

Part 5

Approved Maintenance Organisations

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SUBPART A: GENERAL

5.001 APPLICABILITY

- (a) This Part prescribes the requirements of Rwanda for—
 - (1) Issuance of approvals to organisations for the maintenance, preventive maintenance, and modifications of aircraft and aircraft components; and
 - (2) The certification and general operating rules for an Approved Maintenance Organisation (AMO).
- (b) This Part is applicable to the organisations approved to perform maintenance and the persons working for those organisations that provide maintenance services for aircraft registered in Rwanda.

5.005 DEFINITIONS

- (a) All definitions applicable to this Part are contained in Part 1 (Appendix 1 to 1.015).

5.010 ACRONYMS

- (a) The following acronyms are used in this Part—
 - AMO – Approved Maintenance Organisation
 - PMA – Parts Manufacturing Authorisation
 - TSO – Technical Standard Order

SUBPART B: AMO CERTIFICATE

5.015 COMPLIANCE WITH CERTIFICATE

- (a) No person may operate a maintenance organisation providing maintenance for the aircraft of other organisations without, or in violation of, an AMO certificate and operations specifications issued under this Part.
- (b) No organisation may provide maintenance for the aircraft they are authorised to operate unless they have required approvals from the Authority for the maintenance of those aircraft.

5.020 CERTIFICATE & OPERATIONS SPECIFICATIONS

- (a) The AMO certificate will consist of two documents—
 - (1) A one page certificate signed by the Authority, and
 - (2) A multi-page Operations Specifications signed by the Accountable Manager and the Authority containing the terms, conditions, and authorisations.
- (b) No person may operate as a AMO without, or in violation of, a maintenance organisation certificate issued under this Part.
- (c) An AMO may perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof only for which it is rating and within the limitations placed in its specific operating limitations.
- (d) The AMO certificate will contain—
 - (1) The certificate number specifically assigned to the AMO;
 - (2) The name and location (main place of business) of the AMO;
 - (3) The date of issue and period of validity;
 - (4) The ratings issued to the AMO; and
 - (5) Authority signature.
- (e) The AMO Operations Specifications will contain—
 - (1) The certificate number specifically assigned to the AMO;
 - (2) The class or limited ratings issued in detail, including special approvals and limitations issued;

- (3) The date issued or revised; and
 - (4) Accountable manager and Authority signatures.
- (f) The certificate issued to each AMO must be available in the premises for inspection by the public and the Authority.

5.023 DISPLAY OF CERTIFICATE

- (a) The holder of an AMO certificate shall display that certificate in a place in the facilities that is normally accessible to the public and that is not obscured.

5.025 PRIVILEGES OF THE APPROVED MAINTENANCE ORGANISATION

- (a) The AMO holder shall carry out the following tasks as permitted by and in accordance with the AMO maintenance procedures manual—
- (1) Maintain any aircraft or aircraft component for which it is rated at the location identified in the approval certificate;
 - (2) Maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
 - (3) Provide maintenance services authorised by the Authority in the AMO operations specifications for AOC holder as identified in the maintenance procedures manual; and
 - (4) Issue a maintenance release or a return to service in respect of sub paragraphs (a) (1), (2), and (3) of this Section upon completion of maintenance in accordance with limitations applicable to the AMO holder.
- (b) An AMO holder may not contract out the maintenance, preventative maintenance, modification or alteration of a complete type-certificated product, and it may not provide only approval for return to service of a product following contract maintenance.
- (c) The AMO holder may maintain or alter any article for which it is rated at a place other than the AMO principal base, if—
- (1) The function would be performed in the same manner as when performed at the AMO principal base and in accordance with this Subpart;
 - (2) All necessary personnel, equipment, material, and technical and/or approved standards are available at the place where the work is to be done; and
 - (3) The maintenance procedure manual of the station sets forth approved procedures governing work to be performed at a place other than the AMO principal base.

5.027 LIMITATIONS ON THE AMO

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

5.030 LETTER OF WAIVER

- (a) The Authority may, upon consideration of the circumstances of a particular maintenance organisation, issue a waiver providing relief from specified sations of this Part, provided that the Authority finds that—
- (1) The circumstances presented warrant the waiver; and
 - (2) That a level of safety will be maintained equal to that provided by the rule from which the waiver is sought.
- (b) This waiver authority will be issued as a letter of waiver.
- (c) A Letter of Waiver may be terminated or amended at any time by the Authority.

- (d) A request for a waiver must be made in a form and manner acceptable to the Authority and submitted to the Authority at least 15 working days before the date the waiver from specified Sections in this Part is necessary for the intended maintenance, preventive maintenance, or modification.
- (e) A request for a waiver must contain complete statement of the circumstances and justifications for the waiver requested, and show that a level of safety will be maintained equal to that provided by the rule from which the waiver is sought.
- (f) Each AMO holder that receives a Letter of Waiver must have a means of notifying the appropriate management, certifying staff, and personnel of the waiver, including the extent of the waiver and when the waiver is terminated or amended.

SUBPART C: CERTIFICATION

5.033 APPLICABILITY

- (a) This Subpart prescribes the general requirements that are applicable to the certification of an approved maintenance organisation.
- (a) The issue of a maintenance organisation certificate or approval shall be dependent on the organisation completing initial certification and demonstrating conformance to the requirements of this Part to the Authority.

5.035 APPLICATION FOR AN AMO CERTIFICATE

- (a) The Authority will require an applicant for an AMO certificate to submit the following—
 - (1) An application in a form and manner prescribed by the Authority;
 - (2) Its maintenance procedures manual in duplicate;
 - (3) A list of the maintenance functions to be performed for it, under contract, by another AMO;
 - (4) A list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than Rwanda; and
 - (5) Any additional information the Authority requires the applicant to submit.
- (b) An application for the amendment of an existing AMO certificate shall be made on a form and in a manner prescribed by the Authority. If applicable, the AMO shall submit the required amendment to the maintenance procedure manual to the Authority for approval.

5.040 ISSUANCE OF AN AMO CERTIFICATE

- (a) An applicant may be issued an AMO certificate if, after investigation, the Authority finds that the applicant—
 - (1) Meets the applicable Regulations and standards for the holder of an AMO; and
 - (2) Is properly and adequately equipped for the performance of maintenance of aircraft or aeronautical product for which it seeks approval.

5.045 DURATION & RENEWAL OF CERTIFICATE

- (a) A certificate or rating issued to a maintenance organisation is effective for 12 calendar months unless:
 - (1) The maintenance organisation surrenders the certificate; or
 - (2) The Authority suspends or revokes the certificate.
- (b) The holder of a certificate that expires or is surrendered, suspended, or revoked by the Authority must return the certificate and Operations Specifications to the Authority.
- (c) A certificate or rating issued to a maintenance organisation located outside Rwanda is effective from the date of issue until—
 - (1) The last day of the 24th month after the date on which it was issued;
 - (2) The maintenance organisation surrenders the certificate; or

- (3) The Authority suspends or revokes the certificate.
- (d) An AMO located outside Rwanda that applies for a renewal of its maintenance organisation certificate for aircraft registered in Rwanda must—
 - (1) Submit its request for renewal no later than 90 days before the maintenance organisation's current certificate expires. If a request for renewal is not made within this period, the maintenance organisation must follow the application procedure prescribed by the Authority; and
 - (2) Send its request for renewal to the Authority that has jurisdiction over the maintenance organisation.

5.050 CONTINUED VALIDITY OF APPROVAL

- (a) Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the approval certificate, the continued validity of approval is dependent upon—
 - (1) The AMO remaining in compliance with this Part;
 - (2) The Authority being granted access to the organisation's facilities to determine continued compliance with this Part; and
 - (3) The payment of any charges prescribed by the Authority.
- (b) The holder of an AMO certificate that expires or is surrendered, suspended, or revoked, shall return it to the Authority.

5.055 CHANGES TO THE AMO & CERTIFICATE AMENDMENTS

- (a) To enable the Authority to determine continued compliance with this Part, the AMO shall provide written notification to the Authority either prior to, or within a time period determined by the Authority to be as soon as practicable after, any of the following changes—
 - (1) The name of the organisation;
 - (2) The location of the organisation;
 - (3) The housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the AMO rating or ratings;
 - (4) The ratings held by the AMO, whether granted by the Authority or held through an AMO certification issued by another contracting State;
 - (5) Additional locations of the organisation;
 - (6) The accountable manager; or
 - (7) The list of management personnel identified as described in the maintenance procedure manual.
- (b) The Authority will amend the AMO certificate if the AMO notifies the Authority of a change in—
 - (1) Location or housing and facilities;
 - (2) Additional locations of the organisation;
 - (3) Rating, including deletions;
 - (4) Name of the organisation with same ownership; or
 - (5) Ownership.
- (c) The Authority may amend the AMO certificate if the AMO notifies the Authority of a change in—
 - (1) The accountable manager; or
 - (2) The list of management personnel identified as described in the maintenance procedure manual.
- (d) When the Authority issues an amendment to an AMO certificate because of new ownership of the AMO, the Authority will assign a new certificate number to the amended AMO certificate.
- (e) The Authority may—
 - (1) Prescribe, in writing, the conditions under which the AMO may continue to operate during any period of implementation of the changes noted in subparagraph (a); and

- (2) Hold the AMO certificate in abeyance if the Authority determines that approval of the AMO certificate should be delayed; the Authority will notify the AMO certificate holder, in writing, of the reasons for any such delay.
- (f) If changes are made by the AMO to the items listed in subparagraph (a) without notification to the Authority, the AMO certificate may be suspended.

5.060 RATINGS OF THE AMO

- (a) The following are issued as category ratings under this Subpart—
 - (1) Airframe ratings. An aircraft rating on a maintenance organisation certificate permits that maintenance organisation to perform maintenance, preventive maintenance, or modifications on an aircraft, including work on the powerplant(s) of that aircraft up to, but not including, overhaul as that term defined in Part 4 under the following classes—
 - (i) Class 1: Aircraft (other than rotorcraft and aircraft composed primarily of composite material) of 5,700 kg maximum certificated takeoff weight or less.
 - (ii) Class 2: Aircraft (other than rotorcraft and aircraft composed primarily of composite material) over 5,700 kg maximum certificated takeoff weight and up to, and including, 34,200 kg maximum certificated takeoff weight.
 - (iii) Class 3: Aircraft, (other than rotorcraft and aircraft composed primarily composite material) over 34,200 kg maximum certificated takeoff weight.
 - (iv) Class 4: Rotorcraft (other than rotorcraft composed primarily of composite material) of 2,736 kg maximum certificated takeoff weight or less.
 - (v) Class 5: Rotorcraft (other than rotorcraft composed primarily of composite material) over 2,736 kg maximum certificated takeoff weight.
 - (vi) Class 6: Aircraft composed primarily of composite material, of 5,700 kg maximum certificated takeoff weight or less.
 - (vii) Class 7: Aircraft composed primarily of composite material, over 5,700 kg maximum certificated takeoff weight
 - (2) Powerplant ratings. A powerplant rating on a maintenance organisation certificate permits that maintenance organisation to perform maintenance, preventive maintenance, or modifications of powerplants under the following classes—
 - (i) Class 1: Reciprocating engines.
 - (ii) Class 2: Turbopropeller and turboshaft engines.
 - (iii) Class 3: Turbojet and turbofan engines.
 - (3) Propeller ratings. A propeller rating on a maintenance organisation certificate permits that maintenance organisation to perform maintenance, preventive maintenance, or modifications of propellers under the following classes—
 - (i) Class 1: Fixed-pitch and ground-adjustable propellers.
 - (ii) Class 2: Variable-pitch propellers.
 - (4) Avionics ratings. An avionics rating on a maintenance organisation certificate permits that maintenance organisation to perform maintenance, preventive maintenance, or modifications of avionics equipment under the following ratings—
 - (i) Class 1: Communication equipment: Any radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic intercrew signalling devices, and similar equipment; but not including equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar

- principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications avionics equipment.
- (ii) Class 2: Navigational equipment: Any avionics system used in aircraft for en-route or approach navigation, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance equipment operated on pulsed radio frequency principles.
 - (iii) Class 3: Pulsed equipment: Any aircraft electronic system operated on pulsed radio frequency principles.
- (5) Computer systems ratings. A computer systems rating on a maintenance organisation certificate permits that maintenance organisation to perform maintenance, preventive maintenance, or modifications of digital computer systems and components thereof, that have the function of receiving external data, processing such data, and transmitting and presenting the processed data under the following classes—
- (i) Class 1: Aircraft computer systems.
 - (ii) Class 2: Powerplant computer systems.
 - (iii) Class 3: Avionics computer systems.
- (6) Instrument ratings. An instrument rating on a maintenance organisation certificate permits that maintenance organisation to perform maintenance, preventive maintenance, or modifications of instruments under the following classes—
- (i) Class 1: Mechanical: Any diaphragm, bourdon tube, aneroid, optical, or mechanically driven centrifugal instrument that is used on aircraft or to operate aircraft, including tachometers, airspeed indicators, pressure gauges, drift sights, magnetic compasses, altimeters, or similar mechanical instruments.
 - (ii) Class 2: Electrical: Any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges, or similar electrical instruments.
 - (iii) Class 3: Gyroscopic: Any instrument or system using gyroscopic principles and motivated by air pressure or electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros, and their parts, and flux gate and gyrosyn compasses.
 - (iv) Class 4: Electronic: Any instruments whose operation depends on electron tubes, transistors, or similar devices including capacitance type quantity gauges, system amplifiers, and engine analysers.
- (7) Accessory ratings. An accessory rating on a maintenance organisation certificate permits that maintenance organisation to perform maintenance, preventive maintenance, or modifications of accessory equipment under the following classes—
- (i) Class 1: Mechanical. The accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation.
 - (ii) Class 2: Electrical. The accessories that depend on electrical energy.
 - (iii) Class 3: Electronic. The accessories that depend on the use of an electron tube transistors, lasers, fiber optics, solid-state, integrated circuits, vacuum tubes, or similar electronic controls.
 - (iv) Class 4: Auxiliary power units (APU's) that may be installed on aircraft as self-contained units to supplement the aircraft's engines as a source of hydraulic, pneumatic, or electrical power.
- (8) Specialised service ratings. A specialised service rating may be issued to a maintenance organisation to perform specific maintenance or processes. The Operations Specifications of the maintenance organisation must identify the specification used in performing that specialised service. The specification may be--
- (i) A civil or military specification that is currently used by industry and approved by the Authority; or

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

Note: See Appendix 1 to 6.060 for the expanded requirements for AMO ratings.

5.065 AMO LIMITED RATINGS

- (a) Whenever the Authority finds it appropriate, it may issue as limited rating to an AMO that maintains or alters only a particular type of airframe, powerplant, propeller, radio, instrument, or accessory, or parts thereof, or performs only specialised maintenance requiring equipment and skills not ordinarily found in an AMO. Such a rating may be limited to a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.
- (b) Limited ratings are issued for—
 - (1) Aircraft;
 - (2) Airframe;
 - (3) Powerplants;
 - (4) Propellers;
 - (5) Avionics equipment;
 - (6) Computer systems;
 - (7) Instruments;
 - (8) Accessories; and
 - (9) Any other purpose for which the Authority finds the applicant's request appropriate.

SUBPART D: SURVEILLANCE & ON-GOING VALIDATION

5.070 APPLICABILITY

- (a) This Subpart prescribes the general requirements that are applicable to the on-going validation of an Approved Maintenance Organisation.

5.075 INSPECTIONS & OBSERVATIONS

- (a) The Authority may, at any time, inspect an AMO holder's facilities and any of its contract maintenance facilities to determine the organisation's compliance with this Part.
- (b) Arrangements for maintenance, preventive maintenance, or modifications by a contractor must include provisions for inspections of the contractor by the Authority.
- (c) The AMO holder and personnel shall allow the authorised representative of the Authority unrestricted access to all locations, equipment, documents and personnel, including all maintenance in progress, in the accomplishment of these inspections and observations.
- (d) The continued validity of the original certification approval shall depend upon the AMO holder being in compliance with the requirements of this Part.

5.080 CONTINUOUS QUALIFICATION

- (a) The AMO holder shall not provide maintenance as an AMO unless its personnel, facilities, equipment and data continuously meets the requirements and the standards specified in the organisation's maintenance specifications.

5.085 QUALITY OF MAINTENANCE

- (a) The AMO holder shall provide maintenance at a level of competency that is not suspect.

5.090 CONTINUED VALIDITY OF APPROVAL

- (a) Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the approval certificate, the continued validity of approval is dependent upon—
 - (1) The AMO remaining in compliance with this Part;
 - (2) The Authority being granted access to the organisation's facilities to determine continued compliance with this Part; and
 - (3) The payment of any charges prescribed by the Authority.
- (b) The holder of an AMO certificate that expires or is surrendered, suspended, or revoked, shall return it to the Authority.

5.095 CHANGES TO THE AMO & CERTIFICATE AMENDMENTS

- (a) To enable the Authority to determine continued compliance with this Part, the AMO holder shall provide written notification to the Authority either prior to, or within a time period determined by the Authority to be as soon as practicable after, any of the following changes—
 - (1) The name of the organisation;
 - (2) The location of the organisation;
 - (3) The housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the AMO rating or ratings;
 - (4) The ratings held by the AMO holder, whether granted by the Authority or held through an AMO certification issued by another contracting State;
 - (5) Additional locations of the organisation;
 - (6) The accountable manager; or
 - (7) The list of management personnel identified as described in the maintenance procedure manual.
- (b) The Authority will amend the AMO's certificate if the AMO holder notifies the Authority of a change in—
 - (1) Location or housing and facilities;
 - (2) Additional locations of the organisation;
 - (3) Rating, including deletions;
 - (4) Name of the organisation with same ownership; or
 - (5) Ownership.
- (c) The Authority may amend the AMO certificate if the AMO holder notifies the Authority of a change in the
 - (1) Accountable manager;
 - (2) List of management personnel identified as described in the maintenance procedure manual.
- (d) When the Authority issues an amendment to an AMO certificate because of new ownership of the AMO, the Authority will assign a new certificate number to the amended AMO certificate.
- (e) The Authority may—
 - (1) Prescribe, in writing, the conditions under which the AMO holder may continue to operate during any period of implementation of the changes noted in sub paragraph (a); and
 - (2) Hold the AMO certificate in abeyance if the Authority determines that approval of the AMO certificate should be delayed; the Authority will notify the AMO holder, in writing, of the reasons for any such delay.

5.100 CHANGES REQUIRING NOTICE TO THE AUTHORITY

- (a) The AMO holder shall notify the Authority prior to any of the following changes—
 - (1) The accountable manager.
 - (2) The change of management identified in the MOPM staff;

- (3) The housing, maintenance facilities and equipment, procedures, and work scope that could affect the approval. or
- (4) Relocation of principal or satellite maintenance locations.
- (f) The Authority may prescribe the conditions under which the AMO holder may operate during such changes unless the Authority determines that the approval should be suspended.
- (g) The Authority may suspend an AMO certificate for failure to make these required notifications.

5.105 RENEWAL OF CERTIFICATES & RATINGS

- (a) An AMO holder shall apply for renewal of the certificate and ratings 15 working days preceding the expiry date of their certificate.
- (b) The Authority will renew an AMO certificate and ratings within 15 working days of receipt of application, if the Authority determines the AMO holder's personnel, facilities, records, and recent maintenance ability and quality meet the requirements.

SUBPART E: ADMINISTRATION

5.110 APPLICABILITY

- (a) This subpart prescribes the general requirements that are applicable to the on-going administration of an Approved Maintenance Organisation.

5.115 MANAGEMENT PERSONNEL REQUIRED FOR AMO ORGANISATIONS

- (a) The AMO holder shall have an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that it is in compliance with the requirements for an AMO.
- (b) The AMO holder shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent:—
 - (1) Base Maintenance Manager;
 - (2) Line Maintenance Manager;
 - (3) Workshop Manager; and
 - (4) Quality Assurance Manager, who is responsible for the promotion of safety policies.

Note: See Appendix 1 to 6.115 for the management responsibilities.

- (c) The Authority may approve positions or numbers of positions, other than those listed, if the AMO holder is able to show that it can perform the operation with the highest degree of safety under the direction of fewer or different categories of management personnel due to the—
 - (1) The kind of maintenance involved;
 - (2) The number and types of aircraft and components maintained; and
 - (3) Other complexities of operation.

5.120 ADVERTISING

- (a) No maintenance organisation may advertise as a AMO until a maintenance organisation certificate has been issued to that facility.
- (b) No AMO holder may make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.
- (c) Whenever the advertising of a maintenance organisation indicates that it is certificated, the advertisement must clearly state the maintenance organisation's certificate number.

5.125 MAINTENANCE ORGANISATION PROCEDURES MANUAL

- (a) The maintenance organisation shall provide for the use and guidance of maintenance personnel concerned a procedures manual containing the contents prescribed by the Authority.

Note: See Appendix 1 to 6.125 for the required contents of a Maintenance Organisation Procedures Manual.

- (b) The maintenance organisation shall ensure that the procedures manual is amended as necessary to keep the information contained therein up-to-date.
- (c) The Maintenance Organisation Procedure Manual and any subsequent amendments thereto shall be approved by the Authority prior to use.
- (d) This manual and all amendments shall be furnished promptly to all organisations or persons accomplishing any activity for which the manual applies.
- (e) The Maintenance Organisation Procedures Manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements needed for an approval of an aircraft or aircraft component for maintenance release.
- (f) The procedures manual and any other manual it identifies must—
 - (1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
 - (2) Be in a form that is easy to revise and contains a system which allows personnel to determine current revision status;
 - (3) Have the date of the last revision printed on each page containing the revision;
 - (4) Not be contrary to these Regulations or the AMO's Operations Specifications; and
 - (5) Include reference cites to appropriate civil aviation regulations.

5.130 MAINTENANCE PROCEDURES & INDEPENDENT QUALITY ASSURANCE SYSTEM

- (a) The AMO holder shall establish procedures acceptable to the Authority to insure good maintenance practices and compliance with all relevant requirements in these Regulations such that aircraft and aircraft components may be properly released to service.
- (b) The AMO holder shall establish an independent quality assurance system, acceptable to the Authority, to monitor compliance with and adequacy of the procedures and by providing a system of inspection to ensure that all maintenance is properly performed.

Note: The quality assurance system may be an independent system under the control of the quality manager that evaluates the maintenance procedures and the correctness of the Equivalent Safety Case process.

- (c) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO holder.
- (d) Compliance monitoring shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager to ensure, as necessary, corrective action.
- (e) The maintenance procedures shall cover all aspects of maintenance activity and describe standards to which the AMO intends to work. The aircraft/aircraft component design AMO standards and aircraft operator standards must be taken into account.
- (f) The maintenance procedures should address the provisions and limitations of this Part.
- (g) The AMO's quality system shall be sufficient to review all maintenance procedures as described in the Procedures Manual in accordance with an approved program once a year for each aircraft type maintained.
- (h) The AMO's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be seen by visiting Authority staff on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.

5.135 CAPABILITY LIST

- (a) Each AMO holder must prepare and retain a current capability list. The maintenance organisation may not perform maintenance, preventive maintenance, or modifications on an article until the article has been listed on the capability list in accordance with this Part.
- (b) The capability list must identify each article by make and model, part number, or other nomenclature designated by the article's manufacturer.
- (c) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the maintenance organisation's certificate, and only after the maintenance organisation has performed a self-evaluation in accordance with this Part.
 - (1) The maintenance organisation must perform the self-evaluation described in this paragraph to determine that the maintenance organisation has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this Part.
 - (2) If the maintenance organisation makes that determination, it may list the article on the capability list, but cannot perform the work until approved by the Authority.
- (d) The document of the evaluation described in paragraph (c) of this Section must be signed by the accountable manager and must be retained on file by the maintenance organisation.
- (e) Upon listing an additional article on its capability list, the maintenance organisation must send a copy of the list to the Authority having jurisdiction over the maintenance organisation.
- (f) The capability list(s) must be available in the premises for inspection by the public and the Authority.
- (g) The self-evaluations must be available in the premises for inspection by the Authority.
- (h) The AMO holder shall retain the capability list(s) and self-evaluation(s) for 24 calendar months from the date accepted by the accountable manager.

5.140 PERSONNEL & TRAINING REQUIREMENTS

- (a) A management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the AMO holder is in compliance with these Regulations, shall be nominated.
- (b) The person or persons nominated as manager shall represent the maintenance management structure of the AMO, and be responsible for all functions specified in this Part.
- (c) Nominated managers shall be directly responsible to an accountable manager who shall be acceptable to the Authority.
- (d) The AMO holder shall employ sufficient personnel to plan, perform, supervise and inspect and release the work in accordance with the approval.
- (e) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.
- (f) The person signing maintenance release or an approval for return to service shall be qualified in accordance with Parts 4 and 7 as appropriate to the work performed and is acceptable to the Authority.
- (g) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority.
- (h) The training program established by the AMO holder shall include training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.

Note: See Appendices 1 and 2 to 6.140 for detailed personnel training requirements.

5.145 RECORD OF CERTIFYING STAFF

- (a) The AMO holder shall maintain a roster of all certifying staff, which includes details of the scope of their authorisation.
- (b) Certifying staff shall be notified in writing of the scope of their authorisation.

Note: See Appendix 1 to 6.145 for detailed requirements pertaining to records of certifying staff.

5.150 SAFETY MANAGEMENT SYSTEM

- (a) The AMO holder shall have a safety management system acceptable to the Authority which implements requirements and framework specified in Subpart I of Part 1.
- (b) The AMO holder's safety management system shall clearly define lines of safety accountability throughout the operator's organisation, including a direct accountability for safety on the part of senior management.

SUBPART F: MAINTENANCE RECORDS**5.155 APPLICABILITY**

- (a) This subpart prescribes the general requirements that are applicable to the records of an Approved Maintenance Organisation.

5.160 GENERAL

- (a) The AMO holder shall record all details of the maintenance work performed in a form and manner acceptable to the Authority.
- (b) The holder shall provide a copy of each maintenance release to the aircraft operator, including—
 - (1) References to specific airworthiness data used for that maintenance; and
 - (2) For cases involving major repairs or modifications, a copy of the airworthiness data used.
- (c) The AMO holder shall retain a copy of all detailed maintenance records to show that all requirements for the signing of a maintenance release have been met.
- (d) These records, and any associated airworthiness data, shall be retained for 13 calendar months from the date the aircraft or aircraft product to which the work relates was released from the AMO.

Note: Where an AOC holder contracts an AMO to keep the aircraft operator's certificates of maintenance release and any associated airworthiness data, the retention period will be that required by Part 4.

5.165 RECORDING MAINTENANCE & MODIFICATION

- (a) Each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft or aircraft component shall make an entry in the maintenance record of that equipment which includes—
 - (1) A description and reference to data acceptable to the Authority of work performed;
 - (2) The date of completion of the work performed;
 - (3) The name of the person performing the work;
 - (4) If the work performed on the aircraft or aircraft component has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work;
 - (5) The authorised signature, the AMO certificate number, and kind of certificate held by the person approving or disapproving for maintenance release the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
- (b) The signature constitutes the approval for maintenance release only for the work performed.
- (c) In addition to the entry required above, major repairs and major modifications shall be entered on a form in the manner prescribed by the Authority.

5.170 RECORDING OVERHAULS

- (a) No person shall describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless—
- (1) Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and
 - (2) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a TSO.

Note: For definitions of overhaul see Part 4.

5.175 RECORDING REBUILDS

- (a) No person may describe in any required maintenance entry or form, an aircraft or other aircraft component as being rebuilt unless it has been—
- (1) Disassembled, cleaned, inspected as permitted;
 - (2) Repaired as necessary; and
 - (3) Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approve oversized or undersized dimensions.

Note: For definitions of rebuild see Part 4

5.180 RECORDING APPROVAL FOR MAINTENANCE RELEASE

- (a) No person may certify for return to service any aircraft or aircraft component that has undergone maintenance, preventive maintenance, rebuilding, or modification unless—
- (1) The appropriate maintenance record entry has been made;
 - (2) The repair or modification form authorised by or furnished by the Authority has been executed in a manner prescribed by the Authority;
- (b) If a repair or modification 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 published as prescribed by the Authority.

5.185 MAINTENANCE RECORD ENTRIES FOR INSPECTIONS.

- (a) The person approving or disapproving for return to service an aircraft or aircraft component, after any inspection performed in accordance with this Part, shall make an entry in the maintenance record, including the following information—
- (1) The type of inspection and a brief description of the extent of the inspection;
 - (2) The date of the inspection and aircraft total time in service; and
 - (3) The authorised signature, the AMO certificate number, and kind of certificate held by the person certifying or rejecting certification for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
 - (4) If the aircraft is found to be airworthy and certified for return to service, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition;
 - (5) If the aircraft is rejected for certification for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator; and

- (6) If an inspection is conducted under an inspection program provided for Part 4, the entry shall identify the inspection program and, if applicable, the phase or interval accomplished.

5.190 LISTING OF DISCREPANCIES

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

SUBPART G: FACILITIES, EQUIPMENT & DATA

5.195 APPLICABILITY

- (a) This Subpart prescribes the general requirements that are applicable to the facilities, equipment and data of an Approved Maintenance Organisation.

5.200 GENERAL

- (a) An AMO holder must provide personnel, facilities, equipment, and materials in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the maintenance organisation holds.

5.205 HOUSING & FACILITY REQUIREMENTS

- (a) Housing and facilities shall be provided appropriate for all planned work ensuring, in particular, protection from weather.
- (b) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.
- (c) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.
- (d) Specialised workshops and bays shall be segregated, as appropriate, to insure that environmental and work area contamination is unlikely to occur.
- (e) Storage facilities shall be provided for parts, equipment, tools and materials.
- (f) Storage conditions shall be provided security for serviceable parts, segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.

Note: See Appendix 1 to 6.205 for detailed requirements pertaining to housing and facilities.

5.210 EQUIPMENT, TOOLS & MATERIAL

- (a) The AMO holder shall have available the necessary equipment, tools, and material to perform the approved scope of work and these items shall be under full control of the AMO holder. The availability of equipment and tools means permanent availability except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.
- (b) The Authority may exempt an AMO holder from possessing specific tools and equipment for maintenance or repair of an aircraft or aircraft component specified in the AMO holder's approval, if these items can be acquired temporarily, by prior arrangement, and be under full control of the AMO when needed to perform required maintenance or repairs.

Note: The Authority may elect not to amend the approval to delete the aircraft or aircraft component on the basis that it is a temporary situation and there is a formal agreement from the AMO to re-acquire tools, equipment, etc. before performing any maintenance or repair.

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

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

Note: See Appendix 1 to 6.210 for detailed requirements pertaining to tools, equipment, and test equipment.

5.215 AIRWORTHINESS TECHNICAL DATA

- (a) The AMO holder shall have all airworthiness technical data appropriate to support the work performed from the Authority, the aircraft/aircraft component design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate.

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

- (b) Where the AMO holder modifies airworthiness technical data specified in paragraph (a) to a format or presentation more useful for its maintenance activities, the AMO holder shall submit to the Authority an amendment to the maintenance procedure manual for any such proposed modifications for acceptance.
- (c) All airworthiness technical data used by the AMO holder shall be kept current and made available to all personnel who require access to that data to perform their duties.

See Appendix 1 to 6.215 for detailed requirements concerning airworthiness data.

SUBPART H: AMO OPERATING RULES

5.220 MAINTENANCE RELEASE

- (a) A maintenance release shall be issued by appropriately authorised certifying staff when satisfied that all required maintenance of the aircraft or aircraft component has been properly carried out by the AMO holder in accordance with the maintenance procedure manual.
- (a) An aircraft component which has been maintained off the aircraft requires the issue of a maintenance release for such maintenance and another maintenance release in regard to being installed properly on the aircraft, when such action occurs.
- (b) A maintenance release shall contain—
 - (1) Basic details of the maintenance carried out;
 - (2) The date such maintenance was completed;
 - (3) The identity, including the authorisation reference, of the AMO; and
 - (4) The identity of the person or persons signing the release.

Note: See Appendix 1 to 6.220 for detailed requirements concerning a maintenance release, along with a sample form.

5.225 REPORTING OF UNAIRWORTHY CONDITIONS

- (a) The AMO holder shall report to the Authority and the aircraft design organisation any identified condition that could present a serious hazard to the aircraft.
- (b) Reports shall be made on a form and in a manner prescribed by the Authority and contain all pertinent information about the condition known to the AMO holder.
- (c) Where the AMO holder is contracted by an AOC holder to carry out maintenance, that AMO holder shall report to the AOC holder any condition affecting the aircraft or aircraft component.
- (d) Reports shall be made as soon as practicable, but in any case within 3 working days of the AMO holder identifying the condition to which the report relates.

5.230 PERFORMANCE STANDARDS

- (a) Each AMO holder that performs any maintenance, preventive maintenance, modifications for an air operator certificated under Part 12 having an approved maintenance program, as revised, shall perform that work in accordance with the air operator's manuals.
- (b) Except as provided in paragraph (a), each AMO holder shall perform its maintenance and modification operations in accordance with the applicable standards in Part 4. It shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.
- (c) In addition, each AMO holder with an avionics rating shall comply with those Sections in Part 4 that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating. It shall use test apparatus, shop equipment, performance standards, test methods, modifications, and calibrations that conform to the manufacturer's specifications or instructions, approved specification, and if not otherwise specified, to accept good practices of the aircraft avionics industry.

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APPENDICES

APPENDIX 1 TO 6.060: EXPANDED REQUIREMENTS OF AMO RATINGS

Except for job functions that are contracted out, each AMO must provide equipment and material so that the job functions listed in this Appendix, as appropriate to the class or limited rating held or applied for, can be performed as required. The job functions are as follows—

(a) For an aircraft rating—

(1) Classes 1, 2, 3, 4, and 5—

(i) Metal skin and structural components—

- (A) Repair and replace steel tubes and fittings using the proper welding techniques, when appropriate.
- (B) Apply anti corrosion treatment to the interior and exterior of parts.
- (C) Perform simple machine operations.
- (D) Fabricate steel fittings.
- (E) Repair and replace metal skin.
- (F) Repair and replace alloy members and components.
- (G) Assemble and align components using jigs or fixtures.
- (H) Make up forming blocks or dies.
- (I) Repair or replace ribs.

(ii) Wood Structure—

- (A) Splice wood spars.
- (B) Repair ribs and spars.
- (C) Align interior of wings.
- (D) Repair or replace plywood skin.
- (E) Apply treatment against wood decay.

(iii) Fabric covering—

- (A) Repair fabric surfaces.

(iv) Aircraft control systems—

- (A) Repair and replace control cables.
- (B) Rig complete control system.
- (C) Replace and repair all control system components.
- (D) Remove and install control system units and components.

(v) Aircraft systems—

- (A) Replace and repair landing gear hinge-point components and attachments.
- (B) Maintain elastic shock absorber units.
- (C) Conduct landing gear retraction cycle tests.
- (D) Maintain electrical position indicating and wiring systems.
- (E) Repair and fabricate fuel, pneumatic, hydraulic, and oil lines.
- (F) Diagnose electrical and electronic malfunctions.
- (G) Repair and replace electrical wiring and electronic data transmission lines.
- (H) Install electrical and electronic equipment.
- (I) Perform bench check of electrical and electronic components. (This check is not to be confused with the more complex functional test after repair or overhaul.)

(vi) Assembly operations—

- (A) Assemble aircraft components or parts, such as landing gear, wings, and controls.
- (B) Rig and align aircraft components, including the complete aircraft and control system.

- (C) Install powerplants.
 - (D) Install instruments and accessories.
 - (E) Assemble and install cowlings, fairings, and panels.
 - (F) Maintain and install windshields and windows.
 - (G) Jack or host complete aircraft.
 - (H) Balance flight control surfaces.
 - (vii) Non-destructive inspection and testing using dye penetrants and magnetic, ultrasonic, radiographic, fluorescent, or holographic inspection techniques.
 - (viii) Inspection of metal structures—
 - (A) Inspect metal structures, using appropriate inspection equipment to perform the inspections required on an aircraft.
- (2) Classes 6 and 7—
- (i) In addition to having the capability to perform the appropriate functions set forth for class 1, 2, 3, 4, or 5 aircraft ratings, a maintenance organisation holding a class 6 or 7 aircraft rating for composite aircraft must have the following equipment—
 - (A) Autoclave capable of providing positive pressure and temperature consistent with materials used.
 - (B) Air circulating oven with vacuum capability.
 - (C) Storage equipment, such as freezer, refrigerator, and temperature-control cabinets or other definitive storage areas.
 - (D) Honeycomb core cutters.
 - (E) Non-destructive inspection equipment such as x-ray, ultrasonic, or other types of acoustic test equipment as recommended by the manufacturer.
 - (F) Cutting tools, such as diamond or carbide saws or router bits, suitable for cutting and trimming composite structures.
 - (G) Scales adequate to ensure proper proportioning by weight of epoxy adhesive and resins.
 - (H) Mechanical pressure equipment such as vacuum bagging or sand bags, as appropriate.
 - (I) Thermocouple probes necessary to monitor cure temperatures.
 - (J) Hardness testing equipment using heat guns that are thermostatically controlled for curing repairs.
 - (ii) Appropriate inspection equipment to perform inspection of composite structures as recommended by the manufacturer and as required for inspection of an aircraft under this Section.
- (3) List of maintenance functions that may be contracted out—
- (i) For all classes of airframe ratings—
 - (A) Metal plating or anodizing.
 - (B) Complex machine operation involving the use of planners, shapers, milling machines, etc.
 - (C) Abrasive air blasting and chemical cleaning operations.
 - (D) Heat treatment.
 - (E) Magnetic inspection.
 - (F) Repair or rebuilt metal tanks
 - (G) Fabricate alloy members and components such as tubes, channels, cowlings, fittings, attach angles, etc.
 - (H) Fabricate wood spars.
 - (I) Overhaul and repair hydraulic-pneumatic shock absorber units.
 - (J) Overhaul and repair brake system components.
 - (K) Overhaul and repair hydraulic system components

- (L) Conduct aircraft weight and balance operation (this function will be conducted in a draft free area).
 - (M) Fluorescent inspection of alloy components.
 - (N) Recovering and refinishing of components and entire aircraft.
- (b) Powerplant rating—
- (1) Class 1—
 - (i) Maintain and alter powerplants, including replacement of parts—
 - (A) Perform chemical and mechanical cleaning.
 - (B) Perform disassembly operations.
 - (C) Replace bushings, bearings, pins, and inserts.
 - (D) Perform heating operations that may involve the use of recommended techniques that require controlled heating facilities.
 - (E) Perform chilling or shrinking operations.
 - (F) Remove and replace studs.
 - (G) Inscribe or affix identification information.
 - (H) Paint powerplants and components.
 - (I) Apply anti corrosion treatment for parts.
 - (ii) Inspect all parts, using appropriate inspection aids—
 - (A) Determine precise clearances and tolerances of all parts.
 - (B) Inspect alignment of connecting rods, crankshafts, and impeller shafts.
 - (iii) Accomplish routine machine work—
 - (A) Ream inserts, bushings, bearings, and other similar components.
 - (B) Reface valves.
 - (iv) Accomplish assembly operations—
 - (A) Perform valve and ignition-timing operations.
 - (B) Fabricate and test ignition harnesses.
 - (C) Fabricate and test rigid and flexible fluid lines.
 - (D) Prepare engines for long or short term storage.
 - (E) Hoist engines by mechanical means.
 - (2) Classes 2 and 3—
 - (i) In addition to having the capability to perform the appropriate functions as required for class 1 powerplant rating, a maintenance organisation holding a class 2 or a class 3 powerplant rating must have the following equipment—
 - (A) Testing equipment.
 - (B) Surface treatment anti gallant equipment.
 - (ii) Functional and equipment requirements recommended by the manufacturer; and
 - (iii) Appropriate inspection equipment.
 - (3) List of maintenance functions that may be contracted out—
 - (i) Class 1 and 2 Powerplant (Reciprocating).
 - (ii) Replacement of valve guides and seats.
 - (iii) Plating operations (copper, silver, cadmium, etc.).
 - (iv) Replacement and repair of powerplant alloy sheet metal and steel components such as air baffles, etc.)
 - (v) Magnetic, fluorescent and other acceptable inspection aids.
 - (vi) Balancing of parts, including crankshafts, impeller shafts, etc.
 - (vii) Precision grinding, honing and lapping operations (including crankshaft, cylinder barrels, etc.)

- (viii) Precision drilling, tapping, boring, milling, and cutting operations.
 - (ix) Functional check powerplant accessories (this check is not to be confused with the more complex performance test of overhaul).
 - (x) Install engines in aircraft.
 - (xi) Align and adjust engine controls.
- (c) Propeller Rating—
- (1) Class 1—
 - (i) Remove and install propellers
 - (ii) Maintain and alter propellers, including installation and replacement of parts—
 - (A) Replace blade tipping.
 - (B) Refinish wood propellers
 - (C) Make wood inlays.
 - (D) Refinish plastic blades.
 - (E) Straighten bent blades within repairable tolerances.
 - (F) Modify blade diameter and profile.
 - (G) Polish and buff.
 - (H) Perform painting operations.
 - (iii) Inspect components using appropriate inspection aids—
 - (A) Inspect propellers for conformity with manufacturer's drawings and specifications.
 - (B) Inspect hubs and blades for failures and defects using all visual aids, including the etching of parts.
 - (C) Inspect hubs for wear of splines or keyways or any other defect.
 - (iv) Balance propellers—
 - (A) Test for proper track on aircraft.
 - (B) Test for horizontal and vertical unbalance using precision equipment.
 - (2) Class 2—
 - (i) Remove and install aircraft propellers, which may include installation and replacement of parts.
 - (A) Perform all functions listed under Class 1 propellers when applicable to the make and model propeller in this class.
 - (B) Properly lubricate moving parts.
 - (C) Assemble complete propeller and subassemblies using special tools when required.
 - (ii) Inspect components using appropriate inspection aids for those functions listed for class 1 propellers under paragraph (c)(1)(ii) of this Implementing Standard when applicable to the make and model of the propeller being worked on.
 - (iii) Repair or replace components or parts—
 - (A) Replace blades, hubs, or any of their components.
 - (B) Repair or replace anti-icing devices.
 - (C) Remove nicks or scratches from metal blades.
 - (D) Repair or replace electrical propeller components.
 - (iv) Balance propellers, including those functions listed for class 1 propellers under paragraph (c)(1)(iv) of this Implementing Standard when applicable to the make and model of the propeller being worked on.
 - (v) Test propeller pitch-changing mechanism—
 - (A) Test hydraulically operated propellers and components.
 - (B) Test electrically operated propellers and components.
 - (3) List of maintenance functions that may be contracted out—

- (i) Class 1 Propeller—
 - (A) Inspect hubs and blades for failures and defects, using magnetic or fluorescent inspection devices.
- (ii) Class 2 Propeller—
 - (A) Test of constant speed devices.
- (d) Avionics rating—
 - (1) Class 1, 2, and 3—
 - Perform physical inspection of avionics systems and components by visual and mechanical inspection.
 - Perform electrical inspection of avionics systems and components by means of appropriate electrical and/or electronic test equipment.
 - Check aircraft wiring, antennas, connectors, relays, and other associated avionics components to detect installation faults.
 - Check engine ignition systems and aircraft accessories to determine sources of electrical interference.
 - Check aircraft power supplies for adequacy and proper functioning.
 - Remove, repair, and replace aircraft antennas.
 - Measure transmission line attenuation.
 - Measure avionics component values such as inductance, capacitance, and resistance.
 - Determine waveforms and phase in avionics equipment when applicable.
 - Determine proper aircraft avionics antenna, lead-in, and transmission-line characteristics and determine proper locations for type of avionics equipment to which the antenna is connected.
 - Determine the operational condition of avionics equipment installed in aircraft by using appropriate portable test apparatus.
 - Test all types of transistors; integrated circuits; or similar devices in equipment appropriate to the class rating.
 - Test avionics indicators.
 - (2) Class 1—
 - In addition to having the capability to perform the job functions listed in paragraph (d)(1)—
 - Test and repair headsets, speakers, and microphones.
 - Measure radio transmitter power output.
 - Measure modulation values, noise, and distortion in communication equipment.
 - (3) Class 2—
 - In addition to having the capability to perform the job functions listed in paragraph (d)(1)—
 - Test and repair headsets.
 - Test speakers
 - Measure loop antenna sensitivity by appropriate methods.
 - Calibrate to approved performance standards any radio navigational equipment, en route and approach aids, or similar equipment, as appropriate to this rating.
 - (4) Class 3—
 - In addition to having the capability to perform the job functions listed in paragraph (d)(1)—

- Measure transmitter power output.
- (5) List of maintenance functions that may be contracted out.
- Class 2 Avionics—
- Repair of speakers.
- Class 3 Avionics—
- Metal plating of transmission lines, wave guides, and similar equipment in accordance with appropriate specifications.
- For all Class of Avionics ratings—
- Test avionics indicators.
- Overhaul, test, and check dynamotors, inverters, and other radio electrical apparatus.
- Paint and refinish equipment containers
- Accomplish appropriate methods of marking calibrations, or other information on avionics control panels and other components, as required.
- Make and reproduce drawings, wiring diagrams, and other similar material required to record alteration and/or modifications to avionics (photographs may be used in lieu of drawings when they will serve as an equivalent or better means of recording).
- Fabricate tuning shaft assemblies, brackets, cable assemblies, and other similar components used in avionics or aircraft avionics installations.
- Install complete avionics systems in aircraft and prepare weight and balance reports (that phase of avionics installation requiring modifications to the aircraft structure must be performed, supervised, and inspected by appropriately qualified and authorised person).
- (e) Computer systems rating—
- (1) Class 1, 2, and 3—
- (i) Maintain computer systems in accordance with manufacturer's specifications, test requirements, and recommendations.
- (ii) Remove, maintain, and replace computer systems in aircraft.
- (iii) Inspect, test, and calibrate computer system equipment, including software.
- (f) Instrument rating—
- (1) Class 1—
- (i) Diagnose instrument malfunctions on the following instruments—
- (A) Rate-of-climb indicators.
- (B) Altimeters.
- (C) Airspeed indicators.
- (D) Vacuum Indicators.
- (E) Oil pressure gauges.
- (F) Hydraulic pressure gauges.
- (G) De-icing pressure gauges.
- (H) Pitot-static tube.
- (I) Direct indicating compasses.
- (J) Accelerometer.
- (K) Direct indicating tachometers.
- (L) Direct reading fuel quantity gauges.

- (ii) Inspect, test, and calibrate the instruments listed under paragraph (f)(1)(i) of this IS on and off the aircraft, as appropriate.
- (2) Class 2—
 - (i) Diagnose instrument malfunctions of the following instruments—
 - (A) Tachometers.
 - (B) Synchroscope.
 - (C) Electric temperature indicators.
 - (D) Electric resistance-type indicators.
 - (E) Moving magnet-type indicators.
 - (F) Warning units (oil and fuel).
 - (G) Selsyn systems and indicators.
 - (H) Self-synchronous systems and indicators.
 - (I) Remote indicating compasses.
 - (J) Quantity indicators.
 - (K) Avionics indicators.
 - (L) Ammeters.
 - (M) Voltmeters.
 - (N) Frequency meters.
 - (ii) Inspect, test, and calibrate instruments listed under paragraph (f)(2)(i) of this IS on and off the aircraft, as appropriate.
- (3) Class 3—
 - (i) Diagnose instrument malfunctions of the following instruments—
 - (A) Turn and bank indicators.
 - (B) Directional gyros.
 - (C) Horizon gyros.
 - (D) Auto pilot control units and components.
 - (ii) Inspect, test, and calibrate instruments listed under paragraph (f)(3)(i) of this IS on and off the aircraft, as appropriate.
- (4) Class 4—
 - (i) Diagnose instrument malfunctions of the following instruments.
 - (A) Capacitance-type quantity gauge.
 - (B) Laser gyros.
 - (C) Other electronic instruments.
 - (ii) Inspect, test, and calibrate instruments listed under paragraph (f)(4)(i) of this IS on and off the aircraft, as appropriate.
- (g) Accessory rating—
 - (1) Class 1, 2, 3, and 4—
 - (i) Perform the following functions in accordance with the manufacturers specifications and recommendations—
 - (A) Diagnose accessory malfunctions.
 - (B) Maintain and alter accessories, including installing and replacing parts.
 - (C) Inspect, test, and calibrate accessories on and off the aircraft as appropriate.

APPENDIX 1 TO 6.115: MANAGEMENT RESPONSIBILITIES

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

- (b) The AMO shall have, dependent upon the extent of approval, the following—
- (1) A base maintenance manager,
 - (2) A line maintenance manager,
 - (3) A workshop manager and a quality manager, all of whom should report to the accountable manager.
- Note: In small AMO's, one or more of the above positions may be combined subject to approval by the Authority.*
- (c) The Accountable Manager shall be responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO's approval.
- (d) The Base Maintenance Manager shall be responsible for—
- (1) Ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to specified design and quality standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (e) The Line Maintenance Manager shall be responsible for—
- (1) Ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (f) The Workshop Manager shall be responsible for—
- (1) Ensuring that all work on aircraft components is performed to required standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (g) The Quality Manager shall be responsible for—
- (1) Monitoring the AMO's compliance with this Part; and
 - (2) Requesting remedial action as necessary by the base maintenance manager/line maintenance manager/workshop manager or the accountable manager, as appropriate.
- (h) The AMO may adopt any title for managerial positions, but shall identify to the Authority the titles and persons chosen to carry out these functions.
- (i) Where an AMO chooses to appoint managers for all or any combination of the identified functions because of the size of the undertaking, these managers shall report ultimately through either the Base Maintenance Manager or Line Maintenance Manager or Workshop Manager or Quality Manager, as appropriate, to the accountable manager.
- (j) The managers specified in this Section shall be identified and their credentials submitted to the Authority.
- (k) To be accepted, such managers shall have relevant knowledge and satisfactory experience related to aircraft/aircraft component maintenance as appropriate in accordance with these Regulations.

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

APPENDIX 1 TO 6.125: CONTENTS OF A MAINTENANCE ORGANISATION PROCEDURES MANUAL

- (a) The AMO shall provide a Maintenance Procedures Manual for use by the organisation, containing the following information—
- (1) A statement signed by the accountable manager confirming that the maintenance organisation procedures manual and any referenced associated manuals defined the AMO's compliance with this Part and will be complied with at all times. When the accountable manager is not the chief executive officer of the AMO then such chief executive officer must countersign the statement;
 - (2) The organisation's safety and quality policy. A description of the independent quality assurance system to monitor compliance with and adequacy of the procedures (or a system of inspection to ensure that maintenance is properly performed, aircraft and components are properly certified for

released for service and to include procedures for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the accountable manager for review and action;

- (3) The title(s) and name(s) of the senior person(s) accepted by the Authority;
 - (4) The duties and responsibilities of all postholders including matters on which they may deal directly with Authority on behalf of the AMO;
 - (5) An organisation chart showing associated chains of responsibility of the senior person(s);
 - (6) A list of certifying staff;
 - (7) A general description of manpower resources;
 - (8) A general description of facilities located at each address specified in the AMO operations specifications;
 - (9) A specification of the AMO's scope of work relevant to the extent of work authorised;
 - (10) The notification procedure for AMO organisation changes;
 - (11) The AMO's maintenance organisation procedures manual amendment procedure;
 - (12) A description of the method used for the completion and retention of maintenance records to show that all requirements for the signing of a return to service have been met;
 - (13) A description of the procedure for preparing the return to service and the circumstances under which the release is to be signed;
 - (14) A description of the additional procedures for complying with an operator's maintenance procedures and requirements;
 - (15) A description of the procedure for receiving, amending and distributing within the maintenance organisation all necessary airworthiness data from the type certificate holder or type design organisation;
 - (16) A description of the procedures used to establish the competence of maintenance personnel;
 - (17) A general description of the organisation's facilities;
 - (18) A description of the procedures for complying with the service information reporting requirements of Part 4;
 - (19) The AMO's procedures and quality system;
 - (20) A list of AOC holders, if appropriate, to which the AMO provides an aircraft maintenance service;
 - (21) A list of organisations, if appropriate;
 - (22) A list of line stations, if appropriate; and
 - (23) A list of contracted organisations, if appropriate.
- (b) Portions of the AMO's maintenance organisation's procedures manual may be kept as separate documents or on separate electronic data files subject to the basic manual containing a clear cross reference to such documents or electronic data files.

APPENDIX 1 TO 6.140: SCHEDULING & COMPETENCE OF WORKFORCE

- (a) The AMO shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.
- (b) If an AMO is approved for base maintenance, the plan shall relate to the aircraft hangar visit plan.
- (c) Man-hour plans shall regularly be updated.

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

- (d) Quality monitoring compliance function man-hours shall be sufficient).
- (e) Planners, mechanics, supervisors and certifying staff shall be assessed for competence by "on the job" evaluation or by examination relevant to their particular role within the AMO before unsupervised work is permitted.

- (f) To assist in the assessment of competence, job descriptions are recommended for each position. The assessment shall establish that—
- (4) 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 program;
 - (5) 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;
 - (6) Supervisors are able to ensure that all required maintenance tasks are carried out and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed by the quality organisation; and
 - (7) Certifying staff are able to determine when the aircraft or aircraft component is and is not ready to return to service.
- (g) In the case of planners, supervisors, and certifying staff, knowledge of AMO procedures relevant to their particular role shall be demonstrated.

APPENDIX 2 TO 6.140: TRAINING OF AMO WORKFORCE

- (a) Training of certifying staff shall be performed by the AMO or by an institute selected by the AMO. In either case, the AMO shall establish the curriculum and standards for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to insure that the trainee has a reasonable chance of successfully completing any course.
- (b) Competency-based examinations shall be set at the end of each training course.
- (c) Initial training shall cover—
- (1) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain;
 - (2) Specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system/structural defects; and
 - (3) Company procedures relevant to the certifying staff's tasks.
- (d) Continuation training should cover changes in AMO procedures and changes in the standard of aircraft and/or aircraft components maintained.
- (e) The training program shall include details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods.
- (f) The training program established for maintenance personnel and certifying staff by the AMO shall include training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew.

APPENDIX 1 TO 6.145: RECORDS OF CERTIFYING STAFF

- (a) The following minimum information shall be kept on record in respect of each certifying person—
- (1) Name;
 - (2) Date of birth;
 - (3) Basic training;
 - (4) Type training;
 - (5) Continuation training;
 - (6) Experience;
 - (7) Qualifications relevant to the approval;
 - (8) Scope of the authorisation;
 - (9) Date of first issue of the authorisation;

- (10) Expiration date of the authorisation (if appropriate); and
- (11) Identification number of the authorisation.
- (b) Records of certifying staff shall be controlled, but not necessarily run by the AMO's quality department.
- (c) The number of persons authorised to access the system shall be limited to minimise the possibility of records being altered in an unauthorised manner and to limit confidential records from become accessible to unauthorised persons.
- (d) A certifying person shall be given reasonable access on request to his or her records.
- (e) The Authority is authorised to and may investigate the records system for initial and continued approval, or when the Authority has cause to doubt the competence of a particular certifying person.
- (f) The AMO shall keep the record of a certifying person for at least 24 calendar months after that person has ceased employment with the AMO or upon withdrawal of his or her authorisation. Upon request, the certifying staff shall be furnished with a copy of their record on leaving the AMO.
- (g) The authorisation document shall be in a style that makes its scope clear to certifying staff and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.
- (h) Certifying staff are not required to carry the authorisation document at all times but shall produce it within a reasonable time of a request from an authorised person.

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

APPENDIX 1 TO 6.205: HOUSING & FACILITY REQUIREMENTS

- (a) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.
- (b) Where the hangar is not owned by the AMO, it is recommended to—
 - (1) Establish proof of tenancy;
 - (2) Demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance program;
 - (3) Update the aircraft hangar visit plan on a regular basis;
 - (4) Ensure, for aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;
 - (5) Ensure aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust, etc.;
 - (6) Ensure workshop floors are sealed to minimise dust generation; and
 - (7) Demonstrate access to hangar accommodation for usage during inclement weather for minor scheduled work and/or lengthy defect rectification.
- (c) Aircraft maintenance staff shall be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

Note: It is acceptable to combine any or all of the above requirements into one office subject to the staff having sufficient room to carry out assigned tasks.
- (d) Hangars used to house aircraft together with office accommodation shall be such as to insure a clean, effective and conformable working environment.
 - (1) Temperatures should be maintained at a comfortable level.
 - (2) Dust and any other airborne contamination should be kept to a minimum and not permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident.
 - (3) Lighting should be such as to insure each inspection and maintenance task can be carried out.

- (4) Noise levels should not be permitted to rise to the point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel should be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
- (e) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions.)
- (f) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination; the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.
- (g) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.
- (h) Storage facilities for serviceable aircraft components shall be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation.
- (i) Manufacturer and standards recommendations shall be followed for specific aircraft components.
- (j) Storage racks shall provide sufficient support for large aircraft components such that the component is not distorted.
- (k) All aircraft components, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.

APPENDIX 1 TO 6.210: EQUIPMENT, TOOLS & MATERIALS

- (a) All applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness shall be traceable to the Standards approved by the Authority.
- (b) Except as provided in paragraph (a), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the country of manufacture may be used if approved by the Authority.
- (c) Where the manufacturer specifies a particular tool, equipment, or test equipment then that tool, equipment, or test equipment shall be used unless the manufacturer has identified the use of an equivalent.
- (d) Except as provided in paragraph (c), tools, equipment, or test equipment other than that recommended by the manufacturer will be acceptable based on at least the following—
 - (1) The AMO shall have a procedure in the Maintenance Procedure Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer.
 - (2) The AMO shall have a program to include—
 - (i) A description of the procedures used to establish the competence of personnel that make the determination of equivalency to tools, equipment, or test equipment.
 - (ii) Conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment, or test equipment proposed.
 - (iii) Ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the manufacturer's recommended tools, equipment, or test equipment.
 - (iv) Ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations, and checking all parameters of the aircraft or aircraft component undergoing maintenance or calibration.
 - (3) The AMO shall have full control of the equivalent tool, equipment, or test equipment (i.e. ownership, lease, etc.)

- (e) An AMO approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft may be properly inspected.
- (f) The AMO shall have a procedure to inspect/service and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any inspection or service or calibration time limit.
- (g) The AMO shall have a procedure if it uses a standard (primary, secondary or transfer standards) for performing calibration, that standard cannot be used to perform maintenance.
- (h) A clear system of labelling 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.
- (i) A clear system of labelling all tooling, equipment, and test equipment shall be used to give information on when such tooling, equipment, and test equipment is not used for product acceptance and/or for making a finding of airworthiness.
- (j) A register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.
- (k) Inspection, service, or calibration on a regular basis shall be in accordance with the equipment manufacturers' instructions except where the AMO can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

APPENDIX 1 TO 6.215: AIRWORTHINESS DATA

- (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft or aircraft component design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate. Some examples of maintenance-related documents are—
 - (1) Civil Aviation Regulations,
 - (2) Associated advisory material,
 - (3) Airworthiness directives,
 - (4) Manufacturers' maintenance manuals,
 - (5) Repair manuals,
 - (6) Supplementary structural inspection documents,
 - (7) Service bulletins,
 - (8) Service letters,
 - (9) Service instructions,
 - (10) Modification leaflets,
 - (11) Aircraft maintenance program,
 - (12) NDT Manual, etc.

Note: 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 customised maintenance cards or computer base data.

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

- (b) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.
- (c) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aircraft component being maintained and for supervisors, mechanics, and certifying staff to study.

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

APPENDIX 1 TO 6.220: CERTIFICATION OF MAINTENANCE RELEASE

- (a) A maintenance release is required for the following—
- (1) Before flight at the completion of any package of maintenance scheduled by the approved aircraft maintenance program on the aircraft, whether such maintenance took place as base or line maintenance.
Note: Only in exceptional cases may scheduled maintenance be deferred and then only in accordance with procedures specified in the AMO's procedures manual. In all cases, the AMO must provide the owner/operator with a list of any uncorrected defects that may exist.
 - (2) Before flight at the completion of any defect rectification, while the aircraft operates between scheduled maintenance.
 - (3) At the completion of any maintenance on an aircraft component when off the aircraft.
- (b) The maintenance release shall contain the following statement: "*Certifies that the work specified except as otherwise specified was carried out in accordance with current regulations and in respect to that work the aircraft/aircraft component is considered ready for return to service.*"
- (c) The maintenance release shall reference the data specified in the manufacturer's or air carrier operator's instructions or the aircraft maintenance program which itself may cross-reference to a manufacturer's instruction in a maintenance manual, service bulletin, etc.
- (d) Where instructions include a requirement to insure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of GO/NO gauges. It is not normally sufficient to state that the dimension or the test figure is within tolerance.
- (e) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
- (f) When extensive maintenance has been carried out, it is acceptable for the maintenance release to summarise the maintenance as long as there is a cross-reference to the work-pack containing full details of maintenance carried out. Dimensional information shall be retained in the work-pack record.
- (g) The person issuing the maintenance release shall use a full signature and preferably a certification stamp except in the case where a computer maintenance release system is used. In this latter case, the Authority will need to be satisfied that only the particular person can electronically issue the maintenance release.

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

End of RCAR Part 5