



STATEMENT OF COMPLIANCE

PART 6 APPROVED MAINTENANCE ORGANISATION

INSPECTOR	
CERTIFICATE HOLDER/APPLICANT	

Nig.CARs 6	Requirement of the Regulation	Compliance Method Manual Ref #	Certificate holder/ Applicant Comments (if appropriate)	Status
6.1	GENERAL			
6.1.1.1	APPLICABILITY (a) Part 6 prescribes the requirements for issuing approvals to organisations for the maintenance, overhauls modification, repair, and inspection, of aircraft and aeronautical products and prescribes the general operating rules for an AMO. (b) This regulation is applicable to any applicant or holder of a certificate of Approved Maintenance Organization issued under this regulation. <i>Note. — The provisions in this Part do not prevent the maintenance organization from performing maintenance on an aircraft which is not under the responsibility of the Authority issuing this approval, including aircraft not registered in any Contracting State. Additional information is provided in the Airworthiness Manual (Doc 9760).</i>			



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<p>6.1.1.2</p>	<p>DEFINITIONS.</p> <p>(a) For the purpose of Part 6, the following definitions shall apply—</p> <p>Accountable manager— The person acceptable to the Authority who has corporate authority for ensuring that all activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator. The accountable manager may delegate in writing to another person within the organisation the day-to-day management, but not the overall approval management responsibility.</p> <p>Aeronautical product. — Any aircraft, aircraft engine, or aircraft propeller, or a part to be installed thereon.</p> <p>Airworthiness approval tag (AAT). A tag that shall be attached to a part. The tag shall include the part number, serial number, and current life status of the part. Each time the part is removed from a typecertificated product, a new tag shall be created or the existing tag shall be updated with the current life status. The AAT has two distinct purposes:</p> <p>1) as an approval for return to service of an aeronautical product or assembly after maintenance, overhaul, modification, repair, or inspection; and</p> <p>(2) for shipping of a newly manufactured part.</p> <p>Airworthiness data. Any information necessary to ensure that an aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft or serviceability of operational and emergency equipment, as appropriate, is assured.</p> <p>Airworthiness Directive (AD). A regulatory document which</p>			
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	<p>identifies aeronautical products in which an unsafe condition exists, and where the condition is likely to exist or develop in other aeronautical products of the same type design. It prescribes mandatory corrective actions to be taken or the conditions or limitations under which the aeronautical products may continue to be operated. The AD is the common form of mandatory continuing airworthiness information mentioned in Annex 8.</p> <p>Airworthiness release. The air operator's aircraft are released for service following maintenance by a person specifically authorised by the air operator rather than by an individual or maintenance organisation on the air operator's behalf.</p> <p><i>Note: Regarding the airworthiness release, in effect, the person signing the release acts in the capacity of an authorised agent for the operator and is certifying that the maintenance covered by the release was accomplished according to the air operator's continuing airworthiness maintenance programme. Normally, a release is required following inspections prescribed by the air operator's operations specifications, maintenance activities involving inspections, and any other significant maintenance. A copy of the airworthiness release must be given to the PIC before the aircraft commences operations. The air operator is obligated to designate, by name or occupational title, each licensed AMT or maintenance organisation authorised to execute the airworthiness release. In addition, the air operator shall designate when an airworthiness release is required.</i></p> <p>Airworthy. The status of an aircraft, engine, propeller, or part when it conforms to its approved design and is in a condition for safe operation.</p> <p>Approval for return to service. A document that contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance</p>			
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	<p>with the approved data and the procedures described in the AMO Procedures Manual or under an equivalent system.</p> <p>Approved data—Technical information approved by the Authority.</p> <p>Approved Maintenance Organisation (AMO) - An organisation approved by a Contracting State, in accordance with the Standards of ICAO Annex 8, Part II, Chapter 6, to perform maintenance of aircraft, engine, propeller, or parts thereof and operating under supervision approved by that State.</p> <p>Note: Nothing in this definition is intended to preclude that the organisation and its supervision be approved by more than one State.</p> <p>Approved standard. A manufacturing, design, maintenance, or quality standard approved by the Authority.</p> <p>Authority. The CAA responsible for the oversight of civil aviation in Nigeria</p> <p>Calibration—A set of operations, performed in accordance with a definite documented procedure that compares the measurement performed by a measurement device or working standard with a recognised Bureau of Standards for the purpose of detecting and reporting or eliminating adjustment errors in the measurement device, working standard, or aeronautical product tested.</p> <p>Certify as airworthy. The act of completing an approval for return to service, by a properly authorised person after the maintenance, overhaul, modification, repair, or inspection of an aircraft or aeronautical product, by which the aircraft or aeronautical part is cleared for use in flight as meeting the requirements of the certificate of airworthiness of Nigeria</p>			
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<p>Certifying staff. Those personnel who are authorised by the AMO in accordance with a procedure acceptable to the Authority to approve aircraft or aeronautical products for return to service.</p> <p>Composite— Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material.</p> <p>Computer system—Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.</p> <p>Continuing airworthiness. The set of processes by which an aircraft or aeronautical product complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life.</p> <p>Continuing airworthiness records. Records that are related to the continuing airworthiness status of an aircraft or aeronautical product</p> <p>Dangerous goods. Articles or substances that are capable of posing a risk to health, safety, property, or the environment and are shown in the list of dangerous goods in the Technical Instructions or are classified according to those instructions.</p> <p><i>Note 1: See definition below for Technical Instructions.</i> <i>Note 2: Dangerous goods are classified in Chapter 3 of ICAO Annex 18, The Safe Transport of Dangerous Goods by Air.</i></p> <p>Directly in charge—As relating to an AMO in Part 6 of these regulations, an appropriately licensed person(s) having the responsibility for the work of an AMO that performs maintenance,</p>			
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	<p>overhaul, modification, repair, inspection, or other functions affecting aircraft airworthiness, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or decision from higher authority.</p> <p>Facility—A physical plant, including land, buildings, and equipment that provide a means for the conduct of the activities approved by the Authority for an approved or certificated entity.</p> <p>Housing—As relating to AMOs that are certificated in accordance with Part 6 of these regulations, Buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organisation that—</p> <ul style="list-style-type: none"> (i) Provide working space for the performance of maintenance, preventive maintenance, overhaul, modification, repair, and inspection for which the maintenance organisation is approved and rated; and (ii) Provide structures for the proper protection of aircraft and aeronautical products during disassembly, cleaning, inspection, repair, modification, assembly, and testing; and (iii) Provide for the proper storage, segregation, and protection of materials, parts, and supplies. <p>Line maintenance—Any unscheduled maintenance resulting from unforeseen events, or scheduled checks that contain servicing and/or inspections that do not require specialised training, equipment, or facilities.</p> <p>Maintenance. The performance of tasks on an aircraft, engine, propeller or associated parts required to ensure the continuing airworthiness of an aircraft, engine, propeller or associated part including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair</p>			
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	<p>Maintenance organisation's <i>Procedures Manual</i>. A document endorsed by the head of the maintenance organisation which details the maintenance organisation's structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems. Also referred to as the AMO procedures manual.</p> <p>Maintenance records. Records that set out the details of the maintenance carried out on an aircraft, engine, propeller or associated part.</p> <p>Maintenance release— A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, in accordance with appropriate airworthiness requirements.</p> <p>Modification. The change to the type design of an aircraft, engine or propeller.</p> <p><i>Note.— A modification may also include the embodiment of the modification which is a maintenance task subject to a maintenance release. Further guidance on aircraft maintenance, modification and repair is contained in the Airworthiness Manual (Doc 9760).</i></p> <p>Overhaul. The restoration of an aircraft/aeronautical product using methods, techniques, and practices acceptable to the Authority, including disassembly, cleaning, and inspection as permitted, repair as necessary, and reassembly; and 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 State of Design, holder of the type certificate, supplemental type certificate,</p>			
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	<p>or a material, part, process, or appliance approval under a Technical Standard Order (TSO).</p> <p>Primary Standard— A standard defined and maintained by a State Authority and used to calibrate secondary standards.</p> <p>Preventive maintenance. Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.</p> <p>Rebuild. The restoration of an aircraft/aeronautical product by using methods, techniques, and practices acceptable to the Authority, when it has been disassembled, cleaned, inspected as permitted, repaired as necessary, reassembled, and tested to the same tolerances and limits as a new item, using either new parts or used parts that conform to new part tolerances and limits.</p> <p>Reference Standard—A standard that is used to maintain working standards.</p> <p>Repair. The restoration of an aircraft, engine, propeller or associated part in accordance with the appropriate airworthiness requirements after it has been damaged or subjected to wear.</p> <p>Restoration. That work necessary to return the item to a specific standard. Restoration may vary from cleaning or replacement of single parts up to a complete overhaul.</p> <p>Safety management system. A systematic approach to managing safety including the necessary organisational structures, accountabilities, policies and procedures.</p>			
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	<p>Secondary Standards—A standard maintained by comparison with a primary standard.</p> <p>Specialised maintenance—Any maintenance not normally performed by an AMO (e.g., tire retreading, plating, etc).</p> <p>Standard — an object, artifact, tool, test equipment, system, or experiment that stores, embodies, or otherwise provides a physical quantity, which serves as the basis for measurement of the quantity. It also includes a document describing the operations and process that must be performed in order for a particular end to be achieved.</p> <p>Traceability—A characteristic of a calibration, analogous to a pedigree. A traceable calibration is achieved when each Measurement Device and Working Standard, in a hierarchy stretching back to the National Standard, was itself properly calibrated, and the results properly documented. The documentation provides the information needed to show that all calibrations in the chain of calibrations were properly performed.</p> <p>Transfer Standard—Any standard that is used to compare a measurement process, system, or device at one location or level with another measurement process, system or device at another location or level.</p>			
<p>6.1.1.3</p>	<p>ABBREVIATIONS</p> <p>(a) The following abbreviations are used in Part 6.</p> <p>(1) AD – Airworthiness Directive (2) AAT – Airworthiness Approval Tag (3) AMM – Aircraft Maintenance Manual (4) AMO – Approved Maintenance Organisation (5) AME – Aviation Maintenance Engineer</p>			



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	<p>(6) ARS – Aviation Repairman Specialist (7) ICAO – International Civil Aviation Organization (8) IS – Implementing Standards (9) MCM – Maintenance Control Manual (10) NDI – Non-Destructive Inspection (11) NDT – non-destructive testing (12) SMS – safety management system (13) TC – type certificate (14) TSO – technical standard order</p>			
6.1.1.4	<p>EXEMPTION AUTHORITY</p> <p>a. The Authority may, upon consideration of the circumstances of a particular maintenance organisation, issue an exemption providing relief from specified sections 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.</p> <p>b. The Authority may terminate or amend an exemption at any time.</p> <p>c. A request for exemption shall be made in accordance with the requirements in Part 1 of these regulations.</p> <p>d. An approved maintenance organisation that receives an exemption shall have a means of notifying the appropriate management, certifying staff, and personnel of the exemption.</p>			
6.2	<p>CERTIFICATION OF A MAINTENANCE ORGANISATION AND CONTINUED VALIDITY OF THE CERTIFICATE</p>			
6.2.1 .1	<p>APPLICABILITY</p>			



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	<p>(a) This subpart prescribes the requirements for the certification of a maintenance organisation and the continued validity of the AMO certificate issued by Nigeria.</p>			
6.2.1.2	<p>GENERAL.</p> <p>(a) No person may operate as an AMO without, or in violation of, an AMO certificate and operations specifications issued under this part.</p>			
6.2.1.3	<p>AMO CERTIFICATE.</p> <p>(a) The certificate issued to an AMO by Nigeria will consist of two documents—</p> <p>(1) A one page certificate signed for public display by the Authority; and (2) Operations specifications signed by the Accountable Manager and the Authority</p> <p>(b) The certificate will contain the following items and will be on a form and in a manner as prescribed in IS 6.2.1.3(b):</p> <p>(1) The certificate number specifically assigned to the AMO; (2) The name and location of the principal place of business of the AMO; (3) The certification Statement of Authority; (4) The scope of approval and ratings issued to the AMO; (5) The period of validity; (6) The original and current date of issue; and (7) The signature, printed name, and title of the appropriate Authority</p> <p>(c) The Operations specifications will contain the following items and will be in the format contained in IS 6.2.1.3 or as prescribed by the Authority:</p>			



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	<p>(1) The certificate number specifically assigned to the AMO; (2) The scope of approval and ratings issued in detail, including specific terms, conditions and limitation; (3) The date issued and expiry; and (4) Signature of the accountable manager and Authority (5) Names and Titles of the AMO management personnel</p> <p>(d) An AMO may perform maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product only for which it is rated and within the specific terms, conditions, and limitations contained in its operations specifications.</p> <p>(e) The certificate issued to an AMO shall be available on the premises for inspection by the public and the Authority</p> <p>(f) No person may operate as an approved maintenance organization without, or in violation of, an approved maintenance organization certificate issued under this Part.</p>			
6.2.1.4	<p>ADVERTISING.</p> <p>(a) No maintenance organisation may advertise as a certificated AMO under this part until the Authority of Nigeria has issued an AMO certificate and associated operations specifications to that organisation.</p> <p>(b) No AMO either in writing or orally, may make any statement about itself that is false or is designed to mislead any person.</p> <p>(c) Whenever the advertising of an approved maintenance organization indicates that it is certificated under this part, the advertisement must clearly state the AMO's certificate number.</p>			
6.2.1.5	<p>APPLICATION FOR AN AMO CERTIFICATE AND/OR RATINGS.</p> <p>(a) A maintenance organisation applying to the Authority for a certificate of AMO shall submit the following—</p>			



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	<ul style="list-style-type: none"> (1) An application in a form and a manner prescribed by the Authority; (2) ts AMO Procedures Manual in duplicate; (3) A list of the maintenance functions to be performed for it, under contract, by another AMO; (4) A list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than Nigeria (5) Documentation of the maintenance organisation's Quality System; and (6) A statement of compliance to all applicable requirements of Part 6 and 20 for the proposed activities, including pertinent subparts and each relevant section of the regulation, which shall be identified and accompanied by a brief description. (7) Evidence that has paid any prescribed fees for the issuance of an AMO certificate (8) Any additional information the Authority requires the applicant to submit. (b) Each applicant shall make the application for an initial issue of an AMO certificate at least 90 days before the date of intended operation. (c) At the time of application, the applicant shall provide all information and manuals required under this Part, and the safety management system documentation required by Part 20. (d) Whenever the Authority finds that additional information is needed, the Authority will request that the applicant to furnish that information. (e) In addition to compliance with the applicable requirements for the certification of a maintenance organization, an applicant for a maintenance organization certificate located outside Nigeria shall comply with the following requirements: 			
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	<p>(1) Demonstrate that the maintenance organization certificate is required to maintain or modify:</p> <p>(i) Aircraft registered in Nigeria and articles for use on such aircraft; (ii) Foreign aircraft operated by operator certified under Part 9 and articles for use on such aircraft;</p> <p>(2) Demonstrate that the maintenance organization is certified by the Civil Aviation Authority of the country where it is located for a workload equal to or greater than what it is requesting from the Authority in accordance with ICAO Annex 8.</p>			
<p>6.2.1.6</p>	<p>ISSUANCE OF AN AMO CERTIFICATE. —</p> <p>(a) The issuance of an AMO certificate by Nigeria shall be dependent upon the maintenance organisation demonstrating compliance with the requirements of this Part and the relevant safety management requirements of Part 20 of these regulations.</p> <p>(b) The Authority may issue an AMO certificate if, after investigation, it finds the applicant:</p> <p>(1) Meets the applicable regulations and standards for an AMO certificate; and (2) Is properly and adequately equipped for the performance of maintenance overhaul, modification, repair, and inspection of an aircraft or aeronautical product for which it seeks approval; (3) Has paid the fees and charges prescribed by the Authority.</p> <p>(c) The Authority may issue a one-off approval for a defined period and limited work scope to an AMO to perform</p>			



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	<p>maintenance on an aircraft and other aeronautical products and issue return to service where:</p> <p>(1) It is impracticable for the Authority to carry out the certification, variation and renewal of the AMO certificate,</p> <p>(2) It is judged to be appropriate to the circumstance, proportionate and in the interest of aviation safety;</p> <p>(3) Payment has been made of the fees and charges prescribed by the Authority; and</p> <p>(4) additional requirements prescribed in IS. 6.2.1.6(c) has been fulfilled.</p>			
<p>6.2.1.7</p>	<p>DURATION AND RENEWAL OF AN AMO CERTIFICATE.</p> <p>(a) An AMO certificate, or any portion of an AMO certificate, issued by the Authority to an AMO is effective from the date of issue until:</p> <p>(1) The last day of the 24th month after the date on which it was issued, subject to satisfactory compliance with the requirements of this part for AMO located outside Nigeria;</p> <p>(2) The last day of the 36th month after the date on which it was issued subject to satisfactory compliance with the requirements of this Part for AMO located in Nigeria; or,</p> <p>(3) The AMO surrenders the certificate to the Authority, or</p> <p>(4) The Authority cancels, suspends, revokes, or otherwise terminates the certificate.</p> <p>(b) The holder of an AMO certificate that has expired, or has been surrendered by the AMO, or has been suspended, or revoked by the Authority shall return the certificate and operations specifications to the Authority within 5 working days of expiration, surrender or receipt from the Authority of notice of suspension or revocation.</p>			



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	<p>(c) An AMO that applies for a renewal of its certificate shall submit its request for renewal no later than 90 days before the AMO's current certificate expires. If a request for renewal is not made within this period, the AMO shall follow the application procedures for initial issuance as prescribed by the Authority.</p>			
6.2.1.8	<p>CONTINUED VALIDITY OF AN AMO CERTIFICATE.</p> <p>(a) Unless the AMO certificate has previously been cancelled, suspended, or revoked or has expired by virtue of exceeding any expiration date that may be specified in the certificate, the continued validity of the AMO certificate shall dependent upon—</p> <p>(1) An AMO remaining in compliance with this Part and the relevant the relevant safety management requirements of Part 20 of these regulations;</p> <p>(2) The Authority being granted access to the organisation's facilities to determine continued compliance with the requirement of this part; and</p> <p>(3) The payment of any charges prescribed by the Authority.</p>			
6.2.1.9	<p>ACCESS FOR INSPECTION</p> <p>a) Each certificated AMO shall allow the Authority to inspect that AMO and any of its contract maintenance facilities at any time to determine compliance with this Part.</p> <p>b) Arrangements for maintenance, preventive maintenance, or modifications by a contractor shall include provisions for inspections of the contractor by the Authority.</p>			
6.2.1.10	<p>SUSPENSION OR REVOCATION OF AN AMO CERTIFICATE</p> <p>(a) The Authority may suspend or revoke an AMO certificate if it is established that an AMO has not met, or no longer meets the requirements of this part</p>			



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<p>6.2.1.11</p>	<p>CHANGES TO THE AMO AND AMO CERTIFICATE AMENDMENTS.</p> <p>(a) An application for amendment to 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 its AMO Procedures Manual to the Authority for approval.</p> <p>(b) To enable the Authority to determine continued compliance with this Part, the AMO shall provide written notification to the Authority either prior to, or within a time period determined by the Authority to be as soon as practicable after, changes to any of the following: —</p> <ol style="list-style-type: none"> (1) The name of the organisation; (2) The location of the organisation; (3) The housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the AMO scope of approval or ratings issued; (4) The ratings held by the AMO, whether granted by the Authority or held through an AMO certification issued by another contracting State; (5) Additional locations of the organisation; (6) The accountable manager; (7) The suspension, revocation or expiration of a maintenance organisation certificate issued to the AMO by another contracting State; or (8) The list of management personnel identified as described in the AMO Procedures Manual <p>(c) The Authority will amend the AMO certificate if the AMO notifies the Authority of a change in</p>			



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	<p>(1) Location or housing and facilities; (2) Additional locations of the organisation; (3) Scope of approval and rating(s) issued, including deletions; (4) The AMO Procedures Manual; (5) The name of the organisation with same ownership; or (6) Ownership.</p> <p>(d) The Authority may amend the AMO certificate if the AMO notifies the Authority of a change in</p> <p>(1) The accountable manager; or (2) The list of management personnel identified as described in the AMO Procedure Manual. (3) Other items in the AMO Procedures Manual.</p> <p>(e) When the Authority issues an amendment to an AMO's certificate because of new ownership of the AMO, the Authority will assign a new certificate number to the amended AMO certificate.</p> <p>(e) The Authority may:</p> <p>(1) Prescribe, in writing, the specific terms, conditions and limitations under which the AMO shall continue to operate during any period of implementation of the changes noted in subparagraph 6.2.1.11(a) of this part ; and (2) Hold the AMO certificate if the Authority determines that approval of the amendments to the AMO certificate shall be delayed; the Authority will notify the AMO certificate holder, in writing, of the reasons for any such delay.</p> <p>(g) If changes are made by the AMO to the items listed in subparagraph 6. 2.1.11 (a) of this part, without notification to the Authority or amendment of the AMO certificate by the Authority, the AMO certificate may be suspended, or revoked, by the Authority.</p>			
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6.2.1.12	SCOPE OF APPROVAL OF THE AMO— (a) The Authority may issue scope of approval with the following classes— a. aircraft maintenance; b. engine maintenance; c. component maintenance; and d. specialized maintenance. (b) An AMO holding an approval in aircraft maintenance class may perform maintenance on an aircraft and any component of the aircraft while such component is installed in the aircraft. (c) An AMO holding an approval in engine maintenance class may perform maintenance on uninstalled engines that are intended for installation on an aircraft. (d) An AMO holding an approval in component maintenance class may perform maintenance on uninstalled components that are intended for installation on an aircraft. (e) An AMO holding an approval in specialized maintenance class may perform limited maintenance on an aircraft and on an uninstalled component where the maintenance mainly involves application or use of standardized methods or techniques. (f) An AMO holding an approval in aircraft maintenance or component maintenance class may carry out the maintenance covered by the specialized maintenance class without holding a specialized maintenance approval,			
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	provided the AMO has the capability and has established processes and procedures for performing the maintenance			
6.2.1.13	<p>AMO RATINGS. —</p> <p>a) The following ratings shall be used to define the scope of approval for aircraft maintenance that may be further limited by referring to a particular type, model or series of aircraft on which the AMO is approved to perform maintenance and by the level of maintenance such as line or base maintenance:</p> <ol style="list-style-type: none"> 1) Large aeroplane — aeroplanes with maximum take-off mass over 5 700 kg; 2) Small aeroplane — aeroplanes with maximum take-off mass up to 5 700 kg, except light sport aeroplanes; 3) Helicopter — for all kinds of helicopters; and 4) Other kind of aircraft — all aircraft other than aeroplanes and helicopters (such as glider, balloon, airship, light sport aircraft etc.). <p>b) The following ratings shall be used to further define the scope of approval for engine maintenance that may be further limited by referring to a particular type, model or series of engine on which the AMO is approved to perform maintenance and by the level of maintenance such as line or base maintenance:</p> <ol style="list-style-type: none"> 1) turbine engine; 2) reciprocating engine; and 3) electrical engine. <p>(b) The ratings for component shall be referring to the standard numbering system (SNS) code designated for</p>			



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	<p>the aircraft system to which the component belongs under the ATA S1000D specification and may be further limited by referring to the particular kind of component (within a system) on which the AMO is approved to perform maintenance.</p> <p>(c) The following ratings which are based on specific methods or techniques shall be used to further define the scope for specialized maintenance:</p> <ol style="list-style-type: none"> 1) composite material maintenance; 2) surface treatment such as peening, plating or painting; 3) non-destructive testing; 4) welding; and 5) other — unique methods and techniques approved or accepted by the Authority 			
<p>6.2.1.14</p>	<p>QUALITY SYSTEM.</p> <p>(a) An AMO shall establish a quality system that includes a quality assurance programme and shall designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft and aeronautical products. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.</p> <p>(b) The quality system, and the quality manager, shall be acceptable to the Authority.</p> <p>(c) 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</p>			



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	<p>maintenance practices and airworthy aircraft and aircraft components.</p> <p>(d) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.</p> <p>(e) 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.</p> <p>(f) 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 quality assurance programme once every 12 months.</p> <p>(g) The AMO's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be reviews by Authority staff on request. The audit system shall clearly establish a means by which audit reports containing observations about noncompliance or poor standards are communicated to the Accountable Manager.</p> <p>(h) 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.</p>			
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	<p>(i) 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.</p> <p>(j) Each AMO shall describe the quality system in relevant documentation as outlined in IS: 6.2.1.14.</p>			
6.2.1.15	<p>LOCATION OF THE AMO</p> <p>(a) Principal place of business. 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.</p> <p>(b) Additional fixed locations. 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 –</p> <p>(1) All of the facilities are localised and within a defined area, and (2) All locations operate under the approval of the AMO certificate and operations specifications</p> <p>(c) Foreign locations of AMOs. An AMO approved by the Authority may be located in a country outside NIGERIA and is subject to all the applicable requirements of this Part.</p>			
6.2.1.16	<p>CONDUCT OF INSPECTION AND AUDITS</p> <p>a) Authority may, at any time, inspect an AMO holder on the AMO holder's premises to determine the AMO compliance with this Part.</p> <p>b) Inspection will also be performed on the applicant for, or the holder of an AMO certificate held outside Nigeria. This inspection may be delegated to the Authority of the State where the AMO is located, provided an arrangement exists.</p> <p>c) Inspections will be conducted at least annually.</p>			



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	<p>d) After an inspection is made, the certificate holder will be notified, in writing, of any deficiencies found during the inspection.</p> <p>e) The findings shall be classified as follow:</p> <p>(1) A level 1 finding is any significant non-compliance applicable requirements of this regulation, with organization procedure manuals or with the term of an approval, certificate or with the content of a declaration which lowers the safety and hazards seriously the safety.</p> <p>(2) A level 2 finding is any non-compliance with applicable requirements of this regulation, with organization procedure manuals or with the term of an approval, certificate or with the content of a declaration which could lower the safety and possibly hazard the safety.</p> <p>(3) A level 3 finding (Observation) is a minor irregularity which are considered as observations and warrant attention.</p> <p>f) After receipt of notification of findings according to paragraph (c), the holder of the maintenance organisation approval shall</p> <p>(1) identify the root cause of the non-compliance; (2) define a corrective action plan and (3) demonstrate corrective action to the satisfaction of the authority within a period agreed with the authority.</p> <p>g) When during oversight or by other means evidence is found showing noncompliance with the requirements of Part 6, the authority shall take the following actions:</p> <p>(1) For level 1 findings, immediate action shall be taken by the authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.</p> <p>(2) For level 2 findings, the corrective action period granted by the</p>			
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	<p>authority must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the authority may extend the three month period subject to a satisfactory corrective action plan agreed by the authority.</p> <p>h) If a maintenance organization fails to submit an acceptable corrective action plan or fails to apply the corrective measures within the time limit agreed or extended by the authority, the degree of seriousness of non-compliance increases to level 1 and the measures provided for in paragraph (g) (1).</p>			
<p>6.2.1.17</p>	<p>SUBMISSION AND REVISION OF POLICY AND PROCEDURE MANUALS</p> <p>(a) All the manuals required by this part must:</p> <ol style="list-style-type: none"> (1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety; (2) Be in a form that is easy to revise and contains a system which allows personnel to determine the current revision status of each manual; (3) Have a date of the last revision on each page concerned; (4) Not be contrary to any applicable Nigeria regulations and the AMO holder's operations specifications; and (5) Each manual shall include a reference to appropriate civil aviation regulations. <p>(b) Each holder of a manual required by this Part shall keep it up to date with the amendments or revisions supplied by the AMO.</p> <p>(c) No person may cause the use of any policy and procedure for maintenance function prior to co-ordination with the Authority.</p> <p>The AMO holder shall submit the proposed policy or procedure to the Authority at least 30 days prior to the date of intended implementation. When immediate amendments or revisions are required in the interest of safety, they may be published and applied</p>			



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	immediately, provided that any approval required has been applied for.			
6.3	HOUSING, FACILITIES, EQUIPMENT, MATERIALS AND DATA			
6.3.1.1	<p>GENERAL</p> <p>(a) An AMO shall provide, housing, facilities, equipment, tools, materials, and technical data in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the AMO holds.</p>			
6.3.1.2	<p>HOUSING AND FACILITIES</p> <p>(a) Housing for the facilities, equipment, materials, and personnel shall be provided appropriate for all planned work ensuring, in particular, protection from weather.</p> <p>(b) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.</p> <p>(c) Office accommodations shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.</p> <p>(d) Specialised workshops and bays shall be segregated, as appropriate; to ensure that environmental or work area contamination is unlikely to occur.</p> <p>(e) Storage facilities shall be provided for parts, equipment, test equipment, tools, and material.</p> <p>(f) Storage conditions shall provide security for serviceable parts, equipment, test equipment, tools, and material and segregation serviceable from unserviceable parts, equipment, test equipment, tools, and material. And prevent deterioration of and damage to stored items. Access to storage facilities is restricted to authorized personnel.</p>			



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	<p>(g) 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.</p> <p>(h) An AMO may perform maintenance, overhaul, modification, repair and inspection on aeronautical products outside of its housing if it provides suitable facilities that are acceptable to the Authority.</p> <p>(i) (i) See IS: 6.3.1.2 for detailed requirements pertaining to housing and facilities.</p>			
<p>6.3.1.3</p>	<p>EQUIPMENT, TOOLS, MATERIALS AND TECHNICAL DATA—</p> <p>(a) The AMO shall have available the necessary equipment, tools, materials and technical data 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.</p> <p>(b) 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 the full control of the AMO when needed perform required maintenance or repairs.</p> <p>(c) The AMO shall use the equipment, tools, and material that are recommended by the manufacturer of the aircraft or aeronautical product or at least equivalent to those recommended by the manufacturer and acceptable to the Authority.</p> <p>(d) The AMO shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.</p> <p>(e) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to a</p>			



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	<p>standard traceable to NIGERIA national standards or equivalent acceptable to the Authority</p> <p>(f) The AMO shall keep all records of calibrations and the standards used for calibration.</p> <p>(g) The IS: 6.3.1.3 contains detailed requirements pertaining to tools, equipment, and test equipment</p>			
<p>6.3.1.4</p>	<p>ACCEPTANCE OF COMPONENTS</p> <p>(a) All components shall be classified and appropriately segregated into the following categories:</p> <ol style="list-style-type: none"> 1) Components which are in a satisfactory condition, released on an NCAAs Form 1 in IS 6.5.1.7 or equivalent and appropriately marked. 2) Unserviceable components which shall be maintained in accordance with this section. 3) Unsalvageable components which are classified in accordance with paragraph (d). 4) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data. 5) Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source. 6) Components referred to in sub-part 5.9 of Part 5. <p>(b) Prior to installation of a component, the AMO shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.</p>			



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	<p>(c) The AMO may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition.</p> <p>(d) Components which have reached their certified life limit or contain a nonrepairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to Part 5.</p> <p>(e) Components referred to in sub-part 5.9 of Part 5 shall only be installed if considered eligible for installation by the aircraft owner in its own aircraft.</p>			
6.3.1.5.	<p>CHANGE OF LOCATION, FACILITIES OR RESOURCES</p> <p>(a) An AMO may only relocate its facilities with written approval from the Authority.</p> <p>(b) An AMO may only make a change to its facilities or resources required by 6.3.1.2, which could have a significant effect on its ability to perform maintenance, preventive maintenance, repairs or modifications, if it obtains written approval from the Authority.</p> <p>(c) The Authority may determine the conditions, including any limitations, under which AMO shall operate while changing its location, facilities or resource</p>			
6.4	<p>ADMINISTRATION</p>			
6.4.1.1	<p>PERSONNEL REQUIREMENTS</p> <p>(a) The AMO shall appoint an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.</p> <p>(b) The accountable manager shall:</p> <ol style="list-style-type: none"> 1) ensure that all necessary resources are available to accomplish maintenance in accordance with this regulation to support the organisation approval; 			



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	<p>2) establish and promote the safety and quality policy 3) demonstrate a basic understanding of this Part.</p> <p>(c) The accountable manager shall nominate a person or group of persons, acceptable to the Authority, whose responsibilities shall include ensuring that the AMO is in compliance with the requirements of this part.</p> <p>(1) The person or persons nominated shall represent the maintenance management structure of the AMO and shall be responsible for all functions specified in this part.</p> <p>(2) Nominated managers shall be directly responsible to the accountable manager, who shall be acceptable to the Authority.</p> <p>(d) The person or persons nominated as manager shall:</p> <ol style="list-style-type: none"> 1) Represent the maintenance management structure of the AMO 2) Be responsible for all functions specified in this Part. 3) Be directly responsible to the accountable manager. 4) Be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this Part. <p>(e) In accordance with paragraph (b), the AMO shall have, dependent upon the extent of approval, the following:</p> <ol style="list-style-type: none"> 1) A base maintenance manager. 2) A line maintenance manager. 3) A workshop manager and 4) A quality manager. <p>(f) The AMO functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the size of the AMO.</p> <p>Note: In small AMOs, one or more of the above positions may be combined subject to approval by the Authority.</p> <p>(g) Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.</p> <p>(h) The AMO shall employ sufficient personnel to plan, perform, supervise and inspect and return to service the maintenance work to be performed.</p>			
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	<p>(i) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.</p> <p>(j) Each supervisor in the AMO shall hold an AME licence issued in accordance with Part 2 of these regulations, Personnel Licensing.</p> <p>(k) The person signing maintenance release or an approval for return to service shall be qualified in accordance with Part 2 of these regulations, as appropriate to the work performed and shall be acceptable to the Authority.</p> <p>(l) An AMO that uses Aircraft Repair Specialists (ARS) shall ensure that each ARS is employed by the AMO and is licenced in accordance with Part 2 of these Regulations</p> <p>(m) 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 training programme approved by the Authority.</p> <p>(n) See IS: 6.4.1.1 for detailed personnel requirements.</p>			
<p>6.4.1.2</p>	<p>INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED AND REMEDIAL TRAINING.</p> <p>(a) An AMO shall have an employee training programme approved by the Authority that consists of indoctrination, initial, recurrent training, specialised and remedial training.</p> <p>(b) An AMO shall develop and update its training programme based on the maintenance tasks associated with its scope of work and capabilities.</p> <p>(c) An AMO shall ensure that each employee assigned to perform maintenance, overhaul, modification, repair or inspections is capable of performing the assigned tasks.</p> <p>(d) An AMO shall submit revisions of its training programme to the Authority for approval.</p> <p>(e) An AMO shall document, in a form and manner acceptable to the Authority, the individual employee training required under this subsection.</p> <p>These training records must be retained for a minimum of two years.</p>			



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	<p>(f) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial, recurrent, and specialized training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority. The training program 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.</p> <p>(g) An AMO training program shall meet the detailed requirements contained in the IS: 6.4.1.2</p>			
<p>6.4.1.3</p>	<p>DANGEROUS GOODS TRAINING PROGRAMME.</p> <p>(a) An AMO shall have a dangerous goods training program for its employees, whether full time, part time, or temporary or contracted, who are engaged in the following activities:</p> <ol style="list-style-type: none"> (1) Loading, unloading or handling of dangerous goods; (2) 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 ; (3) Preparation of dangerous goods materials for transport; (4) Activities for ensuring the safety of transporting of dangerous goods; (5) Operation of a vehicle used to transport dangerous goods, or (6) Supervision of any of the above listed items. <p>(b) No person shall perform or directly supervise a job function listed in item</p> <p>(a) above unless he or she has received the approved dangerous goods training.</p> <p>(c) An AMO shall ensure that its dangerous goods training —</p> <ol style="list-style-type: none"> (1) Ensures that each person performing or directly supervising any of the maintenance functions specified in paragraph 6.4.1.3(a) above is trained to comply with all applicable procedures; and (2) Enables the trained person to recognise items that contain, or may contain, dangerous goods regulated under these regulations. 			



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	<p>(d) The dangerous goods training of the AMO shall be approved by the Authority and shall contain the items in IS: 6.4.1.3.</p> <p>(e) An AMO shall document, on a form and manner acceptable to the Authority, the individual employee training required under this section.</p> <p>These training records shall be retained for a minimum of two years.</p>			
6.4.1.4	<p>REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS IN AN AMO</p> <p>(a) No person may be assigned to, nor shall any person perform maintenance, overhaul, modifications, repair or inspection on an aircraft or aeronautical product, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.</p> <p>(b) No person may be scheduled to perform maintenance, overhaul, modifications, repair or inspection on an aircraft or aeronautical product for more than 12 consecutive hours of duty.</p> <p>(c) In situations involving unscheduled aircraft or aeronautical product unserviceability, the AMO may allow persons performing maintenance, overhaul, modifications, repair or inspection on an aircraft or aeronautical product to continue on duty for—</p> <p>(1) Up to 16 consecutive hours; or</p> <p>(2) 20 hours in 24 consecutive hours.</p> <p>(d) Following unscheduled duty periods, the AMO shall ensure that each person performing maintenance, overhaul, modifications, repair or inspection on an aircraft or aeronautical product shall have a mandatory rest period of 10 hours.</p> <p>(e) The AMO shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day's period.</p>			
6.4.1.5	<p>RECORDS OF MANAGEMENT, SUPERVISORY, INSPECTION AND CERTIFYING STAFF</p> <p>(a) An AMO shall maintain a roster of all management, supervisory, inspection and certifying staff, which includes details of the scope of their authorisation.</p>			



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	<p>(b) An AMO shall notify certifying staff, in writing, of the scope of their authorisation.</p> <p>(1) 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.</p> <p>(2) 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.</p> <p>(c) See IS: 6.4.1.5 for detailed requirements pertaining to records of management, supervisory, inspection and certifying staff.</p>			
6.4.1.6	<p>SAFETY MANAGEMENT SYSTEM (SMS)</p> <p>(a) An AMO shall implement a safety management system acceptable to the Authority as outlined in Part 20 of these regulations.</p>			
6.5	<p>AMO OPERATING RULES</p>			
6.5.1.1	<p>AMO PROCEDURES MANUAL</p> <p>(a) Each AMO shall have an AMO Procedures Manual, which may be issued in separate parts. The manual shall be amended as necessary to keep the information contained therein up-to-date</p> <p>(b) The AMO Procedures Manual shall:</p> <p>(1) provide clear guidance to personnel on how the functions are to be performed under the approval issued by the Authority;</p> <p>(2) Explain how personnel are managed and describe their duties and responsibilities and how compliance with the relevant continuing airworthiness requirements is achieved; and</p> <p>(3) include a statement of the organisation's policies and objectives.</p>			



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	<p>(c) If AMO is also an AOC under part 9 of these regulations, the AMO's procedures manual and the AOC's Maintenance Control Manual (MCM) may be combined.</p> <p>(d) An AMO Procedures Manual and any subsequent amendments thereto shall be approved by the Authority prior to use.</p> <p>(e) The AMO Procedures Manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements needed for an approval of an aircraft or aeronautical product for return to service.</p> <p>(f) The AMO Procedures Manual and any other manual it identifies shall:</p> <ol style="list-style-type: none"> (1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety; (2) Be in a form that is easy to revise and contain a system that allows personnel to determine current revision status; (3) Have the date of the last revision printed on each page containing the revision; (4) Not be contrary to any applicable NIGERIA regulation or to the operation specifications issued to the organization; and (5) Include a reference to appropriate civil aviation regulations; and (6) be amended as necessary to keep the information contained therein up to date. <p>(g) Copies of all amendments to the AMO Procedures Manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.</p> <p>(h) The maintenance organization shall ensure that the procedures manual is</p>			
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	<p>amended as necessary to keep the information contained therein up to date.</p> <p>(i) The AMO shall provide an approved AMO Procedures Manual for use by the organisation, containing the following information—</p> <p>(1) A statement signed by the accountable manager confirming that the maintenance organisation. Maintenance Procedures Manual and any associated manuals define the AMO's compliance with this regulation and shall be complied with at all times.</p> <p>(2) A procedure to establish and maintain a current list of the titles and names of the management personnel accepted by the Authority. The list of personnel may be separate from the Maintenance Procedures Manual but must be kept current and available for review by the Authority when requested.</p> <p>(3) A list which describes the duties and responsibility of the management personnel and the matters on which they may deal directly with the Authority on behalf of the AMO.</p> <p>(4) An organisation chart showing associated chains of responsibility of the management personnel.</p> <p>(5) A procedure to establish and maintain a current roster of certifying personnel.</p> <p>(6) A description of the procedures used to establish the competence of maintenance personnel.</p> <p>(7) A general description of manpower resources.</p> <p>(8) A description of the method used for the completion and retention of the maintenance records.</p> <p>(9) A description of the procedure for preparing the maintenance release and the circumstances under which the release is to be signed.</p> <p>(10) A description, when applicable, of additional procedures for complying with an operator's maintenance procedures and requirements.</p>			
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	<p>(11) A description of the procedures for complying with the service information reporting requirement contained in section 6.5.1.10.</p> <p>(12) A description of the procedure for receiving, amending and distributing within the maintenance organisation all necessary airworthiness data from the type certificate holder or the type design organisation.</p> <p>(13) A general description of the facilities located at each address specified in the AMO's approval certificate.</p> <p>(14) A general description of the AMO's scope of work relevant to the extent of approval.</p> <p>(15) The notification procedure for AMO to use when requesting the approval of changes to the organisation of the AMO from the Authority.</p> <p>(16) The amendment procedure for the AMO Maintenance Procedures Manual, including the submission to the Authority.</p> <p>(17) The AMO's procedures, acceptable to the Authority, to ensure good maintenance practices and compliance with all relevant requirements in this subsection.</p> <p>(18) The AMO's procedures to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products. Compliance monitoring must include a feedback system to the person or group of persons specified in 6.4.1.1, and ultimately to the accountable manager to ensure, as necessary, corrective action. Such a system shall be acceptable to the Authority.</p> <p>(19) A list of operators, if appropriate, to which the AMO provides an aircraft maintenance service.</p> <p>(20) A list of organisations performing maintenance on behalf of the AMO.</p>			
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	<p>(21) A list of the AMO's line maintenance locations and procedures, if applicable.</p> <p>(j) See IS: 6.5.1.1 for detailed requirements concerning the AMO Procedures Manual and a sample AMO Procedures Manual format.</p>			
6.5.1.2	<p>MAINTENANCE PROCEDURES AND QUALITY ASSURANCE PROGRAMME</p> <p>(a) The AMO shall establish procedures, acceptable to the Authority, which ensure good maintenance practices and compliance with all relevant requirements of this Part.</p> <p>(b) The AMO shall ensure compliance with this paragraph 6.5.1.2(a) of this subsection by either;</p> <p>(1) Establishing an independent quality assurance system to monitor compliance with and adequacy of the procedures; or</p> <p>(2) Establishing a system of inspection to ensure that all maintenance is properly performed</p> <p>(c) AMO's using an independent quality assurance system shall include the audit procedures listed in the AMO Procedures Manual at IS 6.5.1.1.</p>			
6.5.1.3	<p>CAPABILITY LIST.</p> <p>(a) An AMO shall prepare and retain a current capability list approved by the Authority.</p> <p>(b) An AMO shall not perform maintenance, overhaul, modification, repair, or inspection on a aeronautical product until the product has been listed on the capability list in accordance with this Part.</p> <p>(c) The capability list shall identify each aeronautical product by make and model or other nomenclature designated by</p>			



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	<p>the aeronautical product manufacturer and shall be available in a form and manner acceptable to the Authority.</p> <p>(d) An aeronautical product shall be listed on the capability list only if the aero nautical product is within the scope of the ratings and classes of the AMO certificate, and only after the AMO has performed a self-evaluation in accordance with procedures in its AMO Procedures Manual.</p> <p>(e) The AMO shall perform the self-evaluation described in this paragraph (d) to determine that the maintenance organisation has all of the housing, facilities, equipment, tools, materials, technical data, processes, and trained personnel in place to perform the work on the aeronautical product as required by this part. If an AMO makes that determination, it shall list the component on the capability list and submit for the Authority's approval.</p> <p>(f) The document of the self-evaluation described in paragraph 6.5.1.3(e) of this subsection shall be signed by the accountable manager and must be retained on file by the AMO.</p> <p>(g) The capability list(s) shall be available in the premises for inspection by the public and the Authority.</p> <p>(h) Documentations of the self-evaluations shall be available in the premises for inspection by the Authority.</p> <p>(i) The AMO shall retain the capability list(s) and self-evaluation(s) for two years from the date accepted by the accountable manager.</p>			
<p>6.5.1.4</p>	<p>CONTRACT MAINTENANCE</p> <p>(a) An AMO shall be approved for the work that is to be contracted and have the capability to assess the competence of the subcontractor.</p>			



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	<p>(b) An AMO may contract a maintenance function pertaining to an aeronautical product to an outside source provided:</p> <p>(1) The Authority has approved the maintenance function to be contracted to the outside source; and</p> <p>(2) The AMO maintains and makes available to the Authority in a form and manner acceptable to the Authority, the following information—</p> <p>i. The maintenance functions contracted to each outside source, and</p> <p>ii. The name of each outside source to whom the AMO contracts maintenance functions and the type of certificate and ratings, if any, held by each source.</p> <p>(c) An AMO may contract a maintenance function pertaining to an aeronautical product to an unlicensed person provided—</p> <p>(1) The unlicensed person follows a quality control system equivalent to the system followed by the AMO;</p> <p>(2) The AMO remains directly in charge of the work performed by the unlicensed person; and</p> <p>(3) The AMO verifies, by test and/or inspection, that the work has been performed satisfactorily by the unlicensed person and that the aeronautical product is airworthy before approving it for return to service.</p> <p>(d) Before approving an aeronautical product for return to service following contract maintenance, overhaul, modification, or repair, the AMO shall verify by test and/or inspection that the work has been performed satisfactorily and in accordance with approved methods.</p>			
<p>6.5.1.5</p>	<p>PRIVILEGES OF THE AMO.</p> <p>(a) The AMO shall carry out the following tasks as permitted by and in accordance with the AMO Procedures Manual—</p>			



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	<p>(1) Maintain or modify any aircraft or aeronautical product for which it is rated at the location identified in the approval certificate;</p> <p>(2) Maintain any aircraft or aeronautical product for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft or aeronautical product;</p> <p>(3) 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 operations specifications approved by the Authority; and</p> <p>(4) Issue an approval for return to service with respect to paragraphs 6.5.1.5(a) (1), (2), and (3) of this subsection upon completion of maintenance in accordance with limitations applicable to the AMO.</p> <p>(b) The AMO may maintain or modify any aircraft or aeronautical product for which it is rated at a place other than the AMO, if—</p> <p>(1) The task would be performed in the same manner as when performed at the AMO and in accordance with this Subpart;</p> <p>(2) All necessary housing, facilities, equipment, tools, material, approved technical data and certifying staff are available at the place where the work is to be done; and</p> <p>(3) The AMO Procedures Manual of the AMO sets forth approved procedures governing work to be performed at a place other than the AMO.</p> <p>(c) The AMO may contract out maintenance, overhaul, modifications, repairs, and inspections, other than a complete type certificated product, in accordance with 6.5.1.4 of this part.</p>			
<p>6.5.1.6</p>	<p>LIMITATIONS OF THE AMO.—</p> <p>(a) The AMO shall maintain or modify 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.</p> <p>(b) An AMO shall not contract out the maintenance, overhaul, repair or inspection of a complete type-certificated product.</p>			



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	<p>(c) An AMO shall not provide approval for return to service of a product following contract maintenance, overhaul, repair or inspection without verifying by test or inspection that the work has been performed satisfactorily and in accordance with approved methods.</p>			
<p>6.5.1.7</p>	<p>APPROVAL FOR RETURN TO SERVICE OF AN AIRCRAFT OR AERONAUTICAL PRODUCT</p> <p>(a) An Approval for return to service of an aircraft 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 approved data and the AMO Procedures Manual.</p> <p>(b) An approval for return to service shall be required at the completion of any maintenance on an aircraft part, component or assembly when off the aircraft.</p> <p>(c) The approval for of return to service to be used for return of an aircraft or aeronautical product or assembly shall adhere to the following items:-</p> <ol style="list-style-type: none"> (1) The approval for return to service shall contain the following statement: Certifies that the work specified was carried out in accordance with current regulations and in respect to that work the aircraft/aircraft component is considered approved for return to service.” (2) The approval for return to service shall reference the data specified in the manufacturer’s maintenance instructions or instructions for continued airworthiness. (3) Where instructions include a requirement to ensure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded. It is not sufficient to state that the dimension or the test figure is within tolerance. (4) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as 			



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	<p>appropriate.</p> <p>(5) When extensive maintenance has been carried out, it is acceptable for the approval for return to service to indicate 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 maintenance record.</p> <p>(6) The person issuing the approval for return to service shall use a full signature and preferably a certification stamp except in the case where a computer return to service system is used. In this latter case, the Authority will need to be satisfied that only the particular person can electronically issue the approval for return to service.</p> <p>(7) One such method of compliance with item (c)(6) is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) which is keyed into the computer and known only to the individual.</p> <p>(d) An aeronautical product which has been maintained off the aircraft requires the issue of an approval for return to service (NCAA Form One) for such maintenance and another approval of return to service of the aircraft in regard to maintenance being properly accomplished on the aircraft. The return to service of the aircraft shall be made by the AMO in the aircraft technical log maintenance records section.</p> <p>(e) When an aeronautical product is returned to service, the AMO shall complete NCAA Form One as contained in IS: 6.5.1.7.</p>			
<p>6.5.1.8</p>	<p>MAINTENANCE RECORDS.</p> <p>(a) The AMO shall record, on a form and in a manner acceptable to the Authority, all details for maintenance work performed.</p> <p>(b) The AMO shall provide a copy of each approval of return to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs or modifications performed.</p>			



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	<p>(c) The AMO shall retain a copy of all detailed maintenance records and any associated airworthiness data for two (2) years from the date the aircraft or aeronautical product to which the work relates was returned to service from the AMO.</p> <p>(d) Each person who maintains, overhauls, modifies repairs or inspects an aircraft or aeronautical product shall make an entry in the maintenance record of that equipment, including:</p> <ol style="list-style-type: none"> (1) A description and reference to data acceptable to the Authority of work performed. (2) The date of completion of the work performed. (3) The name of the person performing the work if other than the person specified in this subsection. (4) If the work performed on the aircraft or aeronautical product has been performed satisfactorily, the authorized signature, the AMO certificate number, and the type of licence or certificate held by the person approving the work. (5) The authorised signature, the AMO certificate number, and type of licence held by the person approving or disapproving for return to service the aircraft or aeronautical product (6) The signature constitutes the approval for return to service only for the work performed. <p>(e) In addition to the entry required by this paragraph 6.5.1.8(d) of this subsection, each person performing a major repair and major modification shall record such work on a form, and shall disposed of the form in the manner prescribed by prescribed by the Authority in IS: 5.7.1.1(b)</p> <p>(f) No person shall describe in any required maintenance entry or form an aircraft or aeronautical product as being overhauled unless—</p> <ol style="list-style-type: none"> (1) Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and (2) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and 			
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	<p>technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate (TC), supplemental type certificate (STC), or a material, part, process, or appliance approval under a TSO.</p> <p>(g) No person may describe in any required maintenance entry or form, an aircraft or other aeronautical product as being rebuilt unless it has been—</p> <ol style="list-style-type: none"> (1) Disassembled, cleaned and inspected as permitted; (2) Repaired as necessary; and (3) Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approved oversized or undersized dimensions. <p>(h) No person may approve for return to service any aircraft or aeronautical product that has undergone repair or modification unless.</p> <ol style="list-style-type: none"> (1) The appropriate maintenance record entry has been made; and (2) The repair or modification form authorised by or furnished by the Authority has been executed in a manner prescribed by the Authority; <p>(i) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the manufacturer's aircraft flight manual AFMI, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.</p> <p>(i) Maintenance record entries for inspections. The person approving or disapproving for return to service an aircraft after any inspection performed in accordance with this regulation, shall make an entry in the</p>			
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	<p>maintenance record of that equipment containing the following information—</p> <p>(1) The type of inspection and a brief description of the extent of the inspection;</p> <p>(2) The date of the inspection and aircraft total time in service;</p> <p>(3) The authorised signature, the AMO certificate number, and type 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;</p> <p>(4) If the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—<i>I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition;</i></p> <p>(5) If the aircraft is not approved for return to service because of needed maintenance or noncompliance with the applicable specifications, airworthiness directives ADs, or other approved data, the following or a similarly worded statement—<i>I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (MM/DD/YYYY) has been provided for the aircraft owner or operator;</i> and</p> <p>(6) If an inspection is conducted under an inspection program provided for in this regulation, the entry shall identify the inspection program accomplished, and shall contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.</p> <p>(j) Listing of discrepancies. If the person performing any inspection required by this part finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives ADs, or other approved data upon which its airworthiness depends, that person</p>			
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	<p>shall give the owner or lessee a signed and dated list of those discrepancies.</p> <p>(k) Records kept in accordance with this subsection shall be maintained in a form and format that ensures readability, security and integrity of the records at all times.</p> <p>(l) The IS: 6.5.1.8 contains detailed requirements concerning maintenance records.</p> <p><i>Note 1. — The form and format of the records may include, for example, paper records, film records, electronic records or any combination thereof.</i></p>			
<p>6.5.1.9</p>	<p>AIRWORTHINESS DATA – INSTRUCTIONS FOR CONTINUING AIRWORTHINESS</p> <p>(a) 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 organization in the State of Manufacture or State of Design, as appropriate.</p> <p>(b) Where the AMO revises airworthiness, data specified in paragraph 6.5.1.9(a) of this subsection 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 revisions for acceptance by the Authority.</p> <p>(c) 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.</p> <p>(d) The IS: 6.5.1.9 contains detailed requirements concerning airworthiness</p>			



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	<p>data. (e) The Authority may classify data from another Authority or organisation as mandatory and may require the AMO to hold such data.</p>			
<p>6.5.1.10</p>	<p>REPORTING OF UNAIRWORTHY CONDITIONS.—</p> <p>(a) The AMO shall report to the Authority and the aircraft design organization of the State of Design any identified fault, malfunction, defect, or other occurrence that could present a serious hazard to the aircraft.</p> <p>(b) Reports shall be made on a form and in a manner prescribed by the Authority and contain all pertinent information about the condition known to the AMO. The report shall contain at least the following items—</p> <ol style="list-style-type: none"> (1) Aircraft registration number. (2) Type, make and model of the aeronautical product. (3) Date of the discovery of the failure, malfunction, defect or other occurrence. (4) Time elapsed since last overhaul, if applicable. (5) The nature of the fault, malfunction, defect, or other occurrence (5) The apparent cause of the fault, malfunction, defect, or other occurrence. (6) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action. <p>(c) Where the AMO is contracted by an AOC holder to carry out maintenance functions, that AMO shall report to the AOC holder any the fault, malfunction, defect, or other occurrence affecting the continuing airworthiness of the aircraft or aeronautical product.</p> <p>(d) Reports shall be made as soon as practicable, but in any case, within three days of the AMO identifying the fault, malfunction, defect, or other occurrence to which the report relates.</p>			



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6.5.1.11	AUTHORITY TO CONDUCT INSPECTIONS. (a) Each certificated approved maintenance organisation must 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 alterations by a contractor must include provisions for inspections of the contractor by the Authority.			
6.5.1.12	AMO PERFORMANCE STANDARDS. (a) Each certificated approved maintenance organisation that performs any maintenance, overhaul, modification, repair or inspection for an air operator certificated under Part 9 of these regulations, has an approved maintenance program under Part 9.4.1.12 and approved reliability program under Part 9.4.1.13 shall perform that work in accordance with the AOC holder's manuals. (b) Except as provided in paragraph 6.5.1.12(a) of this subsection, each AMO shall perform its maintenance functions in accordance with the applicable standards in Part 5 of these regulations.			