenance
 - (i) Metal plating or anodizing.
 - (ii) Complex machine operations involving the use of planers, shapers, milling machines, etc.
 - (iii) Abrasive air blasting and chemical cleaning operations.
 - (iv) Heat treatment.
 - (v) Non-destructive Inspection.
 - (vi) Fabricate wood spars.
 - (vii) Overhaul and repair hydraulic-pneumatic shock absorber units.
 - (viii) Overhaul and repair hydraulic system components.
 - (ix) Recovering and refinishing of components and entire aircraft.

(41) Performance of Maintenance, Preventive Maintenance, Alterations And Required Inspection Under The Continuous Airworthiness Requirements Of Air Operator Certification

- (a) This maintenance organization will perform this work in accordance with the operator's manual;
- (b) The maintenance organization will have a current copy of the applicable section of each operator's manual which contracts with the maintenance organization for the performance of that operator's maintenance;
- (c) The the Quality Control manager will be responsible for keeping each operator's manual revised and determining that the operator's manual is current before a work order is issued.

(42) Required Inspection Items (RII)

- (a) Any maintenance operations which, if improperly performed, could be critical to the safe flight of an aircraft will be given a required inspection;
- (b) A qualified inspector, familiar with all inspection methods, techniques, and equipment will be assigned to determine the quality of airworthiness of the article involved;
- (c) When work is performed for an air operator under a continuous airworthiness inspection programme, the RII items specified by the operator will be maintained as RII items.

(43) Performance of Work at a Location Other Than the Maintenance Organization

- (a) This Approved Maintenance Organization will provide maintenance service for its customers on an emergency on-call basis at a place away from the maintenance organization. Service can only be provided for work for which the maintenance organization is rated;
- (b) Only the Accountable Manager or the The Quality Control Manager is authorized to initiate a work order for such work;

- (c) The base maintenance manager will 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 Quality Control manager will assign the certifying staff responsible to inspect the work and assure that all required forms and work are completed as necessary. The Quality Control manager will assign one certifying staff personnel with the responsibility for returning the article to service.
- (e) The base maintenance manager will ensure that the article to undergo maintenance and the work force will be in an area safe for the work to be performed and that they will be protected from the elements. The base maintenance manager will 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 will establish a system of communications between the field force and the maintenance organization.
- (f) The stockroom manager will be responsible for assigning a stockperson who will provide parts and supply support between the maintenance organization and the field force. All articles removed by the field force from a product undergoing maintenance at a location away from the maintenance organization will be routed through the stockroom parts receiving department. The article(s) will be inspected in accordance with the maintenance organization inspection procedures and either routed to the maintenance organization shops or to contract maintenance organizations, as appropriate.
- (g) All personnel assigned to accomplish work away from the maintenance organization shall accomplish the specific function of work in the same manner as when performed at the maintenance organization and in accordance with Part 6.

Regulation 30

A Certificate of Release to Service under regulation 30 shall meet the following minimum standards:

- (1) A certificate of release to service is required for the following:
 - (a) 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.
 - (b) before flight at the completion of any defect rectification, while the aircraft operates between scheduled maintenance.
 - (c) at the completion of any maintenance on an aircraft component when such maintenance is conducted off the aircraft.
- (2) The certificate of release to service shall be in a form prescribed by the Director General.
- (3) 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.

- (4) 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.
- (5) 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.
- (6) When extensive maintenance has been carried out, it shall be acceptable for the Certificate of Release to Service to summarize 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.
- (8) 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 Approve Maintenance Organization shall satisfy the Authority that only the particular person can electronically issue the Certificate of Release to Service.
- (9) An Approved Maintenance Organization may only defer maintenance in exceptional circumstances and then only in accordance with procedures specified in his Maintenance Procedures Manual.

Regulation 32

Maintenance Data under regulation 32 shall meet the following minimum standards:

- (1) The AMO shall be in receipt of all maintenance data appropriate to support the maintenance work performed from the Authority, the aircraft and associated aeronautical product design organization, and any other approved design organization in the State of Design, as appropriate.
- (2) Some examples of maintenance-related documents are:
- (a) Civil Aviation Regulations,
 - (b) Associated advisory material,
 - (c) Airworthiness directives,
 - (d) Manufacturers' maintenance manuals,
 - (e) Repair manuals,
 - (f) Supplementary structural inspection documents,
 - (g) Service bulletins,
 - (h) Service letters,
 - (i) Service instructions,
 - (j) Modification leaflets,
 - (k) Aircraft maintenance program,
 - (l) NDT Manual, etc.

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

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

- (3) 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.
- (4) 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.
- (5) 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 program to enable easy access, unless the computer system and reader printers can produce paper copies.