

LEGAL NOTICE NO .....

**CIVIL AVIATION ACT**  
*(...354)*  
DRAFT CIVIL AVIATION (APPROVED MAINTENNACE) REGULATIONS, 2019

**ARRANGEMENT OF REGULATIONS**

*Regulation*

**PART I**

**PRELIMINARY PROVISIONS**

1. Title
2. Interpretation
3. Application

**PART II - MAINTENANCE ORGANIZATION APPROVAL**

4. Certificate and Specific Operating Provisions
5. Approved Maintenance Organisation Certification.
6. Advertising.
7. Application for an AMO Certificate.
8. Issue of an AMO certificate
9. Validity and renewal of certificate
10. Continued validity of AMO approval.
11. Changes to the AMO and certificate amendments
12. Ratings of the AMO
13. Limited ratings to AMO
14. Contracted or Sub- contracted maintenance functions
15. Safety Management

**PART III**

**HOUSING,FACILITIES, EQUIPMENT, TOOLS, PERSONNEL AND ENVIRONMENT**

16. General
17. Housing, Facilities, Equipment, Tools, Personnel and Environment Requirements.
18. Equipment, tools, and material
19. AMO Personnel and Training Requirements.

**PART IV**  
**ADMINISTRATION**

20. Management Personnel required for Aircraft Maintenance Organization
21. Qualification and responsibility of Personnel
22. Man hours

23. Assessment of personnel
24. Training of certifying staff
25. Dangerous Goods Training Programme.
26. Rest and duty limitations for persons performing maintenance functions in an AMO
27. Record of certifying staff

**PART V  
AMO OPERATING RULES**

28. AMO maintenance procedures manual
29. Maintenance procedures and independent Quality System
30. Capability list
31. AMO privileges
32. AMO limitations
33. Availability of Aircraft Maintenance
34. Certificate of release to service
35. Maintenance records
36. Airworthiness data
37. Reporting of non- airworthy conditions
38. Inspections
39. Performance standards

**PART VI  
EXEMPTIONS**

40. Requirements for Application
41. Substance of the request for exemption
42. Initial review by the Authority
43. Evaluation of the request

**PART VII  
GENERAL PROVISIONS**

44. Possession of the licence, certificate or authorization
45. Access for inspection
46. Drug and alcohol testing and reporting
47. Display of certificate
48. Inspection of licences, certificates and authorization
49. Change of Name
50. Change of Address
51. Replacement of documents
52. Suspension and Revocations of Certificate
53. Use and retention of certificates and records
54. Reports of violation
55. Enforcement of directions
56. Aeronautical user fees
57. Application of regulations to Government and visiting forces.
58. Extra- territorial application of Regulations

**PART VIII - OFFENCES AND PENALTIES**

59. Contravention of Regulations

60. Penalties

61. Revocation of LN

## **SCHEDULES**

**FIRST SCHEDULE: FORMAT OF AMO CERTIFICATE**

**SECOND SCHEDULE: MAINTENANCE PROCEDURES MANUAL**

**PART I  
PRELIMINARY PROVISIONS**

<b>Title</b>	1. These Regulations may be cited as the Civil Aviation (Approved Maintenance Organization) Regulations, 2019.
<b>Interpretation</b>	<p>2. In these Regulations, unless the context otherwise requires-</p> <p><b>“acceptable”</b> means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation;</p> <p><b>“Accountable manager”</b> means the manager who has corporate authority for ensuring that all maintenance activities required by the owner or operator of an aircraft are financed and carried out to the standard required by the Authority;</p> <p><b>“aeronautical product”</b> means any aircraft, engine, propeller, component or part to be installed thereon;</p> <p><b>“Aeroplane”</b> means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;</p> <p><b>“aircraft”</b> means any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;</p> <p><b>“Aircraft component”</b> means any component part of an aircraft up to and including a complete engine or any operational or emergency equipment;</p> <p><b>“aircraft type”</b> means all aircraft of the same basic design;</p> <p><b>“airframe”</b> means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces including rotors but excluding propellers and rotating airfoils of a powerplant, and landing gear of an aircraft and their accessories and controls</p> <p><b>“Airworthy”</b> means 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><b>“airworthiness data”</b> means 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><b>“Airworthiness directive”</b> A regulatory document which 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</p>

design, It prescribes mandatory corrective actions to be taken or the conditions or limitations under which the aeronautical products may continue to be operated

**“AOC”** means Air Operator Certificate;

**“Appliance”** means any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communication equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, powerplant, or propeller;

**“approved by the Authority”** means approved by the Authority directly or in accordance with a procedure approved by the Authority;

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

**“approved maintenance program”** means a maintenance program approved by the Authority;

**“approved maintenance organization or AMO”** means an organisation approved to perform specific aircraft maintenance activities by the Authority;

**“approved standard”** means a manufacturing, design, maintenance, or quality standard approved by the Authority;

**“article”** means any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part;

**“Authority”** means the [state] Civil Aviation Authority;

**“Auxiliary power unit or APU”** means a self-contained power-unit on an aircraft providing electrical/pneumatic power to aircraft systems during ground operations.

**“Balloon”** means a non-power-driven lighter-than-air aircraft;

**“calibration”** means a set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard, or component tested;

**“certificate of release to service”** means a document containing a certification that inspection and maintenance

work has been performed satisfactorily in accordance with the methods prescribed by the Authority;

**“continuing airworthiness”** means the set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life.

**“Control system”** A control system is an aircraft system by which the flight path, attitude, or propulsive force of the aircraft is changed, including the flight, engine and propeller controls, the related system controls and the associated operating mechanisms.

**“certifying staff”** means personnel authorized by the approved maintenance organization in accordance with a procedure acceptable to the Authority to certify aircraft or aircraft components for release to service;

**“competence in civil aviation”** means that an individual has a technical qualification and management experience acceptable to the Authority for the position served.

**“composite structure”** means a type of aircraft structure made of plastic resins reinforced with strong light weight filaments;

**“computer system”** means any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function;

**“Contracting State”** means a state that is signatory to the Convention on International Civil Aviation (Chicago Convention);

**“Duplicate Inspection”** A duplicate inspection is an inspection first made by an authorized person signing the maintenance release who assumes full responsibility for the satisfactory completion of the work, before being subsequently inspected by a second independent competent person who attests to the satisfactory completion of the work recorded and that no deficiencies have been found.

**“Engine”** means a unit used or intended to be used for aircraft propulsion, consisting of at least those components and equipment necessary for functioning and control, but excludes the propeller (if applicable);

**“Heavier-than-air aircraft”** means any aircraft deriving its lift in flight chiefly from aerodynamic forces.

**“facility”** means a physical plant, including land, buildings, and equipment, which provides the means for the performance of maintenance, preventive maintenance, or

modifications of any article;

**“helicopter”** means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power- driven rotors on substantially vertical axis;

**“housing”** means buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organization that-

- (a) provide working space for the performance of maintenance, preventive maintenance, or modifications for which the maintenance organization is certificated and rated;
- (b) assembly, and testing;
- (c) provide structures for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts, and subassemblies thereof during disassembly, cleaning, inspection, repair, modification; and
- (d) provide for the proper storage, segregation, and protection of materials, parts, and supplies.

**“inspection”** means the examination of an aircraft or aircraft component to establish conformity with a standard approved by the Authority;

**“Maintenance”** means the performance of tasks on an aircraft, engine, propeller or associated part 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.

**“Maintenance procedures manual”** means a document endorsed by the head of the maintenance organization which details the maintenance organization’s structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems.

**“Maintenance Programme”** means a document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft to which it applies.

**“major modification”** In respect of an aeronautical product for which a type certificate has been issued, a change in the type design that has an appreciable effect, or other than a negligible effect, on the mass and balance limits, structural strength, engine operation, flight characteristics, reliability, operational characteristics, or other characteristics or qualities affecting the airworthiness or environmental characteristics of an aeronautical product.

**“major repair”** Any repair of an aeronautical product that might appreciably affect the structural strength, performance, engine, operation flight characteristics or other qualities affecting airworthiness or environmental characteristics.

**“Modification”** means a change to the type design of an aircraft, engine or propeller.

**“Maintenance records”** means records that set out the details of the maintenance carried out on an aircraft, engine, propeller or associated part.

**“Maintenance release”** means a document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with approved data and the procedures described in the maintenance procedures manual.

**“Operator”** means a person, organization or enterprise, engaged in or offering to engage in an aircraft operation.

**“overhaul”** means the restoration of an aircraft or aircraft component using methods, techniques, and practices acceptable to the Authority, including disassembly, cleaning, and inspection as permitted, repair as necessary, and reassembly; and testing in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the State of Design, holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under Parts Manufacturing Authorization (PMA) or Technical Standard Order (TSO);

**“prescribed”** means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states “shall,” or a discretionary requirement if the written policy or methodology states “may.

**“powerplant”** means the system consisting of all the engines, drive system components (if applicable), and propellers (if installed), their accessories, ancillary parts, and fuel and oil systems installed on an aircraft but excluding the rotors for a helicopter;

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

**“Propeller”** means a device for propelling an aircraft that



has blades on an engine driven shaft and that when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation; it includes control components normally supplied by its rotating airfoils of engine.

**“rebuild”** means the restoration of an aircraft or aircraft component 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;

**“Repair”** The restoration of an aircraft, engine, propeller or associated part to an airworthy condition in accordance with the appropriate airworthiness requirements after it has been damaged or subjected wear.

**“signature”** means an individual’s unique identification used as a means of authenticating any record entry or a maintenance record; a signature may be hand-written, electronic or any other form acceptable to the Authority;

**“quality system”** means documented organizational procedures and policies: internal audits of those policies and procedures: management review and recommendation for quality improvement.”

**“rating”** means an authorization entered on, or associated with a license or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such license or certificate;

**“specific operating provisions”** means a document describing the ratings in detail and containing or referencing material and process specifications used in performing repair work, along with any limitations applied to the maintenance organization;

**“standard”** means an object, artefact, 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 processes that must be performed in order for a particular end to be achieved;

**“State of Design”** means the State having jurisdiction over the organization responsible for the type design;

**“State of Manufacture”** means the State having jurisdiction over the organization responsible for the final assembly of the aircraft, engine or propeller; and

	<p><b>“State of Registry”</b> means the State on whose register the aircraft is entered.</p> <p><b>“Type Certificate”</b> means A document issued by a Contracting State to define the design of an aircraft, engine or propeller type and to certify that this design meets the appropriate airworthiness requirements of that State.</p> <p><b>“Type design”</b> means the set of data and information necessary to define an aircraft, engine or propeller type for the purpose of airworthiness determination.</p> <p><b>“Validation”</b> means confirmation by a contracting state on the basis of satisfactory evidence that the specific intended use or application complies with the requirements or standards of the state.</p>
<b>Application</b>	<p>3. These Regulations apply to all persons operating or maintaining aircraft registered in Uganda and are applicable to the approval of organizations involved in the maintenance of such aircraft, engines, propellers and associated parts wherever they may be.</p>

**PART II – MAINTENANCE ORGANIZATION APPROVAL**

<b>Certificate and Specific Operating Provisions</b>	<p>4. (1) A person shall not operate as an approved maintenance organization.</p> <p>(2) An AMO may perform maintenance, preventive maintenance, or modifications in accordance with the scope of approval placed in its Specific Operating Provisions.</p>
	<p>(3) An AMO certificate shall consist of-</p> <p>(a) a certificate for public display issued by the Authority; and</p> <p>(b) specific operating provisions approved by the Authority containing the scope of approval.</p>
	<p>(4) An AMO certificate shall contain-</p> <p>(a) the issuing authority and the name, title and signature of the person issuing the certificate;</p> <p>(b) the maintenance organization’s name and registered address;</p> <p>(c) the maintenance organization approval reference number;</p> <p>(d) the date of current issue;</p> <p>(e) in the case of certificates of limited duration, the expiration date;</p> <p>(f) the scope of approval, in relation to aircraft, component and/or specialized equipment, and components covered by the approval; and</p> <p>(g) the locations of the maintenance facilities, unless the information is included in the approval certificate.</p>
	<p>(5) The certificate issued to an AMO shall be displayed in the premises for which it is issued.</p>
	<p>(6) The AMO Certificate shall be in the form prescribed by the Authority for its current issue.</p>
	<p>(7) The continued validity of the approval shall depend upon the organization continuing to meet the requirements of this Part.</p>
	<p>(8) The continued validity of the approval shall depend upon the organization continuing to meet the requirements of this Part.</p>

	<p>(8) The maintenance organization shall notify the Authority of any change</p> <p>(9) Where Authority accepts, in whole or in part, a maintenance organization in a Contracting State, it shall establish a process for the recognition of such approval</p> <p>(10) Subject to sub-regulation (9), the Authority shall build an adequate liaison</p> <p>(11) Specific Operating Provisions shall contain-</p> <ul style="list-style-type: none"> <li>(a) The certificate number specifically assigned to the AMO</li> <li>(b) the maintenance organization's name, location and registered address</li> <li>(c) class or limited ratings issued in detail, including special approvals and limitations issued;</li> <li>(d) the date of current issue and period of validity; and</li> <li>(e) signatures of the Accountable Manager and Authority</li> </ul> <p>(12) The AMO certificate shall define the scope of approval for which a maintenance organization is certified</p>
<b>Approved Maintenance Organization Certification</b>	5. The AMO shall be certificated in accordance with procedures prescribed by the Authority and any other civil aviation regulations to ensure that the required standards are met
<b>Advertising</b>	<p>6. (1) An AMO shall not advertise as a certificated approved maintenance organization</p> <p>(2) A certificated AMO shall not make any statement, either in writing or orally, which is false or misleading</p> <p>(3) When the advertising of an AMO indicates that it is certificated, the advertisement shall include the following information:</p>
<b>Application for an AMO Certificate</b>	<p>7. An applicant for an AMO certificate shall submit the following to the Authority:</p> <ul style="list-style-type: none"> <li>(a) an application on a form and in a manner prescribed by the Authority;</li> <li>(b) the applicant's maintenance procedures manual in duplicate;</li> <li>(c) a list of the maintenance functions to be performed for it, under contract or otherwise;</li> <li>(d) a list of all AMO certificates and ratings pertinent to those certificates;</li> <li>(e) Documentation of the maintenance organisation's quality system; and</li> <li>(f) any additional information the Authority may require the applicant to submit</li> </ul>
<b>Issue of an AMO certificate</b>	<p>8. An applicant shall be issued an AMO certificate where after inspection, the applicant:</p> <ul style="list-style-type: none"> <li>(a) meets the requirements for the holder of an AMO specified under these regulations;</li> <li>(b) is properly and adequately equipped for the performance of maintenance operations</li> </ul>
<b>Validity and renewal of AMO certificate</b>	<p>9. (1) A certificate issued to an AMO shall be valid for twelve months from the date of issue</p> <ul style="list-style-type: none"> <li>(a) the Authority amends, suspends, revokes or otherwise terminates the certificate;</li> <li>(b) the AMO surrenders it to the Authority; or</li> <li>(c) the AMO suspends operations for more than 180 continuous days.</li> </ul> <p>(2) An AMO certificate shall be renewed in accordance with the following:</p> <p>(3) An application for renewal of an AMO certificate shall be made on a form prescribed by the Authority</p> <p>(4) Where a request for renewal is made after the expiry of an AMO certificate, the Authority may require the applicant to submit additional information</p> <p>(5) Subject to Sub Regulation (1)(a) a certificate issued to an AMO in accordance with these regulations shall be renewed by the Authority as long as the AMO certificate issued by their parent organization is valid</p>
<b>Continued validity of AMO approval.</b>	10. Unless the AMO certificate has previously been surrendered, superseded, or annulled, the continued validity of the certificate is dependent upon-

	<ul style="list-style-type: none"> <li>(a) the AMO remaining in compliance with these regulations; and</li> <li>(b) the Authority being granted access to the organisation’s facilities to determine compliance;</li> <li>(c) the payment of any fee prescribed by the Authority.</li> </ul>
<p><b>Changes to the AMO and certificate amendments</b></p>	<p><b>11.</b>(1) An AMO shall notify the Authority in writing of any proposal to carry out the following changes:</p>
	<p>(2) An AMO shall not make the following changes without prior approval:</p> <ul style="list-style-type: none"> <li>(a) the name of the AMO;</li> <li>(b) the location of the AMO;</li> <li>(c) additional locations of the AMO;</li> <li>(d) the accountable manager;</li> <li>(e) any of the management personnel specified in the AMO’s maintenance procedure manual;</li> <li>(f) the housing, facilities, equipment, tools, material, procedures, work schedules, or other resources;</li> <li>(g) items in the Maintenance Procedures Manual; and ratings held by the AMO.</li> </ul>
	<p>(3) When the Authority issues an amendment to an AMO certificate because of a change in the AMO’s name, location, or accountable manager, the AMO shall:</p>
	<p>(4) Unless the Authority determines that the approval should be suspended, the AMO shall:</p>
	<p>(5) An AMO certificate may be suspended by the Authority if changes are made to the AMO’s name, location, or accountable manager without the Authority’s approval.</p>
	<p>(6) An application for the amendment of an existing AMO certificate shall be submitted to the maintenance procedures manual to the Authority for approval.</p>
<p><b>Ratings of the AMO</b></p>	<p><b>12.</b> (1) The following ratings may be issued to an AMO certificated under these regulations:</p> <ul style="list-style-type: none"> <li>(a) Airframe ratings- <ul style="list-style-type: none"> <li>(i) Class 1: Composite construction of small aircraft;</li> <li>(ii) Class 2: Composite construction of large aircraft; (iii) Class 3: Composite construction of large aircraft;</li> <li>(v) Class 4: All-metal construction of large aircraft.</li> </ul> </li> <li>(b) Powerplant ratings. <ul style="list-style-type: none"> <li>(i) Class 1: Reciprocating engines of 400 horsepower or less;</li> <li>(ii) Class 2: Reciprocating engines of more than 400 horsepower;</li> <li>(iii) Class 3: Turbine engines.</li> </ul> </li> <li>(c) Propeller ratings- <ul style="list-style-type: none"> <li>(i) Class 1: All fixed pitch and ground adjustable propellers of 100 inches or less diameter;</li> <li>(ii) Class 2: All other propellers, by make.</li> </ul> </li> <li>(d) Radio ratings- <ul style="list-style-type: none"> <li>(i) Class 1: Communication equipment: Any radio transmitting or receiving equipment, including auxiliary and related aircraft equipment used for navigation of the aircraft or as an aid to navigation, including mechanical, electrical, gyroscopic, or electronic instruments that are used for navigation of the aircraft;</li> <li>(ii) Class 2: Navigational equipment: Any radio system used in aircraft for navigation, including equipment for measuring altitude or terrain clearance or other distance;</li> <li>(iii) Class 3: Radar equipment: Any aircraft electronic system operated for navigation.</li> </ul> </li> </ul>

	<p>(e) Instrument ratings-</p> <ul style="list-style-type: none"> <li>(i) Class 1: Mechanical: Any diaphragm, bourdon tube, aneroid including tachometers, airspeed indicators, pressure gauges' drift sight</li> <li>(ii) Class 2: Electrical: Any self-synchronous and electrical indicators</li> <li>(iii) Class 3: Gyroscopic: Any instrument or system using gyroscopic directional gyros, and their parts, and flux gate and gyrosyn compasses</li> <li>(iv) Class 4: Electronic: Any instruments whose operation depends on electronics</li> </ul> <p>(f) Computer systems rating.</p> <ul style="list-style-type: none"> <li>(i) Class 1: Aircraft computer systems;</li> <li>(ii) Class 2: Powerplant computer systems; and</li> <li>(iii) Class 3: Avionics computer systems.</li> </ul> <p>(g) Accessory ratings</p> <ul style="list-style-type: none"> <li>(i) Class 1- Mechanical accessories that depend on friction, hydraulics, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic</li> <li>(ii) Class 2: Electrical accessories that depend on electrical energy or similar electrical accessories;</li> <li>(iii) Class 3: electronic accessories that depend on the use of an electronic</li> <li>(iv) Class 4: Auxiliary Power Unit (APU) that may be installed on aircraft</li> </ul>
	<p>(2) Except for functions that are contracted out, each certificated AMO performing the functions applied for, can be performed as required.</p> <p>(3) For an airframe rating, Classes 3, 4-</p> <p>(a) the functions in respect to metal skin and structural components are to-</p> <ul style="list-style-type: none"> <li>(i) repair and replace steel tubes and fittings using the proper welding techniques, when appropriate</li> <li>(ii) apply anticorrosion treatment to the interior and exterior of parts;</li> <li>(iii) perform simple machine operations;</li> <li>(iv) fabricate steel fittings;</li> <li>(v) repair and replace metal skin;</li> <li>(vi) repair and replace alloy members and components;</li> <li>(viii) assemble and align components using jigs or fixtures;</li> <li>(ix) make up forming blocks or dies; or</li> <li>(x) repair or replace ribs.</li> </ul> <p>(b) the functions in respect to wood structure are to:</p> <ul style="list-style-type: none"> <li>(i) repair ribs and spars;</li> <li>(ii) align interior of wings;</li> <li>(iii) repair or replace plywood skin; or</li> <li>(iv) apply treatment against wood decay;</li> </ul> <p>(c) the functions in respect to fabric covering are repair of fabric surfaces;</p> <p>(d) the functions in respect to aircraft control systems are to-</p> <ul style="list-style-type: none"> <li>(i) repair and replace control cables;</li> <li>(ii) rig complete control system;</li> <li>(iii) replace and repair all control system components; or</li> <li>(iv) remove and install control system units and components</li> </ul> <p>(e) the functions in respect to aircraft systems are-</p> <ul style="list-style-type: none"> <li>(i) replace and repair landing gear hinge- point components and attachment</li> <li>(ii) maintain elastic shock absorber units;</li> <li>(iii) conduct landing gear retraction cycle tests;</li> <li>(iv) maintain electrical position indicating and wiring systems;</li> <li>(v) repair and fabricate fuel, pneumatic, hydraulic, and oil lines;</li> <li>(vi) diagnose electrical and electronic malfunctions;</li> </ul>

- (vii) repair and replace electrical wiring and electronic data transmission equipment; or
- (viii) install electrical and electronic equipment; or
- (ix) perform bench check of electrical and electronic components, non-functional test after repair or overhaul;
- (f) the functions in respect to assembly operations are-
  - (i) assemble aircraft components or parts, such as landing gear, wings, and fuselages;
  - (ii) rig and align aircraft components, including the complete aircraft;
  - (iii) install powerplants;
  - (iv) install instruments and accessories;
  - (v) assemble and install cowlings, fairings, and panels;
  - (vi) maintain and install windshields and windows;
  - (vii) maintain and install windshields and panels;
  - (viii) jack or hoist complete aircraft; or
  - (ix) balance flight control surfaces;
- (g) non-destructive inspection and testing using dye penetrants and ultrasonic equipment;
- (h) the functions in respect to inspection of metal structures are the following:

- (4) For an airframe rating Classes 1 and 2, in addition to having the capability to have a class 1 or 2 airframe rating for composite aircraft must have the following:
- (a) autoclave capable of providing positive pressure and temperature consistent with the manufacturer's requirements;
  - (b) a circulating oven with vacuum capability storage equipment, such as for resin;
  - (c) honeycomb core cutters;
  - (d) non-destructive inspection equipment such as x-ray, ultrasonic, or other methods;
  - (e) cutting tools, such as diamond or carbide saws or router bits, suitable for composite materials;
  - (f) scales adequate to ensure proper proportioning by mass of epoxy adhesives;
  - (g) mechanical pressure equipment such as vacuum bagging or sand bags, for curing;
  - (h) thermocouple probes necessary to monitor cure temperatures;
  - (i) hardness testing equipment using heat guns that are thermostatically controlled;
  - (j) appropriate inspection equipment to perform inspection of composite structures.

- (5) For a powerplant rating, Class 1 and 2 -
- (a) the functions in respect to maintenance and alteration of powerplants, including:
    - (i) perform chemical and mechanical cleaning;
    - (ii) perform disassembly operations;
    - (iii) replace bushings, bearings, pins, and inserts;
    - (iv) perform heating operations that may involve the use of recommended heat treatments;
    - (v) perform chilling or shrinking operations;
    - (vi) remove and replace studs;
    - (vii) inscribe or affix identification information;
    - (viii) paint powerplants and components; and
    - (ix) apply anticorrosion treatment for parts;
  - (b) the functions in respect to inspection of all parts, using appropriate inspection methods:
    - (i) determine precise clearances and tolerances of all parts; and
    - (ii) inspect alignment of connecting rods, crankshafts and impeller shafts;
  - (c) accomplishment of routine machine work-
    - (i) ream inserts, bushings, bearings, and other similar components;
    - (ii) reface valves.
  - (d) the functions in respect to accomplishment of assembly operations are the following:
    - (i) perform valve and ignition-timing operations;
    - (ii) fabricate and test ignition harnesses;
    - (iii) fabricate and test rigid and flexible fluid lines;
    - (iv) prepare engines for long or short term storage; and
    - (v) hoist engines by mechanical means.

- (6) For a powerplant rating Classes 3, in addition to having the capability powerplant rating must have the following equipment-
- (a) testing equipment;
  - (b) surface treatment antigallant equipment;
  - (c) functional equipment requirements as recommended by the manufacturer;
  - (d) appropriate inspection equipment.

- (7) For propeller rating class 1 the functions are to-
- (a) remove and install propellers;
  - (b) maintain and alter propellers, including installation and replacement of:
    - (i) replace bladed tipping;
    - (ii) refinish wood propellers;
    - (iii) make wood inlays;
    - (iv) refinish plastic blades;
    - (v) straighten bent blades within repairable tolerances;
    - (vi) modify blade diameter and profile;
    - (vii) polish and buff; and
    - (viii) perform painting operations;
  - (c) inspect components using appropriate inspection aids to inspect:
    - (i) propellers for conformity with manufacturer's drawings and specifications;
    - (ii) hubs and blades for failures and defects using all visual aids, including ultrasonic testing;
    - (iii) hubs for wear of splines or keyways or any other defect;
  - (d) balance propellers to test-
    - (i) for proper track on aircraft; and
    - (ii) for horizontal and vertical unbalance using precision equipment.

- (8) For propeller rating class 2 the functions are to-
- (a) remove and install aircraft propellers, which may include installation and removal of aircraft propellers;
  - (i) perform all functions listed under Class 1 propellers when applicable to Class 2 propellers;
  - (ii) properly lubricate moving parts;
  - (iii) assemble complete propeller and subassemblies using special tools with care.
- (b) inspect components using appropriate inspection aids for those functions listed under Class 1 propellers;
- (c) repair or replace components or parts and-
  - (i) replace blades, hubs or any of their components;
  - (ii) repair or replace anti-icing devices;
  - (iii) remove nicks or scratches from metal blades;or
- (iv) repair or replace electrical propeller components;
- (d) balance propellers, including those functions listed for class 1 propellers;
- (e) test propeller pitch-changing mechanism for-
  - (i) hydraulically operated propellers and components; or
  - (ii) electrically operated propellers and components.

- (9) For radio rating Class 1, 2, and 3, the functions are to perform physical inspection of radio systems and components by means of-
- (a) perform electrical inspection of radio systems and components by means of test equipment;
  - (b) check aircraft wiring, antennas, connectors, relays, and other associated components;
  - (c) check engine ignition systems and aircraft accessories to determine satisfactory operation;
  - (d) check aircraft power supplies for adequacy and proper functioning;
  - (e) remove, repair, and replace aircraft antennas;



	<ul style="list-style-type: none"> <li>(f) measure transmission line attenuation;</li> <li>(g) measure radio component values such as inductance, capacitance, and</li> <li>(h) determine waveforms and phase in avionics equipment when applicable</li> <li>(i) determine proper aircraft radio antenna, lead-in, and transmission-line</li> <li>(j) determine the operational condition of radio equipment installed</li> <li>(k) test all types of transistors: solid-state, integrated circuits; or similar de</li> <li>(l) test radio indicators.</li> </ul>
	<p>(10) For radio rating class 1, in addition to having the capability listed in sub re</p> <ul style="list-style-type: none"> <li>(a) test and repair headsets, speakers, and microphones;</li> <li>(b) measure radio transmitter power output; and</li> <li>(c) measure modulation values, noise, and distortion in communication equipm</li> </ul>
	<p>(11) For radio rating class 2, in addition to having the capability listed in sub re</p> <ul style="list-style-type: none"> <li>(a) test and repair headsets;</li> <li>(b) test speakers;</li> <li>(c) measure loop antenna sensitivity by appropriate methods; and</li> <li>(d) calibrate to approved performance standards any radio navigational equipm</li> </ul>
	<p>(12) For radio rating class 3, in addition to having the capability listed in sub r</p>
	<p>(13) For computer systems rating class 1, 2, and 3 the functions are to-</p> <ul style="list-style-type: none"> <li>(a) maintain computer systems in accordance with manufacturer's specific</li> <li>(b) remove, maintain, and replace computer systems in aircraft; and</li> <li>(c) inspect, test, and calibrate computer system equipment, including softw</li> </ul>
	<p>(14) For instrument rating class 1 the functions are to-</p> <ul style="list-style-type: none"> <li>(a) diagnose instrument malfunctions on the following instruments- <ul style="list-style-type: none"> <li>(i) rate-of-climb indicators;</li> <li>(ii) altimeters;</li> <li>(iii) airspeed indicators;</li> <li>(iv) vacuum indicators;</li> <li>(v) oil pressure gauges;</li> <li>(vi) hydraulic pressure gauges;</li> <li>(vii) de-icing pressure gauges;</li> <li>(viii) pitot-static tube;</li> <li>(ix) direct indicating compasses;</li> <li>(x) accelerometer;</li> <li>(xi) direct indicating tachometers; or</li> <li>(xii) direct reading fuel quantity gauges;</li> </ul> </li> <li>(b) inspect, test, and calibrate the instruments listed in paragraph (a) on and of</li> </ul>
	<p>(15) For instrument rating class 2 the functions are to-</p> <ul style="list-style-type: none"> <li>(a) diagnose instrument malfunctions of the following instruments- <ul style="list-style-type: none"> <li>(i) tachometers;</li> <li>(ii) synchroscope;</li> <li>(iii) electric temperature indicators;</li> <li>(iv) electric resistance-type indicators;</li> <li>(v) moving magnet-type indicators;</li> <li>(vi) warning units (oil and fuel);</li> <li>(vii) selsyn systems and indicators;</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>(viii) self-synchronous systems and indicators;</li> <li>(ix) remote indicating compasses;</li> <li>(x) quantity indicators;</li> <li>(xi) avionics indicators;</li> <li>(xii) ammeters;</li> <li>(xiii) avionics indicators; or</li> <li>(xiv) voltmeters; or frequency meters.</li> </ul> <p>(b) inspect, test, and calibrate instruments listed in paragraph (a) on and off the aircraft as appropriate.</p>
	<p>(16) For instrument rating Class 3 the functions are to-</p> <ul style="list-style-type: none"> <li>(a) diagnose instrument malfunctions of the following instruments: <ul style="list-style-type: none"> <li>(i) turn and bank indicators;</li> <li>(ii) directional gyros;</li> <li>(iii) horizon gyros; or</li> <li>(iv) auto pilot control units and components; and</li> </ul> </li> <li>(b) inspect, test, and calibrate instruments listed in paragraph (a) of this regulation.</li> </ul>
	<p>(17) For instrument rating Class 4 the functions are to-</p> <ul style="list-style-type: none"> <li>(a) diagnose instrument malfunctions of the following instruments: <ul style="list-style-type: none"> <li>(i) capacitance-type quantity gauge;</li> <li>(ii) laser gyros; or</li> <li>(iii) other electronic instruments; and</li> </ul> </li> <li>(b) inspect, test, and calibrate instruments listed in paragraph (a) on and off the aircraft as appropriate.</li> </ul>
	<p>(18) For accessory rating class 1, 2, 3, and 4, the AMO shall perform the following functions:</p> <ul style="list-style-type: none"> <li>(a) diagnose accessory malfunctions;</li> <li>(b) maintain and alter accessories, including installing and replacing parts;</li> <li>(c) inspect, test, and calibrate accessories on and off the aircraft as appropriate.</li> </ul>
<b>AMO Limited ratings</b>	<p><b>13.</b> (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, computer or accessory, or parts thereof, or performs only specialized maintenance requiring equipment and skills not ordinarily found in an AMO with ratings as specified in regulation 12.</p>
	<p>(2) A rating issued under sub regulation (1) may be limited to -</p> <ul style="list-style-type: none"> <li>(a) a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer;</li> <li>(b) airframes of a particular make and model;</li> <li>(c) engine of a particular make and model</li> <li>(d) propellers of a particular make and model;</li> <li>(e) instruments of a particular make and model;</li> <li>(f) computers of a particular make and model;</li> <li>(g) radio equipment of a particular make and model</li> <li>(h) accessories of a particular make and model;</li> <li>(i) landing gear components;</li> <li>(j) floats, by make;</li> <li>(k) non-destructive inspection, testing, and processing;</li> <li>(l) emergency equipment rotor blades, by make and model;</li> <li>(m) Rotor blades by make and model;</li> </ul>

	(n) aircraft fabric work; and any other purpose for which the Authority finds the applicant's request is appropriate.	
	3) For a limited rating for specialized services, the operating provisions of the AMO must contain the specification used in performing specialized services which may be - (a) a civil or military specification that is currently used by industry and approved by the Authority; or (b) a specification developed by the AMO and approved by the Authority.	
<b>Contracted or Sub-contracted maintenance functions</b>	14. (1) An AMO may contract its maintenance functions to another Approved (a)The contracted AMO shall be appropriately rated and capable of performing  (b) The AMO must ensure that the contracted maintenance work to be performed meets the quality functions approved or accepted by the Authority.	
	(2) An AMO may sub-contract maintenance functions to an organization which is approved for the work to be sub-contracted and (a) the AMO must be authorised for work which is to be sub- contracted and (b) the AMO must retain responsibility for quality control and release of the work (c) have necessary procedures for the control of the sub- contracted activities	
<b>Safety Management</b>	15. An Approved Maintenance Organisation holder shall establish and maintain a Safety Management Manual in accordance with the Civil Aviation (Safety Management) Regulations	
<b>HOUSING,FACILITIES, EQUIPMENT</b>		
<b>General</b>	16. An AMO shall have personnel, housing, facilities, tools and materials, equipment, tools, personnel and environment requirements.	
<b>Housing, facilities, equipment, tools, personnel and environment requirements.</b>	17. (1) The maintenance organization shall provide the appropriate facilities and equipment for the maintenance of aircraft and aircraft components	
	(2) The maintenance organization shall ensure that storage conditions provide for the protection of aircraft and aircraft components	
	(3) Facilities shall be provided as appropriate for all planned work ensuring the safety of aircraft and aircraft components	
	(4) All work environments shall be appropriate for the task carried out and shall be maintained in a safe and sound condition	
	(5) Office accommodation shall be appropriate for the management of planned work	
	(6) Specialized workshops and bays shall be segregated, as appropriate, to ensure the safety of aircraft and aircraft components	
	(7) Storage facilities shall be provided for parts, equipment, tools and materials	
	(8) Storage conditions shall be such as to provide security and prevent damage to aircraft and aircraft components	
	(9) An AMO with an airframe rating shall provide suitable permanent storage facilities for aircraft and aircraft components	
	(10) For ongoing maintenance of aircraft, aircraft hangars shall be available for the storage of aircraft and aircraft components	

	<p>(11) Where the hangar is not owned by the AMO, the AMO shall-</p> <ul style="list-style-type: none"> <li>(a) provide evidence to the Authority that the AMO is authorized to use the hangar;</li> <li>(b) demonstrate sufficiency of hangar space to carry out planned base maintenance;</li> <li>(c) update the aircraft hangar visit plan on a regular basis;</li> <li>(d) ensure that aircraft component maintenance and aircraft component workshops are large enough to accommodate the aircraft;</li> <li>(e) ensure that aircraft hangar and aircraft component workshop structures are sound;</li> <li>(f) ensure that workshop floors are sealed to minimize dust generation;</li> <li>(g) demonstrate access to hangar accommodation for usage during adverse weather conditions.</li> </ul> <p>(12) Aircraft maintenance staff shall be provided with an area where they may rest.</p> <p>(13) Hangars used to house aircraft together with office accommodation shall-</p> <ul style="list-style-type: none"> <li>(a) temperatures are maintained at a comfortable level;</li> <li>(b) dust and any other airborne contamination are kept to a minimum and controlled;</li> <li>(c) lighting is such as to ensure each inspection and maintenance task can be performed;</li> <li>(d) noise levels are not permitted to rise to the point of distracting personnel from their work. The necessary personal equipment to stop excessive noise causing distraction shall be provided.</li> </ul> <p>(14) Where a particular maintenance task requires the application of special tools, the AMO shall ensure that such tools are specified in the approved maintenance instructions.</p> <p>(15) Where the working environment for line maintenance deteriorates to the point that the performance of particular maintenance or inspection tasks shall be suspended until satisfactory conditions are restored.</p> <p>(16) For both base and line maintenance where dust or other airborne contamination is a problem, the AMO shall ensure that such contamination is controlled.</p> <p>(17) Storage facilities for serviceable aircraft components shall be clean, well-ventilated and free from contamination.</p> <p>(18) Manufacturer standards and recommendations shall be followed for storage of aircraft components.</p> <p>(19) Storage racks shall provide sufficient support for large aircraft components.</p> <p>(20) All aircraft components, wherever practicable, shall remain packaged in their original manufacturer's packaging.</p>
<p><b>Equipment, tools, and material</b></p>	<p>18. (1) An AMO shall have available the necessary equipment, tools and material for the performance of the maintenance tasks specified in the approved maintenance instructions.</p> <p>(2) Equipment and tools shall be available at all times except in the case of repair or replacement.</p> <p>(3) The Authority may exempt an AMO from possessing specific tools and equipment if such tools and equipment can be acquired temporarily, by prior arrangement and be under full control of the AMO.</p> <p>(4) The AMO shall use the equipment, tools, and material that are recommended in the approved maintenance instructions. The Authority may exempt an AMO from this requirement if it can be demonstrated that the use of other equipment, tools, and material is acceptable to the Authority.</p> <p>(5) An AMO shall control all applicable tools, equipment and test equipment used for the performance of the maintenance tasks specified in the approved maintenance instructions.</p> <p>(6) An AMO shall ensure that all applicable tools, equipment and test equipment used for the performance of the maintenance tasks specified in the approved maintenance instructions are acceptable to the Authority and traceable to national or international standards.</p> <p>(7) An AMO shall keep all records of calibrations and the standards used for the performance of the maintenance tasks specified in the approved maintenance instructions.</p> <p>(8) Except as provided in sub-regulations (6), in the case of foreign manufactured tools, equipment and test equipment, the AMO shall ensure that such tools, equipment and test equipment are acceptable to the Authority.</p> <p>(9) Where the manufacturer specifies a particular tool, equipment or test equipment, the AMO shall ensure that such tool, equipment or test equipment is available.</p>

	<p>(10) Except as provided in sub-regulation (9), tools, equipment or test equipment</p> <p>(a) the AMO shall have a procedure in the Maintenance Procedure Manual</p> <p>(b) the AMO shall have a program to include-</p> <p>(i) a description of the procedures used to establish the competence of personnel</p> <p>(ii) conducting and documenting the comparison made between the test equipment proposed;</p> <p>(iii) ensuring that the limitations parameters and reliability of the proposed test equipment is capable of performing the appropriate maintenance function</p> <p>(iv) ensuring that the equivalent tool, equipment or test equipment is capable of performing the appropriate maintenance function</p> <p>(v) the AMO shall have full control of the equivalent tool, equipment or test equipment</p> <p>(11) An AMO approved for base maintenance shall have sufficient aircraft</p> <p>(12) The AMO shall have a procedure to inspect or service and where appropriate, inspection or service or calibration time limit.</p> <p>(13) The AMO shall have a procedure to ensure that if it uses either a primary or secondary</p> <p>(14) A clear system of labelling all tooling, equipment and test equipment for the reason that is not obvious.</p> <p>(15) A clear system of labelling all tooling, equipment and test equipment for a finding of airworthiness.</p> <p>(16) A register shall be maintained for all calibrated tools, equipment and test equipment</p> <p>(17) Inspection, service or calibration on a regular basis shall be in accordance with appropriate in a particular case and is acceptable to the Authority.</p>
<p><b>AMO personnel and training requirements</b></p>	<p style="text-align: right;"><b>PA</b></p> <p>19. (1) An AMO shall <b>nominate</b> a management person or group of persons according to</p> <p>(2) the person or persons <b>nominated</b> as manager shall represent the maintenance organization</p> <p>(3) the <b>nominated</b> managers shall be directly responsible to an Accountable Manager</p> <p>(4) the AMO's functions shall be allocated to individual managers or combinations of managers</p> <p>(5) An AMO shall employ sufficient personnel to plan, perform, supervise and control the maintenance</p> <p>(6) The competence of personnel involved in maintenance shall be established in accordance with the</p> <p><b>(7) An AMO may facilitate the conduct of skill test to determine the competence of personnel in accordance with the Regulations.</b></p> <p>(7) the person signing a certificate of release to service shall be qualified in accordance with the Authority.</p> <p>(8) The maintenance personnel and the certifying staff shall meet the requirements of the program acceptable to the Authority.</p> <p>(9) The maintenance personnel and the certifying staff shall receive sufficient training to meet the standard of aircraft or aircraft component maintained, organizational procedures and flight crew.</p> <p>(10) The training programme established by the maintenance organization shall be applicable to the ground and flight crew.</p> <p>(11) An AMO that uses aviation repairman specialists shall ensure that each specialist meets the requirements of the Regulations.</p>

	<p>(11) The maintenance personnel and the certifying staff shall meet the qualifications with a training programme acceptable to the Authority.</p>
<p><b>Management Personnel required for Aircraft Maintenance Organization</b></p>	<p>20. (1) An AMO shall have an Accountable Manager acceptable to the Authority</p> <p>(2) The AMO shall have qualified Personnel with proven competence in C</p> <p>(a) Base Maintenance Manager;  (b) Line Maintenance Manager;  (c) Workshop Manager; and  (d) Quality Manager  (e) Safety Manager</p> <p>(3) The maintenance organization shall employ the necessary personnel to</p> <p>(4)The AMO shall make temporal arrangements to ensure continuity of</p> <p>(5) A person serving in a required management position in one AMO except</p> <p>(6) The Authority may approve positions, other than those listed in sub-categories of management personnel due to the size of the AMO.</p>
<p><b>Qualification and responsibility of Personnel</b></p>	<p>21. (1) The Accountable Manager shall establish and promote the safety and quality</p> <p>(a) a background in aviation management;  (b) knowledge of the Civil Aviation Act, the Civil Aviation (Approved Maintenance Organization) Regulations, and the Civil Aviation (Approved Maintenance Organization) Rules; and  (c) a thorough knowledge of the organization's maintenance procedures.  (d) have attended a human factors course recognized by the Authority.</p> <p>(2) the Accountable Manager shall notify the Authority when he or she delegates</p> <p>(3) A base maintenance manager shall, dependent upon the scope of operations, ensure that all maintenance during base maintenance is carried out in accordance with the approved maintenance program</p> <p>(4) The minimum qualification for the base maintenance manager shall be</p> <p>(a) a licensed maintenance engineer with appropriate ratings for which the</p> <p>(b) at least five years' experience in maintaining the same category of aircraft;  (c) have received type training on every aircraft maintained within the organization;  (d) have attended a management or supervisory course.</p> <p>(5) A line maintenance manager shall be responsible for ensuring that all corrective action resulting from quality compliance monitoring;</p> <p>(6) The minimum qualifications for line maintenance manager are-</p> <p>(a) a licensed maintenance engineer with appropriate ratings for which the</p> <p>(b) at least five years' experience in maintaining the same category of aircraft;  (c) have attended management or supervisory course.</p> <p>(7) A workshop manager shall be responsible for ensuring that all work is done in accordance with standards;</p> <p>(8) The minimum qualifications for a workshop manager are-</p> <p>(a) a licensed maintenance engineer,  (b) OEM training on components capability applied for;  at least five years' experience in maintaining components for the same category of aircraft;  (c) have attended management or supervisory course.</p> <p>requesting remedial action as necessary by the base maintenance manager</p>

	<p>(9) The minimum qualifications for quality manager are-</p> <ul style="list-style-type: none"> <li>(a) a licensed maintenance engineer or Diploma or a bachelor degree</li> <li>(b) at least five years' experience in the field of aircraft maintenance of wh</li> <li>(c) must have successfully completed training in quality management cour</li> </ul> <p>(10) A safety manager shall be responsible for the implementation and mainte</p> <p>(11) The minimum qualifications for safety manager are—</p> <ul style="list-style-type: none"> <li>(a) a technically qualified person in the field of aircraft maintenance or flig</li> <li>(b) at least five years' experience in the field of aircraft maintenance or flig</li> <li>(c) must have successfully completed a training in safety management sys</li> </ul> <p>(12) The AMO shall ensure that personnel who carry out specialized task sha</p>
<b>Man hours</b>	<p>22. (1) the AMO shall have a production man-hour plan showing that the org</p> <p>(2) The organisation shall have a procedure to reassess work intended to b</p> <p>(3) Where an AMO is certified for base maintenance, the man-hours plan s</p> <p>(4) Man-hours plans shall be regularly updated.</p> <p>(5) Work performed on any aircraft registered outside [state] shall be take</p> <p>(6) Quality monitoring compliance function relating to man-hours shall l</p>
<b>Assessment of personnel</b>	<p>23. (1) Planners, aircraft maintenance engineers, mechanics, supervisors and c</p> <p>their particular role within the AMO before unsupervised work is permitte</p> <p>(2) The assessment specified in sub-regulation (1) shall be based on job des</p> <ul style="list-style-type: none"> <li>(a) planners are able to interpret maintenance requirements into m</li> <li>(b) aircraft maintenance engineers and mechanics are able to carry out main</li> <li>re-establish required maintenance standards;</li> <li>(c) supervisors are able to ensure that all required maintenance tasks are</li> <li>instructions, then such problems will be reported to and agreed upon by the</li> <li>(d) Certifying staff are able to determine when an aircraft or an aircraft com</li> </ul> <p>(3) Planners, supervisors, and certifying staff, shall demonstrate knowled</p> <p>(4) The assessors specified in sub-regulation (1) shall be approved in a man</p>
<b>Training of certifying staff</b>	<p>24. (1) Initial and continuing training of certifying staff shall be performed by</p> <p>(2) An AMO shall establish the curriculum and standards for training of p</p> <p>any course.</p> <p>(3) The training programme, training facilities and the curriculum to train</p> <p>(4) The training programme submitted to the Authority under sub-regulati</p> <ul style="list-style-type: none"> <li>(a) details of the number of personnel who will receive initial training to</li> <li>(b) For maintenance personnel and certifying staff of the AMO, training in</li> </ul> <p>(5) All certifying staff of an AMO shall undergo initial training that cover</p> <ul style="list-style-type: none"> <li>(a) basic engineering theory relevant to the scope of work performed by th</li> <li>(b) specific information on the actual aircraft type on which the person is i</li> <li>(c) company procedures relevant to the certifying staff's tasks.</li> </ul>

	(6) All certifying staff of the AMO shall receive sufficient continuation training for aircraft or aircraft component maintained, organizational procedure and h
<b>Dangerous Goods Training Programme</b>	<p>(7) A Certifying staff employed in an AMO shall not undertake the sam</p> <p>25. (1) An AMO shall have a dangerous goods training programme for its em</p> <p>(a) Loading, unloading, or handling of dangerous goods;</p> <p>(b) Design, manufacture, fabrication, inspection, marking, maintenance, r</p> <p>for use in transporting dangerous goods;</p> <p>(c) Preparation of hazardous materials for transport;</p> <p>(d) Responsibility for the safety of transportation of dangerous goods;</p> <p>(e) Operation of a vehicle used to transport dangerous goods; or (f) Superv</p> <p>(2) An AMO employee shall not perform or directly supervise a job funct</p> <p>(3) The dangerous goods training of the AMO shall be approved by the Au</p> <p>(4) An AMO shall document, in a form and manner acceptable to the Auth</p>
<b>Rest and duty limitations for persons performing maintenance functions in an AMO</b>	<p>26. (1) A person shall not—</p> <p>(a) assign maintenance functions for aircraft unless the assignee has had a</p> <p>(b) schedule a person performing maintenance functions on an aircraft for</p> <p>(2) A person shall not—</p> <p>(a) perform maintenance functions on an aircraft unless that person has ha</p> <p>(b) perform maintenance functions on an aircraft for more than twelve con</p> <p>(3) In situations involving unscheduled aircraft unserviceability, persons p</p> <p>(a) up to sixteen consecutive hours; or</p> <p>(b) twenty hours in twenty-four consecutive hours.</p> <p>(4) The number of persons authorized to access the records system sh</p> <p>becoming accessible to unauthorized persons.</p> <p>(5) An AMO shall relieve the person performing maintenance functions</p>
<b>Record of certifying staff</b>	<p>27. (1) An AMO shall maintain a roster of all certifying staff, which includes</p> <p>(2) The following minimum information shall be kept on record in respec</p> <p>(a) name;</p> <p>(b) date of birth;</p> <p>(c) basic training;</p> <p>(d) type training;</p> <p>(e) continuation training;</p> <p>(f) experience;</p> <p>(g) qualifications relevant to the approval;</p> <p>(h) scope of the authorization;</p> <p>(i) date of first issue of the authorization;</p> <p>(j) expiration date of the authorization, where appropriate;</p> <p>and</p> <p>(k) identification number of the authorization.</p> <p>(3) Records of certifying staff shall be controlled by the AMO's quality d</p> <p>(4) The number of persons authorized to access the records system sh</p> <p>becoming accessible to unauthorized persons.</p> <p>(5) Certifying staff shall be given reasonable access on request to their rec</p> <p>(6) The Authority may investigate the records system for initial and conti</p> <p>(7) An AMO shall keep the record of a certifying staff for at least two yea</p>



	(8) The certifying staff shall upon request be furnished with a copy of the
	(9) The authorization document issued to the certifying staff under the authorization document and where codes are used to define scope, an interpretation document
	(10) Certifying staff shall be required to carry the authorization document

**PART V- AMO OPERATING RULES**

<b>AMO maintenance procedures manual</b>	28. (1) An AMO shall provide for the use and guidance of maintenance personnel
	(2) An AMO Maintenance Procedure Manual and any subsequent amendments shall be promptly to all organizations or persons to whom the manual has been issued
	(3) An AMO Maintenance Procedures Manual shall specify the scope of work and the service.
	(4) An AMO Maintenance Procedures Manual shall Provide clear guidance and information with the appropriate continuing airworthiness requirements is achieved;
	(5) An AMO Maintenance Procedures Manual and any other manual it is required to include: <ul style="list-style-type: none"> <li>(a) include instructions and information necessary to allow the personnel to perform the work;</li> <li>(b) be in a form that is easy to revise and contain a system which allows personnel to identify the date of the last revision;</li> <li>(c) a description of the organization's procedures and quality or inspection program;</li> <li>(d) have the date of the last revision printed on each page containing the revision;</li> <li>(e) not be contrary to any Laws of [state] or the AMO's operations specifications; and</li> <li>(f) Include a reference to appropriate civil aviation regulations.</li> </ul>
(6) Without prejudice to the preceding provisions of this regulation, an AMO shall include in its manual: <ul style="list-style-type: none"> <li>(a) a statement signed by the Accountable Manager confirming that the manual will be complied with at all times;</li> <li>(b) a list which describes the duties and responsibilities of the management personnel;</li> <li>(c) a procedure to establish and maintain a current list of the titles and names of the management personnel;</li> <li>(d) an organization chart showing associated chains of responsibility of the management personnel;</li> <li>(e) a procedure to establish and maintain a current roster of certifying staff;</li> <li>(f) a description of the procedures used to establish the competence of maintenance personnel;</li> <li>(g) a general description of manpower resources;</li> <li>(h) description of the method used for the completion and retention of the maintenance release;</li> <li>(i) a description of the procedure for preparing the certificate of release to service;</li> <li>(j) a description, when applicable, of additional procedures for complying with the service information;</li> <li>(k) the personnel authorized to sign the maintenance release and the scope of their authority;</li> <li>(l) a description of the procedures for complying with the service information;</li> <li>(m) a description, when applicable, of the additional procedures for complying with the service information;</li> <li>(n) a description of the procedure for receiving, amending and distributing the service information;</li> <li>(o) a description of the procedures for implementing changes affecting the maintenance release;</li> <li>(p) a general description of the facilities located at each physical address specified in the manual;</li> <li>(q) a general description of the AMO's scope of work relevant to the extent of the manual;</li> <li>(r) the notification procedure for the AMO to use when requesting the approval of the manual from the Authority;</li> <li>(s) the amendment procedure for the AMO Maintenance Procedures Manual;</li> <li>(t) the AMO's procedures, acceptable to the Authority, to ensure manual control.</li> </ul>	



	<p>(u) the AMO's procedures to establish and maintain an independent quality system for aircraft and aircraft components compliance monitoring shall include a process for the Accountable Manager to ensure, as necessary, corrective action; such feedback shall be provided to the Accountable Manager;</p> <p>(v) AMO procedures for self-evaluations, including methods and frequency of such evaluations;</p> <p>(w) a list of operators, if appropriate, to which the AMO provides an aircraft maintenance service;</p> <p>(x) a list of organizations performing maintenance on behalf of the AMO and the AMO's procedures for such maintenance;</p> <p>(y) a list of the AMO's line maintenance locations and procedures, where applicable.</p> <p>(7) The list of personnel and certifying staff for sub- regulation (5) (b) and (c) shall be provided to the Authority when requested.</p> <p>(8) AMO personnel shall be familiar with those parts of the manuals that apply to the aircraft and aircraft components they are responsible for.</p> <p>(9) An AMO shall specify in the AMO Maintenance Procedures Manual the procedures for the issuance of the manual to Organizations or persons to whom the manual has been issued.</p> <p>(10) The quality manager of an AMO shall be responsible for-</p> <p>(a) monitoring the amendment of the AMO Maintenance Procedures Manual;</p> <p>(b) Submitting proposed amendments to the Authority, incorporating them into the manual;</p> <p>(c) identifying Organizations or persons to whom the manual has been issued.</p> <p>(11) The AMO Maintenance Procedures Manual shall address four main areas-</p> <p>(a) the management procedures covering the parts previously specified in sub-regulation (1);</p> <p>(b) the maintenance procedures covering all aspects of how aircraft components are maintained;</p> <p>(c) the quality system procedures, including the methods of qualifying maintenance personnel;</p> <p>(d) Contracted AOC holder procedures and paperwork.</p> <p>(12) An AMO Maintenance Procedures Manual shall be in a format set out in sub-regulation (13).</p>
<p><b>Maintenance procedures and independent Quality System</b></p>	<p>29. (1) An AMO shall establish maintenance procedures acceptable to the Authority such that aircraft components may be properly released to service.</p> <p>(2) The maintenance procedures established under sub- regulation (1) shall-</p> <p>(a) cover all aspects of maintenance activity and describe standards to which aircraft and aircraft components are maintained;</p> <p>(b) take into account the aircraft and aircraft component design and AMO procedures;</p> <p>(c) address the provisions and limitations of these Procedures.</p> <p>(3) An AMO shall establish an independent quality system, acceptable to the Authority, to ensure that maintenance is properly performed.</p> <p>(4) The compliance monitoring specified in sub-regulation (3) shall include a process for the Accountable Manager to ensure where necessary, corrective action is taken.</p> <p>(5) The quality system established under sub-regulation (3)-</p> <p>(a) may be an independent system under the control of the quality manager;</p> <p>(b) shall include a procedure to initially qualify and periodically re-qualify personnel.</p> <p>(6) An AMO's quality system shall be-</p> <p>(a) sufficient to review all maintenance procedures as described in the Maintenance Procedures Manual;</p> <p>(b) indicate when audits are due, when they are completed and establish a process for the Accountable Manager to ensure where necessary, corrective action is taken.</p> <p>(7) The audit system established under sub-regulation (6)(b) shall clearly define the responsibilities of the Accountable Manager.</p>

	(8) The maintenance organization shall ensure that the procedures manual
<b>Capability list</b>	30. (1) An AMO shall prepare and retain a current capability list approved by
	(2) An AMO shall not perform maintenance, preventive maintenance, or m
	(3) A capability list specified in sub-regulation (2) shall identify each arti
	(4) An article may be listed on the capability list only if the article is with with regulation 27(5)(s).
	(5) An AMO shall perform the self-evaluation described in sub-regulation trained personnel in place to perform the work on the article as required by
	(6) Where an AMO makes a positive determination under sub-regulation
	(7) The document of the evaluation described in sub- regulation (4) must
	(8) Upon listing an additional article on its capability list, the AMO shall
	<b>(9) Prior to approval of an amended capability list for inclusion of an article</b>
	(10) The capability list shall be available in the premises for inspection by
	(11) The self-evaluations must be available in the premises for inspection
	(12) An AMO shall retain a capability list and self- evaluation for two ye
<b>AMO privileges</b>	31. (1) An AMO shall only carry out the following tasks as permitted by  (a) maintain an aircraft or aircraft components for which it is rated at the l  (b) maintain any aircraft for which it is rated at any location subject to the  (c) Perform the activities in support of a specific AOC holder where that A rated to maintain the aircraft of that specific AOC holder at the requested l  (d) issue a certificate of release to service with respect to paragraphs (a), (l
	(2) The AMO may maintain or alter any article for which it is rated at a pla (a) the function would be performed in the same manner as when performe

	<p>(b) all necessary personnel, equipment, material, and technical or approval</p> <p>(c) The AMO Procedures Manual sets forth approved procedures governing</p>
<b>AMO limitations</b>	32. (1) An AMO may maintain an aircraft or aircraft component for which it is
	(2) An AMO shall not contract out the maintenance, preventive maintenance
	(3) An AMO shall not provide approval for return to service of a product unless the work is performed satisfactorily in accordance with approved methods.
<b>Availability of Aircraft Maintenance Programme</b>	33. (1) The AMO shall carry out maintenance on an aircraft in accordance with
	<p>(a) maintenance tasks and the intervals at which these are to be performed;</p> <p>(b) when applicable, a continuing structural integrity programme;</p> <p>(c) procedures for changing or deviating from (a) and (b) above; and</p> <p>(d) when applicable, condition monitoring and reliability programme described in the maintenance manual;</p> <p>(2) The design and application of the operator's maintenance programme shall be in accordance with the maintenance manual.</p>
<b>Certificate of release to service</b>	34. (1) A certificate of release to service shall be completed and signed to certify that the work described in the maintenance procedures manual.
	(2) An aircraft component, which has been maintained off the aircraft, shall be re-installed properly on the aircraft.
	(3) A certificate of release to service shall contain-
	(a) basic details of the maintenance carried out including detailed reference to the maintenance manual;
	(b) the date such maintenance was completed; and
	(c) the identity, including the authorization reference, of the AMO and certifying staff issuing the certificate.
	(4) A certificate of release to service is required-
	(a) before flight at the completion of any package of maintenance scheduled in the maintenance manual;
	(b) before flight at the completion of any defect rectification, when the aircraft is to be flown;
	(c) at the completion of any maintenance on an aircraft component when the aircraft is to be flown.
	(5) A certificate of release to service shall contain the following statement: "Certifies that the work specified was carried out in accordance with current maintenance manual instructions."
(6) The three different types of certificate of release to service to be used are-	
(a) Class 1; certificate of release to service – Scheduled Aircraft Maintenance	
(b) Class 2; certificate of release to service – Component Release	
(c) Class 3; certificate of release to service – Un-Scheduled Aircraft Maintenance	
(7) A certificate of release to service shall reference the data specified in the maintenance manual, service bulletin, or other maintenance instruction in a maintenance manual, service bulletin, or other maintenance instruction.	
(8) Where instructions include a requirement to ensure that a dimension is within a tolerance, and the maintenance instruction permits the use of GO or NO GO gauges and, it shall not be sufficient to state that the dimension is within tolerance.	
(9) When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to refer to the details of maintenance carried out.	
(10) The date such maintenance was carried out shall include when the maintenance was carried out and the value as appropriate.	
(11) Dimensional information shall be retained in the work- pack record.	

	(12) The person issuing the certificate of release to service shall use a full
	(13) Where a computer release to service system is used the Authority will
<b>Maintenance records</b>	35. (1) An AMO shall record, in a form acceptable to the Authority, all details have been met.
	(2) An AMO shall provide a copy of each certificate of release to service to
	(3) An AMO shall retain a copy of all detailed maintenance records and a integrity of the records at all times
	(4) An AMO shall retain a copy of all detailed maintenance records and a
	(5) The form and format of the records may include, for example, paper re
	<p>(6) A person who maintains, performs preventive maintenance, rebuilds,</p> <p>(a) make an entry in the maintenance record of that equipment showing-</p> <p>(i) a description and reference to data acceptable to the Authority of w</p> <p>(ii) the date of completion of the work carried out;</p> <p>(iii) the name of the person performing the work if other than the person specified in this regulation;</p> <p>(iv) the work performed on the aircraft or aircraft component has been work; and</p> <p>(v) the authorized signature, AMO authorization number held by the portions thereof;</p> <p>(b) in addition to the entry specified in paragraph (a), enter on a prescribed</p>
	<p>(7) A person shall not describe in any required maintenance entry or form</p> <p>(a) using methods, techniques and practices acceptable to the Authority, it</p> <p>(b) it has been tested in accordance with approved standards and technr documented by the holder of the type certificate, supplemental typ</p>
	<p>(8) A person shall not describe in any required maintenance entry or form, an aircraft or other aircraft components as being rebuilt unles</p> <p>(a) disassembled, cleaned, inspected as permitted;</p> <p>(b) (b) repaired as necessary; and</p> <p>(c) reassembled and tested to the same tolerances and limits as a new ite dimensions.</p>
	<p>(9) A person shall not issue a certificate of release to service to any aircra</p> <p>(a) the appropriate maintenance record entry specified in sub-regulation (4)</p> <p>(b) the major repair and major modification form specified in sub-regulation</p>
	(10) If a repair or modification results in any change in the aircraft op appropriately revised and set forth as prescribed by the Authority.
	<p>(11) A person approving or disapproving for return to service an aircraft o of that equipment containing the following information-</p> <p>(a) the type of inspection and a brief description of the extent of the inspect</p> <p>(b) the date of the inspection and aircraft total time in service;</p> <p>(c) the authorized signature, an AMO certificate number, and kind of cert component part, or portions thereof;</p> <p>(d) if the aircraft is found to be airworthy and approved for return to ser</p>

	<p>inspection) inspection and was determined to be in airworthy condition;”  (e) if the aircraft is not approved for return to service because of needed repairs, a similarly worded statement: “I certify that this aircraft has been inspected in accordance with the procedures provided for the aircraft owner or operator;” and  (f) if an inspection is conducted under an inspection program provided for that aircraft, a statement that the inspection was performed in accordance with the inspections and procedures for that particular aircraft.”</p> <p>(12) If the person performing any inspection required by this regulation finds any deficiency in the data upon which that aircraft’s airworthiness depends, that person shall give notice of the deficiency to the aircraft owner or operator.</p>
<p><b>Airworthiness data</b></p>	<p>36. (1) An AMO shall have airworthiness data appropriate to support the maintenance of the aircraft design organisation in the State of Manufacture or State of Design, as appropriate.</p> <p>(2) Maintenance documents include, but are not limited to-</p> <ul style="list-style-type: none"> <li>(a) the Civil Aviation (Approved Maintenance Organization) Regulations,</li> <li>(b) associated advisory material;</li> <li>(c) airworthiness directives;</li> <li>(d) manufacturers' maintenance manuals;</li> <li>(e) repair manuals;</li> <li>(f) supplementary structural inspection documents;</li> <li>(g) service bulletins;</li> <li>(h) service letters;</li> <li>(i) service instructions;</li> <li>(j) modification leaflets;</li> <li>(k) aircraft maintenance program;</li> <li>(l) Non Destructive Testing Manual; and</li> <li>(m) Airworthiness Notices issued by the Authority.</li> </ul> <p>(3) The Authority may classify data from another authority or organization as restricted.</p> <p>(4) Where the AMO modifies airworthiness data specified in sub-regulation 36.2, the AMO shall amend the maintenance procedure manual for any such proposed modifications.</p> <p>(5) All airworthiness data used by the AMO shall be kept current and made available to the aircraft owner or operator.</p> <p>(6) A procedure shall be established to monitor the amendment status of all airworthiness data used by the AMO.</p> <p>(7) Airworthiness data shall be made available in the work area in close proximity to the aircraft.</p> <p>(8) Where computer systems are used to maintain airworthiness data, the system shall be able to produce paper copies.</p> <p>(9) Where microfilm or microfiche reader-printers are used, a similar procedure shall be established.</p>
<p><b>Reporting of non- airworthy conditions</b></p>	<p>37. (1) An AMO shall report to the Authority, the aircraft design organisation or the aircraft owner or operator, any condition which may affect the airworthiness of an aircraft.</p> <p>(2) Reports shall be made on a form prescribed by the Authority and containing the following information:</p> <p>(3) The report shall contain at least the following items:</p> <ul style="list-style-type: none"> <li>(a) Aircraft registration number</li> <li>(b) Type, make, and model of the article</li> <li>(c) Date of the discovery of the failure, malfunction, or defect</li> <li>(d) Time since last inspection</li> <li>(e) Apparent cause of the failure, malfunction, or defect</li> </ul>

	<p>(f) Other pertinent information that is necessary for more complete identification of the component.</p> <p>(4) Where the AMO is contracted by an owner or AOC holder to carry out the component.</p> <p>(5) Reports shall be made as soon as practicable, but in any case within the time specified in the contract.</p>
<b>Inspections</b>	<p>38. (1) An AMO shall allow the Authority unlimited access to inspect and test the AMO's facilities, equipment, and personnel in accordance with the (Maintenance, Preventive Maintenance, and Modification) Regulations.</p> <p>(2) Arrangements for maintenance, preventive maintenance, or modification shall be made in accordance with the (Maintenance, Preventive Maintenance, and Modification) Regulations.</p> <p>(3) The Authority shall inspect an AMO at least once annually.</p> <p>(4) After an inspection is made, the certificate holder will be notified, in writing, of any deficiencies noted during the inspection.</p> <p>(5) the continued validity of the AMO certificate issued by the Authority to the AMO is dependent upon the AMO's compliance with the (Maintenance, Preventive Maintenance, and Modification) Regulations.</p>
<b>Performance standards</b>	<p>39. (1) An AMO that performs any maintenance, preventive maintenance, or modification in accordance with the (Maintenance, Preventive Maintenance, and Modification) Regulations, having an approved maintenance program in accordance with the (Maintenance, Preventive Maintenance, and Modification) Regulations.</p> <p>(2) Except as provided in sub-regulation (1) of this regulation, each AMO shall comply with the (Maintenance, Preventive Maintenance, and Modification) Regulations.</p> <p>(3) An AMO shall maintain, in current condition, all manufacturer's service bulletins, technical orders, and other technical data that apply to the aircraft, engine, propeller, or component that is being maintained, repaired, or modified.</p> <p>(4) An AMO with an avionics rating shall comply with those requirements and specifications for equipment appropriate to its rating and test apparatus, shall maintain and use the equipment in accordance with the manufacturer's instructions, approved specification, and if not otherwise specified, in accordance with the (Maintenance, Preventive Maintenance, and Modification) Regulations.</p>
<b>PART V</b>	
<b>Requirements for Application</b>	<p>40. (1) A person may apply to the Authority for an exemption from any of the (Maintenance, Preventive Maintenance, and Modification) Regulations.</p> <p>(2) An application for exemption shall be submitted not less than sixty days before the date the exemption is needed.</p> <p>(3) A request for an exemption must contain the applicant's-</p> <p>(a) name;</p> <p>(b) physical address and mailing address;</p> <p>(c) telephone number;</p> <p>(d) fax number if available; and</p> <p>(e) email address if available;</p> <p>4) The application shall be accompanied by a fee prescribed by the Authority.</p>
<b>Substance of the request for exemption</b>	<p>41. (1) An application for exemption shall contain the following-</p> <p>(a) a citation of the specific requirement from which the applicant seeks exemption;</p> <p>(b) an explanation of why the exemption is needed;</p> <p>(c) a description of the type of operations to be conducted under the proposed exemption;</p> <p>(d) the proposed duration of the exemption;</p>

	<p>(e) an explanation of how the exemption shall benefit the public;</p> <p>(f) a detailed description of the alternative means by which the applicant v</p> <p>(g) a review and discussion of any known safety concerns with the require</p>
	(2) Where the applicant seeks emergency processing, the application must
	(3) The Authority may deny an application if it finds that the applicant has
<b>Initial review by the Authority</b>	42. (1) The Authority shall review the application for accuracy and complia
	(2) If the application appears on its face to satisfy the provisions of this application in either [state] <i>Gazette</i> , aeronautical information circular or consideration.
	(3) Where the filing requirements of Regulations 38 and 39 have not been it in accordance with these Regulations.
	(4) If the request is for emergency relief, the Authority shall publish the a
<b>Evaluation of the request</b>	43. (1) After initial review, if the filing requirements have been satisfied, the A
	(a) whether an exemption shall be in the public interest;
	(b) whether the applicant's proposal shall provide a level of safety equivalent impose a significant burden on the Authority's technical resources, the Au
	(c) whether a grant of the exemption shall contravene the applicable Civil
	(d) whether the request shall be granted or denied, and of any conditions o
	(2) The Authority shall notify the applicant by letter and publish a detail
	(3) The summary referred to in sub-regulation (2) shall specify the durat
	(4) If the exemption affects a significant population of the aviation comm
<b>PART VII</b>	
<b>Possession of the licence, certificate or authorization</b>	44. A holder of a licence, certificate or authorisation issued by the Authority s
<b>Access for inspection</b>	45. An AMO shall for the purpose of inspection-
	(a) grant the Authority unrestricted access to any of its organisation prem
	(b) ensure that the Authority is granted unrestricted access to any organisa
<b>Drug and alcohol testing and reporting</b>	46. (1) A person who performs any function requiring the Authority's approval may be tested for drug or alcohol usage.
	(2) Where the Authority or any person authorised by the Authority wishes
	drugs, marijuana, or depressant or stimulant drugs or substances in the bo
	(a) refuses to submit to the test; or
	(b) having submitted to the test, refuses to authorise the release of the test
	(3) In determining whether to suspend or revoke the certificate of the AM
	(a) whether the AMO had knowledge of the drug or alcohol use;
	(b) whether the AMO encourage the person to refuse the drug or alcohol t
	(c) whether the AMO dismissed the person who failed or refused the drug
	(d) the position that person held in the AMO.



	<p>(4) The Authority shall require the AMO to show cause why that person s</p> <p>(5) A person who is convicted, whether in or outside Uganda, for any of marijuana, or depressant or stimulant drugs or substances, shall be dism</p> <p>(6) The Authority may suspend or revoke the certificate of an AMO that</p>
<b>Display of certificate</b>	47. A holder of an AMO certificate shall display a valid certificate issued
<b>Inspection of licences, certificates and authorization</b>	48. A person who holds a licence, certificate, or authorization required by thes
<b>Change of Name</b>	<p>49. (1) A holder of a certificate issued under these Regulations may apply</p> <p>(2) The holder shall include with any such request- (a) the current certifica (b) a legal document verifying the change of name;</p> <p>(3) The Authority may change the certificate and issue a replacement there</p> <p>(4) The Authority shall return to the holder the original documents specifi</p>
<b>Change of Address</b>	<p>50. (1) A holder of a certificate, or authorisation issued under these Regulation (a) physical address, at least fourteen days in advance; and (b) mailing address upon the change;</p> <p>(2) A person who does not notify the Authority of the change in the physic</p>
<b>Replacement of documents</b>	51. A person may apply to the Authority in the prescribed form for replaceme
<b>Suspension and Revocations of Certificate</b>	<p>52. (1) The Authority may, where it considers it to be in the public interes effect under these Regulations.</p> <p>(2) The Authority may, upon the completion of an investigation which ha authorization or such other document issued or granted under these Regul</p> <p>(3) The Authority may, where it considers it to be in the public interest, p</p> <p>(4) A holder or any person having the possession or custody of any certifi the Authority within 14 days from the date of revocation, suspension or va</p> <p>(5) The breach of any condition subject to which any certificate, s continuance of the breach.</p>
<b>Use and retention of certificates and records</b>	<p>53. (1) (a) A person shall not-use any certificate, approval, permission, exem which he is not entitled; or (b) forge or alter any certificate, approval, permission, exemption or other</p> <p>(c) lend any certificate, approval, permission, exemption or other documen</p> <p>(d) make any false representation for the purpose of procuring for himself</p> <p>(e) make any false representation for the purpose of procuring for himself c</p> <p>(f) variation of any such certificate, approval, permission or exemption or</p>





<b>Penalties</b>	<p>60. (1) If any provision of these Regulations, orders, notices or proclamation or, the pilot in command is not the person who contravened that provision purposes of the following provisions of this Regulation to have contravened diligence to prevent the contravention.</p> <p>(2) If it is proved that an act or omission of any person, which would otherwise was due to any cause not avoidable by the exercise of reasonable care by t</p> <p>(3) Where a person is charged with contravening a provision of these Reg flight for the purpose of commercial air transport operations, the flight sh proves that he neither knew nor had reason to know that the flight was for</p> <p>(4) A person who contravenes any provision of these Regulations, orders fine, and in the case of a continuing contravention, each day of the contrav</p> <p>(5) In case an aircraft is involved in a contravention and the contravention</p> <p>(6) Any aircraft subject to alien for the purpose of sub-regulation (5) may</p> <p>(7) The aircraft shall be released from custody of the Authority upon-</p> <p>(a) payment of the penalty or the amount agreed upon in compromise;  (b) deposit of a bond in such amount as the Authority may prescribe, cond  (c) receiving an order of the court to that effect.</p> <p>(8) The Authority and any person specifically authorized by name by hir Part A of the Schedule to these Regulations by assessing the contravention Uganda shillings of one hundred United States dollars and three hundred Regulations.</p> <p>(9) If any person contravenes any provision specified in Part B of the Sec United States Dollars or to imprisonment for a term of twelve months or to</p> <p>(10) Where any person is aggrieved by any order made under sub- regula of the Criminal Procedure Act, shall apply <i>mutatis mutandis</i>, to every such</p>
<b>Revocation of S.I</b> .....	61. The Civil Aviation (Approved Maintenance Organisation) Regulations, 20

**FIRST SCHEDULE**

**AMO CERTIFICATE  
(Regulation 4)**

<b>APPROVED MAINTENANCE ORGANIZATION CERTIFICATE</b>
Issuing authority:1

Approval reference number: <sup>2</sup>	Organization name: <sup>3</sup> Registered address: Telephone: E-mail:	Expiration date (if applicable): <sup>4</sup>
Class(es) and rating(s) authorized		
Class <sup>5</sup>	Rating <sup>6</sup>	Limitations <sup>7</sup>
Aircraft maintenance		
Engine maintenance		
Component maintenance		
Specialized maintenance		
<p><b>Terms of Approval</b> This certificate certifies that<sup>8</sup> _____ is authorized to engage in activities specified in the Terms of Approval annexed hereto, subject to the compliance with the<sup>9</sup> _____ and the latest maintenance procedures manual (MPM). Locations of maintenance facilities: As per<sup>10</sup> _____ of the latest MPM. This certificate shall remain valid during the period of validity specified above unless it is surrendered, superseded, suspended or revoked.</p>		
Name: <sup>11</sup> _____ Date of original issue: <sup>12</sup> _____ Title: <sup>13</sup> _____ _____ _____ Date of current issue: <sup>15</sup> _____ Signature: <sup>14</sup> _____ _____		

*Notes:*

1. Name of the authority issuing the approval.
2. Unique approval reference number as issued by the State of Registry.
3. Registered address, telephone and email.
4. Expiry date (dd-mm-yyyy) if applicable, if not applicable, insert N/A.
5. Scope of approval using the classes as follows: aircraft, engine, component or specialized maintenance.
  
6. Scope of approval using the ratings as follows:
  - a) aircraft maintenance — large aeroplane, small aeroplane, helicopter, other kind of aircraft (such as glider, balloon, airship, light sport aircraft);
  - b) engine maintenance — categories of engine (such as reciprocating, turbine and electric);

c) components maintenance — standard numbering system (SNS) code derived from ASD/ATA S1000D specification for identifying the aircraft system applicable to the rating (*Airworthiness Manual* (Doc 9760, Chapter 10, Attachment F refers); and

d) specialized maintenance — class of approval necessary for the specialized maintenance using the following ratings: composite material maintenance, surface treatment such as peening, plating, painting, non-destructive testing, welding, other unique processes accepted/approved by the State (Doc 9760, Chapter 10, Attachment F refers).

7. Limitation in the scope of approval if required for aircraft, components or specialized maintenance. If the limitations are described in the approved maintenance organization's procedures manual a reference to the manual should be included in the AMO certificate.

8. Name of organization authorized to perform maintenance. In the case where a State does not annex terms of approval to the AMO certificate, the State should amend this item as follows:

"This certificate certifies that8 \_\_\_\_\_ is authorized to engage in activities listed in this \_\_\_\_\_ certificate, subject to compliance with the \_\_\_\_\_ and the latest maintenance organization's procedures manual."

9. Reference to relevant State regulations.

10. Reference to the appropriate section/chapter and paragraph of the maintenance organization's procedures manual in which the approved locations of the organization's facilities are listed; for example, Section/Chapter 1, paragraph 1.1.

11. Name of the authority representative signing the AMO certificate.

12. Date of original issue (if different from the date of current issue), if not, use N/A.

13. Title of the authority representative signing the AMO certificate.

14. Signature of the authority representative. In addition, an official stamp may be applied on the AMO certificate.

15. Issuance date of the AMO certificate (dd-mm-yyyy).

## **SECOND SCHEDULE**

### **MAINTENANCE PROCEDURES FORMAT (Regulation 29)**

#### **Part 1 - Management**

1.1 Corporate commitment by the accountable manager.

- 1.2 Management personnel.
- 1.3 Duties and responsibilities of the management personnel.
- 1.4 Management Organisation Chart.
- 1.5 List of certifying staff. Note: A separate document may be referenced.
- 1.6 Manpower resources.
- 1.7 General description of the facilities at each address intended to be approved.
- 1.8 Organisation's intended scope of work.
- 1.9 Notification procedure to the Authority regarding changes to the organisation's activities/approval/location/personnel.
- 1.10 Manual amendment procedures.

## **Part 2 - Maintenance Procedures**

- 2.1 Supplier evaluation procedure.
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, 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 tooling and equipment by staff (including alternate tools).
- 2.7 Cleanliness standards of maintenance facilities.
- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff.
- 2.9 Repair procedure.
- 2.10 Aircraft maintenance program compliance.
- 2.11 Airworthiness Directives procedure.
- 2.12 Optional modification procedure

- 2.13 Maintenance documentation in use and completion of same.
- 2.14 Technical record control.
- 2.15 Rectification of defects arising during base maintenance.
- 2.16 Duplicate Inspection
- 2.17 Aircraft Reweigh
- 2.18 Aircraft Maintenance Test Flight Procedure
- 2.19 Release to service procedure.
- 2.20 Records for the air carrier operator.
- 2.21 Reporting of defects to the Authority/Organization responsible for Type Design.
- 2.22 Return of defective aircraft components to store.
- 2.23 Defective components to outside contractors.
- 2.24 Control of computer maintenance record systems.
- 2.25 Reference to specific maintenance procedures such as-
  - (i) Engine running procedures,
  - (ii) Aircraft pressure run procedures,
  - (iii) Aircraft towing procedures,
  - (iv) Aircraft taxiing procedures.

#### **Part L2 - Additional Line Maintenance Procedures**

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
- L2.2 Line maintenance procedures related to servicing/fuelling/de-icing, etc.
- L2.3 Line maintenance control of defects and repetitive defects.
- L2.4 Line procedure for completion of technical log.
- L2.5 Line procedure for pooled parts and loan parts.
- L2.6 Line procedure for return of defective parts removed from aircraft.

#### **Part 3 - Quality System Procedures**

- 3.1 Quality audit of 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 Quality audit personnel.
- 3.7 Qualifying inspectors.
- 3.8 Qualifying 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.
- 3.12 Control of manufacturers' working teams.

**Part 4 - Documentation**

- 4.1 Contracted air operators.
- 4.2 Air operator procedures and paperwork.
- 4.3 Air operator record completion.

**Part 5 - Appendices**

- 5.1 Sample of documents.
- 5.2 List of subcontractors
- 5.3 List of line maintenance locations