

**STATUTORY INSTRUMENTS SUPPLEMENT**

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**S T A T U T O R Y I N S T R U M E N T S**

**2020 No. 38.**

**THE CIVIL AVIATION (APPROVED MAINTENANCE  
ORGANISATION) REGULATIONS, 2020.**

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# STATUTORY INSTRUMENTS

2020 No. 38.

## **The Civil Aviation (Approved Maintenance Organisation) Regulations, 2020**

*(Made under sections 34(2) and 61 of the Civil Aviation Authority Act, Cap. 354)*

IN EXERCISE of the powers conferred upon the Minister by sections 34(2) and 61 of the Civil Aviation Authority Act, Cap. 354, and on the recommendation of the Civil Aviation Authority, these Regulations are made this 5th day of February, 2020.

### PART I—PRELIMINARY

#### **1. Title**

These Regulations may be cited as the Civil Aviation (Approved Maintenance Organisations) Regulations, 2020.

#### **2. Application**

These Regulations apply to—

- (a) all persons operating or maintaining an aircraft registered in Uganda wherever the persons may be; and
- (b) to the approval of organisations involved in the maintenance of such aircraft, engines, propellers and associated parts wherever those may be.

#### **3. Interpretation**

In these Regulations, unless the context otherwise requires—

“Act” means the Civil Aviation Act, Cap. 354;

“accountable manager” 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;

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

“aircraft” means any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;

“aircraft component” means any component part of an aircraft up to and includes a complete engine or any operational or emergency equipment;

“aircraft type” means all aircraft of the same basic design;

“airframe” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces and landing gear of an aircraft and their accessories and controls;

“airworthy” 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;

“airworthiness directive” means a 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 design, it prescribes mandatory corrective actions to be taken or the conditions or limitations under which the aeronautical products may continue to be operated;

“airworthiness data” 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;

- “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, and is installed in or attached to the aircraft but is not part of an airframe, power plant or propeller;
- “approved data” means technical information approved by the Authority;
- “approved continuous maintenance program” means a maintenance program approved by the State of Registry;
- “approved maintenance program” means a maintenance program approved by the Authority;
- “approved maintenance organisation” 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 an aircraft, airframe or an aeronautical product;
- “aeroplane” 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;
- “Authority” means the Uganda Civil Aviation Authority established under section 3 of the Act;
- “auxiliary power unit” means a self-contained power-unit on an aircraft providing electrical or 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 certification that inspection and maintenance work has been performed satisfactorily in accordance with the methods prescribed by the Authority;
- “certifying staff” means personnel authorised by the approved maintenance organisation and acceptable to the Authority to certify aircraft or aircraft components for release to service;
- “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” means 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.
- “competence in civil aviation” means that an individual has a technical qualification and management experience acceptable to the Authority for the position that that individual holds;
- “composite” means structural materials made of substances and includes wood, metal, ceramic, graphite, boron, epoxy, plastic and fibre-reinforced built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes of a different material;



- “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, transmitting and presenting such data in a usable form for the accomplishment of a specific function;
- “contracting State” means a State that is a signatory to the Convention;
- “currency point:” has the value assigned to it in Schedule 1 to these Regulations;
- “Convention” means the Convention on International Civil Aviation;
- “duplicate inspection” means an initial inspection by an authorised person who assumes full responsibility for the satisfactory completion of the work signing the maintenance release, before being subsequently inspected by a second independent and 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 does not include the propeller, where applicable;
- “facility” means a physical plant including land, buildings and equipment which provide the means for the performance of maintenance, preventive maintenance or modifications of any article;
- “heavier-than-air aircraft” means any aircraft deriving its lift in flight chiefly from aerodynamic forces.
- “housing” means buildings, hangars and other structures that accommodate the necessary equipment and materials of a maintenance organisation that—

- (a) provide working space for the performance of maintenance, preventive maintenance or modifications for which the maintenance organisation 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 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 organisation which details the maintenance organisation’s structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems;

“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;

“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;

major modification” in respect of an aeronautical product for which a type certificate has been issued means 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” means a repair of an aeronautical product that might appreciably affect the structural strength, performance, power plant, operation flight characteristics or other qualities affecting airworthiness or environmental characteristics or that may be embodied in the product using non-standard practices;

“member State” means a State that is party to the Convention;

“modification” means a change to the type design of an aircraft, engine or propeller;

“operator” means a person, organisation 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—

- (a) disassembly, cleaning and inspection as permitted, repair as necessary and reassembly; and

- (b) 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 Authorisation or technical standard Order;

“power plant” means an engine that is used or intended to be used for propelling aircraft and it includes turbo, superchargers, appurtenances and accessories necessary for its functioning, but does not include propellers;

“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.

“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; and includes control components normally supplied by its rotating airfoils of engine;

“quality system” means documented organisational procedures and policies, internal audits of those policies and procedures, management review and recommendation for quality improvement;

“rating” means an authorisation entered on, or associated with a license or certificate and forming part of the licence or certificate, stating special conditions, privileges or limitations pertaining to such license or certificate;

- “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;
- “signature” includes a hand-written signature, an electronic or any other form acceptable to the Authority;
- “repair” means the restoration of an aircraft, engine, propeller or associated part to an airworthy condition after it has been damaged or worn out;
- “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 organisation;
- “State of design” means the State which approved the original type certificate and any subsequent supplemental type certificates for an aircraft or which approved the design of an aircraft or aircraft component or appliance;
- “State of manufacture” means the State under whose authority an aircraft was assembled and approved for compliance with the type certificate and all supplemental type certificates, test flown and approved for operation and may include the State of design;
- “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 and includes a document describing the operations and processes that must be performed in order for a particular and to be achieved;
- “State of registry” means the State on whose registry an aircraft is registered;

“type certificate” means a document issued by a contracting State to define the design of an aircraft, engine or propeller type and to certify that that design meets the appropriate airworthiness requirements of that State;

“type design” means the set of data and information necessary to define an aircraft, engine or propeller type for the purpose of airworthiness determination;

“validation” 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.

## PART II—CERTIFICATION OF MAINTENANCE ORGANISATIONS

### **4. Requirement for approved maintenance organisation certificate**

(1) A person shall not operate an approved maintenance organisation without or in violation of an approved maintenance organisation certificate issued under these Regulations.

(2) An approved maintenance organisation holder shall establish and maintain a safety management system acceptable to the Authority as part of certification requirements described in a safety management manual in accordance with the Civil Aviation (Safety Management) Regulations, 2020.

### **5. Application for approved maintenance organisation certificate**

(1) An applicant for an approved maintenance organisation certificate shall submit the following documents to the Authority at least ninety days before the commencement of operations—

- (a) an application in a manner prescribed by the Authority;
- (b) a maintenance procedures manual of the applicant in duplicate;

- (c) a list of the maintenance functions to be performed by the organisation on behalf of another approved maintenance organisation; and
- (d) a list of all approved maintenance organisation certificates and ratings pertinent to those certificates issued by any member State other than Uganda.

(2) The Authority may require the applicant to submit specific additional information in respect of the application for a certificate.

## **6. Issue of approved maintenance organisation certificate**

(1) The Authority shall issue an approved maintenance organisation certificate if after inspection, the Authority is satisfied that the applicant—

- (a) meets the requirements for holder of an approved maintenance organisation certificate specified under these Regulations; and
- (b) is properly and adequately equipped for the performance of maintenance of aircraft or aircraft components for which it seeks approval.

(2) An approved maintenance organisation certificate shall contain—

- (a) a certificate number specifically assigned to the approved maintenance organisation;
- (b) name and location of the main place of business of the approved maintenance organisation;
- (c) date of issue and period of validity;
- (d) specific terms and conditions of operations acceptable to the Authority;
- (e) ratings issued to the approved maintenance organisation; and
- (f) the issuing authority and the name, title and signature of the person issuing the certificate.

(3) The approved maintenance organisation certificate shall be in the form prescribed by the Authority.

**7. Specific operating provisions**

(1) Specific operating provisions shall contain—

- (a) a certificate number specifically assigned to the approved maintenance organisation;
- (b) class or limited ratings issued in detail, including special approvals and limitations issued;
- (c) date issued or revised; and
- (d) signatures of the accountable manager and a person assigned to sign on behalf of the Authority.

(2) An approved maintenance organisation may perform maintenance, preventive maintenance or modifications on an aircraft, airframe, engine, propeller, appliance, aircraft components or its part only for which it is rated and within the limitations placed in its specific operating provisions.

**8. Class ratings of the approved maintenance organisation**

The following ratings may be issued to an approved maintenance organisation certificated under these Regulations—

(a) airframe ratings—

- (i) Class 1: composite construction of small aircraft;
- (ii) Class 2: composite construction of large aircraft;
- (iii) Class 3: all-metal construction of small aircraft;
- (iv) Class 4: all-metal construction of large aircraft;

(b) power plant ratings—

- (i) Class 1: reciprocating engines of 400 horsepower or less;
- (ii) Class 2: reciprocating engines of more than 400 horsepower;
- (iii) Class 3: turbine engines;



- (c) propeller ratings—
  - (i) Class 1 in respect of all fixed pitch and ground adjustable propellers of wood, metal, or composite construction;
  - (ii) Class 2 all other propellers, by make;
- (d) radio ratings—
  - (i) Class 1 shall be for communication equipment in respect of any radio transmitting equipment or receiving equipment or both, used in aircraft to send or receive communication in flight, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic intercrew signaling devices and similar equipment but shall not be in respect of equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles or mechanical, electrical, gyroscopic or electronic instruments that are a part of communication radio equipment;
  - (ii) Class 2 shall be for navigational equipment in respect of any radio system used in aircraft for en route or approach navigation, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance equipment operated on radar or pulsed radio frequency principles;
  - (iii) Class 3 is for radar equipment in respect of any aircraft electronic system operated on radar or pulsed radio frequency principles;
- (e) instrument ratings—

- (i) Class 1 is mechanical in respect of any diaphragm, bourdon tube, aneroid, optical or mechanically driven centrifugal instrument that is used on aircraft or to operate aircraft, including tachometers, airspeed indicators, pressure gauges, drift sights, magnetic compasses, altimeters or similar mechanical instruments;
  - (ii) Class 2 is electrical in respect of any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges or similar electrical instruments;
  - (iii) Class 3 is Gyroscopic: any instrument or system using gyroscopic principles and motivated by air pressure or electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros and their parts and flux gate and gyrosyn compasses;
  - (iv) Class 4: electronic in respect of any instruments whose operation depends on electron tubes, transistors or similar devices including capacitance type quantity gauges, system amplifiers, and engine analyzers;
- (f) computer systems rating—
- (i) Class 1 in respect of aircraft computer systems;
  - (ii) Class 2 power plant computer systems; and
  - (iii) Class 3 avionics computer systems;
- (g) accessory ratings—
- (i) Class 1 in respect of mechanical accessories that depend on friction, hydraulics, mechanical linkage or pneumatic pressure for operation, including

aircraft wheel brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic servo units;

- (ii) Class 2 in respect of electrical accessories that depend on electrical energy for their operation and generators, including starters, voltage regulators, electric motors, electrically driven pumps magnetos or similar electrical accessories;
- (iii) Class 3 in respect of electronic accessories that depend on the use of an electron tube transistor or similar device, including supercharger, temperature, air conditioning controls or similar electronic controls; and
- (iv) Class 4 in respect of auxiliary power unit that may be installed on aircraft as self-contained units to supplement the engines of the aircraft as a source of hydraulic, pneumatic or electrical power.

## **9. Limited ratings of approved maintenance organisation**

(1) Where appropriate, the Authority may issue a limited rating to an approved maintenance organisation that maintains or alters only a particular type of airframe, power plant, propeller, radio, instrument, computer or accessory parts or performs only specialised maintenance requiring equipment and skills not ordinarily found in an approved maintenance organisation with ratings specified in regulation 8.

(2) A rating issued under subregulation (1) may be limited to—

- (a) a specific model aircraft, engine or constituent part or to any number of parts made by a particular manufacturer;
- (b) airframes of a particular make and model;
- (c) engines of a particular make and model;

- (d) propellers of a particular make and model;
- (e) instruments of a particular make and model;
- (f) computers of a particular make and model;
- (g) radio equipment of a particular make and model
- (h) accessories of a particular make and model;
- (i) landing gear components;
- (j) floats, by make;
- (k) non-destructive inspection, testing and processing;
- (l) emergency equipment rotor blades, by make and model;
- (m) rotor blades by make and model;
- (n) aircraft fabric work; and
- (o) any other purpose for which the Authority finds the request of the applicant appropriate.

(3) A specialised service rating may be issued to an approved maintenance organisation to perform specific maintenance or processes and the specific operating provisions of the approved maintenance organisation shall identify the specification used in performing specialised services which may be—

- (a) a civil or military specification that is currently used by the industry and approved by the Authority; or
- (b) a specification developed by the approved maintenance organisation and approved by the Authority.

## **10. Approved maintenance organisation capability**

(1) An approved maintenance organisation shall provide equipment and material, so that the functions in this regulation as appropriate to the class or limited rating held or applied for, can be performed as required except for functions that are contracted out.

- (2) For an airframe rating, Classes 3 and 4—
- (a) the functions with respect to metal skin and structural components are to—
    - (i) repair and replace steel tubes and fittings using the proper welding;
    - (ii) techniques, when appropriate;
    - (iii) apply anticorrosion treatment to the interior and exterior of parts;
    - (iv) perform simple machine operations;
    - (v) fabricate steel fittings;
    - (vi) repair and replace metal skin;
    - (vii) repair and replace alloy members and components;
    - (viii) assemble and align components using jigs or fixtures;
    - (ix) make up forming blocks or dies; or
    - (x) repair or replace ribs.
  - (b) the functions with respect to wood structure are to—
    - (i) repair ribs and spars;
    - (ii) align interior of wings;
    - (iii) repair or replace plywood skin; or
    - (iv) apply treatment against wood decay;
  - (c) the functions with respect to fabric covering are to repair fabric surfaces;
  - (d) the functions with respect to aircraft control systems are to—
    - (i) repair and replace control cables;
    - (ii) rig complete control system;

- (iii) replace and repair all control system components; or
  - (iv) remove and install control system units and components,
- (e) the functions with respect to aircraft systems are to—
- (i) replace and repair landing gear hinge point components and attachments;
  - (ii) maintain elastic shock absorber units;
  - (iii) conduct landing gear retraction cycle tests;
  - (iv) maintain electrical position indicating and wiring systems;
  - (v) repair and fabricate fuel, pneumatic, hydraulic, and oil lines;
  - (vi) diagnose electrical and electronic malfunctions;
  - (vii) repair and replace electrical wiring and electronic data transmission lines;
  - (viii) install electrical and electronic equipment or perform bench check of electrical and electronic components, not to be confused with the more complex functional test after repair or overhaul;
- (f) the functions with respect to assembly operations are to—
- (i) assemble aircraft components or parts, such as landing gear, wings and controls;
  - (ii) rig and align aircraft components, including the complete aircraft and control system;
  - (iii) install power plants;
  - (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 magnetic, ultrasonic, radiographic, fluorescent or holographic inspection techniques; and
- (h) the functions with respect to inspection of metal structures are the inspection of metal structures using appropriate inspection equipment to perform the inspections required on an aircraft.

(3) An approved maintenance organisation holding a Class 1 or 2 airframe rating for composite aircraft shall, in addition to having the capability to perform the appropriate functions in Class 1, 2, 3 or 4 airframe ratings, have the following equipment—

- (a) autoclave capable of providing positive pressure and temperature consistent with materials used;
- (b) a circulating oven with vacuum capability storage equipment, such as freezer, refrigerator, and temperature control cabinets or other definitive storage areas;
- (c) honeycomb core cutters;
- (d) non-destructive inspection equipment such as x-ray, ultrasonic, or other types of acoustic test equipment as recommended by the manufacturer;
- (e) cutting tools, such as carbide saws or router bits, suitable for cutting and trimming composite structures;
- (f) scales adequate to ensure proper proportioning by mass of epoxy adhesive and resins;
- (g) mechanical pressure equipment such as vacuum bagging or sand bags, as appropriate;

- (h) thermocouple probes necessary to monitor cure temperatures;
- (i) hardness testing equipment using heat guns that are thermostatically controlled for curing repairs; and
- (j) appropriate inspection equipment to perform inspection of composite structures as recommended by the manufacturer and as required for inspection of an aircraft under these Regulations.

(4) For a power plant rating, Class 1 and 2—

- (a) the functions with respect to maintenance and alteration of powerplants, including replacement of parts are to—
  - (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 the recommended techniques that require controlled heating facilities;
  - (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 with respect to inspection of all parts, using appropriate inspection aids are to—
  - (i) determine precise clearances and tolerances of all parts; and
  - (ii) inspect alignment of connecting rods, crankshafts and impeller shafts;



- (iii) accomplish routine machine work including ream inserts, bushings, bearings and other similar components and reface valves.
- (c) the functions with respect to accomplishment of assembly operations are to—
  - (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.

(5) An approved maintenance organisation holding a Class 3 powerplant rating shall, in addition to having the capability to perform the appropriate functions as required for Class 1 and 2 powerplant ratings, have the following—

- (a) testing equipment;
- (b) surface treatment anti-gallant equipment;
- (c) functional equipment requirements as recommended by the manufacturer; and
- (d) appropriate inspection equipment.

(6) The functions for propeller rating Class 1 are to—

- (a) remove and install propellers;
- (b) maintain and alter propellers, including installation and replacement of parts to—
  - (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 drawings and specifications of the manufacturer;
  - (ii) hubs and blades for failures and defects using all visual aids, including the etching of parts; and
  - (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.

(7) The functions for propeller rating Class 2 are to—

- (a) remove and install aircraft propellers, which may include installation and replacement of parts and—
- (i) perform all functions specified for Class 1 propellers when applicable to the make and model of propeller in this class;
  - (ii) properly lubricate moving parts;
  - (iii) assemble complete propeller and subassemblies using special tools when required;
- (b) inspect components using appropriate inspection aids for those functions specified for Class 1 propellers under

- paragraphs (b) and (c) when applicable to the make and model of the propeller being worked on;
- (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 specified in for Class 1 propellers under subregulation 6 (d) when applicable to the make and model of the propeller being worked on; and
  - (e) test propeller pitch-changing mechanism for—
    - (i) hydraulically operated propellers and components;  
or
    - (ii) electrically operated propellers and components.
- (8) For radio rating Class 1, 2, 3—
- (a) the functions of the approved maintenance organisation are to perform physical inspection of radio systems and components by visual and mechanical inspection for radio rating Class 1, 2 and 3—
  - (b) perform electrical inspection of radio systems and components by means of appropriate electrical or electronic test equipment;
  - (c) check aircraft wiring, antennas, connectors, relays and other associated avionics components to detect installation faults;
  - (d) check engine ignition systems and aircraft accessories to determine sources of electrical interference;
  - (e) check aircraft power supplies for adequacy and proper functioning;

- (f) remove, repair, and replace aircraft antennas;
- (g) measure transmission line attenuation;
- (h) measure radio component values such as inductance, capacitance, and resistance;
- (i) determine waveforms and phase in avionics equipment when applicable;
- (j) determine proper aircraft radio antenna, lead-in, and transmission-line characteristics and determine proper locations for type of radio equipment to which the antenna is connected;
- (k) determine the operational condition of radio equipment installed in aircraft by using appropriate portable test apparatus;
- (l) test all types of transistors: solid-state, integrated circuits; or similar devices in equipment appropriate to the class rating; and
- (m) test radio indicators.

(9) For radio rating Class 1, in addition to the functions specified in subregulation (8), the other functions are to—

- (a) test and repair headsets, speakers and microphones;
- (b) measure radio transmitter power output; and
- (c) measure modulation values, noise, and distortion in communication equipment.

(10) For radio rating Class 2, in addition to the functions specified in subregulation (8), the other functions are to—

- (a) test and repair headsets;
- (b) test speakers;

- (c) measure loop antenna sensitivity by appropriate methods; and
- (d) calibrate to approved performance standards any radio navigational equipment, en route and approach aids or similar equipment, as appropriate to this rating.

(11) For radio rating Class 3, in addition to the functions specified in subregulation (8), the other function is to measure transmitter power output.

(12) The functions for computer systems rating Class 1, 2, and 3 are to—

- (a) maintain computer systems in accordance with manufacturer's specifications, test requirements and recommendations;
- (b) remove, maintain, and replace computer systems in aircraft; and
- (c) inspect, test, and calibrate computer system equipment, including software.

(13) The functions for instrument rating Class 1 are to—

- (a) diagnose instrument malfunctions of the following instruments—
  - (i) rate-of-climb indicators;
  - (ii) altimeters;
  - (iii) airspeed indicators;
  - (iv) vacuum indicators;
  - (v) oil pressure gauges;
  - (vi) hydraulic pressure gauges;
  - (vii) de-icing pressure gauges;

- (viii) pitot-static tube;
  - (ix) direct indicating compasses;
  - (x) accelerometer;
  - (xi) direct indicating tachometers; or
  - (xii) direct reading fuel quantity gauges;
- (b) inspect, test and calibrate the instruments specified in paragraph (a) on and off the aircraft, as appropriate.
- (14) The functions for instrument rating Class 2 are to—
- (a) diagnose instrument malfunctions of the following instruments—
- (i) tachometers;
  - (ii) synchro scope;
  - (iii) electric temperature indicators;
  - (iv) electric resistance-type indicators;
  - (v) moving magnet-type indicators;
  - (vi) warning units;
  - (vii) selwyn systems and indicators;
  - (viii) self-synchronous systems and indicators;
  - (ix) remote indicating compasses;
  - (x) quantity indicators;
  - (xi) avionics indicators;
  - (xii) ammeters;
  - (xiii) avionics indicators;
  - (xiv) voltmeters; or
  - (xv) frequency meters.
- (b) inspect, test and calibrate instruments listed in paragraph (a) on and off the aircraft, as appropriate.

(15) The functions for instrument rating Class 3 are to—

- (a) diagnose instrument malfunctions of the following instruments—
  - (i) turn and bank indicators;
  - (ii) directional gyros;
  - (iii) horizon gyros; or
  - (iv) auto pilot control units and components; and
- (b) inspect, test and calibrate instruments specified in paragraph (a) on and off the aircraft, as appropriate.

(16) The functions for instrument rating Class 4 are to—

- (a) diagnose instrument malfunctions of the following instruments;
  - (i) capacitance-type quantity gauge;
  - (ii) laser gyros; or
  - (iii) other electronic instruments; and
- (b) inspect, test, and calibrate instruments listed in paragraph (a) on and off the aircraft, as appropriate.

(17) The approved maintenance organisation shall perform the following functions in accordance with the specifications and recommendations of the manufacturer for accessory rating Class 1, 2, 3, and 4—

- (a) diagnose accessory malfunctions;
- (b) maintain and alter accessories, including installing and replacing parts; and
- (c) inspect, test, and calibrate accessories on and off the aircraft as appropriate.

## **11. Sub-contracted maintenance functions**

(1) An approved maintenance organisation may sub-contract its maintenance functions to another approved maintenance organisation.

(2) Notwithstanding subsection (1) an approved maintenance organisation may sub-contract maintenance functions to a maintenance organisation which is not approved by the Authority provided that—

- (a) the approved maintenance organisation is approved for work which is to be subcontracted and have the capability to assess the competence of the sub-contractor;
- (b) the approved maintenance organisation retains responsibility for quality control and release of the sub-contracted activities, including the appropriate airworthiness requirements; and
- (c) the approved maintenance organisation has necessary procedures for the control of the subcontracted activities, together with the terms for the personnel responsible for the management.

(3) The approved maintenance organisation shall ensure that the contracted maintenance work to be performed shall be in the form of a written maintenance contract detailing the required maintenance functions and defining the support of the quality functions approved or accepted by the Authority.

## **12. Display of certificate**

An approved maintenance organisation shall display the certificate issued by the Authority in a conspicuous place on the premises of the approved maintenance organisation for inspection by the public and the Authority.

## **13. Advertising**

(1) A maintenance organisation shall not advertise itself as an approved maintenance organisation unless an approved maintenance organisation certificate has been issued to that organisation.



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

(3) When the advertising of a maintenance organisation indicates that it is an approved maintenance organisation, the advertisement shall clearly state the certificate number of that approved maintenance organisation.

#### **14. Validity and renewal of certificate**

(1) A certificate issued to an approved maintenance organisation shall be valid for twelve months from the date of issue or renewal, unless a shorter period is specified by the Authority or—

- (a) where the Authority amends, suspends, revokes or otherwise terminates the certificate;
- (b) the approved maintenance organisation surrenders it to the Authority; or
- (c) the approved maintenance organisation suspends operations for more than one hundred and eighty continuous days.

(2) An application for renewal of an approved maintenance organisation certificate shall be made, at least sixty days before the certificate expires, in a form prescribed by the Authority.

(3) Where a request for renewal is made after the expiry of an approved maintenance organisation certificate, the applicant shall meet initial application requirements provided for in these Regulations.

(4) Subject to subregulation (1)(a), a certificate issued to an approved maintenance organisation in another contracting State approved under these Regulations, shall be valid for one year from the date of issue or for a shorter period prescribed by the Authority as long as the certificate for the approved maintenance organisation issued by their national authority is still valid.

## **15. Continued validity of approval**

Unless the approved maintenance organisation certificate has been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the certificate, the certificate shall remain valid if—

- (a) the approved maintenance organisation remains in compliance with these Regulations; and
- (b) the Authority is granted access to the facilities of the organisation to determine continued compliance with these Regulations.

## **16. Surrendering certificate**

A person issued with an approved maintenance organisation certificate shall, on suspension or revocation of the certificate, surrender the certificate to the Authority.

## **17. Changes to approved maintenance organisation or certificate**

(1) An approved maintenance organisation shall notify the Authority of any proposal to carry out any changes in the organisation to enable the Authority to determine compliance with these Regulations and to amend if necessary, the approved maintenance organisation certificate.

(2) An approved maintenance organisation shall not effect the following changes without prior approval of the Authority—

- (a) the name of the approved maintenance organisation;
- (b) the location of the approved maintenance organisation;
- (c) additional locations of the approved maintenance organisation;
- (d) the accountable manager;
- (e) any of the management personnel specified in the maintenance procedure manual of the approved maintenance organisation;

- (f) the facilities, equipment, tools, material, procedures, work scope and certifying staff; and
- (g) ratings held by the approved maintenance organisation.

(3) The Authority may prescribe the conditions under which the approved maintenance organisation may operate during the changes unless the Authority determines that the approval should be suspended.

(4) An approved maintenance organisation certificate may be suspended by the Authority if the changes referred to in subregulation (2) have been made by the approved maintenance organisation without notifying the Authority.

(5) An application for the amendment of an existing approved maintenance organisation certificate shall be made in the manner prescribed by the Authority and where applicable, the approved maintenance organisation shall submit the required amendment of the maintenance procedures manual to the Authority for approval.

### PART III—HOUSING, FACILITIES, EQUIPMENT AND MATERIALS

#### **18. General**

An approved maintenance organisation shall have technical data personnel, facilities, equipment and materials in a quantity and quality that meet the standards specified under these Regulations.

#### **19. Housing and facility requirements**

- (1) An approved maintenance organisation shall—
  - (a) provide as appropriate, housing and facilities for all planned work ensuring, in particular, protection from weather;
  - (b) ensure that the work environment is appropriate for the task carried out and shall not impair the effectiveness of personnel;

- (c) provide office accommodation that is appropriate for the management of planned work in particular, the management of quality, planning and technical records;
  - (d) ensure that specified workshops and bays are segregated, as appropriate, to ensure that environmental and work area contamination is unlikely to occur;
  - (e) provide storage facilities for parts, equipment, tools and materials;
  - (f) provide storage conditions for security of serviceable parts, segregation of serviceable parts from unserviceable parts and for prevention of deterioration and damage to stored items; and
  - (g) avail aircraft hangars, large enough to accommodate aircraft, during on-going maintenance activities.
- (2) Where the hangar referred to in the regulation is not owned by the approved maintenance organisation—
- (i) provide evidence to the Authority that the approved maintenance organisation is authorised to use the hangar;
  - (ii) demonstrate the sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance program;
  - (iii) update the aircraft hangar visit plan on a regular basis;
  - (iv) ensure that aircraft component maintenance and aircraft component workshops are large enough to accommodate the components on planned maintenance;
  - (v) ensure that aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust;

- (vi) ensure that workshop floors are sealed to minimise dust generation; and
- (vii) demonstrate access to hangar accommodation for usage during adverse weather for minor scheduled work or lengthy defect rectification.
- (i) provide aircraft maintenance staff with an area where the staff may study maintenance instructions and complete maintenance records in a proper manner;
- (j) ensure that hangars used to house aircraft together with office accommodation have a clean, effective and comfortable working environment by ensuring that—
  - (i) temperatures are maintained at a comfortable level;
  - (ii) dust and any other airborne contamination are kept to a minimum and not permitted to reach a level in the work task area where visible aircraft or component surface contamination is evident;
  - (iii) lighting is such as to ensure each inspection and maintenance task, can be carried out; and
  - (iv) noise levels are not permitted to rise to the point of distracting personnel from carrying out inspection tasks and where it is impractical to control the noise source, such personnel shall be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks,
- (k) observe the specific environmental conditions as specified in the approved maintenance instructions where a particular maintenance task requires the application of specific environmental conditions different from those specified in subregulation (l);
- (l) where the working environment for line maintenance deteriorates to an unacceptable level with respect to

temperature, moisture, hail, ice, snow, wind, light, dust or other airborne contamination, suspend the particular maintenance or inspection tasks until satisfactory conditions are re-established;

- (m) seal all susceptible systems until acceptable conditions are re-established for both base and line maintenance where dust or other airborne contamination results in visible surface contamination;
- (n) ensure that storage facilities for serviceable aircraft components are clean, well-ventilated and maintained at an even dry temperature to minimize the effects of condensation;
- (o) follow manufacturer standards recommendations for specific aircraft components;
- (p) ensure that storage racks provide sufficient support for large aircraft components so that the component is not distorted; and
- (q) ensure that all aircraft components, wherever practicable, remain packaged in a protective material to minimize damage and corrosion during storage.

## **20. Equipment tools and material**

(1) An approved maintenance organisation shall have the necessary equipment, tools and material to perform the approved scope of work and the items shall be under the full control of the approved maintenance organisation.

(2) Equipment and tools shall be available at all times except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.

(3) The Authority may exempt an approved maintenance organisation from possessing specific tools and equipment for maintenance or repair of an aircraft or aircraft component specified in

the certificate of the approved maintenance organisation, if the tools and equipment can be acquired temporarily, by prior arrangement when needed to perform required maintenance or repairs.

(4) The Authority may not amend the approval to remove the aircraft or aircraft component on the basis that it is a temporary situation and there is a formal agreement from the approved maintenance organisation to re-acquire tools, equipment or other items before performing any maintenance or repair.

(5) An approved maintenance organisation shall control all applicable tools, equipment and test equipment used for product acceptance or for making a finding of airworthiness.

(6) An approved maintenance organisation shall ensure that all applicable tools, equipment and test equipment used for product acceptance or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the Authority and traceable to national or international standards.

(7) An approved maintenance organisation shall keep all records of calibrations and the standards used for calibration.

(8) Except as provided in subregulation (6), in the case of foreign manufactured tools, equipment and test equipment, the standard provided by the country of manufacture may be used on approval by the Authority.

(9) Where the manufacturer specifies a particular tool, equipment or test equipment then that tool, equipment or test equipment shall be used unless the manufacturer has identified the use of an equivalent.

(10) Except as provided in subregulation (9), tools, equipment or test equipment other than those recommended by the manufacturer shall be acceptable where—

- (a) the approved maintenance organisation has a procedure in the maintenance procedure manual providing for the use of similar tools, equipment or test equipment; and
- (b) the approved maintenance organisation has a program based on—
  - (i) a description of the procedures used to establish the competence of personnel that make the determination of equivalency of tools, equipment or test equipment;
  - (ii) conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment or test equipment proposed;
  - (iii) ensuring that the limitations, parameters and reliability of the proposed tool, equipment or test equipment are equivalent to the manufacturer's recommended tools, equipment or test equipment;
  - (iv) ensuring that the equivalent tool, equipment or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations and checking all parameters of the aircraft or aircraft component undergoing maintenance or calibration; and
  - (v) has full control of the equivalent tool, equipment or test equipment through an ownership, lease or other legal arrangement by the approved maintenance organisation.

(11) An approved maintenance organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms or docking such that the aircraft may be properly inspected.



(12) An approved maintenance organisation shall have a procedure to inspect or service equipment, calibrate tools and test equipment on a regular basis and indicate to users that an item is within any inspection or service, calibration time limit.

(13) An approved maintenance organisation shall have a procedure to ensure that if it uses a primary, secondary or transfer standard for performing calibration, that standard cannot be used to perform maintenance.

(14) A clear system of labelling tools, equipment and test equipment shall be used to give information on when—

- (a) the next inspection, service or calibration is due and where the item is unserviceable for a reason that is not obvious; and
- (b) such tools, equipment and test equipment are not used for product acceptance or for making a finding of airworthiness.

(15) An approved maintenance organisation shall maintain a register for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.

(16) Inspection, service or calibration on a regular basis shall be in accordance with the instruction of the manufacturers of the equipment except where the approved maintenance organisation can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

#### PART IV—ADMINISTRATION

### **21. Approved maintenance organisation personnel and training requirements**

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

(2) A person appointed as manager shall represent the maintenance management structure of the approved maintenance organisation, and shall be responsible for all functions specified in these Regulations.

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

(4) The maintenance organisation shall employ the necessary personnel to plan, perform, supervise, inspect and release the work to be performed.

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

(6) A person signing a certificate of release to service shall be qualified in accordance with the Civil Aviation (Personnel Licensing) Regulations, 2020 as appropriate to the work performed and as acceptable to the Authority.

(7) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority.

(8) The training program established by the approved maintenance organisation shall include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.

(9) The functions of the approved maintenance organisation shall be allocated to individual managers or combined in any number of ways, dependent upon the size of the approved maintenance organisation.

(10) An approved maintenance organisation may facilitate the conduct of skill test to determine the competence of an applicant for aircraft maintenance engineers licence in accordance with the Civil Aviation (Personnel Licensing) Regulations, 2020.

(11) An approved maintenance organisation that uses aviation repairman specialists shall ensure that each aviation repairman specialist employed by the approved maintenance organisation is authorised in accordance with the Civil Aviation (Personnel Licensing) Regulations, 2020.

(12) An approved maintenance organisation shall have a dangerous goods training programme for its employees, whether full time, part time, temporary or contracted, who are engaged in the following activities—

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

(13) An approved maintenance organisation employee shall not perform or directly supervise any work prescribed in subregulation (12) unless he or she has received the approved dangerous goods training.

(14) The dangerous goods training programme of the approved maintenance organisation shall be approved by the Authority.

(15) An approved maintenance organisation shall document, in a form and manner acceptable to the Authority, the individual employee training records which shall be retained for a minimum of two years.

## **22. Management personnel required for approved maintenance organisation**

(1) An approved maintenance organisation shall have an accountable manager acceptable to the Authority and with sufficient authority for ensuring that all the necessary resources are available to support the approved maintenance organisation.

(2) The approved maintenance organisation shall have qualified personnel with proven competence in civil aviation available and serving in the following positions or their equivalent—

- (a) base maintenance manager;
- (b) line maintenance manager;
- (c) workshop manager;
- (d) quality manager; and
- (e) safety manager.

(3) For the purposes of subregulation (2), “competence in civil aviation” means that an individual has a technical qualification and management experience acceptable to the Authority for the position.

(4) The Authority may approve positions, other than those listed in subregulation (2), if the approved maintenance organisation is able to show that it can perform the approved functions safely under the direction of fewer or different categories of management personnel

(5) The approved maintenance organisation shall make temporal arrangements to ensure continuity of supervision of its functions if maintenance is conducted in the absence of any required management Personnel.

(6) A person serving in a required management position in an approved maintenance organisation shall not serve in a similar position in any other approved maintenance organisation without the approval of the Authority.

### **23. Qualification and responsibility of personnel**

(1) The accountable manager shall have the following qualifications—

- (a) background in the management of aircraft maintenance organisations;
- (b) knowledge of these Regulations and other regulations and materials published by the Authority that are applicable to aircraft maintenance; and
- (c) knowledge of the maintenance procedures of the organisation.

(2) The accountable manager may delegate all or part of his or her responsibility in writing to another person in a management position within the organisation when approved by the Authority.

(3) A base maintenance manager shall, depending on the scope of approval of an approved maintenance organisation, be responsible for ensuring that all maintenance carried out in the hangar is carried out in accordance with the approved maintenance schedule or programme.

(4) The minimum qualification for the base maintenance manager are—

- (a) a licence as a maintenance engineer with appropriate ratings in airframe and engines or avionics;
- (b) at least five years' experience in maintaining the same category of aircraft including one year in the capacity of returning aircraft to service;
- (c) training on every aircraft maintained within the approved scope of the approved maintenance organisation; and
- (d) a qualification or award received after a management or supervisory course.

(5) A line maintenance manager shall be responsible for ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards and any corrective action resulting from quality compliance monitoring is carried out to the required standards;

(6) The minimum qualifications for line maintenance manager are—

- (a) a licensed maintenance engineer with appropriate airframe, powerplant or avionics ratings;
- (b) at least five years' experience in maintaining the same category of aircraft including one year in the capacity of returning aircraft to service; and
- (c) have attended management or supervisory course.

(7) A workshop manager shall be responsible for ensuring that all work on aircraft components in the workshop and any corrective action resulting from quality compliance monitoring is performed to required standards.

(8) The minimum qualifications for a workshop manager are—

- (a) a licensed maintenance engineer with appropriate airframe, engines or avionics rating;
- (b) at least five years' experience in maintaining components for the same category of aircraft including one year in the capacity of returning components to service; and
- (c) have attended management or supervisory course.

(9) A quality manager shall be responsible for monitoring the compliance of the approved maintenance organisation with these Regulations and requesting remedial action as necessary by the base maintenance manager, line maintenance manager, workshop manager or the accountable manager, as appropriate.

- (10) The minimum qualifications for quality manager are—
- (a) a licensed maintenance engineer with appropriate airframe and engine or avionics ratings;
  - (b) at least five years' experience in the field of aircraft maintenance; and
  - (c) shall have successfully completed training in quality management course recognised by the Authority.

(11) A safety manager shall have the following minimum qualifications—

- (a) type rated licenced aircraft maintenance engineer, airframe and engine or avionics;
- (b) at least five years of experience in the field of aircraft maintenance of which the last three years shall be of releasing aircraft to service; and
- (c) successfully completed training in safety management course recognised by the Authority.

## **24. Man hours**

(1) An approved maintenance organisation shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.

(2) The man-hours plan shall relate to the aircraft hangar visit plan where an approved maintenance organisation is certified for base maintenance.

(3) Man-hours plans shall be regularly updated.

(4) Work performed on any aircraft registered outside Uganda shall be taken into account where the work impacts upon the production man-hours plan.

(5) Quality monitoring compliance function relating to man-hours shall be such as may be sufficient to meet the requirement of rest and duty limitations for persons performing maintenance functions.

## **25. Assessment of personnel**

(1) Planners, aircraft maintenance engineers, mechanics, supervisors and certifying staff of an approved maintenance organisation shall be assessed for competence on the basis of the on the job evaluation or by examination relevant to their particular role within the approved maintenance organisation before unsupervised work is permitted.

(2) The assessment specified in subregulation (1) shall be based on job description for each post and shall establish that—

- (a) planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that the planners have no authority to deviate from the aircraft maintenance program;
- (b) aircraft maintenance engineers and mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards;
- (c) supervisors are able to ensure that all required maintenance tasks are carried out and where not done or where it is evident that a particular maintenance task cannot be carried out in accordance with maintenance instructions, the issues will be reported to and agreed upon by the quality department of the approved maintenance organisation; and
- (d) certifying staff are able to determine when an aircraft or an aircraft component is or is not ready for release to service.

(3) Planners, supervisors and certifying staff shall demonstrate knowledge of approved maintenance organisation procedures relevant to their particular role.

(4) The approved maintenance organisation shall ensure that personnel who carry out specialised task are appropriately qualified in accordance with standards recognised by the Authority.



## **26. Training of certifying staff**

(1) The approved maintenance organisation or a training organisation selected by the approved maintenance organisation shall perform initial and continuing training of certifying staff.

(2) The approved maintenance organisation shall establish the curriculum and standards for training of personnel and establish pre-qualification standards intended to ensure that the trainee has a reasonable chance of successfully completing any course.

(3) The Authority shall approve the training programme, training facilities and the curriculum to train certifying staff as referred to in subregulation (2).

(4) The training programme submitted to the Authority under subregulation (3) shall include—

- (a) details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods; and
- (b) for maintenance personnel and certifying staff of the approved maintenance organisation, training in knowledge and skills related to live performance including coordination with other maintenance personnel and flight crew.

(5) All trained personnel shall be examined at the end of each training course.

(6) All certifying staff of an approved maintenance organisation shall undergo initial training that covers—

- (a) basic engineering theory relevant to the scope of work performed by the Approved maintenance organisation;
- (b) specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system or structural defects; and

- (c) company procedures relevant to the task of the certifying staff.

(7) All certifying staff of an approved maintenance organisation that have undergone initial training shall undertake continuous training in changes in approved maintenance organisation procedures and changes in the standard of aircraft or aircraft component maintained.

(8) A certifying staff employed in an approved maintenance organisation shall not undertake the same responsibilities in another approved maintenance organisation unless approved by the Authority.

**27. Rest and duty limitations for persons performing maintenance functions in an approved maintenance organisation**

(1) An approved maintenance organisation shall not—

- (a) assign maintenance functions for aircraft unless the assignee has had a minimum rest period of eight hours prior to the beginning of duty; or
- (b) perform maintenance functions for aircraft unless that person has had a minimum rest period of eight hours prior to the beginning of duty.

(2) An approved maintenance organisation shall not—

- (a) schedule a person performing maintenance functions for aircraft for more than twelve consecutive hours of duty; or
- (b) perform maintenance functions for aircraft for more than twelve consecutive hours of duty.

(3) In situations involving unscheduled aircraft unavailability, persons performing maintenance functions for an aircraft may be continued on duty for—

- (a) up to sixteen consecutive hours; or
- (b) twenty hours in twenty-four consecutive hours.

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

(5) An approved maintenance organisation shall relieve the person performing maintenance functions from all duties for twenty-four consecutive hours during any seven consecutive day period.

## **28. Record of certifying staff**

(1) An approved maintenance organisation shall maintain a roster of all certifying staff and the roster shall include details of the scope of the authorisation of the staff and the certifying staff shall be notified in writing of the scope of that authorisation.

(2) The following minimum information shall be kept on record in respect of each certifying person—

- (a) name;
- (b) date of birth;
- (c) basic training;
- (d) type of training;
- (e) continuous training;
- (f) experience;
- (g) qualifications relevant to the approval;
- (h) scope of the organisation;
- (i) date of first issue of the organisation;
- (j) expiration date of the organisation, where appropriate; and
- (k) identification number of the organisation.

(3) Records of certifying staff shall be controlled by the quality department of the approved maintenance organisation.

(4) The number of persons organisation to access the records system shall be limited to organisation the possibility of records being altered in an organisation manner and to limit confidential records from becoming accessible to organisation persons.

(5) Certifying staff shall be given reasonable access on request to their records.

(6) The Authority may investigate the records system for initial and continued approval or when the Authority has cause to doubt the competence of a particular certifying person.

(7) An approved maintenance organisation shall keep the record of a certifying staff for at least two years following a date on which a staff has ceased employment with the Approved maintenance organisation or upon withdrawal of the certifying staff organisation.

(8) Certifying staff shall upon request, be furnished with a copy of their record on leaving the approved maintenance organisation.

(9) The organisation document issued to the certifying staff under this regulation shall be in a style that makes its scope clear to certifying staff and the Authority that may be required to examine the document and where codes are used to define scope and an interpretation document shall be readily available.

(10) A certifying staff shall be required to carry the organisation document at all times and shall produce the document on request from the Authority.

PART V—APPROVED MAINTENANCE ORGANISATION  
OPERATING RULES

**29. Maintenance procedures manual**

(1) An approved maintenance organisation shall provide a maintenance procedures manual which may be issued in separate points for the use by maintenance personnel.

(2) Maintenance procedures manual and any subsequent amendments shall be approved by the Authority prior to use.

(3) Maintenance procedures manual shall specify the scope of work required of the approved maintenance organisation in order to satisfy the relevant requirements for an approval of an aircraft or aircraft component for return to service.

(4) A maintenance procedures manual and any other manual it identifies shall—

- (a) include instructions and information necessary to allow the personnel to perform their duties and responsibilities with a high degree of safety;
- (b) be in a form that is easy to revise and contain a system which allows personnel to determine current revision status;
- (c) have the date of the last revision printed on each page containing the revision;
- (d) not be contrary to any laws of Uganda or the operations specifications of the approved maintenance organisation; and
- (e) include a reference to appropriate civil aviation regulations.

(5) Without prejudice to the preceding provisions of this regulation, maintenance procedure manual shall contain the following information—

- (a) a statement signed by the accountable manager confirming that the maintenance procedures manual and any associated manuals define the compliance of the approved maintenance organisation with this regulation and shall be complied with at all times;
- (b) a list that describes the duties and responsibilities of the management personnel and the matters in which they may deal directly with the Authority on behalf of the approved maintenance organisation;

- (c) a procedure to establish and maintain a current list of the titles and names of the management personnel of the approved maintenance organisation accepted by the Authority;
- (d) an organisation chart showing associated chains of responsibility of the management personnel;
- (e) a procedure to establish and maintain a current roster of certifying staff;
- (f) a description of the procedures used to establish the competence of maintenance personnel;
- (g) a general description of manpower resources;
- (h) description of the method used for the completion and retention of the maintenance records;
- (i) a description of the procedure for preparing the certificate of release to service and the circumstances under which the certificate of release to service is to be signed;
- (j) a description, where applicable, of additional procedures for complying with maintenance procedures and requirements of a holder of an air operator certificate;
- (k) a description of the procedures for complying with the service information reporting requirement contained in regulation 37;
- (l) a description of the procedure for receiving, amending and distributing within the maintenance organisation all necessary airworthiness data from the type certificate holder or the type design organisation;
- (m) a general description of the facilities located at each physical address specified in the certificate of the approved maintenance organisation;
- (n) a general description of the scope of work of the approved maintenance organisation relevant to the extent of approval;

- (o) the notification procedure for the approved maintenance organisation is to use when requesting the approval of changes to the organisation of the approved maintenance organisation from the Authority;
- (p) the amendment procedure for the maintenance procedures manual, including the submission to the Authority;
- (q) the procedures of the approved maintenance organisation acceptable to the Authority to—
  - (i) ensure manual good maintenance practices and is in compliance with the requirements in these Regulations;
  - (ii) to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures;
  - (iii) to ensure good quality maintenance practices and airworthy aircraft and aircraft components compliance monitoring;
  - (iv) to establish a feedback system, acceptable to the Authority, to the person or group of persons specified in regulation 23; and
  - (v) to the accountable manager ensure corrective action.
- (r) approved maintenance organisation procedures for self-evaluations, including methods and the frequency of such evaluations and procedures for reporting results to the accountable manager for review and action;
- (s) a list of operators, if appropriate, to which the approved maintenance organisation provides an aircraft maintenance service;
- (t) a list of organisations performing maintenance on behalf of the approved maintenance organisation;
- (u) a list of the line maintenance locations and procedures of the approved maintenance organisation, where applicable;

- (v) a description of the organisation's procedures and quality or inspection system in accordance with regulation 30;
- (x) the personnel authorised to sign the maintenance release and the scope of their authorisation;
- (y) a description, where applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements; and
- (z) a description of the procedures for implementing changes affecting the approval of the maintenance organisation.

(6) The list of personnel and certifying staff for subregulation (5) (b) and (5) (e) may be separate from the approved maintenance organisation maintenance procedures manual, but shall be kept current and available for review by the Authority when requested.

(7) Approved maintenance organisation personnel must be familiar with the parts of the manuals that are relevant to the maintenance work they perform.

(8) The maintenance organisation shall ensure that the procedures manual is amended as necessary to keep the information contained in the manual up to date.

(9) The quality manager of an approved maintenance organisation shall be responsible for—

- (a) monitoring the amendment of the maintenance procedures manual, including associated procedures manuals; and
- (b) submitting copies of all the amendments to the maintenance procedures manual promptly to all organisations or persons to whom the manual has been issued.

(10) The maintenance procedures manual shall address four main areas—

- (a) the management procedures covering the parts previously specified;



- (b) the maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft shall be maintained to the required standard;
- (c) the quality system procedures, including the methods of qualifying mechanics, inspectors, certifying staff and quality audit personnel; and
- (d) contracted air operator certificate holder procedures and paperwork.

(11) An approved maintenance organisation maintenance procedures manual shall be in the format specified in Schedule 2 to these Regulations.

### **30. Maintenance procedures and independent quality system**

(1) An approved maintenance organisation shall establish maintenance procedures acceptable to the Authority to ensure good maintenance practices and compliance with all relevant requirements in these Regulations, such that aircraft and aircraft components may be properly released to service.

(2) The maintenance procedures established under subregulation (1) shall—

- (a) cover all aspects of maintenance activity and describe standards to which the approved maintenance organisation intends to work;
- (b) take into account the aircraft and aircraft component design and approved maintenance organisation standards; and
- (c) address the provisions and limitations of these Regulations.

(3) An approved maintenance organisation shall establish an independent quality system, acceptable to the Authority, to monitor compliance with and adequacy of the procedures and by providing a system of inspection to ensure that all maintenance is properly performed.

(4) The compliance monitoring specified in subregulation (3) shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager to ensure where necessary, corrective action is taken.

(5) The quality system established under subregulation (3)—

- (a) shall be under the control of the quality manager that evaluates the maintenance procedures and the correctness of the equivalent safety case process; and
- (b) shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the approved maintenance organisation.

(6) The quality system of an approved maintenance organisation shall—

- (a) be sufficient to review all maintenance procedures as described in the maintenance procedures manual in accordance with an approved program once a year for each aircraft type maintained; and
- (b) indicate when audits are due, when they are completed and establish a system of audit reports to be reviewed by the Authority on request.

(7) The audit system established under subregulation (6) (b) shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.

### **31. Capability list**

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

(2) An approved maintenance organisation shall not perform maintenance, preventive maintenance or modifications on an article until the article has been listed on the capability list in accordance with these Regulations.

(3) A capability list specified in subregulation (2) shall identify each article by make and model, part number, or other nomenclature designated by the manufacturer of that article.

(4) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the certificate of the approved maintenance organisation, and only after the Approved maintenance organisation has performed a self-evaluation in accordance with regulation 30(5).

(5) An approved maintenance organisation shall perform the self-evaluation described in subregulation (4) to determine that the maintenance organisation has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this regulation.

(6) Where an approved maintenance organisation makes a positive determination under subregulation (5), the approved maintenance organisation may list the article on the capability list.

(7) The document of the evaluation described in subregulation (4) shall be signed by the accountable manager and shall be retained on file by the approved maintenance organisation.

(8) The approved maintenance organisation shall, on listing an additional article on its capability list, send a copy of the list to the Authority.

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

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

(11) An approved maintenance organisation shall retain a capability list and self-evaluation for two years from the date accepted by the accountable manager.

(12) Prior to approval of an amended capability list for inclusion of an article, the Authority shall evaluate the approved maintenance organisation in accordance with regulation 5.

**32. Approved maintenance organisation privileges**

(1) An approved maintenance organisation shall only carry out the following tasks as permitted by and in accordance with its maintenance procedures manual—

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

(2) The approved maintenance organisation may maintain or alter any article for which it is rated at a place other than the approved maintenance organisation location if—

- (a) the function would be performed in the same manner as when performed at the approved maintenance organisation and in accordance with these Regulations; or

- (b) all necessary personnel, equipment, material, and technical or approved standards are available at the place where the work is to be done; and
- (c) the maintenance procedure manual of the station specified approved procedures governing work to be performed at that place other than the location of the approved maintenance organisation.

### **33. Approved maintenance organisation limitations**

(1) An approved maintenance organisation may maintain an aircraft or aircraft component for which it is approved where all necessary housing, facilities, equipment, tools, material, approved technical data and certifying staff are available.

(2) An approved maintenance organisation shall not contract out the maintenance, preventive maintenance or alteration of a complete type-certified product.

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

### **34. Certificate of release to service**

(1) A certificate of release to service shall be completed and signed to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedures described in the maintenance procedures manual of the approved maintenance organisation.

(2) An aircraft component, which has been maintained off the aircraft, requires the issue of a certificate of release to service for such maintenance and another certificate of release to service in regard to the proper installation onto the aircraft.

(3) A certificate of release to service shall contain—

- (a) basic details of the maintenance carried out;
- (b) the date such maintenance was completed; and
- (c) the identity, including the organisation reference, of the approved maintenance organisation 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 by the approved aircraft maintenance program, on the aircraft, whether such maintenance took place as base or line maintenance;
- (b) before flight, at the completion of any defect rectification, while the aircraft operates between scheduled maintenance; and
- (c) at the completion of any maintenance on an aircraft component when off the aircraft.

(5) A certificate of release to service shall contain the following statement—

*“Certifies that the work specified was carried out in accordance with current regulations and in respect of that work the aircraft or aircraft component is considered ready for release to service.”*

(6) The three types of certificate of release to service to be used on different occasions are—

- (a) Class 1: Certificate of release to service—scheduled aircraft maintenance and major modification;
- (b) Class 2: Certificate of release to service—Component release; and
- (c) Class 3: Certificate of release to service—Unscheduled aircraft maintenance.

(7) Where instructions include a requirement to ensure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of “GO” or “NO GO” gauges and, it shall not be sufficient to state that the dimension or the test figure is within tolerance.

(8) When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance as long as there is a cross-reference to the work-pack containing full details of maintenance carried out.

(9) The date when the maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date, flying hours, cycles, landings or some other relevant value as appropriate.

(10) Dimensional information shall be retained in the work-pack record.

(11) The person issuing the certificate of release to service shall use a full signature and preferably a certification stamp.

(12) Where a computer release to service system is used the Authority will need to be satisfied that only the particular person can electronically issue the certificate of release to service.

### **35. Maintenance records**

(1) An approved maintenance organisation shall record, in a form acceptable to the Authority, all details of work carried out and maintenance records to show that all requirements for the signing of a maintenance release have been met.

(2) An approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific maintenance data used for repairs or modifications carried out.

(3) An approved maintenance organisation shall retain a copy of all detailed maintenance records and any associated maintenance data in a safe, secure and fireproof environment for two years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation.

(4) The form and format of the records may include paper, film, electronic records or any of these combinations.

(5) A person who maintains, performs preventive maintenance, rebuilds or modifies an aircraft or aircraft component shall—

- (a) make an entry in the maintenance record of that equipment showing—
  - (i) a description of work carried out and reference to data acceptable to the Authority;
  - (ii) the date of completion of the work carried out;
  - (iv) the name of the person performing the work if other than the person specified in this regulation;
  - (iv) the work performed on the aircraft or aircraft component has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work; and
  - (v) the authorised signature, which constitutes the approval for return to service, the approved maintenance organisation certificate number and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions indicated in the form.
- (b) in addition to the entry specified in paragraph (a), the person performing the work shall enter on a form major repairs executed by the person performing the work, in the manner prescribed by the Authority.



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

- (a) that person uses methods, techniques and practices acceptable to the Authority, to disassemble, clean, inspect as permitted, repair as necessary and reassemble that aircraft or aeronautical components; and
- (b) it has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process or appliance approval under a technical standing Order.

(7) A person shall not describe in any required maintenance entry or form, an aircraft or other aircraft components as being rebuilt unless it has been—

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

(8) A person shall not issue a certificate of release to service to any aircraft or aircraft component that has undergone maintenance, preventive maintenance, rebuilding or modification unless—

- (a) the appropriate maintenance record entry specified in subregulation (4) has been made; and
- (b) the major repair and major modification form specified in subregulation (4) (b) authorised by or furnished by the Authority has been executed in a manner prescribed by the Authority.

(9) Where a repair or modification results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and provided as prescribed by the Authority.

(10) A person approving or disapproving for return to service an aircraft or aircraft component, after any inspection performed in accordance with this regulation, shall make an entry in the maintenance record of that equipment containing the following information—

- (a) the type of inspection and a brief description of the extent of the inspection;
- (b) the date of the inspection and aircraft total time in service;
- (c) the organisation signature, an approved maintenance organisation certificate number and type of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part or portions;
- (d) where the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—

*“I certify that this aircraft has been inspected in accordance with (insert type of inspection) inspection and was determined to be in airworthy condition;”*

- (e) the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement.

*“I certify that this aircraft has been inspected in accordance with (insert type of inspection) inspection and a list of discrepancies and non-airworthy items dated (insert date) has been provided for the aircraft owner or operator;”* and

- (f) where an inspection is conducted under an inspection program provided for in this regulation, the entry shall identify the inspection program accomplished, and contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.

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

### **36. Airworthiness data**

(1) An approved maintenance organisation shall have airworthiness data appropriate to support the maintenance work performed on the aircraft or aircraft component from the Authority, the design organisation or any other approved design organisation in the State of manufacture or State of design.

- (2) Maintenance documents include –
  - (a) these Regulations;
  - (b) associated advisory material;
  - (c) airworthiness directives;
  - (d) manufacturers' maintenance manuals;
  - (e) repair manuals;
  - (f) supplementary structural inspection documents;
  - (g) service bulletins;
  - (h) service letters;
  - (i) service instructions;
  - (j) modification leaflets;
  - (k) aircraft maintenance program;
  - (l) Non-destructive testing manual;

- (m) airworthiness notices issued by the Authority; and
- (n) any other relevant document which the authority may specify.

(3) The Authority may classify data from another authority or organisation as mandatory and may require the approved maintenance organisation to hold such data.

(4) The approved maintenance organisation shall submit to the Authority an amendment to the maintenance procedure manual for any such proposed modifications for acceptance where the approved maintenance organisation modifies airworthiness data specified in subregulation (1) or (2) to a format or presentation more useful for its maintenance activities.

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

(6) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.

(7) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aircraft components being maintained and for supervisors, mechanics and certifying staff to refer to.

(8) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work program to enable easy access, unless the computer system can produce paper copies.

(9) Where microfilm or microfiche reader-printers are used, a similar requirement as specified in subregulation (8) is applicable.

### **37. Reporting of non-airworthy conditions**

(1) An approved maintenance organisation shall report to the Authority, the aircraft design organisation of the State of design any identified condition that may present a serious hazard to the aircraft.

(2) Reports shall be made in a form prescribed by the Authority and shall contain all pertinent information about the condition known to the approved maintenance organisation including—

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

(3) Where the approved maintenance organisation is contracted by an air operator certificate holder to carry out maintenance, that approved maintenance organisation shall report to the air operator certificate holder any condition affecting the airworthiness of aircraft or aircraft component.

(4) A report shall be made as soon as practicable, but in any case within three days after identifying the condition to which the report relates.

### **38. Inspections**

(1) An approved maintenance organisation shall allow the Authority unlimited access to inspect an approved maintenance organisation and any of its contract maintenance facilities at any time to determine compliance with these Regulations.

(2) Arrangements for maintenance, preventive maintenance, or modifications by a contractor shall include provisions for inspections of the contractor by the Authority.

(3) The Authority shall inspect an approved maintenance organisation at least once annually.

(4) The Authority shall inspect an approved maintenance organisation in another contracting state approved under these Regulations at least once in every year as long as the approved maintenance organisation certificate issued under the national authority of the contracting state remains valid.

(5) After inspection, the Authority shall notify the certificate holder, in writing, of any deficiencies found during the inspection.

### **39. Performance standards**

(1) An approved maintenance organisation that performs any maintenance, preventive maintenance, or modifications for an air operator certificate holder certificated under the Civil Aviation (Air Operator Certification and Administration) Regulations, 2020 having an approved maintenance programme or an approved continuous maintenance programme shall perform that work in accordance with the air operator certificate holder's manuals.

(2) Except as provided in subregulation (1), each approved maintenance organisation shall perform its maintenance and modification operations in accordance with the applicable standards in the Civil Aviation (Airworthiness) Regulations, 2020.

(3) An approved maintenance organisation shall maintain, in current condition, all service manuals, instructions, and service bulletins of manufacturers that relate to the articles that it maintains or modifies.

(4) An approved maintenance organisation with an avionics rating shall comply with the requirements of these Regulations that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating and test apparatus, shop equipment, performance standards, test methods, modifications, and calibrations that conform to the manufacturer's specifications or instructions, approved specification, and if not otherwise specified, in accordance with good practices of the aircraft avionics industry.

(5) The approved maintenance organisation shall carry out maintenance on an aircraft in accordance with a maintenance programme, approved by the State of Registry and shall contain the following—

- (a) maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilisation of the aeroplane;
- (b) where applicable, a continuing structural integrity programme;
- (c) procedure for changing or deviating from the provisions of paragraph (a) and (b); and
- (d) where applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines.

(6) The design and application of the operation's maintenance programme shall observe human factors principles.

## PART VI—EXEMPTIONS

### **40. Exemption**

The Authority may in writing exempt a person or an approved maintenance organisation from a specific requirement of these Regulations.

### **41. Application for exemption**

(1) An application for exemption shall be submitted not less than sixty days before the proposed effective date.

- (2) A request for an exemption shall contain the applicant's—
- (a) name;
  - (b) physical address and mailing address;
  - (c) telephone number;
  - (d) fax number if available; and
  - (e) email address if available;

(3) The application shall be accompanied by a fee prescribed by the Authority, for technical evaluation.

**42. Substance of the request for exemption**

(1) An application for exemption shall contain the following—

- (a) a citation of the specific requirement from which the applicant seeks exemption;
- (b) an explanation of why the exemption is needed;
- (c) a description of the type of operations to be conducted under the proposed exemption;
- (d) the proposed duration of the exemption;
- (e) an explanation of how the exemption shall benefit the public;
- (f) a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question; and
- (g) a review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware.

(2) Where the applicant seeks emergency processing, the application must contain supporting facts and reasons that the application was not timely filed, and the reasons as to why it is an emergency.

(3) The Authority may deny an application if it finds that the applicant has not justified the failure to apply for an exemption within the prescribed time.

**43. Initial review by the Authority**

(1) The Authority shall review every application for an exemption for accuracy and compliance with the requirements of these Regulations.



(2) If the application appears on its face to satisfy the provisions of these Regulations and the Authority determines that a review of its merits is justified, the Authority shall publish a detailed summary of the application in the *Gazette*, an aeronautical information circular or at least one local daily newspaper for comment and specify the date by which comments shall be received by the Authority for consideration.

(3) Where the requirements for an application under these Regulations have not been met, the Authority shall notify the applicant and take no further action until the applicant corrects the application and resubmits it in accordance with these Regulations.

(4) If the request is for emergency relief, the Authority shall publish the application or the Authority's decision as soon as possible after processing the application.

#### **44. Evaluation of the request**

(1) After initial review, if the filing requirements have been satisfied, the Authority shall conduct an evaluation of the request to determine—

- (a) whether an exemption shall be in the public interest;
- (b) whether the applicant's proposal shall provide a level of safety equivalent to that by the regulation, provided that where the Authority decides that a technical evaluation of the request shall impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) whether a grant of the exemption shall contravene the applicable Convention standards and recommended practices; and
- (d) whether the request shall be granted or denied, and of any conditions or limitations that shall be part of the exemption.

(2) The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation and decision to grant or deny the request.

(3) The summary referred to in subregulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) If the exemption affects a significant population of the aviation community of Uganda, the Authority shall publish the summary in an Aeronautical Information Circular.

## PART VII—GENERAL PROVISIONS

### **45. Holder of licence, certificate or authorisation to have it in possession**

A holder of a licence, certificate or authorisation issued by the Authority shall have in his or her physical possession or at the work site when exercising the privileges of that licence, certificate or authorisation.

### **46. Access for inspection**

An approved maintenance organisation shall for the purpose of inspection—

- (a) grant the Authority unrestricted access to any of its organisation premises, allied facilities and aircraft; and
- (b) ensure that the Authority is granted unrestricted access to any organisation or facilities that it has contracted for services associated with maintenance for aircraft.

### **47. Drug and alcohol testing and reporting**

(1) A person who performs any function requiring the Authority's approval may be tested for drug or alcohol usage.

(2) Where the Authority wishes to test a person referred to in subregulation (1) for the percentage by weight of alcohol in the blood or for the presence of narcotic drugs, marijuana, depressants, stimulant drugs or substances in the body and that person—

- (i) refuses to submit to the test; or
- (ii) having submitted to the test, refuses the organisation to release the test results,

the Authority may suspend or revoke the certificate of the approved maintenance organisation that employs that person.

(3) The Authority shall consider all relevant factors in determining whether to suspend or revoke the certificate of the Approved maintenance organisation, including—

- (a) whether the approved maintenance organisation had knowledge of the drug or alcohol use;
- (b) whether the approved maintenance organisation encouraged the person to refuse to take the drug or alcohol test;
- (c) whether the approved maintenance organisation dismissed the person who failed or refused to undertake the drug tests; or
- (d) the position that person held in the approved maintenance organisation.

(4) The Authority shall require the approved maintenance organisation to show cause why that person should not be dismissed from the employment of the approved maintenance organisation.

(5) A person who is convicted, whether in or outside Uganda, for any offence relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, shall be dismissed from the employment of the approved maintenance organisation.

(6) The Authority may suspend or revoke the certificate of an approved maintenance organisation that refuses to dismiss from its employment a person convicted under subregulation (5).

#### **48. Inspection of licences, certificates and authorisation**

A person who holds a licence, certificate or authorisation required by these Regulations shall present it for inspection upon a request from the Authority or any other person authorised by the Authority.

#### **49. Change of name**

(1) A holder of a certificate issued under these Regulations may apply to change the name on the certificate.

(2) The holder shall include with any such request—

(a) the current certificate; and

(b) an original legal document verifying the change of name;

(3) The Authority may change the name on the certificate and issue a replacement certificate;

(4) The Authority shall return to the holder the original documents specified in subregulation 2(b) and retain copies of those documents and return the replaced certificate with an endorsement that it has been cancelled.

#### **50. Change of address**

(1) A holder of a certificate, licence or authorisation issued under these Regulations shall notify the Authority of the change in the physical and mailing address and shall do so in the case of—

(a) the physical address, at least fourteen days in advance; and

(b) mailing address upon the change;

(2) A person who does not notify the Authority of the change in the physical address within the time frame specified in subregulation (1) shall not exercise the privileges of the certificate or authorisation.

#### **51. Replacement of documents**

A person may apply to the Authority in the prescribed form for replacement of documents issued under these Regulations if such documents are lost or destroyed.

## **52. Suspension and revocation of certificate**

(1) The Authority may, where it considers it to be in the public interest, suspend provisionally, pending further investigation, any certificate, licence or authorisation or such other document issued, granted or having effect under these Regulations.

(2) The Authority may, upon the completion of an investigation which has shown sufficient ground to its satisfaction and where it considers it to be in the public interest, revoke, suspend, or vary any certificate, licence or authorisation or such other document issued or granted under these Regulations.

(3) The Authority may, where it considers it to be in the public interest, prevent any person or aircraft from flying.

(4) A holder or any person having the possession or custody of any certificate, licence or authorisation or such other documents which has been revoked, suspended or varied under these Regulations shall surrender it to the Authority within fourteen days from the date of revocation, suspension or variation.

(5) The breach of any condition subject to which any certificate, licence or authorisation or such other document has been granted or issued under these Regulations shall render the document invalid during the continuance of the breach.

## **53. Use and retention of certificates and records**

(1) A person shall not—

- (a) use any certificate, approval, permission, exemption or other document issued or required by or under these Regulations which has been forged, altered, revoked, suspended, or to which he is not entitled;
- (b) forge or alter any certificate, approval, permission, exemption or other document issued or required under these Regulations;

- (c) lend any certificate, approval, permission, exemption or other document issued or required under these Regulations to any other person; or
- (d) make any false representation for the purpose of procuring for himself or any other person the grant issue renewal or variation of any such certificate, approval, permission or exemption or other document.

(2) A person shall not mutilate, alter, render illegible or destroy any records or any entry made which is required by or under these Regulations to be maintained or knowingly make, or procure or assist in the making of, any false entry in any such record, or authorisation omit to make a material entry in such record during the period for which it is required under these Regulations to be preserved.

(3) All records required to be maintained by or under these Regulations shall be recorded in a permanent and indelible material.

(4) A person shall not purport to issue any certificate or any other document for the purpose of these Regulations unless he is authorised to do so under these Regulations.

(5) A person shall not issue any certificate of the kind referred to in subregulation (4) unless he has satisfied himself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.

#### **54. Reports of violation**

(1) Any person who knows of a violation against any provision of the Act, or any Regulation made under the Act, shall report the violation to the Authority.

(2) The Authority shall determine the nature and type of investigation or enforcement action that requires to be taken.

#### **55. Enforcement of directions**

Any person who fails to comply with any direction given to him by the Authority under the Act or these Regulations shall be deemed for the purposes of these Regulations to have contravened that provision.

## **56. Aeronautical user fees**

(1) The Authority shall notify the fees to be charged in connection with the issue, validation, renewal, extension or variation of any certificate, authorisation or such other document, including the issue of a copy of those or the undergoing of any examination, test, inspection or investigation or the grant of any permission or approval, required by, or for the purpose of these Regulations.

(2) On an application being made in connection with which any fee is chargeable in accordance with the provisions of subregulation (1), the applicant shall be required, before the application is entertained, to pay the required fees.

(3) If, after that payment has been made, the application is withdrawn by the applicant or otherwise ceases to have effect or is refused, the Authority, shall not refund the payment made.

## **57. Extra-territorial application of Regulations**

Except where the context otherwise requires, these Regulations shall apply—

- (a) to aircrafts registered in Uganda and wherever the aircraft may be;
- (b) to aircraft which are not registered in Uganda and when the aircrafts are within Uganda;
- (c) to the doing of anything by any person in, or by any of the crew of, any aircraft registered in Uganda and to such persons and crew, wherever these may be; and
- (d) to the doing of anything in relation to any aircraft registered in Uganda by other persons, where such persons are citizens of Uganda, wherever they may be.

### **PART VIII—OFFENCES AND PENALTIES**

## **58. Suspension or revocation of licence *etc.***

(1) A person who contravenes any provision of these Regulations may have his or her certificate, authorisation, licence or such other document revoked or suspended.

(2) A person who contravenes any provision of these Regulations not being a provision referred to in subregulation (7) commits an offence and shall, upon conviction, be liable to a fine, and in the case of a continuing contravention, each day of the contravention shall constitute a separate offence.

(3) In case an aircraft is involved in a contravention and the contravention is by the owner or operator of the aircraft, the aircraft shall be subject to a lien for the penalty.

(4) Any aircraft subject to alien for the purpose of subregulation (5) may be seized by and placed in the custody of the Authority.

(5) The aircraft shall be released from custody of the Authority upon—

- (a) payment of the penalty or the amount agreed upon in compromise;
- (b) the deposit of a bond in such approved maintenance organisation as the Authority may prescribe, conditioned upon payment of the penalty or the Approved maintenance organisation agreed upon in compromise; and
- (c) receiving an order of the court to that effect.

(6) The Authority and any person specifically authorised by name by him or any police officer not below the rank of inspector authorised by name by the Minister, may compound offences under Part A of Schedule 3 to these Regulations by assessing the contravention and requiring the person reasonably suspected of having committed the offence to pay to the Authority a fine not exceeding fifty currency points for provisions referred to in Part A of Schedule 3 to these Regulations.

(7) If any person contravenes any provision specified in Part B of Schedule 3 to these Regulations, he or she shall be liable, on conviction, to a fine not exceeding fifty currency points or to imprisonment for a term of twelve months or to both.



## **59. Appeal**

Where any person is aggrieved by an order made under these Regulations, he or she may, within twenty-one days of such order being made, appeal against the order to a higher court of competent jurisdiction.

## **60. Revocation and savings**

(1) The Civil Aviation (Approved Maintenance Organisations) Regulations, 2014, S.I. No. 67 of 2014 is revoked.

(2) A valid certificate or approval issued or granted by the Authority before the commencement of these Regulations shall, until its expiry, have effect as if issued under these Regulations.

## **SCHEDULES**

### **SCHEDULE 1**

*Regulations 2 and 58*

#### **CURRENCY POINT**

A currency point is equivalent to twenty thousand shillings.

## SCHEDULE 2

*Regulation 29 (11)*

### MAINTENANCE PROCEDURES MANUAL FORMAT

#### 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 Release to service procedure
- 2.17 Records for the air carrier operator
- 2.18 Reporting of defects to the Authority/Operator/Manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Reference to specific maintenance procedures such as—
  - (i) Engine running procedures,
  - (ii) Aircraft pressure run procedures,
  - (iv) Aircraft towing procedures,
  - (v) 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/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's 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 organisation's 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

### SCHEDULE 3

*Regulation 56 (6) and (7)*

#### PENALTIES

REGULATION NUMBER	TITLE OF REGULATION	PART
6 and 7	Certificate and specific operating provisions	B
12	Display of certificates	A
13	Advertising	B
14	Validity and renewal of certificate	A
27	Rest and duty limitations for persons performing maintenance functions of Approved maintenance organisation	A
28	Record of certifying staff	A
29	Approved maintenance organisation procedures manual	A
32	Approved maintenance organisation privileges	B
34	Certificate of release to service	B
35	Maintenance records	B
36	Airworthiness data	A
37	Reporting of non –airworthy conditions	A
38	Inspections	B
53	Use and retention of certificates and records	B
55	Enforcement of directions	A

## **Cross References**

Civil Aviation (Airworthiness) Regulations, 2020

Civil Aviation (Personnel Licensing) Regulations, 2020

Civil Aviation (Safety Management) Regulations, 2020

Civil Aviation (Air Operator Certification and Administration)  
Regulations, 2020

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