

SIXTH SCHEDULE (Regulations 33, 72)

APPROVED MAINTENANCE ORGANIZATIONS

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SUBPART A: GENERAL

6.001 APPLICABILITY

This Schedule prescribes the requirements for issuing approvals to organizations for the maintenance, preventive maintenance, and modifications of aircraft and aeronautical products and prescribes the general operating rules for an Approved Maintenance Organization (AMO). The approval, when granted, shall apply to the whole organization, which shall be headed by an accountable manager.

6.005 DEFINITION

(a) For the purpose of this Schedule, the following definitions shall apply —

- (1) **“accountable manager (maintenance)”**. The manager who has corporate authority for ensuring that all maintenance, preventive maintenance, and modification required by the aircraft owner/operator can be financed and carried out to the standard required by the Authority. The accountable manager may delegate to another person in the organization, in writing, to become the accountable manager, when so authorised by the Authority;
- (2) **“approved data”**. Technical information approved by the Authority;
- (3) **“Article”**. Any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part;
- (4) **“calibration”**. A set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard, or aeronautical product tested;
- (5) **“composite”**. Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material;
- (6) **“computer system”**. Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function;
- (7) **“facility”**. A physical plant, including land, buildings, and equipment, which provide the means for the performance of maintenance, preventive maintenance, or modifications of any article;
- (8) **“housing”**. Buildings, hangars, and other structures to accommodate the necessary equipment and materials of a maintenance organization that —
 - (i) provide working space for the performance of maintenance, preventive maintenance or modifications for which the maintenance organization is certificated and rated; and
 - (ii) provide structures for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts, and subassemblies thereof during disassembly, cleaning, inspection, repair, modification, assembly and testing; and
 - (iii) provide for the proper storage, segregation, and protection of materials, parts, and supplies;
- (9) **“measurement device”**. A calibrated instrument, tool, standard, or item of test equipment that is intended to be used to test, measure, or calibrate other measurement devices. It is not to be used to test, measure, or calibrate an aeronautical product;
- (10) **“primary standard”**. A standard defined and maintained by a State Authority and used to calibrate secondary standards;
- (11) **“reference standard”**. A standard that is used to maintain working standards;
- (12) **“secondary standards”**. A standard maintained by comparison with a primary standard;

- (13) **“signature”**. An individual’s unique identification used as a means of authenticating a maintenance record entry or maintenance record. A signature may be hand-written, electronic, or any other form acceptable to the Authority;
- (14) **“specialised maintenance”**. Any maintenance performed on an aircraft or its components, authority for the performance of which is not granted under the privileges of an AME Licence (e.g., tire re-treading, plating, welding, engine overhaul involving the splitting of a crankcase or the separation of modules, etc.);
- (15) **“operations specifications”**. Also identified as “Ops Specs”, the Operations Specifications describe the ratings (Class and/or Limited) in detail and will contain or reference material and process specifications used in performing repair work, along with any limitations applied to the maintenance organization. This document is issued to the Operator or the AMO by the Authority;
- (16) **“standard”**. An object, artifact, tool, test equipment, system, or experiment that stores, embodies, or otherwise provides a physical quantity, which serves as the basis for measurement of the quantity. It also includes a document describing the operations and process that must be performed in order for a particular end to be achieved;
- (17) **“tools, equipment and test equipment”**. Used by an AMO for the performance of maintenance or calibration on an aircraft or aeronautical product. See also working standard;
- (18) **“traceability”**. A characteristic of a calibration, analogous to a pedigree. A traceable calibration is achieved when each Measurement Device and Working Standard, in a hierarchy stretching back to the National Standard, was itself properly calibrated, and the results properly documented. The documentation provides the information needed to show that all calibrations in the chain of calibrations were properly performed;
- (19) **“transfer standard”**. Any standard that is used to compare a measurement process, system, or device at one location or level with another measurement process, system or device at another location or level;
- (20) **“working standard”**. A calibrated standard that is used in the performance of maintenance and/or calibrations in any work area for the purpose of forming the basis for product acceptance or for making a finding of airworthiness (approval for return to service) to an aircraft or aeronautical product. A working standard may be maintained by comparison with primary standards, secondary standards, reference standards or transfer standards, as appropriate. A working standard is not to be used to test, measure, or calibrate other working standards or measurement devices.

6.010 ACRONYMS

The following acronyms are used in this Schedule –

- (1) AMO – Approved Maintenance Organization;
- (2) PMA – Parts Manufacturing Authorization; and
- (3) TSO – Technical Standard Order.

SUBPART B: AMO CERTIFICATE

6.016 ISSUE OF CERTIFICATION

The issue of a maintenance organization certificate shall be dependent on the organization completing initial certification and demonstrating conformance to the requirements of this Schedule to the Authority.

6.020 CERTIFICATE AND OPERATIONS SPECIFICATIONS

- (a) The AMO certificate will consist of two documents –
 - (1) a one page certificate signed by the Authority; and

- (2) a multi-page Operations Specifications, issued by the Authority, containing the terms, conditions, and authorizations.
- (b) No person may operate as an AMO without, or in violation of, a maintenance organization certificate issued under this Schedule.
- (c) An AMO may perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof only for which it is rated and within the limitations placed in its specific operations specifications.
- (d) The AMO certificate will contain –
 - (1) the certificate number specifically assigned to the AMO;
 - (2) the name and location (main place of business) of the AMO;
 - (3) the date of issue and period of validity;
 - (4) the ratings issued to the AMO; and
 - (5) the approving signature and stamp of the Authority.
- (e) The AMO Operations Specifications will contain–
 - (1) the certificate number specifically assigned to the AMO;
 - (2) the class or limited ratings issued in detail, including special approvals and limitations issued;
 - (3) the date issued or revised; and
 - (4) the approving signature and stamp of the Authority.
- (f) The certificate issued to each AMO must be available in the premises, prominently displayed, for inspection by the public and the Authority.

6.025 ADVERTISING

- (a) No maintenance organization may advertise as an AMO until a maintenance organization certificate has been issued to that facility.
- (b) No AMO may make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.
- (c) Whenever the advertising of a maintenance organization indicates that it is certificated, the advertisement must clearly state the maintenance organization's certificate number.

6.030 DEVIATION AUTHORITY

- (a) The Authority may, upon consideration of the circumstances of a particular maintenance organization, issue a deviation providing relief from specified sections of these Standards, provided that the Authority finds that the circumstances presented warrant the deviation and that a level of safety will be maintained equal to that provided by the rule from which the deviation is sought. This deviation authority will be issued as a Letter of Deviation Authority.
- (b) A Letter of Deviation Authority may be terminated or amended at any time by the Authority.
- (c) A request for deviation authority must be made in a form and manner acceptable to the Authority and submitted to the Authority at least 60 days before the date the deviation from specified sections in this part is necessary for the intended maintenance, preventive maintenance, or modification. A request for deviation authority must contain complete statement of the circumstances and justifications for the deviation requested, and show that a level of safety will be maintained equal to that provided by the rule from which the deviation is sought.
- (d) Each AMO that receives a Letter of Deviation Authority must have a means of notifying the appropriate management, certifying staff, and personnel of the deviation, including the extent of the deviation and when the deviation is terminated or amended.

SUBPART C: CERTIFICATION

6.035 APPLICATION FOR AN AMO CERTIFICATE

- (a) The Authority will require an applicant for an AMO certificate to submit the following –
 - (1) an application in a form and manner prescribed by the Authority;
 - (2) its maintenance procedures manual in duplicate;
 - (3) a list of the maintenance functions to be performed for it, under contract, by another AMO;
 - (4) a list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than Jamaica; and
 - (5) any additional information the Authority requires the applicant to submit.
- (b) An application for the amendment of an existing AMO certificate shall be made on a form and in a manner prescribed by the Authority. If applicable, the AMO shall submit the required amendment to the maintenance procedure manual to the Authority for approval.

6.040 ISSUANCE OF AN AMO CERTIFICATE

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

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

6.045 DURATION AND RENEWAL OF CERTIFICATE

- (a) A certificate or rating issued by the Authority to a maintenance organization is effective from the date of issue until –
 - (1) the last day of the 12th month after the date on which it was issued;
 - (2) the maintenance organization surrenders the certificate; or
 - (3) the Authority suspends or revokes the certificate.
- (b) The holder of a certificate that expires or is surrendered, suspended, or revoked by the Authority must return the certificate and Operations Specifications to the Authority.
- (c) An AMO that applies for a renewal of its maintenance organization certificate for aircraft registered in Jamaica must submit its request for renewal no later than 60 days before the maintenance organization's current certificate expires. If a request for renewal is not made within this period, the maintenance organization must follow the application procedure prescribed by the Authority.

6.050 Continued Validity of Approval

- (a) Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the approval certificate, the continued validity of approval is dependent upon –
 - (1) the AMO remaining in compliance with this Schedule;
 - (2) the Authority being granted access to the organization's facilities to determine continued compliance with this regulation; and
 - (3) the payment of any charges prescribed by the Authority.
- (b) The holder of an AMO certificate that expires or is surrendered, suspended, or revoked, shall return it to the Authority.

6.055 CHANGES TO THE AMO AND CERTIFICATE AMENDMENTS

- (a) To enable the Authority to determine continued compliance with this Schedule, the AMO shall provide written notification to the Authority either prior to, or within a time period determined by the Authority to be as soon as practicable after, any of the following changes –
 - (1) the name of the organization;

- (2) the location of the organization;
 - (3) the housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the AMO rating or ratings;
 - (4) the ratings held by the AMO, whether granted by the Authority or held through an AMO certification issued by another contracting State;
 - (5) additional locations of the organization;
 - (6) the accountable manager; or
 - (7) the list of management personnel identified as described in the maintenance procedure manual.
- (b) The Authority will amend the AMO certificate if the AMO notifies the Authority of a change in –
- (1) location or housing and facilities;
 - (2) additional locations of the organization;
 - (3) rating, including deletions;
 - (4) name of the organization with same ownership; or
 - (5) ownership.
- (c) The Authority may amend the AMO certificate if the AMO notifies the Authority of a change in –
- (1) the accountable manager; or
 - (2) the list of management personnel identified as described in the maintenance procedure manual.
- (d) When the Authority issues an amendment to an AMO certificate because of new ownership of the AMO, the Authority will assign a new certificate number to the amended AMO certificate.
- (e) The Authority may –
- (1) prescribe, in writing, the conditions under which the AMO may continue to operate during any period of implementation of the changes noted in paragraph (a); and
 - (2) hold the AMO certificate in abeyance if the Authority determines that approval of the AMO certificate should be delayed; the Authority will notify the AMO certificate holder, in writing, of the reasons for any such delay.
- (f) If changes are made by the AMO to the items listed in paragraph (a) without notification to the Authority, the AMO certificate may be suspended by the Authority until such time as the changes are reviewed and approved if found to be in compliance.

6.060 RATINGS OF THE AMO

- (a) The following ratings are issued under this Subpart –
- (1) Airframe ratings. An aircraft rating on a maintenance organization certificate permits that maintenance organization to perform maintenance, preventive maintenance, or modifications on an aircraft, including work on the power plant of that aircraft up to, but not including, overhaul as that term is defined in the Continuing Airworthiness Standards, under the following classes –
 - (i) Class 1 - aircraft (other than rotorcraft and aircraft composed primarily of composite material) of 5,700 kg maximum certificated takeoff weight or less.
 - (ii) Class 2 - aircraft (other than rotorcraft and aircraft composed primarily of composite material) over 5,700 kg maximum certificated takeoff weight and up to, and including, 34,200 kg maximum certificated takeoff weight.
 - (iii) Class 3 - aircraft (other than rotorcraft and aircraft composed primarily of composite material) over 34,200 kg maximum certificated takeoff weight.
 - (iv) Class 4 - rotorcraft (other than rotorcraft composed primarily of composite material) of 2,736 kg maximum certificated takeoff weight or less.
 - (v) Class 5 - rotorcraft (other than rotorcraft composed primarily of composite material) over 2,736 kg maximum certificated takeoff weight.
 - (vi) Class 6 - aircraft composed primarily of composite material, of 5,700 kg maximum certificated takeoff weight or less.

- (vii) Class 7 - aircraft composed primarily of composite material, over 5,700 kg maximum certificated takeoff weight.
- (2) Power plant ratings. A power plant rating on a maintenance organization certificate permits that maintenance organization to perform maintenance, preventive maintenance, or modifications of power plant under the following classes –
 - (i) Class 1 - reciprocating engines.
 - (ii) Class 2 - turbo-propeller and turbo-shaft engines.
 - (iii) Class 3 - turbojet and turbofan engines.
 - (3) Propeller ratings. A propeller rating on a maintenance organization certificate permits that maintenance organization to perform maintenance, preventive maintenance, or modifications of propellers under the following classes –
 - (i) Class 1 - fixed-pitch and ground-adjustable propellers.
 - (ii) Class 2 - variable-pitch propellers.
 - (4) Avionics ratings. An avionics rating on a maintenance organization certificate permits that maintenance organization to perform maintenance, preventive maintenance, or modifications of avionics equipment under the following ratings –
 - (i) Class 1 - Communication equipment: Any radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic inter-crew signalling devices, and similar equipment; but not including 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 communications avionics equipment.
 - (ii) Class 2 - Navigational equipment: Any avionics 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 pulsed radio frequency principles.
 - (iii) Class 3 - Pulsed equipment: Any aircraft electronic system operated on pulsed radio frequency principles.
 - (5) Computer systems ratings. A computer systems rating on a maintenance organization certificate permits that maintenance organization to perform maintenance, preventive maintenance, or modifications of digital computer systems and components thereof, that have the function of receiving external data, processing such data, and transmitting and presenting the processed data under the following classes –
 - (i) Class 1 - aircraft computer systems.
 - (ii) Class 2 – power plant computer systems.
 - (iii) Class 3 - avionics computer systems.
 - (6) Instrument ratings: An instrument rating on a maintenance organization certificate permits that maintenance organization to perform maintenance, preventive maintenance, or modifications of instruments under the following classes –
 - (i) Class 1 - Mechanical: 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 - Electrical: Any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges or similar electrical instruments.

- (iii) Class 3 - 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: Any instruments whose operation depends on electron tubes, transistors, or similar devices including capacitance type quantity gauges, system amplifiers and engine analysers.
- (7) Accessory ratings: An accessory rating on a maintenance organization certificate permits that maintenance organization to perform maintenance, preventive maintenance, or modifications of accessory equipment under the following classes –
- (i) Class 1 - Mechanical. The accessories that depend on friction, hydraulics, mechanical linkage or pneumatic pressure for operation.
 - (ii) Class 2 - Electrical. The accessories that depend on electrical energy.
 - (iii) Class 3 - Electronic. The accessories that depend on the use of an electron tube transistors, lasers, fiber optics, solid-state, integrated circuits, vacuum tubes or similar electronic controls.
 - (iv) Class 4 - Auxiliary power units (APU's) that may be installed on aircraft as self-contained units to supplement the aircraft's engines as a source of hydraulic, pneumatic or electrical power.

6.065 AMO LIMITED RATINGS

- (a) Whenever the Authority finds it appropriate, it may issue a limited rating to an AMO that maintains or alters only a particular type of airframe, power plant, propeller, radio, instrument, or accessory, or parts thereof, or performs only specialised maintenance requiring equipment and skills not ordinarily found in an AMO. Such a rating may be limited to a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.
- (b) Limited ratings are issued for –
 - (1) aircraft;
 - (2) airframe;
 - (3) power plants;
 - (4) propellers;
 - (5) avionics equipment;
 - (6) computer systems;
 - (7) instruments;
 - (8) accessories; and
 - (9) any other purpose for which the Authority finds the applicant's request appropriate.
- (c) Specialised Maintenance ratings. A specialised maintenance rating may be issued to a maintenance organization to perform specific maintenance or processes. The Operations Specifications of the maintenance organization must identify the specification used in performing that specialised service. The specification may be –
 - (1) a civil or military specification that is currently used by industry and approved by the Authority; or
 - (2) a specification developed by the maintenance organization and approved by the Authority.

SUBPART D: HOUSING, FACILITIES, EQUIPMENT & MATERIALS

6.070 GENERAL

An AMO must provide personnel, facilities, equipment, and materials in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the maintenance organization holds.

6.075 HOUSING AND FACILITY REQUIREMENTS

- (a) Housing and facilities shall be provided appropriate for all planned work ensuring, in particular, protection from weather. An AMO providing maintenance services for aircraft shall therefore provide a hangar that can enclose the largest aircraft type for which it provides a service.
- (b) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.
- (c) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.
- (d) Specialised workshops and bays shall be segregated, as appropriate, to insure that environmental and work area contamination is unlikely to occur.
- (e) Storage facilities shall be provided for parts, equipment, tools and material.
- (f) Storage conditions shall be provided that shall ensure the security of serviceable parts, total segregation of serviceable parts from unserviceable parts, and the segregation of aircraft parts from commercial goods. The area shall be enclosed and environmentally controlled in order to prevent any deterioration of, or damage to, stored items.

(See Appendix 1 to 6.075 for detailed requirements pertaining to housing and facilities.)

6.080 EQUIPMENT, TOOLS, AND MATERIAL

- (a) The AMO shall have available the necessary equipment, tools, and material to perform the approved scope of work and these items shall be under full control of the AMO. The availability of equipment and tools means permanent availability except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.
- (b) The Authority may exempt an AMO from possessing specific tools and equipment for maintenance or repair of an aircraft or aeronautical product specified in the organization's approval, if these items can be acquired temporarily, by prior arrangement, and be under full control of the AMO when needed to perform required maintenance or repairs.

(NOTE: The Authority may elect not to amend the approval to delete the aircraft or aeronautical product on the basis that it is a temporary situation and there is a formal agreement from the AMO to re-acquire tools, equipment, etc. before performing any maintenance or repair.)

- (c) The AMO shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.
- (d) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the Authority and traceable to the State National Standards.
- (e) The AMO shall keep all records of calibrations and the standards used for calibration.

(See Appendix 1 to 6.080 for detailed requirements pertaining to tools, equipment, and test equipment.)

SUBPART E: ADMINISTRATION

6.085 PERSONNEL AND TRAINING REQUIREMENTS

- (a) A management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the AMO is in compliance with these regulations, shall be nominated.

- (b) The person or persons nominated as manager shall represent the maintenance management structure of the AMO, and be responsible for all functions specified in these Standards.
- (c) Nominated managers shall be directly responsible to an accountable manager who shall be acceptable to the Authority.
- (d) The AMO shall employ sufficient personnel to plan, perform, supervise and inspect and release the work in accordance with the approval.
- (e) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.
- (f) The person signing a Certificate of Release to Service or a Maintenance Release shall be qualified in accordance with Schedules 5 and 8 as appropriate to the work performed and shall be acceptable to the Authority.
- (g) 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. The training program established by the AMO shall include training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.

(See Appendix 1 to 6.085 for detailed personnel requirements.)

6.090 RECORD OF CERTIFYING STAFF

- (a) The AMO shall maintain a roster, as per Appendix 1, of all certifying staff, which includes details of the scope of their authorization.
- (b) Certifying staff shall be notified in writing of the scope of their authorization.

6.093 Rest & Duty Time Limitations for Certifying Staff

Rest and duty time limitations for the certifying staff of an AMO shall be as specified for all certifying personnel in the Fifth Schedule, Subpart G, Subsection 5.250.

SUBPART F: AMO OPERATING RULES

6.095 MAINTENANCE ORGANIZATION PROCEDURES MANUAL

(Note: The purpose of the Maintenance Organization Procedures Manual is to set forth the procedures, the means, and methods of the AMO. When approved, compliance with its contents will assure compliance with the requirements of Part V, Regulation 33, which is a prerequisite to obtaining and retaining an AMO certificate.)

- (a) The maintenance organization shall provide for the use and guidance of maintenance personnel concerned a procedures manual containing the contents specified by the Authority.
(See Appendix 1 to 6.095 for the required contents of a Maintenance Organizations Procedures Manual.)
- (b) The maintenance organization shall ensure that the procedures manual is amended as necessary to keep the information contained therein up-to-date.
- (c) The AMO Maintenance Procedure Manual and any subsequent amendments thereto shall be approved by the Authority prior to use.
- (d) This manual and all amendments shall be furnished promptly to all organizations or persons accomplishing any activity for which the manual applies.

- (e) The AMO Maintenance Procedures Manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements needed for an approval of an aircraft or aeronautical product for return to service.
- (f) The procedures manual and any other manual it identifies must –
 - (1) include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
 - (2) be in a form that is easy to revise and contains a system which allows personnel to determine current revision status;
 - (3) have the date of the last revision printed on each page containing the revision;
 - (4) not be contrary to any applicable Civil Aviation Regulations or Operations Specifications; and
 - (5) include a reference to the appropriate Civil Aviation Regulations.

(See Appendix 1 to 6.095 for the required contents of the maintenance organization procedures manual.)

6.100 MAINTENANCE PROCEDURES AND INDEPENDENT QUALITY ASSURANCE SYSTEM

- (a) The AMO shall establish procedures acceptable to the Authority to insure good maintenance practices and compliance with all relevant requirements in these regulations such that aircraft and aeronautical products may be properly released to service.
- (b) The AMO shall establish an independent quality assurance 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.

(Note: The quality assurance system may be an independent system under the control of the quality manager that evaluates the maintenance procedures and the correctness of the Equivalent Safety Case process.)

- (c) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.
- (d) Compliance monitoring 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, as necessary, corrective action.
- (e) The maintenance procedures shall cover all aspects of maintenance activity and describe standards to which the AMO intends to work. The aircraft/aircraft component design AMO standards and aircraft operator standards must be taken into account.
- (f) The maintenance procedures should address the provisions and limitations of this Schedule.
- (g) The quality system shall be sufficient to review, at least once a year for each aircraft type maintained, and in accordance with an approved program, all maintenance procedures as described in the Maintenance Procedures Manual.
- (h) The quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be reviewed by JCAA Inspectors on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.

(See Appendix 1 to 6.100 for detailed requirements pertaining to the quality system, including a sample of inspection items.)

6.105 CAPABILITY LIST

- (a) Each AMO shall prepare and retain a current capability list approved by the Authority. The maintenance organization may not perform maintenance, preventive maintenance, or

modifications on an article until the article has been listed on the capability list in accordance with this Schedule.

- (b) The capability list shall identify each article by make and model, part number, or other nomenclature designated by the article's manufacturer.
- (c) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the maintenance organization's certificate, and only after the maintenance organization has performed a self-evaluation in accordance with this Schedule. The maintenance organization must perform the self-evaluation described in this paragraph to determine that the maintenance organization 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 Schedule. If the maintenance organization makes that determination, it may list the article on the capability list.
- (d) The document of the evaluation described in paragraph (c) of this section shall be signed by the accountable manager and must be retained on file by the maintenance organization.
- (e) Upon listing an additional article on its capability list, the maintenance organization shall send a copy of the list to the Authority having jurisdiction over the maintenance organization.
- (f) The capability list(s) shall be made available in the premises for inspection by the public and the Authority.
- (g) The self-evaluations shall be made available in the premises for inspection by the Authority.
- (h) The AMO shall retain the capability list(s) and self-evaluation(s) for two years from the date accepted by the accountable manager.

6.110 PRIVILEGES OF THE APPROVED MAINTENANCE ORGANIZATION

- (a) The AMO shall carry out the following tasks as permitted by and in accordance with the AMO maintenance procedures manual –
 - (1) maintain any aircraft or aeronautical product for which it is rated at the location identified in the approval certificate;
 - (2) maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
 - (3) describe the activities in support of a specific AOC holder where that AOC has requested the services of the AMO at locations other than the location identified on the AMO certificate and the AMO has been rated to maintain the aircraft of that specific AOC holder at the requested location in the AMO operating provisions approved by the Authority; and
 - (4) issue a Certificate of Release to service, or a Maintenance Release in respect of subparagraphs (a) (1), (2), and (3) of this Subsection upon completion of maintenance in accordance with limitations applicable to the AMO.
- (b) An AMO may not contract out the maintenance, preventative maintenance, modification or alteration of a complete type-certificated product, and it may not provide only approval for return to service of a product following contract maintenance.
- (c) The AMO may maintain or alter any article for which it is rated at a place other than the AMO, if –
 - (1) the function would be performed in the same manner as when performed at the AMO and in accordance with this Subpart;
 - (2) all necessary personnel, equipment, material, and technical and/or approved standards are available at the place where the work is to be done; and
 - (3) the maintenance procedure manual of the station sets forth approved procedures governing work to be performed at a place other than the AMO.

6.115 LIMITATIONS ON THE AMO

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

6.120 CERTIFICATE OF RELEASE TO SERVICE/MAINTENANCE RELEASE

- (a) A Certificate of Release to Service (CRS) shall be issued by appropriately licensed and authorised certifying staff when satisfied that all required maintenance of the aircraft has been properly carried out by the AMO in accordance with the maintenance procedures manual. Where work is carried out on a component not installed on an aircraft, a Maintenance Release will be issued certifying that the work has been done in accordance with the appropriate maintenance manual or other authorised document. When the component is installed on the aircraft, then a Certificate of Release to Service shall be issued, certifying that the component has been properly installed and inspected, and the applicable system has been function checked.
- (b) A Certificate of Release to Service shall contain –
 - (1) basic details of the maintenance carried out;
 - (2) the date such maintenance was completed;
 - (3) the identity, including the authorization reference, of the AMO; and
 - (4) the signature and identity of the person or persons signing the release.

(See Appendix 1 to 6.120 for detailed requirements concerning a Maintenance Release, along with a sample form.)

6.125 MAINTENANCE RECORDS

- (a) The AMO shall record, in a form acceptable to the Authority, all details for maintenance work performed.
- (b) The AMO shall provide a copy of each return to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs/modifications performed.
- (c) The AMO shall retain a copy of all detailed maintenance records and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was released from the AMO.

(Note: Where an AOC holder contracts an AMO to keep the aircraft operator's certificates of return to service and any associated airworthiness data, the retention period will be that required by Schedule 5.)

- (d) Each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft/aeronautical product shall make an entry in the maintenance record of that equipment as follows –
 - (1) a description and reference to data acceptable to the Authority of work performed;
 - (2) the date of completion of the work performed;
 - (3) the name of the person performing the work if other than the person specified in this Subsection;
 - (4) if the work performed on the aircraft/aeronautical product has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work;
 - (5) the authorised signature, the AMO 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 thereof;
 - (6) the signature constitutes the approval for return to service only for the work performed.

- (7) in addition to the entry required by this paragraph, major repairs and major modifications shall be entered on a form in the manner prescribed by the Authority.
- (e) No person shall describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless –
- (1) using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and
 - (2) it has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a TSO.

(Note: For definitions of overhaul see the Fifth Schedule.)

- (f) No person may describe in any required maintenance entry or form, an aircraft or other aeronautical product as being rebuilt unless it has been —
- (1) disassembled, cleaned, inspected as required;
 - (2) repaired as necessary; and
 - (3) reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approve oversized or undersized dimensions.

(Note: For definitions of rebuild see the Fifth Schedule.)

- (g) No person may approve for return to service any aircraft or aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or modification unless –
- (1) the appropriate maintenance record entry has been made;
 - (2) the repair or modification form authorised by or furnished by the Authority has been executed in a manner prescribed by the Authority.
- (h) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.
- (i) Maintenance record entries for inspections. The person approving or disapproving for return to service an aircraft/aeronautical product, after any inspection performed in accordance with this regulation, shall make an entry in the maintenance record of that equipment containing the following information –
- (1) the type of inspection and a brief description of the extent of the inspection;
 - (2) the date of the inspection and aircraft total time in service; and
 - (3) the authorised signature, the AMO 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 thereof;
 - (4) if the aircraft is found to be airworthy and is to be approved for return to service, the following or a similarly worded statement — “I hereby certify that the work detailed above has been carried out in accordance with the current Civil Aviation Regulations, and in that in respect to that work, the aircraft is considered serviceable”;
 - (5) if the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator; and
 - (6) if an inspection is conducted under an inspection program provided for in this regulation, the entry shall identify the inspection program accomplished, and contains a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.

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

6.130 AIRWORTHINESS DATA

- (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft/aeronautical product design organization, and any other approved design organization in the State of Manufacture or State of Design, as appropriate.

(Note: The Authority may classify data from another authority or organization as mandatory and may require the AMO to hold such data.)

- (b) Where the AMO modifies airworthiness data specified in paragraph (a) to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to the maintenance procedure manual for any such proposed modifications for acceptance.
- (c) All airworthiness data used by the AMO shall be kept current and made available to all personnel who require access to that data to perform their duties.

(See Appendix 1 to 6.130 for detailed requirements concerning airworthiness data.)

6.135 REPORTING OF UN-AIRWORTHY CONDITIONS

- (a) The AMO shall report to the Authority and the aircraft design organization of the State of Design any identified condition that could present a serious hazard to the aircraft.
- (b) Reports shall be made on a form and in a manner prescribed by the Authority and contain all pertinent information about the condition known to the AMO.
- (c) Where the AMO is contracted by an AOC holder to carry out maintenance, that AMO shall report to the AOC holder any condition affecting the aircraft or aeronautical product.
- (d) Reports shall be made as soon as practicable, but in any case within three days of the AMO identifying the condition to which the report relates.

6.140 INSPECTIONS BY AUTHORITY

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

6.145 PERFORMANCE STANDARDS

- (a) Each AMO that performs any maintenance, preventive maintenance, modifications for an air operator certificated under the Twelfth Schedule having an approved maintenance program or approved continuous maintenance program shall perform that work in accordance with the air operator's manuals.
- (b) Except as provided in paragraph (a), each AMO shall perform its maintenance and modification operations in accordance with the applicable standards in the Fifth Schedule. It shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.
- (c) In addition, each AMO with an avionics rating shall comply with those sections in the Fifth Schedule that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating. It shall use test apparatus, shop equipment, performance standards, test methods, modifications, and calibrations that conform

to the manufacturer's specifications or instructions, approved specification, and if not otherwise specified, to accepted good practices of the aircraft avionics industry.

APPENDICES

APPENDIX 1 TO 6.060: EXPANDED REQUIREMENTS OF AMO RATINGS

Except for job functions that are contracted out, each AMO must provide equipment and material so that the job functions listed in this Appendix, as appropriate to the class or limited rating held or applied for, can be performed as required. The job functions are as follows –

- (a) For an aircraft rating –
 - (1) Classes 1, 2, 3, 4, and 5 –
 - (i) metal skin and structural components –
 - (A) repair and replace steel tubes and fittings using the proper welding techniques, when appropriate;
 - (B) apply anticorrosion treatment to the interior and exterior of parts;
 - (C) perform simple machine operations;
 - (D) fabricate steel fittings;
 - (E) repair and replace metal skin;
 - (F) repair and replace alloy members and components;
 - (G) assemble and align components using jigs or fixtures;
 - (H) make up forming blocks or dies;
 - (I) repair or replace ribs.
 - (ii) wood structure –
 - (A) splice wood spars;
 - (B) repair ribs and spars;
 - (C) align interior of wing;
 - (D) repair or replace plywood skin;
 - (E) apply treatment against wood decay.
 - (iii) fabric covering –
 - (A) repair fabric surfaces.
 - (iv) aircraft control systems –
 - (A) repair and replace control cables;
 - (B) rig complete control system;
 - (C) replace and repair all control system components;
 - (D) remove and install control system units and components.
 - (v) aircraft systems –
 - (A) replace and repair landing gear hinge-point components and attachments;
 - (B) maintain elastic shock absorber units;
 - (C) conduct landing gear retraction cycle tests;
 - (D) maintain electrical position indicating and wiring systems;
 - (E) repair and fabricate fuel, pneumatic, hydraulic, and oil lines;
 - (F) diagnose electrical and electronic malfunctions;
 - (G) repair and replace electrical wiring and electronic data transmission lines;
 - (H) install electrical and electronic equipment;
 - (I) perform bench check of electrical and electronic components.

(Note: This check is not to be confused with the more complex functional test after repair or overhaul.)
 - (vi) assembly operations –
 - (A) assemble aircraft components or parts, such as landing gear, wings, and controls;

- (B) rig and align aircraft components, including the complete aircraft and control system;
 - (C) install power plants;
 - (D) install instruments and accessories;
 - (E) assemble and install cowlings, fairings, and panels;
 - (F) maintain and install windshields and windows;
 - (G) jack or hoist complete aircraft;
 - (H) balance flight control surfaces.
- (vii) non-destructive inspection and testing using dye penetrants and magnetic, ultrasonic, radiographic, or holographic inspection techniques.
 - (viii) inspection of metal structures –
 - (A) inspect metal structures, using appropriate inspection equipment to perform the inspections required on an aircraft.
- (2) Classes 6 and 7 –
- (i) In addition to having the capability to perform the appropriate functions set forth for class 1, 2, 3, 4, or 5 aircraft ratings, a maintenance organization holding a class 6 or 7 aircraft rating for composite aircraft must have the following equipment –
 - (A) autoclave capable of providing positive pressure and temperature consistent with materials used;
 - (B) air circulating oven with vacuum capability;
 - (C) storage equipment, such as freezer, refrigerator, and temperature-control cabinets or other definitive storage areas;
 - (D) honeycomb core cutters;
 - (E) non-destructive inspection equipment such as x-ray, ultrasonic, or other types of acoustic test equipment as recommended by the manufacturer;
 - (F) cutting tools, such as diamond or carbide saws or router bits, suitable for cutting and trimming composite structures;
 - (G) scales adequate to ensure proper proportioning by weight of epoxy adhesive and resins;
 - (H) mechanical pressure equipment such as vacuum bagging or sand bags, as appropriate;
 - (I) thermocouple probes necessary to monitor cure temperatures;
 - (J) hardness testing equipment using heat guns that are thermostatically controlled for curing repairs.
 - (ii) Appropriate inspection equipment to perform inspection of composite structures as recommended by the manufacturer and as required for inspection of an aircraft under this section.
- (3) List of maintenance functions that may be contracted out –
- (i) For all classes of airframe ratings –
 - (A) metal plating or anodizing;
 - (B) complex machine operation involving the use of planners, shapers, milling machines, etc.;
 - (C) abrasive air blasting and chemical cleaning operations;
 - (D) heat treatment;
 - (E) magnetic inspection;
 - (F) repair or rebuilt metal tanks;
 - (G) fabricate alloy members and components such as tubes, channels, cowlings, fittings, attach angles, etc.;
 - (H) fabricate wood spars;
 - (I) overhaul and repair hydraulic-pneumatic shock absorber units;
 - (J) overhaul and repair brake system components;
 - (K) overhaul and repair hydraulic system components;

- (L) conduct aircraft weight and balance operation (this function will be conducted in a draft free area);
 - (M) fluorescent inspection of alloy components;
 - (N) recovering and refinishing of components and entire aircraft.
- (b) Power Plant rating –
- (1) Class 1 –
- (i) maintain and alter powerplants, including replacement of parts –
 - (A) perform chemical and mechanical cleaning;
 - (B) perform disassembly operations;
 - (C) replace bushings, bearings, pins, and inserts;
 - (D) perform heating operations that may involve the use of recommended techniques that require controlled heating facilities;
 - (E) perform chilling or shrinking operations;
 - (F) remove and replace studs;
 - (G) inscribe or affix identification information;
 - (H) paint powerplants and components;
 - (I) apply anticorrosion treatment for parts.
 - (ii) Inspect all parts, using appropriate inspection aids –
 - (A) determine precise clearances and tolerances of all parts;
 - (B) inspect alignment of connecting rods, crankshafts, and impeller shafts.
 - (iii) Accomplish routine machine work –
 - (A) ream inserts, bushings, bearings, and other similar components;
 - (B) reface valves.
 - (iv) Accomplish assembly operations –
 - (A) perform valve and ignition-timing operations;
 - (B) fabricate and test ignition harnesses;
 - (C) fabricate and test rigid and flexible fluid lines;
 - (D) prepare engines for long or short term storage; and
 - (E) hoist engines by mechanical means.
- (2) Classes 2 and 3 –
- (i) In addition to having the capability to perform the appropriate functions as required for class 1 power plant rating, a maintenance organization holding a class 2 or a class 3 power plant rating must have the following equipment –
 - (A) testing equipment;
 - (B) surface treatment antigallant equipment, including –
 - (ii) functional and equipment requirements recommended by the manufacturer; and
 - (iii) appropriate inspection equipment.
- (3) List of maintenance functions that may be contracted out –
- (i) class 1 and 2 power plant (reciprocating);
 - (ii) replacement of valve guides and seats;
 - (iii) plating operations (copper, silver, cadmium, *etc.*);
 - (iv) replacement and repair of power plant alloy sheet metal and steel components such as air baffles, *etc.*);
 - (v) magnetic, fluorescent and other acceptable inspection aids;
 - (vi) balancing of parts, including crankshafts, impeller shafts, *etc.*;
 - (vii) precision grinding, honing and lapping operations (including crankshaft, cylinder barrels, *etc.*);
 - (viii) precision drilling, tapping, boring, milling, and cutting operations;
 - (ix) functional check power plant accessories (this check is not to be confused with the more complex performance test of overhaul);
 - (x) install engines in aircraft;

- (xi) align and adjust engine controls.
- (c) Propeller Rating –
 - (1) Class 1 –
 - (i) remove and install propellers;
 - (ii) maintain and alter propellers, including installation and replacement of parts –
 - (A) replace bladed tipping;
 - (B) refinish wood propellers;
 - (C) make wood inlays;
 - (D) refinish plastic blades;
 - (E) straighten bent blades within repairable tolerances;
 - (F) modify blade diameter and profile;
 - (G) polish and buff;
 - (H) perform painting operations.
 - (iii) Inspect components using appropriate inspection aids –
 - (A) inspect propellers for conformity with manufacturer's drawings and specifications;
 - (B) inspect hubs and blades for failures and defects using all visual aids, including the etching of parts;
 - (C) inspect hubs for wear of splines or keyways or any other defect.
 - (iv) Balance propellers –
 - (A) test for proper track on aircraft;
 - (B) test for horizontal and vertical unbalance using precision equipment.
 - (2) Class 2 –
 - (i) remove and install aircraft propellers, which may include installation and replacement of parts –
 - (A) perform all functions listed under Class 1 propellers when applicable to the make and model propeller in this class;
 - (B) properly lubricate moving parts;
 - (C) assemble complete propeller and subassemblies using special tools when required;
 - (ii) inspect components using appropriate inspection aids for those functions listed for Class 1 propellers under paragraph (c)(1)(ii) of this Appendix when applicable to the make and model of the propeller being worked on;
 - (iii) repair or replace components or parts, including –
 - (A) replace blades, hubs, or any of their components;
 - (B) repair or replace anti-icing devices;
 - (C) remove nicks or scratches from metal blades;
 - (D) repair or replace electrical propeller components.
 - (iv) balance propellers, including those functions listed for class 1 propellers under paragraph (c)(1)(iv) of this Appendix when applicable to the make and model of the propeller being worked on;
 - (v) test propeller pitch-changing mechanism –
 - (A) test hydraulically operated propellers and components;
 - (B) test electrically operated propellers and components;
 - (3) List of maintenance functions that may be contracted out –
 - (i) Class 1 Propeller –
 - (A) Inspect hubs and blades for failures and defects, using magnetic or fluorescent inspection devices.
 - (ii) Class 2 Propeller –
 - (A) Test of constant speed devices.

- (d) Avionics rating –
- (1) Class 1, 2, and 3 –
 - (i) perform physical inspection of avionics systems and components by visual and mechanical inspection;
 - (ii) perform electrical inspection of avionics systems and components by means of appropriate electrical and/or electronic test equipment;
 - (iii) check aircraft wiring, antennas, connectors, relays, and other associated avionics components to detect installation faults;
 - (iv) check engine ignition systems and aircraft accessories to determine sources of electrical interference;
 - (v) check aircraft power supplies for adequacy and proper functioning;
 - (vi) remove, repair, and replace aircraft antennas;
 - (vii) measure transmission line attenuation;
 - (viii) Measure avionics component values such as inductance, capacitance, and resistance;
 - (ix) determine waveforms and phase in avionics equipment when applicable;
 - (x) determine proper aircraft avionics antenna, lead-in, and transmission-line characteristics and determine proper locations for type of avionics equipment to which the antenna is connected;
 - (xi) determine the operational condition of avionics equipment installed in aircraft by using appropriate portable test apparatus;
 - (xii) test all types of transistors: solid-state, integrated circuits; or similar devices in equipment appropriate to the class rating;
 - (xiii) test avionics indicators.
 - (2) Class 1 –
 - (i) In addition to having the capability to perform the job functions listed in paragraph (d) (1) –
 - (A) test and repair headsets, speakers, and microphones;
 - (B) measure radio transmitter power output;
 - (C) measure modulation values, noise, and distortion in communication equipment.
 - (3) Class 2 –
 - (i) In addition to having the capability to perform the job functions listed in paragraph (d) (1) –
 - (A) test and repair headsets;
 - (B) test speakers;
 - (C) measure loop antenna sensitivity by appropriate methods;
 - (D) calibrate to approved performance standards any radio navigational equipment, en route and approach aids, or similar equipment, as appropriate to this rating.
 - (4) Class 3 –
 - (i) In addition to having the capability to perform the job functions listed in paragraph (d)(1) –
 - (A) measure transmitter power output.
 - (5) List of maintenance functions that may be contracted out –
 - (i) Class 2 Avionics –
 - (A) repair of speakers.
 - (ii) Class 3 Avionics –
 - (A) metal plating of transmission lines, wave guides, and similar equipment in accordance with appropriate specifications.
 - (iii) For all Class of Avionics ratings –
 - (A) test avionics indicators;

- (B) overhaul, test, and check dynamotors, inverters, and other radio electrical apparatus;
 - (C) paint and refinish equipment containers;
 - (D) accomplish appropriate methods of marking calibrations, or other information on avionics control panels and other components, as required;
 - (E) make and reproduce drawings, wiring diagrams, and other similar material required to record alteration and/or modifications to avionics (photographs may be used in lieu of drawings when they will serve as an equivalent or better means of recording);
 - (F) fabricate tuning shaft assemblies, brackets, cable assemblies, and other similar components used in avionics or aircraft avionics installations;
 - (G) install complete avionics systems in aircraft and prepare weight and balance reports (that phase of avionics installation requiring modifications to the aircraft structure must be performed, supervised, and inspected by appropriately qualified and authorised person).
- (e) Computer systems rating –
- (1) Class 1, 2, and 3 –
 - (A) maintain computer systems in accordance with manufacturer's specifications, test requirements, and recommendations;
 - (B) remove, maintain, and replace computer systems in aircraft;
 - (C) inspect, test, and calibrate computer system equipment, including software.
- (f) Instrument rating –
- (1) Class 1 –
 - (i) diagnose instrument malfunctions on the following instruments –
 - (A) rate-of-climb indicators;
 - (B) altimeters;
 - (C) airspeed indicators;
 - (D) vacuum indicators;
 - (E) oil pressure gauges;
 - (F) hydraulic pressure gauges;
 - (G) de-icing pressure gauges;
 - (H) pitot-static tube;
 - (I) direct indicating compasses;
 - (J) accelerometer;
 - (K) direct indicating tachometers;
 - (L) direct reading fuel quantity gauges.
 - (ii) inspect, test, and calibrate the instruments listed under paragraph (f)(1)(i) of this Appendix on and off the aircraft, as appropriate.
 - (2) Class 2 –
 - (i) Diagnose instrument malfunctions of the following instruments –
 - (A) tachometers;
 - (B) synchroscope;
 - (C) electric temperature indicators;
 - (D) electric resistance-type indicators;
 - (E) moving magnet-type indicators;
 - (F) warning units (oil and fuel);
 - (G) selsyn systems and indicators;
 - (H) self-synchronous systems and indicators;
 - (I) remote indicating compasses;
 - (J) quantity indicators;
 - (K) avionics indicators;
 - (L) ammeters;
 - (M) voltmeters;

- (N) frequency meters.
- (ii) Inspect, test, and calibrate instruments listed under paragraph (f) (2) (i) of this Appendix on and off the aircraft, as appropriate.
- (3) Class 3 –
 - (i) diagnose instrument malfunctions of the following instruments –
 - (A) turn and bank indicators;
 - (B) directional gyros;
 - (C) horizon gyros;
 - (D) auto pilot control units and components.
 - (ii) inspect, test, and calibrate instruments listed under paragraph (f)(3)(i) of this Appendix on and off the aircraft, as appropriate.
- (4) Class 4 –
 - (i) diagnose instrument malfunctions of the following instruments –
 - (A) capacitance-type quantity gauge;
 - (B) laser gyros;
 - (C) other electronic instruments.
 - (ii) inspect, test, and calibrate instruments listed under paragraph (f)(4)(i) of this Appendix on and off the aircraft, as appropriate.
- (g) Accessory rating –
 - (1) Class 1, 2, 3, and 4 –
 - (i) perform the following functions in accordance with the manufacturer’s specifications and recommendations –
 - (A) diagnose accessory malfunctions;
 - (B) maintain and alter accessories, including installing and replacing parts;
 - (C) inspect, test, and calibrate accessories on and off the aircraft as appropriate.

APPENDIX 1 TO 6.075: HOUSING AND FACILITY REQUIREMENTS

- (a) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.
- (b) Where the hangar is not owned by the AMO, it is recommended to –
 - (1) establish proof of tenancy;
 - (2) demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance program;
 - (3) update the aircraft hangar visit plan on a regular basis;
 - (4) ensure, for aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;
 - (5) ensure aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust, *etc.*;
 - (6) ensure workshop floors are sealed to minimise dust generation; and
 - (7) demonstrate access to hangar accommodation for usage during inclement weather for minor scheduled work and/or lengthy defect rectification.
- (c) Aircraft maintenance staff shall be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

(NOTE: It is acceptable to combine any or all of the above requirements into one office subject to the staff having sufficient room to carry out assigned tasks.)

- (d) Hangars used to house aircraft together with office accommodation shall be such as to insure a clean, effective and comfortable working environment –
 - (1) temperatures should be maintained at a comfortable level;

- (2) dust and any other airborne contamination should be kept to a minimum and not permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident;
 - (3) lighting should be such as to insure each inspection and maintenance task can be carried out;
 - (4) noise levels should not be permitted to rise to the point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel should be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
- (e) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions.)
 - (f) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination; the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.
 - (g) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.
 - (h) Storage facilities for serviceable aircraft components shall be clean and environmentally controlled at a cool dry temperature (*approximately 22 degrees Celsius or 72 degrees Fahrenheit recommended*) in order to minimise the effects of condensation. For special items, where “cool room” storage is recommended, a separate room or storage area, controlled to a maximum temperature as recommended by the manufacturer, must be maintained.
 - (i) Manufacturer and standards recommendations shall be followed for specific aircraft components.
 - (j) Storage racks shall provide sufficient support for large aircraft components such that the component is not distorted.
 - (k) All aircraft components, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.
 - (l) Aircraft parts shall at all times be physically segregated from non-aircraft goods in all areas of the stores, with visible and legible signs providing clear indication of which parts are being stored or are in transit in each area.

APPENDIX 1 TO 6.080: EQUIPMENT, TOOLS AND MATERIAL

- (a) All applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness shall be traceable to the Standards approved by the Authority.
- (b) Except as provided in paragraph (a), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the country of manufacture may be used if approved by the Authority.
- (c) 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.
- (d) Except as provided in paragraph (c), tools, equipment, or test equipment other than that recommended by the manufacturer will be acceptable based on at least the following –
 - (1) the AMO shall have a procedure in the Maintenance Procedure Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer;
 - (2) the AMO shall have a program to include –

- (i) a description of the procedures used to establish the competence of personnel that make the determination of equivalency to 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
 - (v) tests, or calibrations, and checking all parameters of the aircraft or aeronautical product undergoing maintenance or calibration;
- (3) the AMO shall have full control of the equivalent tool, equipment, or test equipment (i.e. ownership, lease, etc.) –
- (e) An AMO approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft may be properly inspected.
 - (f) The AMO shall have a procedure to inspect/service and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any inspection or service or calibration time limit.
 - (g) The AMO shall have a procedure if it uses a standard (primary, secondary or transfer standards) for performing calibration, that standard cannot be used to perform maintenance.
 - (h) A clear system of labelling all tooling, equipment and test equipment shall be used to give information on when the next inspection or service or calibration is due, and if the item is unserviceable for any other reason where it may not be obvious.
 - (i) A clear system of labelling all tooling, equipment, and test equipment shall be used to give information on when such tooling, equipment, and test equipment is not used for product acceptance and/or for making a finding of airworthiness.
 - (j) A register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.
 - (k) Inspection, service, or calibration on a regular basis shall be in accordance with the equipment manufacturers' instructions except where the AMO can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

APPENDIX 1 TO 6.085: PERSONNEL REQUIREMENTS

- (a) The AMO functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the size of the AMO.
- (b) The AMO shall have, dependent upon the extent of approval, the following –
 - (1) a base maintenance manager;
 - (2) a line maintenance manager;
 - (3) a workshop manager and a quality manager, all of whom should report to the accountable manager.

(NOTE: In small AMOs, one or more of the above positions may be combined subject to approval by the Authority.)

- (c) The Accountable Manager shall be responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO's approval.
- (d) The Base Maintenance Manager shall be responsible for –

- (1) ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to specified design and quality standards; and
 - (2) any corrective action resulting from quality compliance monitoring.
- (e) The Line Maintenance Manager shall be responsible for –
- (1) ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and
 - (2) any corrective action resulting from quality compliance monitoring.
- (f) The Workshop Manager shall be responsible for –
- (1) ensuring that all work on aircraft components is performed to required standards; and
 - (2) any corrective action resulting from quality compliance monitoring –
- (g) The Quality Manager shall be responsible for –
- (1) monitoring the AMO's compliance with this Schedule; and
 - (2) requesting remedial action as necessary by the base maintenance manager/line maintenance manager/workshop manager or the accountable manager, as appropriate.
- (h) The AMO may adopt any title for managerial positions, but shall identify to the Authority the titles and persons chosen to carry out these functions.
- (i) Where an AMO chooses to appoint managers for all or any combination of the identified functions because of the size of the undertaking, these managers shall report ultimately through either the Base Maintenance Manager or Line Maintenance Manager or Workshop Manager or Quality Manager, as appropriate, to the accountable manager.
- (j) The managers specified in this Subsection shall be identified and their credentials submitted to the Authority. To be accepted, such managers shall have relevant knowledge and satisfactory experience related to aircraft/aircraft component maintenance as appropriate in accordance with these regulations. Where the AMO is providing maintenance services for aircraft, the Base Manager, Line Manager and Quality Manager shall all be Aircraft Maintenance Engineers, trained and qualified on aircraft of the Classes for which the AMO is providing services.

(Note: Certifying staff may report to any of the managers specified depending upon which type of control the AMO uses (for example-licensed engineers, independent inspection/dual function supervisors, etc.) so long as the quality compliance monitoring staff remain independent.)

- (k) The AMO shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.
- (l) If an AMO is approved for base maintenance, the plan shall relate to the aircraft hangar visit plan.
- (m) Man-hour plans shall regularly be updated.

(Note: Work performed on any aircraft registered outside Jamaica should be taken into account where it impacts upon the production man-hours plan.)

- (n) Quality monitoring compliance function man-hours shall be sufficient to enable the proper monitoring of all the AMO's functions.
- (o) Planners, mechanics, supervisors and certifying staff shall be assessed for competence by "on the job" evaluation or by examination relevant to their particular role within the AMO before unsupervised work is permitted.
- (p) To assist in the assessment of competence, job descriptions are recommended for each position. The assessment shall establish that –

- (1) planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no authority to deviate from the aircraft maintenance program;
 - (2) 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;
 - (3) supervisors are able to ensure that all required maintenance tasks are carried out and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and be addressed by the quality organization;
 - (4) certifying staff are appropriately licensed Aircraft Maintenance Engineers, trained and qualified on the aircraft type and able to determine when the aircraft or aircraft component is, or is not, ready to return to service.
- (q) In the case of planners, supervisors, and certifying staff, knowledge of AMO procedures relevant to their particular role shall be demonstrated.
- (r) Training of certifying staff shall be performed by the AMO or by an institute selected by the AMO. In either case, the AMO shall establish the curriculum and standards for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to insure that the trainee has a reasonable chance of successfully completing any course.
- (s) Examinations shall be set at the end of each training course.
- (t) Training shall include –
- (1) basic aircraft maintenance training as specified in Schedule 9;
 - (2) aircraft type training, to the ATA 104 Level III Standard, including the impact of repairs and system/structural defects, on any aircraft that the person will be expected to certify;
 - (3) company procedures relevant to the certifying staff's tasks.;
 - (4) human factors/Maintenance Resource Management training.
- (u) Continuation training should cover changes in AMO procedures and changes in the standard of aircraft and/or aeronautical products maintained.
- (v) The training program shall include details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods.
- (w) The training program established for maintenance personnel and certifying staff by the AMO shall include training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew.

APPENDIX 1 TO 6.090: RECORDS OF CERTIFYING STAFF

- (a) The following minimum information shall be kept on record in respect of each certifying person –
- (1) name;
 - (2) date of birth;
 - (3) basic training;
 - (4) type training;
 - (5) continuation training;
 - (6) experience;
 - (7) qualifications relevant to the approval;
 - (8) scope of the authorization;
 - (9) date of first issue of the authorization;
 - (10) expiration date of the authorization (if appropriate);
 - (11) identification number of the authorization.

- (b) Records of certifying staff shall be controlled, but not necessarily run by the AMO's quality department.
- (c) The number of persons authorised to access the system shall be limited to minimise the possibility of records being altered in an unauthorised manner and to limit confidential records from becoming accessible to unauthorised persons.
- (d) A certifying person shall be given reasonable access on request to his or her records.
- (e) The Authority is authorised to and may investigate the records system for initial and continued approval, or when the Authority has cause to doubt the competence of a particular certifying person.
- (f) The AMO shall keep the record of a certifying person for at least two years after that person has ceased employment with the AMO or upon withdrawal of his or her authorization. Upon request, the certifying staff shall be furnished with a copy of their record on leaving the AMO.
- (g) The authorization document shall be in a style that makes its scope clear to certifying staff and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.
- (h) Certifying staff are not required to carry the authorization document at all times but shall produce it within a reasonable time of a request from an authorised person.

(Note: Authorised persons, apart from the AMO's quality department or maintenance supervisors/managers, include the Authority.)

APPENDIX 1 TO 6.095: CONTENTS OF A MAINTENANCE ORGANIZATION PROCEDURES MANUAL

The AMO shall provide a Maintenance Procedures Manual for use by the organization, containing the following information –

- (1) a general description of the scope of work authorized under the organization's operations specifications;
- (2) a description of the organization's procedures, acceptable to the Authority, to ensure good maintenance practices and compliance with all relevant requirements;
- (3) a description of the independent quality assurance system to monitor compliance with and adequacy of the procedures (or a system of inspection to ensure that maintenance is properly performed, to include procedures for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the accountable manager for review and action;
- (4) a general description of the organization's facilities;
- (5) the names and duties of the management person or persons whose responsibilities included ensuring that the maintenance organization is in compliance with the requirements for an approved maintenance organization, to include an organization chart showing associated chains of responsibility of the management personnel. (The current list of the titles and names of the management personnel accepted by the Authority may be separate from the Procedures Manual but must be kept current and available for review by the Authority when requested);
- (6) a description of the procedures used to establish the competence of maintenance personnel;
- (7) a description of the method used for the completion and retention of maintenance records to show that all requirements for the signing of a return to service have been met;
- (8) a procedure to establish and maintain a current roster of certifying personnel.

(Note: Any list required for the contents of the manual which changes regularly may be separate from the procedures manual but must be kept current and available for review by the Authority when requested.)

- (9) a description of the procedure for preparing the return to service and the circumstances under which the release is to be signed;
- (10) the personnel authorized to sign the release and the scope of their authorization;
- (11) a description of the additional procedures for complying with an operator's maintenance procedures and requirements;
- (12) a description of the procedures for complying with the service information reporting requirements of Schedule 5;
- (13) a description of the procedure for receiving, amending and distributing within the maintenance organization all necessary airworthiness data from the type certificate holder or type design organization;
- (14) a statement signed by the accountable manager confirming that the maintenance organization Procedures Manual and any associated manuals define the AMO's compliance with this regulation and will be complied with at all times;
- (15) a list which describes the duties and responsibility of the management personnel and which matters on which they may deal directly with the Authority on behalf of the AMO;
- (16) a description of the procedures used to establish the competence of maintenance personnel;
- (17) a general description of manpower resources;
- (18) a description of the method used for the completion and retention of the maintenance records;
- (19) a general description of the facilities located at each address specified in the AMO's approval certificate;
- (20) the notification procedure for AMO to use when requesting the approval of changes to the organization of the AMO from the Authority;
- (21) the amendment procedure for the AMO procedures manual, including the submission to the Authority;
- (22) a list of operators, if appropriate, to which the AMO provides an aircraft maintenance service;
- (23) a list of organizations performing maintenance on behalf of the AMO; and
- (24) the AMO shall specify in the Procedures Manual who should amend the manual, particularly in the case where the manual consists of several parts;
- (25) the maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard.

APPENDIX 1 TO 6.120: CERTIFICATE OF RELEASE TO SERVICE (CRS)

- (a) A CRS is required for the following –
 - (1) 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.

(Note: Only in exceptional cases may scheduled maintenance be deferred and then only in accordance with procedures specified in the AMO's procedures manual. In all cases, the AMO must provide the owner/operator with a list of any uncorrected defects that may exist.)
 - (2) before flight at the completion of any defect rectification, while the aircraft operates between scheduled maintenance;
 - (3) at the completion of any maintenance on an aircraft component when off the aircraft, a Maintenance Release shall be signed certifying the work carried out. When that component is installed and tested on an aircraft, a CRS shall be signed for the installation.
- (b) The CRS shall contain the following, or similarly worded statement –

"I hereby certify that the work detailed above was carried out in accordance with the current Civil Aviation Regulations and in respect to that work the aircraft is considered serviceable."

- (c) The CRS shall reference the data specified in the manufacturer's or air carrier operator's instructions or the aircraft maintenance program which itself may cross-reference to a manufacturer's instruction in a maintenance manual, service bulletin, etc.
- (d) Where instructions include a requirement to insure 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/NO gauges. It is not normally sufficient to state that the dimension or the test figure is within tolerance.
- (e) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
- (f) When extensive maintenance has been carried out, it is acceptable for the return 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. Dimensional information shall be retained in the work-pack record.
- (g) The person issuing the CRS shall use a full signature and preferably a certification stamp except in the case where a computer return to service system is used. In this latter case, the Authority will need to be satisfied that only the particular person can electronically issue the return to service.

(Note: One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) which is keyed into the computer and known only to the individual.)

(Note: An example of a model return to service is shown below. Not intended to be used as an import or export tag.)

1. Jamaica		2. CAA FORM 308 Airworthiness Approval Tag Civil Aviation Administration				3. System Tracking Ref., No.	
4. Organization Name and Address:						5. Work Order, Contract or Invoice Number	
6. Item	7. Description	8. Part Number	9. Eligibility	10. Quantity	11. Serial/Batch Number	12. Status/Work	
13. Remarks:							
<p>It is important to understand that the existence of this Document alone does not automatically constitute authority to install the part/component/assembly</p> <p>Where the user/installer work in accordance with the national regulations of an Airworthiness Authority different than the Airworthiness Authority of the country specified in block 1 it is essential that the user/installer ensures that his/her Airworthiness Authority accepts parts/components/assemblies from the Airworthiness Authority of the country specified in block 1. Statements in block 14 and 19 do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.</p> <p>Limited life parts must be accomplished by maintenance history including total time/total cycles/time since new.</p>							
<p>14. Return to Service in Accordance with BANR the Fifth Schedule</p> <p>Certifies that the work specified in block 13 (or attached) above was carried out in accordance with CAA airworthiness regulations and in respect to the work performed the part(s) is (are) approved for return to service.</p>							

16. Authorised Signature:	16. Certificate Number:	17. Name (Typed or Printed):	18. Date:
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CAA AAT (12/00)

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LINE-BY-LINE INSTRUCTIONS FOR COMPLETION OF MODEL MO CAA FORM AAT:

- (a) Block 1. Jamaica (Pre-printed).
- (b) Block 2. CAA 308, Airworthiness Approval Tag and Civil Aviation Administration (Pre-printed).
- (c) Block 3. System Tracking Reference Number –
 - (1) fill in the unique number established by the CAA-approved numbering system;
 - (2) if the form is computer-generated, it may be produced as programmed by the computer.

(NOTE: Shippers must establish a numbering system for traceability in order to fill out block 3 of the form. This system must also provide a means of cross-referencing the number(s) and product(s) being shipped.)

- (d) Block 4. Organization –
 - (1) fill in the full name and address of the CAA-approved organization or individual shipping the product(s)/part(s) as applicable –
 - (i) company name and address;
 - (ii) Production Approval Holder (PAH) approval or certificate numbers, when applicable (e.g., production certificate number, approved maintenance organization certificate numbers, air operator certificate number –
 - (2) when a supplier has direct ship authorization from a PAH, the following information should be entered –
 - (i) PAH name and address;
 - (ii) PAH approval or certificate number;
 - (iii) c/o Supplier name and address.

(Note: If an individual product/part is produced as a spare by a supplier, the supplier must have either direct ship authority or hold a production approval (PMA/TSO authorization) for all products/parts shipped. If the supplier holds its own production approval, and the products/parts were manufactured and are being shipped under that approval, the information required in paragraph (1) above should be listed.)

- (e) Block 5. Work Order, Contract, or Invoice Number.
 - (1) Fill in the contract, work order, or invoice number related to the shipment list, or return to service, and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in Blocks 6 through 12, the respective blocks may be left blank if an original, or true copy, of the list is attached to the form. In this case, the following statement should be entered in Block 13: "This is the certification statement for the products/parts listed on the attached document dated _____, containing pages _____ through _____."
 - (2) In addition, the shipment list must cross-reference the number located in Block 3. The shipment list may contain more than one item; but it is the responsibility of the shipper to determine if the CAA of the importing jurisdiction will accept bulk shipments under a single Model CAA Form [AAT]. If the CAA does not permit bulk shipments under a single form, Blocks 6 through 12 of each form must be filled in for each product shipped.

- (f) Block 6. Item. When Model CAA Form [AAT] is issued a single item number or multiple item numbers may be used for the same part number. Multiple items should be numbered in sequence. If a separate listing is used, enter "List Attached"

(Note: The blank form can be computer-generated. However, the format cannot be changed, nor can any words be added or deleted. Pre-printing of some information is permissible, i.e.; the information in blocks 1, 2, 3, 4, 14, and 19. The size of blocks may be varied slightly, but the form must remain readily recognisable. The form may also be reduced in overall size to facilitate placement of the wording on the back of the form onto the face of the document.)

- (g) Block 7. Description. Enter the name or description of the product/part as shown on the design data. For products/parts that do not have design data available, the name as referenced in a part catalog, overhaul manual, etc., can be used.
- (h) Block 8. Part Number. Enter each part number of the product.
- (i) Block 9. Eligibility. State the aircraft, aircraft engine, or propeller make and model on which the PMA part is eligible for installation. If a part is eligible for installation on more than one model enter the words "to be verified by installer or TBV by installer." Where parts are TSO articles, state "TSO Article N/A" since eligibility for installation for TSO articles is determined at the time of installation.

(Note: For TSO articles CAA Model Form [AAT] does not constitute authority to install a product on a particular aircraft, aircraft engine, or propeller. The user or installer is responsible for confirming that the product is eligible for installation by reference to overhaul manuals, service bulletins, etc., as applicable. While the information in Block 9 is optional, it should be filled out whenever possible. When using CAA Model Form [AAT] for CONFORMITY of certification program products, enter N/A.)

- (j) Block 10. Quantity. State the quantity of each product/part shipped.
- (k) Block 11. Serial/Batch Number. State the serial number or equivalent (identified on the part) on the form for each product/part shipped. If a serial number or equivalent is not required on the part, enter "N/A."
- (l) Block 12. Status/work. Enter "Newly Overhauled" for those products that have not been operated or placed in service since overhaul. Enter "PROTOTYPE" for products/parts submitted to support type certification programs. Other permissible/appropriate terms to describe the status of the product/part are: "INSPECTED", "REPAIRED," "REBUILT," or "ALTERED."
- (m) Block 13. Remarks. Enter any information or references to support documentation necessary for the user or installer to make a final determination of airworthiness of the products/parts listed in Block 7. Each statement must specify which item identified in Block 6 is related. Examples of information to be supplied are as follows –
- (1) any restrictions (e.g., prototype only);
 - (2) alternative approved part number;
 - (3) compliance or non-compliance with airworthiness directives or service bulletins;
 - (4) information on life-limited parts;
 - (5) manufacturing, cure, or shelf-life data;
 - (6) drawing and revision level;
 - (7) when used for conformity the word "CONFORMITY" must be entered in capital letters. In addition, an explanation of the products/parts use, e.g., pending approved data, TC pending, for test only, etc., should be provided. Information concerning a conformity inspection such as design data, revision level, date, project number;
 - (8) when used for spare parts identify whether the parts are PMA, TSO authorised. In addition, if the CAA Model Form [AAT] is for spare parts or sub components of an CAA approved modification or replacement part, the PMA or TSO authorization should be listed in Block 13;

- (9) when used for return to service this block should contain the data required by the Fifth Schedule. If other documents such as work orders or travellers, CAA Model Form in accordance with Model regulation IS 6.4.1.8, Return to service Form, are used by the certificate holders to comply with the Fifth Schedule, they should be specifically referenced in this block and be cross referenced.
- (n) Block 14. Return to Service. The information is already pre-printed in the block.
- (o) Block 16. Signature. Signature of the individual authorised by the air agency, air carrier, or the manufacturer in accordance with 6.6.1.5 (a)(2), (3), and (4). The approval signature shall be manually applied at the time and place of issuance.
- (p) Block 16. Certificate number. Enter the air agency or air carrier operating certificate number. For manufacturers returning to service after rebuilding products/parts the production approval number should be entered.
- (q) Block 17. Name. The typed or printed name of the individual identified in Block 20.
- (r) Block 18. Date. The date the Model CAA Form [AAT] is signed and the product are returned to service. This does not need to be the same as the shipping date, which may occur at a later date.

APPENDIX 1 TO 6.130: AIRWORTHINESS DATA

- (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft/aeronautical product design organization, and any other approved design organization in the State of Manufacture or State of Design, as appropriate. Some examples of maintenance-related documents are –
 - (1) Civil Aviation Regulations, [2004];
 - (2) associated advisory material;
 - (3) Airworthiness Directives;
 - (4) manufacturers' maintenance manuals;
 - (5) repair manuals;
 - (6) supplementary structural inspection documents;
 - (7) service bulletins;
 - (8) service letters;
 - (9) service instructions;
 - (10) modification leaflets;
 - (11) aircraft maintenance program;
 - (12) NDT Manual, *etc.*

(Note: Paragraph (a) primarily refers to maintenance data that has been transcribed from the Authority and all Type Certificate (TC) holders into the AMO's format, such as customised maintenance cards or computer base data.)

(Note: To obtain acceptance from the Authority, it is important that accuracy of transcription is assured.)
- (b) 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.
- (c) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained and for supervisors, mechanics, and certifying staff to study.
- (d) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work program to enable easy access,

unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.