

GAMBIA CIVIL AVIATION ACT, 2018

GAMBIA CIVIL AVIATION REGULATIONS, 2018

PART 6 – APPROVED MAINTENANCE ORGANISATIONS

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GAMBIA CIVIL AVIATION REGULATIONS, 2018

PART 6 – APPROVED MAINTENANCE ORGANISATIONS

CHAPTER I - GENERAL

1. Applicability

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

2. Definitions

The definitions contained in Part 1 shall also apply in this Part as applicable.

3. Abbreviations

In this Part, the following abbreviations apply-

AAT means Approved Airworthiness Tag;

AMO means Approved Maintenance Organisation;

AMT means Aviation Maintenance Technician;

ARS means Aviation Repairman Specialist;

NDT means Non-Destructive Testing;

PAH means Production Approval Holder; and

TSO means Technical Standard Order.

4. Exemption Authority

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

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

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

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

CHAPTER II - CERTIFICATION OF A MAINTENANCE ORGANISATION AND CONTINUED VALIDITY

5. Applicability

This Part prescribes the requirements for the certification of a maintenance organisation and continued validity of the certificate.

7. General

(1) A person shall not operate as a certificated approved maintenance organisation without, or in violation of, an approved maintenance organisation certificate, ratings or operations specifications issued under this regulation.

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

(3) The approval of an AMO by a State shall be dependent upon the applicant demonstrating compliance with the requirements of this Part and the safety management requirements of these Regulations.

7. Approved Maintenance Organisation Certificate

(1) The AMO certificate shall consist of the following two documents-

- (a) a one page certificate signed by the Authority; and

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

(2) A person shall not operate as an approved maintenance organisation without, or in violation of an approved maintenance organisation certificate issued under this Part.

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

(4) The AMO certificate shall contain the following items and be in a format as shown in Schedule 6 –

- (a) the certificate number specifically assigned to the AMO;
- (b) the name and location (main place of business) of the AMO;
- (c) the date of issue and period of validity;
- (d) the ratings issued to the AMO; and
- (e) Authority signature.

(5) The AMO operations specifications shall contain-

- (a) the certificate number specifically assigned to the AMO;
- (b) the class or limited ratings issued in detail, including special approvals and limitations issued;
- (c) the date issued or revised;
- (d) accountable manager and Authority signatures; and
- (e) the certificate issued to each certificated maintenance organisation must be available in the premises for inspection by the public and the Authority.

8. Advertising

(1) An approved maintenance organisation shall not advertise as a certificated approved maintenance organisation until an approved maintenance organisation certificate has been issued to that facility.

(2) A certificated approved maintenance organization shall not make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.

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

9. Application for an AMO Certificate

(1) The Authority shall require an applicant for approval of a maintenance organisation to submit the following-

- (a) an application in a form and a manner prescribed by the Authority;
- (b) its Maintenance Procedures Manual in duplicate;
- (c) a list of the maintenance functions to be performed for it, under contract, by another AMO;
- (d) a list of all AMO certificates and ratings pertinent to those certificates issued by other contracting States;
- (e) documentation of the maintenance organisation's Quality System; and
- (f) any additional information the Authority requires the applicant to submit.

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

10. Issuance of an AMO Certificate

An applicant may be issued an AMO certificate if after investigation, the Authority finds that the applicant-

- (a) meets the applicable regulations and standards for an AMO certificate; and
- (b) is properly and adequately equipped for the performance of maintenance of aircraft or aeronautical product for which it seeks approval.

11. Duration and Renewal of AMO Certificate

(1) A certificate or rating issued to an approved maintenance organisation located either inside or outside The Gambia is effective from the date of issue until the 12th month after the date on which it was initially issued or renewed, subject to satisfactory compliance with the requirements of this Part.

(2) A certificate issued in sub-regulation (1) is valid unless the -

- (a) AMO surrenders the certificate; or
- (b) Authority amends, suspends or revokes the certificate; or
- (c) AMO suspends operations for more than 180 continuous days.

(3) The holder of a certificate that is suspended or revoked by the Authority shall return the certificate and operations specifications to the Authority within seven working days of receipt of notice of suspension or revocation from the Authority.

(4) A certificated approved maintenance organisation that applies for a renewal of its approved maintenance organisation certificate for aircraft registered in The Gambia shall submit its request for renewal no later than thirty days before the approved maintenance organisation's current certificate expires.

12. Continued validity of approval

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 the -

- (a) AMO remaining in compliance with this Part;
- (b) Authority being granted access to the organisation's facilities to determine continued compliance with this regulation; and
- (c) payment of any charges prescribed by the Authority

13. Inspection

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

(2) Inspections shall be conducted at least annually.

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

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

15. Suspension or Revocation

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

16. Changes to the AMO and Certificate Amendments

(1) 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 thirty days after any of the following changes-

- (a) the name of the organisation;
- (b) the location of the organisation;
- (c) the housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the AMO rating or ratings;
- (d) the ratings held by the AMO, whether granted by the Authority or held through an AMO certification issued by another contracting State;
- (e) additional locations of the organisation;
- (f) items in the Maintenance Procedures Manual,
- (g) the accountable manager; or
- (h) the list of management personnel identified as described in the Maintenance Procedures Manual.

(2) The Authority shall amend the AMO certificate if the AMO notifies the Authority of a change in -

- (a) location or housing and facilities;
- (b) additional locations of the organisation;
- (c) rating, including deletions;
- (d) items in the Maintenance Procedures Manual;
- (e) name of the organisation with same ownership; or
- (f) ownership.

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

(4) The Authority may -

- (a) prescribe, in writing, the conditions under which the AMO may continue to operate during any period of implementation of the changes noted in sub-regulation (1); and
- (b) 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.

(5) If changes are made by the AMO to the items listed in sub-regulation (1) without notification to the Authority and amendment of the AMO certificate by the Authority, the AMO certificate may be suspended, or revoked, by the Authority.

17. AMO Limited Ratings

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

(2) Limited ratings are issued for -

- (a) Airframes of a particular make and model;
- (b) Powerplants of a particular make and model;
- (c) Propellers of a particular make and model;
- (d) Radio equipment of a particular make and model;
- (f) Instruments of a particular make and model;
- (f) Accessories of a particular make and model;
- (g) Landing gear components;
- (h) Floats, by make;
- (i) Nondestructive inspection, testing, and processing;
- (j) Emergency equipment;
- (k) Rotor blades, by make and model;

- (l) Aircraft fabric work; and
 - (m) any other purpose for which the Authority finds the applicant's request appropriate.
- (3) A specialised service rating may be issued to a maintenance organisation to perform specific maintenance or processes. The operations specifications of the approved maintenance organisation must identify the specification used in performing that specialised service.
- (4) The specification may be a-
 - (a) civil or military specification that is currently used by industry; or
 - (b) specification developed by the approved maintenance organisation and approved by the Authority.

17. Quality System

- (1) The AMO shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.
- (2) The quality system, and the quality manager, shall be acceptable to the Authority.
- (3) Each AMO shall ensure that the quality system includes a quality assurance programme that contains procedures designed to monitor compliance with required aircraft and aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft and aircraft components.
- (4) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.
- (5) The quality system shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager that ensures, as necessary, proper and timely corrective action is taken in response to reports resulting from the independent audits.
- (6) The AMO's quality system shall be sufficient to review all maintenance procedures, as described in the Maintenance Control Manual and the Maintenance Procedures Manual, in accordance with an approved programme once a year.

(7) 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.

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

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

(10) Each AMO shall describe the quality system in relevant documentation as outlined in Schedule 6.3

18. Location of the AMO

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

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

- (a) of the facilities are localised and within a defined area; and
- (b) locations operate under the approval of the AMO certificate and operations specifications.

(3) An AMO approved by the Authority may be located in a country outside The Gambia and is subject to all the applicable requirements of this Part.

CHAPTER III - HOUSING, FACILITIES, EQUIPMENT, MATERIALS AND DATA

19. General

A certificated approved maintenance organisation shall provide housing facilities, equipment, materials, and data in quantity and quality that meet

the standards required for the issuance of the certificate and ratings that the approved maintenance organisation holds.

20. Housing and Facility Requirements

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

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

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

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

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

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

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

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

21. Equipment, Tools, and Material

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

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

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

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

(5) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance 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's National Standards.

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

(7) The Schedule 6.5 contains detailed requirements pertaining to tools, equipment, and test equipment.

CHAPTER IV - ADMINISTRATION

22. Personnel Requirements

(1) An AMO shall nominate a person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the AMO is in compliance with these Regulations.

(2) A 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.

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

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

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

(6) Each supervisor in the AMO shall hold an AMEL issued in accordance with Part 2.

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

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

(9) The detailed personnel requirements are contained in Schedule 6.6

23. Indoctrination, Initial, Recurrent, Specialised and Remedial Training

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

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

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

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

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

(6) An AMO training programme shall meet the detailed requirements contained in Schedule 6.7.

24. Dangerous Goods Training Programme

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

- (a) loading, unloading or handling of dangerous goods;
- (b) design, manufacture, fabrication, inspection, marking, maintenance, reconditions, repairs or tests of a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting dangerous goods;
- (c) preparation of hazardous materials for transport;
- (d) responsibility for the safety of transportation of dangerous goods;
- (e) operation of a vehicle used to transport dangerous goods; or
- (f) supervision of any of the above listed items

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

(3) The AMO training shall ensure that its dangerous goods training-

- (a) ensures that each employee performing or directly supervising any of the job functions specified in item (a) above is trained to comply with all applicable procedures; and
- (b) enables the trained person to recognise items that contain, or may contain, dangerous goods regulated under these regulations.

(4) The dangerous goods training of the AMO shall be approved by the Authority and shall contain the items in Schedule 6.8.

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

25. Rest and Duty Limitations for Persons Performing Maintenance Functions in an AMO

(1) A person shall not assign or perform maintenance functions for aircraft, unless that person has had a minimum rest period of eight hours prior to the beginning of duty.

(2) A person shall not schedule a person performing maintenance functions for aircraft for more than twelve consecutive hours of duty.

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

(a) up to 16 consecutive hours; or

(b) 20 hours in 24 consecutive hours.

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

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

26. Records of Management, Supervisory, Inspection and Certifying Staff

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

(2) Certifying staff shall be notified in writing of the scope of their authorization.

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

(4) 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.

(5) Schedule 6.9 contains the detailed requirements pertaining to personnel records.

27. Safety Management

An AMO shall implement a safety management system acceptable to the Authority as outlined in these Regulations.

CHAPTER V - AMO OPERATING RULES

28. AMO Procedures Manual

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

(2) The AMO Procedures Manual shall-

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

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

(3) The AMO Procedures Manual and any other manual it identifies shall-

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

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

- (c) have the date of the last revision printed on each page containing the revision;

- (d) not be contrary to any applicable regulation or the AMO's specific operating provisions; and

- (e) include a reference to appropriate civil aviation regulations.

(4) A maintenance organization shall provide for the use and guidance of maintenance personnel concerned a procedures manual which may be issued in separate parts containing the following information:

- (a) general description of the scope of work authorized under the organization's terms of approval;

- (b) a description of the organization's procedures and quality or inspection system used;
- (c) a general description of the organization's facilities;
- (d) names and duties of the person or persons required by these Regulations;
- (e) a description of the procedures used to establish the competence of maintenance personnel;
- (f) a description of the method used for the completion and retention of the maintenance records;
- (g) a description of the procedures for preparing the maintenance release and the circumstances under which the release is to be signed;
- (h) the personnel authorized to sign the maintenance release and the scope of their authorization;
- (i) a description, when applicable, of the additional procedures for complying with the operator's maintenance procedures and requirements;
- (j) a description of the procedures for complying with the service information reporting requirements of Annex 8; and
- (k) a description of the procedure for receiving, assessing, amending and distributing within the maintenance organization all necessary airworthiness data from the type certificate holder or type design organization.

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

(6) The AMO shall ensure that the procedures manual is amended as necessary to keep the information contained therein up to date and any such amendments thereto shall be approved by the Authority prior to use.

(7) Copies of all amendments to the procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

(8) Schedule 6.10 contains the detailed requirements concerning the AMO Procedure manual and a sample AMO Procedure manual format.

29. Maintenance Inspection Procedures and Quality Assurance Systems

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

(2) The AMO shall ensure compliance with this paragraph by either establishing -

- (a) an independent quality assurance system to monitor compliance with and adequacy of the procedures; or
- (b) a system of inspection to ensure that all maintenance is properly performed.

(3) AMO's using an independent quality assurance system shall include the audit procedures listed in the AMO Procedures Manual at Schedule 6.10.

30. Capability List

(1) Each approved maintenance organisation shall prepare and retain a current capability list approved by the Authority. The approved 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.

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

(3) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the approved maintenance organisation's certificate, and only after the approved maintenance organisation has performed a self-evaluation.

(4) The approved maintenance organisation shall perform the self-evaluation described in this paragraph to determine that the maintenance organisation has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this part. If the approved maintenance organisation makes that determination, it may list the article on the capability list.

(5) The document of the evaluation described in sub-regulation (3) of this regulation shall be signed by the accountable manager and retained on file by the approved maintenance organisation.

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

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

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

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

31. Contract Maintenance

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

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

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

(b) the AMO maintains and makes available to the Authority in a format acceptable to the Authority, the following information-

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

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

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

(a) the unlicensed person follows a quality control system equivalent to the

system followed by the AMO-

- (b) the AMO remains directly in charge of the work performed by the unlicensed person; and
- (c) the AMO verifies, by test or inspection, that the work has been performed satisfactorily by the unlicensed person and that the article is airworthy before approving it for return to service.

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

32. Privileges of the Approved Maintenance Organisation

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

- (a) maintain or alter any aircraft or aeronautical product for which it is rated at the location identified in the approval certificate;
- (b) maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
- (c) perform the activities in support of a specific AOC holder where that AOC has requested the services of the AMO at locations other than the location identified on the AMO certificate and the AMO has been rated to maintain the aircraft of that specific AOC holder at the requested location in the AMO operating provisions approved by the Authority; and
- (d) issue an approval for return to service or a maintenance release in respect of paragraphs (a), (b), and (c) upon completion of maintenance in accordance with limitations applicable to the AMO.

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

- (a) the function would be performed in the same manner as when performed at the AMO and in accordance with this Part;
- (b) all necessary personnel, equipment, material, and technical or approved standards are available at the place where the work is to be done; and
- (c) the AMO Procedures Manual sets forth approved procedures governing work to be performed at a place other than the AMO.

(3) The AMO may contract out maintenance, preventative maintenance, or modification, other than a complete type certificated product, in accordance with these regulations.

33. Limitations on the AMO

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

(2) An AMO shall not contract out the maintenance, preventive maintenance, or modification of a complete type-certificated product,

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

34. Maintenance release of an Aircraft, Part, Component or Assembly

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

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

(3) The maintenance release shall contain-

(a) basic details of the maintenance carried out including detailed reference of the approved data used;

(b) the date such maintenance was completed;

(c) the identity, including the authorisation reference, of the AMO and certifying staff issuing the certificate;

(d) the following statement: **“Certifies that the work specified was carried out in accordance with current regulations and in respect to that work the aircraft or aircraft component is considered approved for release to service.”**

(e) reference data specified in the manufacturer's maintenance instructions or instructions for continued airworthiness;

- (f) the date such maintenance was carried out including when the maintenance took place relative to any life or overhaul limitation in terms of date or flying hours or cycles or landings etc., as appropriate.
- (4) 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 package containing full details of maintenance carried out. Dimensional information shall be retained in the work package record.
- (5) 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.
- (6) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order.
- (7) Where an organisation is unable to complete all maintenance ordered, it shall enter such fact in the maintenance release before the issuing a maintenance release within the approved aircraft limitations.
- (8) Where an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it shall be permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained.

35. Maintenance Records

- (1) The AMO shall record, in a form acceptable to the Authority, all details for maintenance work performed.
- (2) The AMO shall provide a copy of each maintenance release to the aircraft operator, together with a copy of any specific airworthiness data used for repairs or modifications performed.

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

- (a) Records shall be stored in a manner that ensures protection from damage, alteration and theft;
- (b) Computer backup discs, tapes etc. shall be stored in a different location from that containing the working discs, tapes etc., and in an environment that ensures they remain in good condition;
- (c) Where an AMO terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the Authority.

(4) A person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft or aeronautical product shall make an entry in the maintenance record of that equipment-

- (a) a description and reference to data acceptable to the Authority of work performed;
- (b) the date of completion of the work performed;
- (c) the name of the person performing the work if other than the person specified in this sub-regulation;
- (d) if the work performed on the aircraft or aeronautical product has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work;
- (f) the authorised signature, the AMO certificate number, and kind of licence held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
- (g) the signature constitutes the approval for return to service only for the work performed; and
- (h) in addition to the entry required by this paragraph, major repairs and major modifications shall be entered on a form, and the form disposed of by the person performing the work, in the manner prescribed by the Authority in Part 5

(5) A person shall not describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless-

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

(6) A person shall not describe in any required maintenance entry or form, an aircraft or other aeronautical product as being rebuilt unless it has been-

- (a) disassembled, cleaned, inspected as permitted;
- (b) repaired as necessary; and
- (c) reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conform to new part tolerances and limits, or to approved oversized or undersized dimensions.

(7) A person shall not approve for return to service any aircraft or aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or modification unless the-

- (a) appropriate maintenance record entry has been made; and
- (b) repair or modification form approved by the Authority has been executed.

(8) 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 set forth as prescribed by the Authority.

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

- (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;
 - (c) the authorised signature, the AMO certificate number, and kind of licence held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
 - (d) if the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—"I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition";
 - (e) if the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—"I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator"; and
 - (f) if an inspection is conducted under an inspection programme provided for in this regulation, the entry shall identify the inspection programme accomplished, and contains a statement that the inspection was performed in accordance with the inspections and procedures for that particular programme.
- (10) If the person performing any inspection required by this regulation finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives, or other approved data upon which its airworthiness depends, that person shall give the owner or lessee a signed and dated list of those discrepancies.

36. Airworthiness Data- Instructions for Continued Airworthiness

- (1) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft or aeronautical product design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate.
- (2) Where the AMO modifies airworthiness data specified in sub-regulation (1) to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to the AMO Procedures Manual for any such proposed modifications for acceptance.

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

(4) The detailed requirements concerning airworthiness data are contained in Schedule 6.11.

37. Reporting of Unairworthy Conditions

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

(2) The AMO shall establish an internal occurrence reporting system as detailed in the AMO procedures manual to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under these Regulations.

(3) This procedure shall identify adverse trends, corrective actions taken or to be taken by the AMO to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.

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

- (a) aircraft registration number;
- (b) type, make and model of the article;
- (c) date of the discovery of the failure, malfunction, or defect;
- (d) time since last overhaul, if applicable;
- (e) apparent cause of the failure, malfunction, or defect;
- (f) other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

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

(6) Reports shall be made as soon as practicable, but in any case within seventy-two hours of the AMO identifying the condition to which the report relates.

38. Authority to Conduct Inspections

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

39. AMO Performance Standards

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

(2) Except as provided in sub-regulation (1), each certificated approved maintenance organisation shall perform its maintenance and modification operations in accordance with the applicable standards in Part 5

(3) An AMO shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.

(4) A certificated approved maintenance organisation with an avionics rating shall comply with those regulations in Part 5 that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating.

(5) An AMO 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 accepted good practices of the aircraft avionics industry.

40. Production planning

(1) The AMO shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.

(2) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.

(3) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover,

relevant information shall be adequately communicated between outgoing and incoming personnel.


SCHEDULE

SUPPLEMENTARY PROVISIONS RELATING TO PART 6

6.1 AMO Certificate

Form number		
<p>THE REPUBLIC OF THE GAMBIA</p>  <p>MINISTRY OF TRANSPORT, WORKS AND INFRASTRUCTURE GAMBIA CIVIL AVIATION AUTHORITY</p> <p>APPROVED MAINTENANCE ORGANIZATION CERTIFICATE</p> <p>Number</p> <p>This certificate is issued to</p> <p>.....</p> <p>whose principal place of business address is</p> <p>.....</p> <p><i>Upon finding that its organization complies in all respects with the requirements of The Gambia Civil Aviation Regulations Part 6, relating to the establishment of an Approved Maintenance Organization and is empowered to operate an Approved Maintenance Organization under the conditions and limitations contained in the attached Specific Operating Provisions (SOPs) with the following Limited Ratings:</i></p> <p>.....</p> <p>This certificate unless cancelled, suspended, or revoked, shall continue in effect until</p> <p>.....</p> <table style="width: 100%; margin-top: 20px;"><tr><td style="width: 50%; text-align: center;">..... Date of Issue</td><td style="width: 50%; text-align: center;">..... Name and Signature Director General</td></tr></table> <p style="font-size: small; margin-top: 10px;">This certificate is non-transferable and any erasure or alteration to this document renders it null and void</p> Date of Issue Name and Signature Director General
..... Date of Issue Name and Signature Director General	

6.2 Operations Specifications

<h1 style="margin: 0;">OPERATIONS SPECIFICATIONS</h1> <p style="margin: 0;"><i>(Subject to the approved conditions in the AMO Procedures Manual)</i></p>			
 <p style="margin: 10px 0;">GAMBIA CIVIL AVIATION AUTHORITY BANJUL INTERNATIONAL AIRPORT PMB 285, YUNDUM, THE GAMBIA</p>			
Telephone: (+220) 4472 831		Fax: (+220) 4472 190	
E-mail: dg@gcaa.aero			
AMO #:	AMO Name:	Effective Date:	Signature:
DBA Trading Name:			
<p>Ratings and Limitations</p> <p>The Certificate Holder is authorized the following Ratings and/or Limitations:</p>			
Limited Ratings			
Rating	Manufacturer	Make/Model	Limitations
Limited Ratings – Specialized Services			
Rating	Specifications		Limitations

Front of Form

The certificate number on the reverse side of this form identifies the certificate holder whose name appears in Part A1 of these Specific Operating Provisions.		
<input type="checkbox"/>	1. The Civil Aviation Authority issues the Specific Operating Provisions appearing on the reverse side to the certificate holder.	
<input type="checkbox"/>	2. The certificate holder hereby makes application for the Specific Operating Provisions appearing on the reverse side (if this application amends previously approved Specific Operating Provisions, briefly describe changes).	
Supporting Data (if insufficient space, attach additional page)		
<p>I certify that the statements submitted as supporting data are true and that I am duly authorised to make this application on behalf of the certificate holder.</p>		
..... Title Signature Date
3. The Specific Operating Provisions set forth on the reverse side are approved.		
Effective Date: By direction of the Director General of Gambia CAA		
Amendment No.....		
..... Signature/Title of Authorised Inspector		
4. I hereby accept and receive the Specific Operating Provisions appearing on the reverse side on behalf of the certificate holder.		
<u>Accountable Manager</u> Title Signature Date

Back of Form

6.3 Quality System

In order to show compliance with these Regulations an AMO should establish its quality system in accordance with the instruction and information contained in the following -

1.0 General.

1.1 Terminology.

The terms used in the context of the requirement for an AMO's quality system.

1.2 Quality Policy.

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

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

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

1.3 Purpose of the Quality System.

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

1.4 Quality Manager.

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

1.4.2 The primary role of the quality manager is to verify, by monitoring activity in the field of, maintenance, that the standards required by the Authority, and any additional requirements defined by the AMO, are being

carried out under the supervision of the relevant required management personnel.

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

1.4.4 The quality manager shall:

- (a) Report to the accountable manager;
- (b) Not be one of the required management personnel; and
- (c) Have access to all parts of the AMO's, and as necessary, any sub-contractor's organisation.

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

2.0 Quality System.

2.1 Introduction.

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

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

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

2.2 Scope.

2.1.4 As a minimum, the quality system shall address the following:

- (a) The provisions of these Regulations;
- (b) The AMO's additional standards and operating practices;
- (c) The AMO's quality policy;
- (d) The AMO's organisational structure;
- (e) Responsibility for the development, establishment and management of the quality system;
- (f) Documentation, including manuals, reports and records;
- (g) Quality procedures;
- (h) Quality assurance program;
- (i) The required financial, material and human resources;

(j) Training requirements.

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

2.3 Relevant Documentation.

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

2.3.2 In addition, relevant document shall include the following:

- (a) Quality policy;
- (b) Terminology;
- (c) Specified maintenance standards;
- (d) A description of the organisation;
- (e) The allocation of duties and responsibilities;
- (f) Operational procedures to ensure regulatory compliance;
- (g) Accident prevention and flight safety programme;
- (g) The quality assurance programme, reflecting:
 - i. Schedule of the monitoring process;
 - ii. Audit procedures;
 - iii. Reporting procedures;
 - iv. Follow-up and corrective action procedures;
 - v. Recording system;
 - vi. The training syllabus; and
 - vii. Document control

3.0 Quality assurance programme.

3.1 Introduction.

3.1.1 The quality assurance programme shall include all planned and systematic actions necessary to provide confidence that all maintenance is

conducted in accordance with all applicable requirements, standards and I procedures.

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

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

3.2 Quality Inspection.

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

3.2.2 Typical subject areas for quality inspections are:

- (i) Facilities size and segregation;
- (ii) Office accommodation
- (iii) Work environment
- (iv) Storage
- (v) Management changes
- (vi) Staff numbers and man-hour plan
- (vii) Competence process
- (viii) Qualifying certifying staff;
- (ix) Records of certifying staff;
- (x) Issue of authorizations
- (xi) Adequate equipment;

- (xii) Equipment control and calibration;
- (xiii) Approved data held;
- (xiv) Modified maintenance data;
- (xv) Data availability;
- (xvi) Data up to date;
- (xvii) Aircraft release;
- (xviii) Release document contents;
- (xix) Release control
- (xx) Details on work documents;
- (xxi) Operator's copy of release;
- (xxii) Record retention;
- (xxiii) Reporting unairworthy findings;
- (xxiv) Clear work orders;
- (xxv) Procedures per AMO Procedure manual;
- (xxvi) Suppliers and subcontractors;
- (xxvii) Acceptance of parts;
- (xxviii) Parts control in stores;
- (xxix) Use of tools;
- (xxx) Cleanliness standards;
- (xxxi) Control of repairs;
- (xxxii) Aircraft Maintenance Programme completion;
- (xxxiii) Airworthiness directive control;
- (xxxiv) Control of modifications;
- (xxxv) Control of working documents;
- (xxxvi) Base maintenance defects;
- (xxxvii) Defective parts to stores;
- (xxxviii) Parts to outside contractors;

- (xxxix) Computer maintenance systems;
- (xl) Engine running;
- (xli) Aircraft procedures;
- (xlii) Line maintenance control parts;
- (xliii) Line servicing control;
- (xliv) Line defect control;
- (xlv) Aircraft Technical Log – Maintenance Records section completion;
- (xlvi) Pool and loan parts;
- (xlvii) Return defective parts to base;
- (xlviii) Product maintenance exemption control;
- (xlix) Procedures deviation control;
- (l) Special services control (NDI);
- (li) Contractors working teams;
- (lii) Product audit;
- (liii) Privileges and locations control;
- (liiv) Limitation control;
- (lv) Control of changes.

3.2.3 Typical methods for quality inspections for maintenance include:

- (a) Product sampling - the part inspection of a representative sample of the aircraft fleet;
- (b) Defect sampling - the monitoring of defect rectification performance;
- (c) Concession sampling - the monitoring of any concession to not carry out maintenance on time;

3.3 Audit.

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

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

- (a) A statement explaining the scope of the audit;
- (b) Planning and preparation;
- (c) Gathering and recording evidence; and
- (d) Analysis of the evidence.

3.3.3. Techniques that contribute to an effective audit are:

- (a) Interviews or discussions with personnel;
- (b) A review of published documents;
- (c) The examination of an adequate sample of records;
- (d) The witnessing of the activities that make up the operation; and
- (e) The preservation of documents and the recording of observations.

3.4. Auditors.

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

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

3.5 Auditor's Independence.

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

external specialist is familiar with the type of operation and/or maintenance conducted by the operator.

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

- (a) Perform quality inspections and audits as part of ongoing quality assurance;
- (b) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- (c) Initiate or recommend solutions to concerns or findings through designated reporting channels;
- (d) Verify the implementation of solutions within specific timescales;
- (e) Report directly to the quality manager.

3.6 Audit Scope.

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

- (a) Organisation;
- (b) Plans and company objectives;
- (c) AMO certification (AMO or Operations specifications)
- (d) Supervision;
- (e) Manuals, logs, and records;
- (f) Duty time limitations, rest requirements, and scheduling;
- (g) Maintenance programmes and continued airworthiness;
- (h) Airworthiness directives management;
- (i) Maintenance accomplishment;

- (j) Defect deferral;
- (k) Dangerous goods;
- (l) Security;
- (m) Training.

3.7 Audit Scheduling.

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

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

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

3.8 Monitoring and Corrective Action.

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

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

3.8.3 The quality assurance programme shall include procedures to ensure that corrective actions are taken in response to findings. These quality procedures shall monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The accountable manager will have the

ultimate responsibility for resourcing the corrective active action and ensuring, through the quality manager, that the corrective action has re-established compliance with the standard required by the Authority, and any additional requirements defined by the operator.

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

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

3.8.5 The quality manager shall:

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

3.9 Management Evaluation.

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

- (a) The results of quality inspections, audits and any other indicators;
- (b) The overall effectiveness of the management organisation in

achieving stated objectives.

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

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

3.10 Recording.

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

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

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

4.0 Quality Assurance Responsibility for Sub-Contractors.

4.1 Sub-Contractors.

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

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

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

activities relevant to the agreement shall be included in the AMO's quality assurance programme.

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

5.0. Quality System Training.

5.1 General.

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

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

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

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

5.2 Sources of Training.

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

6.0 Organisations with 20 or Less Full-Time Employees.

6.1 Introduction.

6.1.1 The requirement to establish and document a quality system, and to employ a quality manager applies to all AMO's. References to large and small operators elsewhere in these are governed by aircraft capacity (i.e. more or less than 20 seats) and by mass (i.e. greater or less than 10 tonnes maximum take-off mass). Such terminology is not relevant when considering

the scale of an operation and the quality system required. In the context of quality systems therefore, operators shall be categorised according to the number of full time staff employees.

6.2 Scale of Operation.

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

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

6.3 Quality System for Small/Very Small AMO's.

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

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

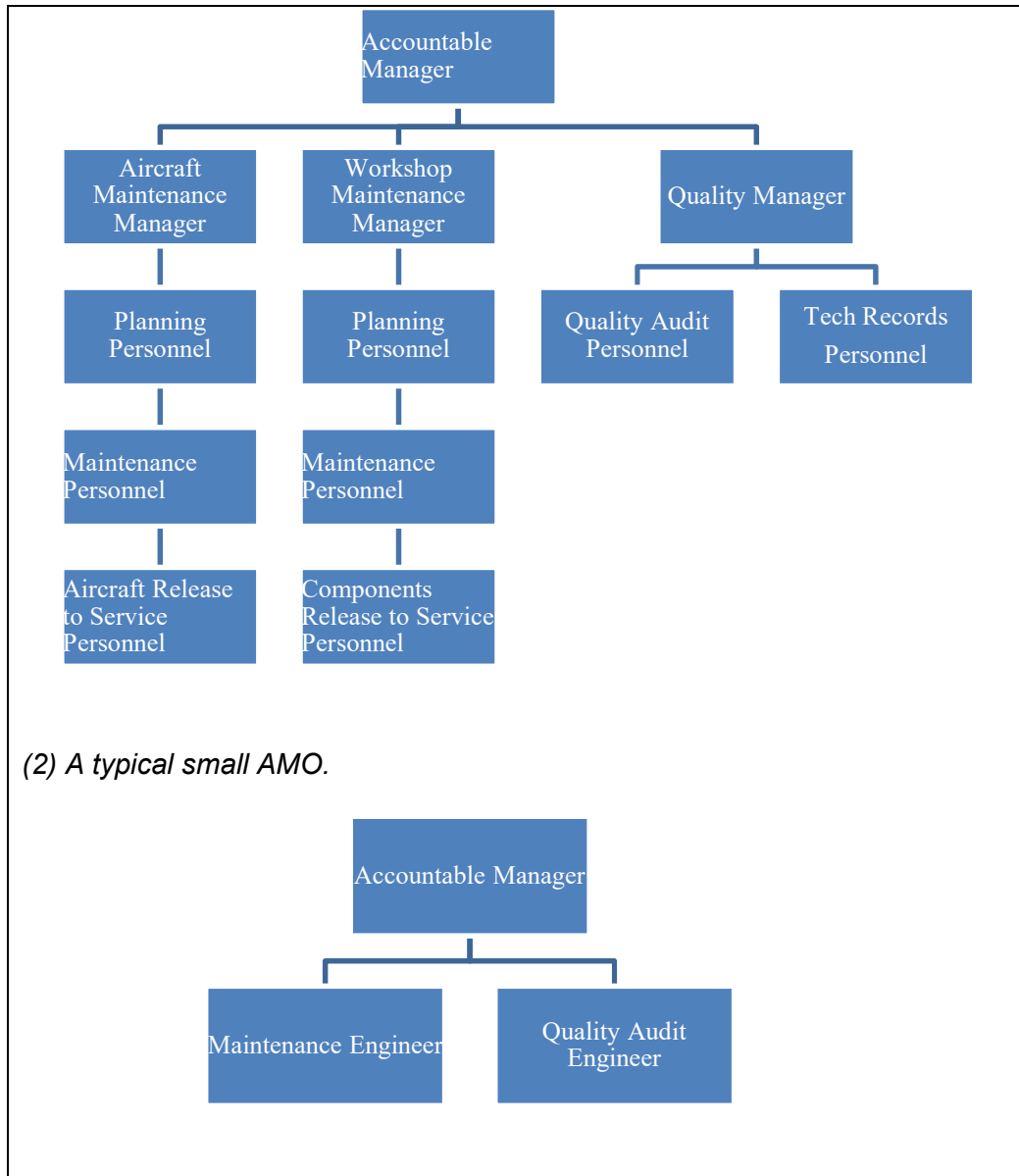
6.3.3 If the independent quality audit function is being conducted by external auditors, the audit schedule shall be shown in the relevant documentation.

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

Quality System – Organisation Examples

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

(1) A typical large AMO.



6.4 Housing and Facility Requirements

- (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 AMO, it is recommended to-
 - (a) establish proof of authorisation 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 minimise 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 conformable working environment-
- (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;
 - (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 or 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 minimise 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 minimise damage and corrosion during storage.

6.5 Equipment, tools, and material

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

(2) Except as provided in these Regulations, 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 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.

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

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

(6) The AMO shall have a programme to include-

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

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

(c) ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the

manufacturer's recommended tools, equipment, or test equipment.

- (d) ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations, and checking all parameters of the aircraft or aeronautical product undergoing maintenance or calibration.
- (7) The AMO shall have full control of the equivalent tool, equipment, or test equipment (i.e., ownership, lease, etc.)
- (8) An AMO approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms or docking such that the aircraft may be properly inspected.
- (9) The AMO shall have a procedure to inspect or 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.
- (10) The AMO shall have a procedure if it uses a standard (primary, secondary or transfer standards) for performing calibration, to ensure that standard cannot be used to perform maintenance.
- (11) A clear system of labeling all tooling, equipment and test equipment shall be used to give information on when the next inspection or service or calibration is due, and give status information if the item is unserviceable for any other reason where it may not be obvious.
- (12) 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 or for making a finding of airworthiness.
- (13) A register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.
- (14) 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.

6.6 Personnel requirements

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

- (a) base maintenance manager;
- (b) line maintenance manager;
- (c) workshop manager and a quality manager, all of whom should report to the accountable manager.

(3) The Accountable Manager shall be responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO'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 AMO's compliance with Part 6; and
- (b) requesting remedial action as necessary by the base maintenance manager/line maintenance manager or workshop manager or the accountable manager, as appropriate.

(8) 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.

(9) 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.

(10) The managers specified in this sub-regulation 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.

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

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

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

(14) Quality monitoring compliance function man-hours shall be sufficient to meet the requirement of these Regulations.

(15) Planners, mechanics, specialised service staff, supervisors and certifying staff shall be assessed for competence before unsupervised work is permitted and competence controlled on a continuous basis.

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

(a) managers are able to properly manage, processes, resources and priorities described in their assigned duties and responsibilities in safe compliant manner in accordance with the applicable requirements regulations and organisation procedures;

(b) 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;

(c) 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;

(d) 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;

(e) Specialised services staffs are able to carry out specialised maintenance tasks to the standard specified in the maintenance data and be able to communicate with supervisors and report accurately when necessary;

(f) certifying staff are able to determine when the aircraft or aircraft component is and is not ready for maintenance release;

(g) Quality audit staffs are able to monitor compliance with this part identifying non-compliance in an effective and timely manner so that the organisation may remain in compliance with this part.

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

(18) 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.

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

(2) Initial training shall cover-

(a) basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO 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 AMO procedures and changes in the standard of aircraft 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 AMO shall include training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew.

6.7 Indoctrination, initial, recurrent, specialised and remedial training

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

- (a) regulations of The Gambia – particularly those associated with AMO maintenance functions and authority as reflected on the certificate and operations specifications;
- (b) company manuals, policies, procedures and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance (including inspection), preventive maintenance, and modification procedures established to show compliance with Part 6;
- (c) dangerous goods requirements of these Regulations, including other local and national laws requiring training for different categories of employees.
- (d) human performance, including coordination with other maintenance personnel and flight crew.
- (e) maintenance human factors – the elements should focus on aviation maintenance and safety related issues.
- (f) computer systems and software – as applicable to the repair station's maintenance (including inspection, preventive maintenance and modification systems and procedures, and
- (g) facility security - which shall include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure.

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

- (a) general review;
- (b) specific job or task training;
- (c) shop safety;
- (d) records and recordkeeping;
- (e) materials and parts;
- (f) test equipment, including ground support equipment;
- (g) tools;
- (h) maintenance human factors, and
- (i) any other items as required by the Authority.

(3) Each AMO shall provide recurrent training for employees that include at least 8 hours of instruction in the subjects below-

- (a) refresher of subjects covered in initial training;
- (b) new items introduced in the AMO since completion of initial training;
- (c) any other items required by the Authority.

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

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

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

- (a) employees that hold an AME licence;
- (b) employees with experience performing similar tasks at another AMO;

(c) employees with applicable military aviation maintenance experience; and

(d) employees with no prior skills, experience, or knowledge.

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

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

(a) Written test;

(b) Completion of a training course;

(c) Skill test;

(d) Group exercise;

(e) On the job assessment;

(f) Oral examination in the working environment.

6.8 Dangerous goods training programme

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

(a) general awareness or familiarization training —designed to provide familiarity with the requirements of this Part and the dangerous goods regulations in Part 9 and to enable the employee to recognise and identify dangerous goods;

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

(i) safety training,

(i) emergency response,

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

exposure,

- (iii) methods and procedures for avoiding accidents, such as the proper procedures for handling packages containing dangerous goods;
- (d) security awareness training —addressing the security risks associated with dangerous goods transportation and methods designed to enhance transportation security. This training must also include a component covering how to recognise and respond to possible security threats;
- (e) in-depth security training – must include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure;
- (f) anyother training required by the Authority.

6.9 Records of management, supervisory, inspection and certifying staff

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

- (a) Name;
- (b) Date of birth;
- (c) Basic training;
- (d) Type training;
- (f) Continuation training;
- (g) Experience;
- (h) Qualifications relevant to the approval;
- (i) Scope of the authorisation;
- (j) Date of first issue of the authorisation;
- (k) Expiration date of the authorisation (if appropriate); and
- (l) Identification number of the authorisation.

- (2) Records of these individuals shall be controlled.
- (3) 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.
- (4) A certifying person shall be given reasonable access on request to his or her records.
- (5) 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.
- (6) The AMO shall keep the record of these individuals for at least two years after that person has ceased employment with the AMO or after withdrawal of his or her authorisation. Upon request, the certifying staff shall be furnished with a copy of their record on leaving the AMO.

6.10 AMO Procedures Manual

- (1) AMO personnel shall be familiar with those parts of the manuals that are relevant to the maintenance work they perform.
- (2) The AMO shall specify in the AMO Procedure manual who shall amend the manual, particularly in the case where the manual consists of several parts.
- (3) The Quality Manager shall be responsible for-
 - (a) Monitoring the amendment of the AMO Procedure manual, including associated procedures manuals.
 - (b) Submitting proposed amendments to the Authority for approval, unless the Authority has agreed, via a procedure stated in the amendment section of the AMO Procedure manual, that some defined class of amendments may be incorporated without approval by the Authority.
- (4) The AMO Procedure manual shall address at least five main areas-
 - (a) General
 - (b) Maintenance procedures; including line maintenance procedures
 - (c) Quality system procedures

- (d) Documentation
- (e) Examples of standard documents/lists
- (f) Other.

(5) The AMO procedures manual format shall contain the following:

Part 1 - Management

- 1.1 Corporate commitment by the accountable manager
- 1.2 The organisation's safety and quality policy
- 1.3 Management personnel
- 1.4 Duties and responsibilities of the management personnel
- 1.5 Management Organisation Chart
- 1.6 List of certifying staff. (*Note: A separate document may be referenced*)
- 1.7 Manpower resources
- 1.8 General description of the facilities at each address intended to be approved
- 1.9 Organisations intended scope of work
- 1.10 Notification procedure to the Authority regarding changes to the organisation's activities or approval or location or personnel
- 1.11 Manual amendment procedures

Part 2 - Maintenance Procedures

- 2.1 Supplier evaluation procedure
- 2.2 Acceptance or inspection of aircraft components and material from outside contractors
- 2.3 Storage, labeling or tagging and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tools and equipment by staff (including alternate tools)
- 2.7 Cleanliness standards of maintenance facilities

- 2.8 Maintenance instructions and relationship to aircraft or aircraft component manufacturers' service information including updating and availability to staff
- 2.9 Repair procedure
- 2.10 Procedures for compliance aircraft maintenance program
- 2.11 Airworthiness Directives procedure and MCAI handling procedure
- 2.12 Optional modification procedure
- 2.13 Maintenance documentation in use and completion of same
- 2.14 Technical record control
- 2.15 Procedure for handling of defects arising during base maintenance
- 2.16 Issue of maintenance release
- 2.17 Records for the AOC holder
- 2.18 Reporting of defects to the Authority or Operator or Manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Control of Defective components shipped to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Control of man-hour planning versus scheduled maintenance work
 - 2.23 Control of flight safety sensitive maintenance tasks
- 2.24 Reference to specific maintenance procedures such as:
 - Engine running procedures
 - Aircraft pressure run procedures
 - Aircraft towing procedures
 - Aircraft taxiing procedures
- 2.25 Procedures to detect and rectify maintenance errors
- 2.26 Shift or task handover procedures
- 2.27 Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder
- 2.28 Production planning procedures
 - sub-contract procedures
 - human factors; and

- manpower resources

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 or fueling or de-icing, including inspection for or removal of de-icing or anti-icing fluid residues, 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

L2.7 Line procedure control of critical tasks

Part 3 - Quality System Procedures

3.1 Quality audit of organisation procedures

3.2 Quality audit of aircraft

3.3 Quality audit remedial action procedure

3.4 Certifying staff qualification and training procedures

3.5 Certifying staff records

3.6 Qualification and training procedures for quality audit personnel

3.7 Qualifying inspectors

3.8 Qualifying and training procedures for mechanics

3.9 Exemption process control

3.10 Concession control for deviation from organisations' procedures

3.11 Qualification procedure for specialised activities such as non-destructive testing, welding, etc.

When required, control of manufacturers' working teams based at the premises of the organization, engaged in tasks which interface with activities included in the approval; and

Part 4 - Documentation

4.1 Contracted air operators. A list of operators, where applicable, to which the AMO provides an aircraft maintenance service;

4.2 Air Operator procedures and paperwork

4.3 Air Operator record completion

Part 5 -Supporting documents;

5.1 Sample documents, such as technical record control or rectification of defects.

5.2 List of subcontractors. A list of subcontracted organisations, where applicable, performing maintenance on behalf of the AMO; and

5.3 List of line maintenance locations. A list of the AMO's line stations locations and procedures, if applicable.

5.4 List of contracted organisations, a list of contracted organisations, where applicable.

Part 6 – Other sections as the Authority may approve.

(NOTE: The manual may be put together in any subject order so long as all applicable subjects are covered)

6.1. Airworthiness Data - Instructions for Continued Airworthiness

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

- 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.
- (2) 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.
 - (3) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained and for supervisors, mechanics, and certifying staff to study.
 - (4) 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.