



Advisory Circular

CAA-AC-AWS032
November 2013

CERTIFYING STAFF, SPECIALISED WORK, QUALITY AUDITORS APPROVAL / AUTHORISATION

1.0 PURPOSE

This Advisory Circular is issued to provide guidance and information to Air Operators, Maintenance Organisation and Approved Training Organisations on how to develop procedures for qualifying and issuing Certifying Staff Approval, Quality Auditors and Specialised Work Personnel Authorisation.

2.0 REFERENCE

- 2.1 AMO Personnel and Training Requirements; Qualification and Responsibilities of AMO Personnel; Assessment of Personnel; and Training of Certifying Staff Regulations of the Civil Aviation (Approved Maintenance Organisation) Regulations.
- 2.2 Quality System; Quality System Maintenance Regulations of the Civil Aviation (Air Operator Certification and Administration) Regulations.
- 2.3 Safety Programme and Management System Regulation of the Civil Aviation (Operation of Aircraft) Regulations.

3.0 INFORMATION AND GUIDANCE

3.1 General Information Certifying Staff

3.1.1 Certifying Staff are employees of an Air Operator or Maintenance Organisation authorised to issue Certificate of Release to Service, Certificate of Fitness for Flight and other aircraft maintenance related certificates in accordance with the provisions of the Civil Aviation Regulations, and the organisation terms of approval.

3.1.2 Under the provisions of the Civil Aviation (Personnel Licencing) Regulations the Authority does not issue type ratings to Aircraft Maintenance Engineer to certify aircraft with aircraft of 13,610 kg (30,000 lb) maximum take off mass (MTOM) or greater. Such aircraft are released to service by certifying staff approved / authorised by the Approved Maintenance Organisation

3.1.3 At the time of a Maintenance Organisation approval and Air Operator certification it is required that the Maintenance Procedures Manual (MPM) and/or Maintenance Control Manual

(MCM) as applicable include an acceptable procedure and process the AMO/Operator shall apply to issue and manage continued validity of approvals and authorisations for aircraft certification, quality system auditing, safety management and performance of Specialised Services.

3.1.4 The approval / authorisation document must indicate the scope, privileges and that it is limited to the issuing organisation i.e. not transferable from one organisation to another.

3.2 Granting of Certification Approval and Authorisation

3.2.1 It is required to state the pre-requisites for granting approval and /or Authorisation. It is also required to establish acceptable means of verifying qualification, capability and continued maintenance of the requisite qualification for the approval or authorisation. Records should be kept.

3.2.2 Certifying Staff

The minimum requirements for Certifying Staff approval / authorisation include:

- a. A type rated license and /or License Without Type Rating (LWTR) and/ or to have attended an acceptable aircraft type system course.
- b. Knowledge of the organisation procedures as documented in the relevant approved manuals (e.g. MPM and MCM).
- c. Knowledge of the Civil Aviation Regulations and associated technical guidance information e.g. CAA Advisory Circulars.
- d. Documented tasks practice and performance on the relevant aircraft or specialised service for a period of at least three (3) months for type rated and six (6) months for non type rated aircraft to gain the necessary organisation orientation and to verify the knowledge and skill.

3.2.3 Quality Personnel

The minimum requirements for Quality Personnel approval / authorisation include:

- a. Acceptable training in Quality management System
- b. A type rated license and /or License Without Type Rating (LWTR).
- c. Qualified Ground Operations / Flight Operations Officer.
- d. Auditing Techniques training and experience is an added advantage

3.2.4 Safety Management Personnel

The minimum requirements for Safety Management Personnel approval / authorisation include:

- a. Acceptable training in Safety Management System.
- b. Knowledge of the organisation procedures as documented in the relevant approved manuals (e.g. MPM and MCM).
- c. Knowledge of the Civil Aviation Regulations and associated technical guidance information e.g. CAA Advisory Circulars.
- d. A pilots license or a License Without Type Rating (LWTR) is an added advantage.

3.2.5 Specialised Services

The minimum requirements for Specialised Services Personnel approval / authorisation include

- a. Training in the Specialised skill to a standard acceptable to the Authority.
- b. An appropriately rated current Specialised Service Authorisation issued or validated by the Authority.
- c. Knowledge of the organisation procedures as documented in the relevant approved manuals (e.g. MPM and MCM).
- d. Knowledge of the Civil Aviation Regulations and associated technical guidance information e.g. CAA Advisory Circulars.
- e. Documented tasks practice and performance on the specialised service for a period of at least three (3) months to gain the necessary experience and or to verify the knowledge and skill.
- f. A License Without Type Rating (LWTR) is an added advantage.

3.2.6 It is required to document the Approval and Authorisation procedure in the MCM and / or MPM

3.2.7 The organisation is responsible for continued assessment, evaluation of the holder to ensure continued qualification to hold the approval.

3.2.8 The Authority may from time to time carry out surveillance , auditing and evaluation inspections on the organisation performance and compliance with the approved requirements of training, assessing, evaluating, issuing and continued validity of certifying staff approvals. It is also important to ensure that approved procedures are effective and will qualify appropriate, competent qualified certifying personnel.

3.3 The Approval / Authorisation Document

The certifying staff approval document should include at least the following:

- The Name ; Pass Port size photo and Approval / Authorisation Number of the holder.
- The date of issue and the validity period.
- Provision for the holder's signature.
- The approval scope, ratings, limitations and privileges.
- A statement that the approval privileges are limited to the issuing organisation.
- A statement that the approval is not transferable.
- Signature and Stamp of the issuing authorised person.

A copy of the current approval document should be kept in the certifying staff records file.



Civil Aviation Authority