



**Republic of the Philippines**

**CIVIL AVIATION REGULATIONS (CAR)**

**PART 6**

**APPROVED MAINTENANCE ORGANIZATION**

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Republic of the Philippines  
Department of Transportation and Communications

## **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

1300 MIA Road, Pasay City, Metro Manila  
www.caap.gov.ph

### **BOARD RESOLUTION NO. 2011-025**

**WHEREAS**, the Civil Aviation Authority of the Philippines (CAAP) was created by virtue of Republic Act 9497 which took effect on 23 March 2008;

**WHEREAS**, under Section 23, paragraph (j) of the same law, the Board is empowered to promulgate rules and regulations as may be necessary in the interest of safety in air commerce pertaining to the issuance of the airman's certificate including the licensing of operating and mechanical personnel, type certificate for aircraft, aircraft engines, propellers and appliances, airworthiness certificates, air carrier operating certificates, air agency certificates, navigation facility and aerodrome certificates; air traffic routes; radio and aeronautical telecommunications and air navigation aids; aircraft accident inquiries; aerodromes, both public and private-owned; construction of obstructions to aerodromes; height of buildings, antennae and other edifices; registration of aircraft; search and rescue; facilitation of air transports; operations of aircraft, both for domestic and international, including scheduled and non-scheduled; meteorology in relation to civil aviation; rules of the air; air traffic services; rules for prevention of collision of aircraft, identification of aircraft; rules for safe altitudes of flight; and such other rules and regulations, standards, governing other practices, methods and/or procedures as the Director General may find necessary and appropriate to provide adequately for safety regularity and efficiency in air commerce and air navigation;

**WHEREAS**, in the October 2009 ICAO-USOAP and 2010 EASA Audits, it was noted that portion of the Philippine Civil Aviation Regulations (PCAR) of 2008 is outdated and requires amendments/revisions;

**WHEREAS**, the CAAP Board of Directors, in its 03 March 2011 Board Meeting, approved the request of the Director General to initiate amendments and or revision of the Philippine Civil Aviation Regulations of 2008, subject to public consultations/hearings;

**WHEREAS**, the proposed PCARs cover the following regulatory/oversight functions:

Part I	General Policies, Procedures, Definitions
Part II	Personnel Licensing
Part III	Approved Training Organizations
Part IV	Aircraft Registration and Markings

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*[Signature]* 05-27-2011  
**AIDA S. ROMULO**  
Chief, Central Records  
and Archives Division



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*W. Romulo* 05-27-24  
**AIDA S. ROMULO**  
Chief, Central Records  
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Part V	Airworthiness
Part VI	Approved Maintenance Organizations
Part VII	Instruments and Organization
Part VIII	Operations
Part IX	Air Operator Certification and Administration
Part X	Commercial Air Transport by Foreign Air Carriers within Republic of the Philippines
Part XI	Aerial Work and Non-certificated Aircraft: Operating Limitations

**WHEREAS**, the Board finds the 2011 Revised Philippine Civil Aviation Regulation (PCAR) sufficient in form and substance, and fully comply with the standards set forth by FAA/ICAO/EASA;

**WHEREFORE, RESOLVE**, as it is hereby **RESOLVED**, that the 2011 Revised Philippine Civil Aviation Regulations Parts I to XI be **APPROVED**, and shall be valid and effective upon completion of the requisite publication and a copy filed with the University of the Philippines Law Center-Office of the National Administrative Register (UP-ONAR);

**RESOLVED** further that the Director General shall fully implement the approved 2011 Revised PCAR Parts I to XI with the accompanying information campaign to the Philippine civil aviation industry.

Adopted this 11<sup>th</sup> day of April 2011 at the Department of Transportation and Communications, Columbia Tower, Mandaluyong City.

**HON. JOSE P. DE JESUS**  
Chairman/Secretary, DOTC

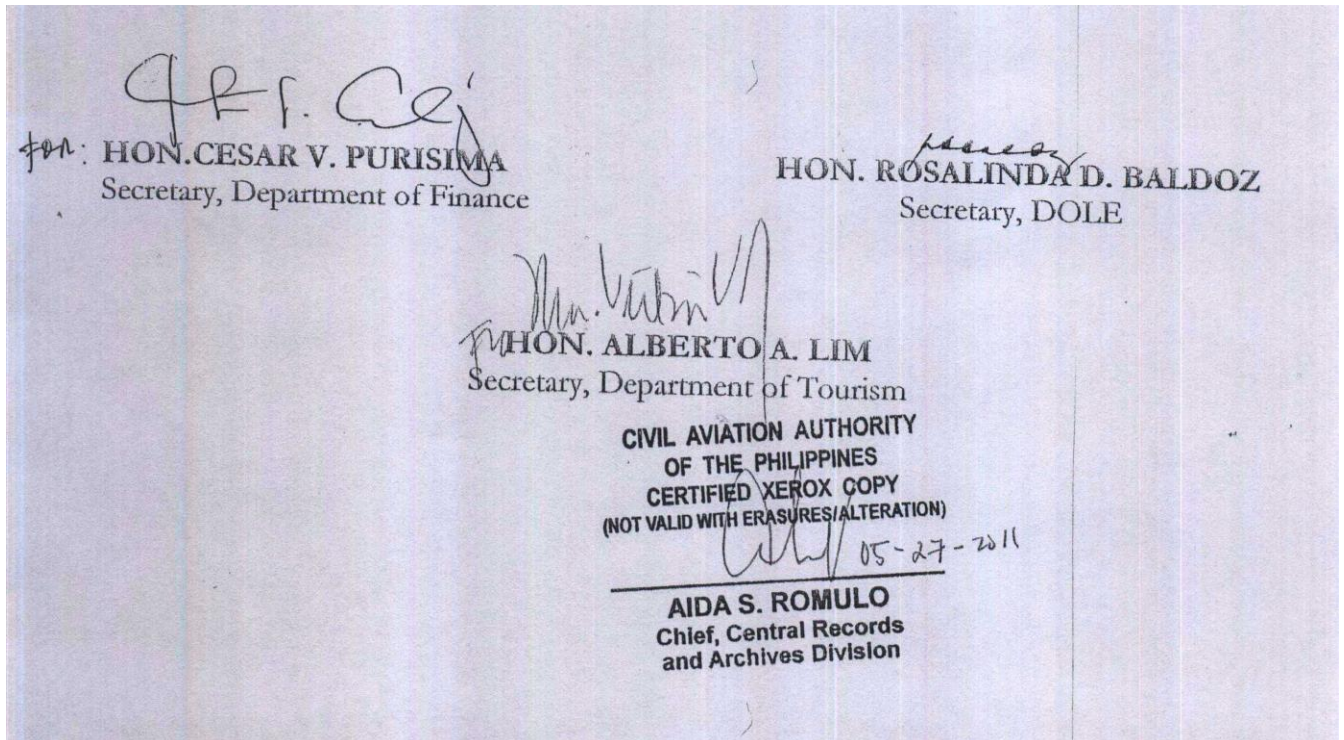
*[Signature]*  
**HON. RAMON S. GUTIERREZ**  
Vice-Chairman/Director General, CAAP

**HON. LEILA M. DE LIMA**  
Secretary, Department of Justice

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**HON. ALBERT F. DEL ROSARIO**  
Secretary, Department of Foreign Affairs

**HON. JESSE M. ROBREDO**  
Secretary, DILG





## RECORD OF AMENDMENTS

Amendment No.	Date	Subject	Incorporated By
Initial Issue	23 June 2008		Ruben F. Ciron
First Amendment	21 March 2011	<ol style="list-style-type: none"> <li>Definitions <ul style="list-style-type: none"> <li>Powerplant</li> </ul> </li> <li>6.2.1.3 Duration and Renewal of Certificate (a), (c) and (d).</li> </ol>	Ramon S. Gutierrez
Second Amendment	01 August 2013	Inserted vertical bars on the previous amendments	LT GEN William K Hotchkiss III AFP (Ret)
Third Amendment	21 November 2014	<ol style="list-style-type: none"> <li>Definitions <ul style="list-style-type: none"> <li>Powerplant</li> </ul> </li> </ol>	LT GEN William K Hotchkiss III AFP (Ret)
Fourth Amendment	23 March 2018	<ol style="list-style-type: none"> <li>6.2.1.3 Duration and Renewal of Certificate (a)</li> </ol>	Capt. Jim C. Sydiongco
Fifth Amendment	28 December 2018	<ol style="list-style-type: none"> <li>6.2.1.3 Duration and Renewal of Certificate (a)</li> </ol>	Capt. Jim C. Sydiongco
Sixth Amendment	09 June 2020	<ol style="list-style-type: none"> <li>6.2.1.3 Duration and Renewal of Certificate (c)</li> <li>IS 6.5.1.2 Maintenance Procedures and Independent Quality Assurance System</li> </ol>	Capt. Jim C. Sydiongco
Seventh Amendment	04 January 2022	<ol style="list-style-type: none"> <li>6.1.1.2 Definitions (Removed and transferred to PCAR Part 1 Appendix A: Definitions)</li> </ol>	Capt. Jim C. Sydiongco

## LIST OF EFFECTIVE PAGES

Part	Page	Amendment No.	Page Date
Part 6 Approved Maintenance Organization			
Cover Page	i	Amendment 01	21 March 2011
Board Resolution	iii – v	Amendment 01	21 March 2011
Record of Amendments	vi	Amendment 07	11 July 2022
List of Effective Pages	vii – ix	Amendment 07	11 July 2022
Table of Contents	x – xi	Amendment 07	11 July 2022
Introduction	xii	Original Issue	23 June 2008
Page			
	6.1-1	Amendment 07	11 July 2022
	6.1-2	Amendment 03	21 November 2014
	6.1-3	Original Issue	23 June 2008
	6.1-4	Original Issue	23 June 2008
	6.2-1	Original Issue	23 June 2008
	6.2-2	Amendment 06	01 July 2020
	6.2-3	Original Issue	23 June 2008
	6.2-4	Original Issue	23 June 2008
	6.2-5	Original Issue	23 June 2008
	6.2-6	Original Issue	23 June 2008
	6.3-1	Original Issue	23 June 2008
	6.3-2	Original Issue	23 June 2008
	6.4-1	Original Issue	23 June 2008
	6.4-2	Original Issue	23 June 2008
	6.5-1	Original Issue	23 June 2008
	6.5-2	Original Issue	23 June 2008
	6.5-3	Original Issue	23 June 2008
	6.5-4	Original Issue	23 June 2008
	6.5-5	Original Issue	23 June 2008
	6.5-6	Original Issue	23 June 2008
	6.5-7	Original Issue	23 June 2008

	6.5-8	Original Issue	23 June 2008
	IS-1	Original Issue	23 June 2008
	IS-2	Original Issue	23 June 2008
	IS-3	Original Issue	23 June 2008
	IS-4	Original Issue	23 June 2008
	IS-5	Original Issue	23 June 2008
	IS-6	Original Issue	23 June 2008
	IS-7	Original Issue	23 June 2008
	IS-8	Original Issue	23 June 2008
	IS-9	Original Issue	23 June 2008
	IS-10	Original Issue	23 June 2008
	IS-11	Original Issue	23 June 2008
	IS-12	Original Issue	23 June 2008
	IS-13	Original Issue	23 June 2008
	IS-14	Original Issue	23 June 2008
	IS-15	Original Issue	23 June 2008
	IS-16	Original Issue	23 June 2008
	IS-17	Original Issue	23 June 2008
	IS-18	Original Issue	23 June 2008
	IS-19	Original Issue	23 June 2008
	IS-20	Original Issue	23 June 2008
	IS-21	Original Issue	23 June 2008
	IS-22	Original Issue	23 June 2008
	IS-23	Original Issue	23 June 2008
	IS-24	Original Issue	23 June 2008
	IS-25	Original Issue	23 June 2008
	IS-26	Original Issue	23 June 2008
	IS-27	Original Issue	23 June 2008
	IS-28	Original Issue	23 June 2008
	IS-29	Amendment 06	01 July 2020
	IS-30	Amendment 06	01 July 2020
	IS-31	Original Issue	23 June 2008
	IS-32	Original Issue	23 June 2008



	IS-33	Original Issue	23 June 2008
	IS-34	Original Issue	23 June 2008
	IS-35	Original Issue	23 June 2008
	IS-36	Original Issue	23 June 2008
	IS-37	Original Issue	23 June 2008
	IS-38	Original Issue	23 June 2008
	IS-39	Original Issue	23 June 2008
	IS-40	Original Issue	23 June 2008
	IS-41	Original Issue	23 June 2008
	IS-42	Original Issue	23 June 2008

## CONTENTS

<b>6.1</b>	<b>GENERAL .....</b>	<b>6.1-1</b>
6.1.1.1	Applicability .....	6.1-1
6.1.1.2	RESERVED.....	6.1-1
6.1.1.3	Abbreviations .....	6.1-2
6.1.1.4	Certificate and Specific Operating Provisions .....	6.1-2
6.1.1.5	Advertising .....	6.1-2
6.1.1.6	Deviation Authority .....	6.1-3
<b>6.2</b>	<b>CERTIFICATION .....</b>	<b>6.2-1</b>
6.2.1.1	Application for an AMO Certificate .....	6.2-1
6.2.1.2	Issuance of an AMO Certificate .....	6.2-1
6.2.1.3	Duration and Renewal of Certificate .....	6.2-2
6.2.1.4	Continued Validity of Approval .....	6.2-2
6.2.1.5	Changes to the AMO and Certificate Amendments .....	6.2-2
6.2.1.6	Ratings of the AMO.....	6.2-3
6.2.1.7	AMO Limited Ratings.....	6.2-6
<b>6.3</b>	<b>HOUSING, FACILITIES, EQUIPMENT, AND MATERIALS.....</b>	<b>6.3-1</b>
6.3.1.1	General .....	6.3-1
6.3.1.2	Housing and Facility Requirements .....	6.3-1
6.3.1.3	Equipment, Tools and Material .....	6.3-1
<b>6.4</b>	<b>ADMINISTRATION.....</b>	<b>6.4-1</b>
6.4.1.1	Personnel and Training Requirements .....	6.4-1
6.4.1.2	Rest and Duty Limitations for Persons Performing Maintenance Functions in an AMO.....	6.4-1
6.4.1.3	Record of Certifying Staff.....	6.4-2
<b>6.5</b>	<b>AMO OPERATING RULES.....</b>	<b>6.5-1</b>
6.5.1.1	Approved Maintenance Organization Procedures Manual.....	6.5-1
6.5.1.2	Maintenance Procedures and Independent Quality Assurance System.....	6.5-3
6.5.1.3	Capability List.....	6.5-3
6.5.1.4	Privileges of the Approved Maintenance Organization.....	6.5-4
6.5.1.5	Limitations on the AMO .....	6.5-5
6.5.1.6	Certificate of Return to Service .....	6.5-5
6.5.1.7	Maintenance Records.....	6.5-5

6.5.1.8	Airworthiness Data .....	6.5-7
6.5.1.9	Reporting of Unairworthy Conditions.....	6.5-8
6.5.1.10	CAA Inspections .....	6.5-8
6.5.1.11	Performance Standards.....	6.5-8
IS: 6.1.1.4 (d)	Maintenance Organization Certificate.....	IS-2
IS: 6.2.1.1	Application for an AMO Certificate.....	IS-3
IS: 6.2.1.6	Ratings of the AMO.....	IS-4
IS: 6.3.1.2	Housing and Facility Requirements.....	IS-13
IS: 6.3.1.3	Equipment, Tools and Material.....	IS-14
IS: 6.4.1.1	Personnel Requirements.....	IS-15
IS: 6.4.1.3	Records of Certifying Staff.....	IS-17
IS: 6.5.1.1	Maintenance Organization Procedures Manual.....	IS-18
IS: 6.5.1.2	Maintenance Procedures and Independent Quality Assurance System.....	IS-21
IS: 6.5.1.6	Certification of Return to Service.....	IS-36
IS: 6.5.1.8	Airworthiness Data.....	IS-41



# **CIVIL AVIATION REGULATIONS (CAR)**

## **PART 6**

### **APPROVED MAINTENANCE ORGANIZATION**

#### **Introduction**

CAR Part 6 provides regulations for the registration and monitoring of Approved Maintenance Organizations (AMO) in Republic of the Philippines. The proper maintenance of aircraft is fundamental to aviation safety, and requires meticulous record-keeping.

In the Republic of the Philippines, persons have to be individually licensed in accordance with Part 2 to perform any maintenance task and to sign the maintenance release to return to service any aircraft or component. An AOC holder must use the services from an AMO with the appropriate ratings, through administrative arrangements. This means that the maintenance organization of an AOC holder must qualify as an AMO in its own right and obtain a separate certificate as an AMO. As per the ICAO provisions, there is a need for oversight and regulation of AMO's from the Authority.

An AMO applicant within the Republic of the Philippines is required to disclose any and all AMO certificates in any Contracting State other than the Republic of the Philippines. Many regional airline consortia use common maintenance facilities in one Contracting State. This practice does not relieve the Republic of the Philippines from approving the AMO that its AOC holders use.

Knowledge of the other Contracting State's AMO licensing and regulating practices will allow the Authority both to communicate with the Authority overseeing the AMO certificate, and to weigh the AMO requirements of the other Contracting State for satisfaction of the Republic of the Philippines's own regulations.

**6.1 GENERAL****6.1.1.1 APPLICABILITY**

Part 6 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 and shall be headed by the accountable manager.

**6.1.1.2 RESERVED**

**6.1.1.3 ABBREVIATIONS**

- (a) The following abbreviations are used in Part 6.
  - (1) AMO – Approved Maintenance Organization (Part 1)
  - (2) PMA – Parts Manufacturing Authorization
  - (3) TSO – Technical Standard Order
  - (4) RTS – Return to Service

**6.1.1.4 CERTIFICATE AND SPECIFIC OPERATING PROVISIONS**

- (a) The AMO certificate will consist of two documents
  - (1) A one page certificate signed by the Authority, and
  - (2) A multi-page specific operating provisions signed by the Accountable Manager and the Authority, containing the terms, conditions, and authorizations.
- (b) No person may operate as a certificated approved maintenance organization without, or in violation of, an approved maintenance organization certificate issued under this Part.
- (c) A certificated approved maintenance organization may perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof only for which it is rating and within the limitations placed in its specific operating limitations.
- (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) Authority signature.

*Implementing Standard: See IS: 6.1.1.4(d) for a sample AMO certificate.*

- (e) The AMO Specific Operating Provisions 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
  - (4) Accountable manager and Authority signatures
  - (5) The certificate issued to each certificated maintenance organization must be available in the premises for inspection by the public and the Authority.

**6.1.1.5 ADVERTISING**

- (a) No approved maintenance organization may advertise as a certificated approved maintenance organization until an approved maintenance organization certificate has been issued to that facility.



- (b) No certificated approved maintenance organization 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 an approved maintenance organization indicates that it is certificated, the advertisement must clearly state the approved maintenance organization's certificate number.

#### **6.1.1.6 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 this Part, 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. 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 certificated maintenance organization 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.

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**6.2 CERTIFICATION****6.2.1.1 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 a 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;

*Note: ICAO Doc. 9642. Part 4, 2.9 states that it's accepted practice to permit AMOs to subcontract work to non-approved maintenance organizations if the contracting AMO is (1) approved for the work to be subcontracted and has the ability to assess the competency of the subcontractor. (2) retains the responsibility for the quality control and release of subcontracted activities, and (3) there exist procedures to control subcontracted activities together with terms of reference for the personnel responsible for their management.*

- (4) A list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than Republic of the Philippines; and

*Note: The requirement for listing AMO certificates, above, supports the application by Republic of the Philippines of the following Articles of the Chicago Convention: Article 33 - Recognition of Certificates and Licenses; Article 37(d) – Adoption of International Standards and Procedures; Article 39(b) - Endorsement of Certificates and Licenses; and Article 40 - Validity of Endorsed Certificates and Licenses.*

- (5) Any additional information the Authority requires the applicant to submit.

*Implementing Standard: See IS: 6.2.1.1 for sample of an application identified in sub paragraph (a)(1).*

*Note: In "a form and in a manner" mean that a form issued by the Authority should be completed by the accountable manager, or the manager's nominee designated in accordance with Subpart 6.2.1.1(a).*

- (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.

**6.2.1.2 ISSUANCE OF AN AMO CERTIFICATE**

- (a) 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

*Note: If under national law, any charges are to be prescribed by the Authority for the AMO application process, that requirement should be set forth in this section.*



**6.2.1.3 DURATION AND RENEWAL OF CERTIFICATE**

- (a) A Certificate or Rating issued to an Approved Maintenance Organization is valid for five (5) years from the date of issuance subject to the compliance with the Approved Maintenance Organization Procedures Manual and the provisions of PCAR Part 6, unless:

- (1) The Approved Maintenance Organization surrenders it; or
- (2) The CAAP suspends or revokes it.

The Authority may at any time access the Approved Maintenance Organization for the purpose of determining continued compliance with the PCAR.

- (b) The holder of a certificate that expires or is surrendered, suspended, or revoked by the CAAP must return the certificate and specific operating provisions to the CAAP.
- (c) A certificated approved maintenance organization that applies for a renewal of its CAAP approved maintenance organization certificate must submit its request for renewal with supporting documents no later than 60 days before the approved maintenance organization's current certificate expires. Late submission of the renewal request may result in the application being treated as a new application for an AMO.

*Note: An AMO certificate may not be renewed if any of the conditions upon which the certificate was originally issued or amended are changed or become invalid for any reason.*

**6.2.1.4 CONTINUED VALIDITY OF APPROVAL**

- (a) Unless the approval has been previously 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 Part;
  - (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.

**6.2.1.5 CHANGES TO THE AMO AND CERTIFICATE AMENDMENTS**

- (a) To enable the Authority to determine continued compliance with this Part, the AMO shall provide written notification to the Authority either prior to, or within a time period determined by the Authority to be as soon as practicable after, 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;  
*Note: See subsection 6.2.1.1(a).*
  - (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 subparagraph (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 subparagraph (a) without notification to the Authority and amendment of the AMO certificate by the Authority, the AMO certificate may be suspended by the Authority.

#### **6.2.1.6 RATINGS OF THE AMO**

- (a) The following ratings are issued under this Subpart:
- (1) Airframe ratings. An aircraft rating on an approved maintenance organization certificate permits that approved maintenance organization to perform maintenance, preventive maintenance, or modifications on an aircraft; including

work on the powerplant(s) of that aircraft up to, but not including, overhaul as that term defined in 5.1.1.2(a)(5) under the following classes:

- (i) Class 1: Aircraft (other than rotorcraft and aircraft composed primarily of composite material) of 5,700 kg maximum certificated take-off weight or less.
  - (ii) Class 2: Aircraft (other than rotorcraft and aircraft composed primarily of composite material) over 5,700 kg maximum certificated take-off weight and up to, and including, 3,200 kg maximum certificated take-off weight.
  - (iii) Class 3: Aircraft, (other than rotorcraft and aircraft composed primarily of composite material) over 34,200 kg maximum certificated take-off weight.
  - (iv) Class 4: Rotorcraft (other than rotorcraft composed primarily of composite material) of 2,736 kg maximum certificated take-off weight or less.
  - (v) Class 5: Rotorcraft (other than rotorcraft composed primarily of composite material) over 2,736 kg maximum certificated take-off weight.
  - (vi) Class 6: Aircraft composed primarily of composite material, of 5,700 kg maximum certificated take-off weight or less.
  - (vii) Class 7: Aircraft composed primarily of composite material, over 5,700 kg maximum certificated take-off weight
- (2) Powerplant ratings. A powerplant rating on an approved maintenance organization certificate permits that approved maintenance organization to perform maintenance, preventive maintenance, or modifications of powerplants under the following classes:
- (i) Class 1: Reciprocating engines.
  - (ii) Class 2: Turbopropeller and turboshaft engines.
  - (iii) Class 3: Turbojet and turbofan engines.
- (3) Propeller ratings. A propeller rating on an approved maintenance organization certificate permits that approved 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 an approved maintenance organization certificate permits that approved 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 signaling 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 an approved maintenance organization certificate permits that approved 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: Powerplant computer systems.
  - (iii) Class 3: Avionics computer systems.
- (6) Instrument ratings. An instrument rating on an approved maintenance organization certificate permits that approved 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 analyzers.
- (7) Accessory ratings. An accessory rating on an approved maintenance organization certificate permits that approved 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.

*Implementing Standard: See IS: 6.2.1.6 for a detailed explanation of each rating.*

#### **6.2.1.7 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; powerplant, propeller, radio, instrument, or accessory, or parts thereof, or performs only specialized 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) Powerplants;
  - (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) Specialized service ratings. A specialized service rating may be issued to a maintenance organization to perform specific maintenance or processes. The specific operating provisions of the approved maintenance organization must identify the specification used in performing that specialized 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 approved maintenance organization and approved by the Authority.



### 6.3 HOUSING, FACILITIES, EQUIPMENT, & MATERIALS

#### 6.3.1.1 GENERAL

A certificated approved maintenance organization 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 approved maintenance organization holds.

#### 6.3.1.2 HOUSING AND FACILITY REQUIREMENTS

- (a) Housing and facilities shall be provided appropriate for all planned work ensuring, in particular, protection from weather.
- (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) Specialized 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 security for serviceable parts, segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.

*Implementing Standard: See IS: 6.3.1.2 for detailed requirements pertaining to housing and facilities.*

#### 6.3.1.3 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 AMO'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 need not 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.

*Implementing Standard: See IS: 6.3.1.3 for detailed requirements pertaining to tools, equipment, and test equipment.*

**6.4 ADMINISTRATION****6.4.1.1 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 Part 6.
- (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 maintenance release or an approval for return to service shall be qualified in accordance with CAR Part 2, as appropriate to the work performed, and is 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 coordination with other maintenance personnel and flight crew.

*Implementing Standard: See IS: 6.4.1.1 for detailed personnel requirements.*

**6.4.1.2 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS IN AN AMO**

- (a) No person may assign, nor shall any person perform maintenance functions for aircraft, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.
- (b) No person may schedule a person performing maintenance functions for aircraft for more than 12 consecutive hours of duty.
- (c) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft may be continued on duty for
  - (1) Up to 16 consecutive hours; or
  - (2) 20 hours in 24 consecutive hours.
- (d) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of 10 hours.
- (e) The AMO shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day period.

**6.4.1.3 RECORD OF CERTIFYING STAFF**

- (a) The AMO shall maintain a roster 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.

*Implementing Standard: See IS: 6.4.1.3 for detailed requirements pertaining to records of certifying staff.*

**6.5 AMO OPERATING RULES****6.5.1.1 APPROVED MAINTENANCE ORGANIZATION PROCEDURES MANUAL**

*Note: The purpose of the Approved Maintenance Organization Procedures Manual is to set forth the procedures, the means, and methods of the AMO. Compliance with its contents will assure compliance with the Part 6 requirements, which is a pre-requisite to obtaining and retaining an AMO certificate.*

- (a) An AMO Maintenance Procedure Manual and any subsequent amendments thereto shall be approved by the Authority prior to use.
- (b) 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.
- (c) 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 Republic of the Philippines regulation or the AMO's specific operating provisions; and
  - (5) Include a reference to appropriate civil aviation regulations.
- (d) The AMO shall provide an Approved Maintenance Procedures Manual for use by the organization, containing the following information
  - (1) 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;
  - (2) A procedure to establish and maintain a current list of the titles and names of the management personnel accepted by the Authority. The list of personnel may be separate from the Procedures Manual but must be kept current and available for review by the Authority when requested;
  - (3) 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;
  - (4) An organization chart showing associated chains of responsibility of the management personnel.
  - (5) A procedure to establish and maintain a current roster of certifying personnel;

*Note: The list of certifying personnel 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 general description of manpower resources;

*Note: Subparagraphs (1) to (7) constitutes the management part of the maintenance organization Procedures Manual and therefore could be produced*



*as one document and made available to person(s) who should be reasonably familiar with its contents.*

- (8) A description of the method used for the completion and retention of the maintenance records;
- (9) A description of the procedure for preparing the maintenance release and the circumstances under which the release is to be signed;
- (10) A description, when applicable, of additional procedures for complying with an AOC holder's maintenance procedures and requirements;
- (11) A description of the procedures for complying with the service information reporting requirement contained in 6.5.1.9;
- (12) A description of the procedure for receiving, amending and distributing within the maintenance organization all necessary airworthiness data from the type certificate holder or the type design organization;
- (13) A general description of the facilities located at each address specified in the AMO's approval certificate;
- (14) A general description of the AMO's scope of work relevant to the extent of approval;
- (15) The notification procedure for AMO to use when requesting the approval of changes to the organization of the AMO from the Authority;
- (16) The amendment procedure for the AMO procedures manual, including the submission to the Authority, and the method and procedures to ensure that all amendments are furnished promptly to all organizations and persons to whom the manual has been issued;
- (17) The AMO's procedures, acceptable to the Authority, to ensure good maintenance practices and compliance with all relevant requirements in this subsection;
- (18) The AMO's procedures to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products. Compliance monitoring must include a feedback system to the person or group of persons specified in 6.4.1.1 and ultimately to the accountable manager to ensure, as necessary, corrective action. Such a system shall be acceptable to the Authority;
- (19) The AMO procedures for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the accountable manager for review and action;
- (20) A list of operators, if appropriate, to which the AMO provides an aircraft maintenance service;
- (21) A list of organizations performing maintenance on behalf of the AMO; and
- (22) A list of the AMO's line maintenance locations and procedures, if applicable.

*Implementing Standard: See IS: 6.5.1.1 for detailed requirements concerning the Procedures Manual and a sample Maintenance Procedures Manual format.*

**6.5.1.2 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 returned 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 Part 6.
- (g) The AMO's quality system shall be sufficient to review all maintenance procedures as described in the Procedures Manual in accordance with an approved program once a year for each aircraft type maintained.
- (h) The AMO's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be seen by visiting Authority staff 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.

*Implementing Standard: See IS: 6.5.1.2 for a detailed list of inspection items evaluated by the quality system.*

**6.5.1.3 CAPABILITY LIST**

- (a) Each certificated approved maintenance organization must prepare and retain a current capability list approved by the Authority. The approved 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 Part and 6.5.1.1(d)(19).
- (b) The capability list must 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 approved maintenance organization's certificate, and only after the approved maintenance organization has performed a self-evaluation in accordance with 6.5.1.1(d)(19). The approved 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 part. If the approved 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 must be signed by the accountable manager and must be retained on file by the approved maintenance organization.
- (e) Upon listing an additional article on its capability list, the maintenance organization must send a copy of the list to the Authority having jurisdiction over the approved maintenance organization.
- (f) The capability list(s) must be available in the premises for inspection by the public and the Authority.
- (g) The self-evaluations must be 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.

#### **6.5.1.4 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 an approval for return 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 to a non-approved maintenance organization.
- (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 AMO sets forth approved procedures governing work to be performed at a place other than the AMO.

**6.5.1.5 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.

**6.5.1.6 CERTIFICATE OF RETURN TO SERVICE**

- (a) A certificate of return to service shall be issued by appropriately authorized certifying staff when satisfied that all required maintenance of the aircraft or aeronautical product has been properly carried out by the AMO in accordance with the maintenance procedure manual.

*Note: An aeronautical product which has been maintained off the aircraft requires the issue of a certificate of return to service for such maintenance and another certificate of return to service in regard to being installed properly on the aircraft, when such action occurs.*

- (b) A certificate of return to service shall contain

- (1) Basic details of the maintenance carried out;
- (2) The date such maintenance was completed; and
- (3) The identity, including the authorization reference, of the AMO and certifying staff issuing the certificate.

*Implementing Standard: See IS: 6.5.1.6 for detailed requirements concerning a certificate of return to service, along with a sample form.*

**6.5.1.7 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 certificate of 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: FAR and JAR require retaining maintenance records for two years.*

*[Ref. ICAO 9389 Attachment 6-E-1, Paragraphs 7.9.5 and 7.9.9]*

*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 Part 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:
- (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 authorized 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, and the form disposed of by the person performing the work, 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:
- (a) Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and
  - (b) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a TSO.

*Note: For definitions of overhaul see 5.1.1.2(a)(5).*

- (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 permitted;
  - (2) Repaired as necessary; and
  - (3) Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approve oversized or undersized dimensions.

*Note: For definitions of rebuild see 5.1.1.2(a)(6).*

- (g) No person may approve for return to service any aircraft or aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or modification unless:
- (a) The appropriate maintenance record entry has been made;
  - (b) The repair or modification form authorized 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 authorized 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 approved for return to service, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition;
  - (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—/ *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.

#### 6.5.1.8 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.

*Implementing Standard: See IS: 6.5.1.8 for detailed requirements concerning airworthiness data.*

**6.5.1.9 REPORTING OF UNAIRWORTHY 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 (3) working days of the AMO identifying the condition to which the report relates.

**6.5.1.10 CAA INSPECTIONS**

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

**6.5.1.11 PERFORMANCE STANDARDS**

- (a) Each certificated approved maintenance organization that performs any maintenance, preventive maintenance, modifications for an air operator certificated under CAR Part 9 having an approved maintenance program under CAR Part 9, Subpart 9.4.1.11 and approved continuous maintenance program under Subpart CAR Part 5, 5.6.1.8 (e) shall perform that work in accordance with the air operator's manuals.
- (b) Except as provided in paragraph (a), each certificated approved maintenance organization shall perform its maintenance and modification operations in accordance with the applicable standards in Part 5. 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 certificated approved maintenance organization with an avionics rating shall comply with those sections in Part 5 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 accept good practices of the aircraft avionics industry.

**CIVIL AVIATION REGULATIONS (CAR)**

**PART 6: IS**

**APPROVED MAINTENANCE ORGANIZATION:  
IMPLEMENTING STANDARDS**

23 June 2008

## IS: 6.1.1.4(d) MAINTENANCE ORGANIZATION CERTIFICATE

<p style="text-align: center;"><b>Republic of the Philippines</b></p> <p style="text-align: center;"><b>APPROVED MAINTENANCE ORGANIZATION CERTIFICATE</b></p>	
<p>Number:</p>	
<p>This certificate is issued to:</p>	
<p>whose business address is:</p>	
<p>Upon finding that its organization complies in all respects with the requirements of the Civil Aviation Regulations Part 6, relating to the establishment of an Approved Maintenance Organization and is empowered to operate an Approved Maintenance Organization, with the following ratings:</p>	
<p>This certificate shall continue its effect unless cancelled, suspended, or revoked.</p>	
<p>Date Issued:</p>	
<p>CAA Office</p>	<p>Authorized signature</p>

CAA AAMO Form 12/2008

## IS: 6.2.1.1 APPLICATION FOR AN AMO CERTIFICATE

<b>Republic of the Philippines</b>		<b>Application for Approved Maintenance Organization Certificate and/or Ratings</b>	
1. Approved Maintenance Organization Name, Number, Location and Address		2. Reasons for Submission	
a. Official Name of the AMO:	Number:	Original Application for Certificate and Rating Change in Rating or Housing and Facilities Change in Location Change in Ownership Other (Specify)	
b. Location where business is conducted:			
c. Official Mailing Address (Number, Street, City, State, & Zip)			
d. Doing Business as:			
3. Ratings Applied for:			
<input type="checkbox"/> <b>Airframe</b> Class 1      Class 5 Class 2      Class 6 Class 3      Class 7 Class 4	<input type="checkbox"/> <b>Powerplant</b> Class 1 Class 2 Class 3 Limited	<input type="checkbox"/> <b>Avionics</b> Class 1 Class 2 Class 3	<input type="checkbox"/> <b>Computer</b> Class 1 Class 2 Class 3
<input type="checkbox"/> <b>Instrument</b> Class 1 Class 2 Class 3 Class 4	<input type="checkbox"/> <b>Access</b> Class 1 Class 2 Class 3 Class 4		
(List Process) Specialized Service Specification(s): _____ _____ _____			
4. List of Maintenance Functions contracted to an outside Maintenance Organization:			
5. Applicants Certification			
Name of Owner (Include name(s) of individual Owner, all partners, or corporation name given the state, province, or country and date of incorporation)			
I hereby certify that I have been authorized by the approved maintenance organization identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.			
Date:	Authorized Signature:		Title:



For CAA Use Only	Record of Action <u>Approved Maintenance Organization Inspection</u>	For CAA Use Only
6. Remarks (Identify by item number. Include deficiencies found ratings denied)		
7. Findings - Recommendations <input type="checkbox"/> A. AMO was found to comply with requirements of Part 6. <input type="checkbox"/> B. AMO was found to comply with requirements of Part 6, except for deficiencies listed in Item 6. <input type="checkbox"/> C. Recommend Certificate with rating applied for on application be issued. <input type="checkbox"/> D. Recommend Certificate with rating applied for on application (EXCEPT those listed in Item 6) be issued.		8. Date of Inspection
9. CAA Office	Signature(s) of Inspector(s)	Printed Names of Inspectors
10. Supervising or Assigned	Inspector	
ACTION TAKEN <input checked="" type="checkbox"/> APPROVED	CERTIFICATE ISSUED Number	Inspector's Signature
As shown on certificate Issued on date shown DISAPPROVED	Date	Inspector's Printed Name
		Title

AMO ARSC dated 12/98

Page 2

**IS: 6.2.1.6 RATINGS OF THE AMO**

Except for job functions that are contracted out, each certificated approved maintenance organization must provide equipment and material so that the job functions listed in this IS, 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 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 wings.
  - (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. (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 powerplants.
  - (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, fluorescent, 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, an approved 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) Powerplant 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.
      - (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 powerplant rating, a maintenance organization holding a class 2 or a class 3 powerplant rating must have the following equipment:
  - (A) Testing equipment
  - (B) Surface treatment antigallant equipment
- (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 Powerplant (Reciprocating).
  - (ii) Replacement of valve guides and seats.
  - (iii) Plating operations (copper, silver, cadmium, etc.).
  - (iv) Replacement and repair of powerplant 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 powerplant 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 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 Implementing Standard when applicable to the make and model of the propeller being worked on.
  - (iii) Repair or replace components or parts:
    - (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 Implementing Standard 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:
    - (A) Perform physical inspection of avionics systems and components by visual and mechanical inspection.
    - (B) Perform electrical inspection of avionics systems and components by means of appropriate electrical and/or electronic test equipment.
    - (C) Check aircraft wiring, antennas, connectors, relays, and other associated avionics components to detect installation faults.



- (D) Check engine ignition systems and aircraft accessories to determine sources of electrical interference.
  - (E) Check aircraft power supplies for adequacy and proper functioning.
  - (F) Remove, repair, and replace aircraft antennas.
  - (G) Measure transmission line attenuation.
  - (H) Measure avionics component values such as inductance, capacitance, and resistance.
  - (I) Determine waveforms and phase in avionics equipment when applicable.
  - (J) 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.
  - (K) Determine the operational condition of avionics equipment installed in aircraft by using appropriate portable test apparatus.
  - (L) Test all types of transistors: solid-state, integrated circuits; or similar devices in equipment appropriate to the class rating.
  - (M) 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 authorized 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 IS 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 IS 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 IS 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 IS 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 manufacturers 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.

#### IS: 6.3.1.2 HOUSING AND FACILITY REQUIREMENTS

- (a) For ongoing maintenance of aircraft to 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 authorization to use hangar;
  - (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 minimize 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 conformable 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, well ventilated and maintained at an even dry temperature to minimize the effects of condensation.
- (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 minimize damage and corrosion during storage.

#### **IS: 6.3.1.3 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 Republic of the Philippines national standards.
- (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 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 labeling 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 labeling 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. Old IS 6.3.1.3(d)
- (j) A register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used. Old IS 6.3.1.3(e)
- (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. Old IS 6.3.1.3(f)

#### IS: 6.4.1.1 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 Part 6; 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.

*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 the Republic of the Philippines 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 meet the requirement of 6.5.1.2(b).
- (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 agreed by the quality organization.
- (4) Certifying staff are able to determine when the aircraft or aircraft component is and 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) Initial training shall cover:
  - (1) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain:
  - (2) Specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system/structural defects; and
  - (3) Company procedures relevant to the certifying staffs tasks.
- (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 coordination with other maintenance personnel and flight crew.

#### **IS: 6.4.1.3 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 authorized to access the system shall be limited to minimize the possibility of records being altered in an unauthorized manner and to limit confidential records from become accessible to unauthorized persons.
  - (d) A certifying person shall be given reasonable access on request to his or her records.
  - (e) The Authority is authorized 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 authorized 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 authorized person.

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

#### **IS: 6.5.1.1 MAINTENANCE ORGANIZATION PROCEDURES MANUAL**

- (a) AMO personnel shall be familiar with those parts of the manuals that are relevant to the maintenance work they perform.
- (b) The AMO shall specify in the Procedures Manual who should amend the manual, particularly in the case where the manual consists of several parts.
- (c) The Quality Manager shall be responsible for
  - (1) Monitoring the amendment of the Procedures Manual, including associated procedures manuals
  - (2) Submitting proposed amendments to the Authority, unless the Authority has agreed, via a procedure stated in the amendment section of the Procedures Manual. That some defined class of amendments may be incorporated without approval by the Authority.
- (d) The Procedures Manual shall address four main areas
  - (1) The management Procedures Manual covering the parts previously specified:

- (2) 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;
- (3) The quality system procedures, including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel; and
- (4) Contracted AOC holder procedures and paperwork.

### **Sample Maintenance Procedures Manual Format**

The manual may be put together in any subject order so long as all applicable subjects are covered.

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

- 1.1 Corporate commitment by the accountable manager
- 2.1 Management personnel
- 3.1 Duties and responsibilities of the management personnel
- 4.1 Management Organization Chart
- 5.1 List of certifying staff. *Note: A separate document may be referenced*
- 6.1 Manpower resources
- 7.1 General description of the facilities at each address intended to be approved
- 8.1 Organizations intended scope of work
- 9.1 Notification procedure to the Authority regarding changes to the organization's activities/approval/location/personnel
- 10.1 Manual amendment procedures

#### **Part 2 - Maintenance Procedures**

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

- 2.14 Technical record control
- 2.15 Rectification of defects arising during base maintenance
- 2.16 Return to service procedure
- 2.17 Records for the air carrier operator
- 2.18 Reporting of defects to the Authority/Operator/Manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Reference to specific maintenance procedures such as:
  - Engine running procedures,
  - Aircraft pressure run procedures,
  - Aircraft towing procedures,
  - Aircraft taxiing procedures.

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

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

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

- 3.1 Quality audit of organization procedures
- 3.2 Quality audit of aircraft
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff qualification and training procedures
- 3.5 Certifying staff records
- 3.6 Quality audit personnel
- 3.7 Qualifying inspectors
- 3.8 Qualifying mechanics
- 3.9 Exemption process control
- 3.10 Concession control for deviation from organizations' procedures
- 3.11 Qualification procedure for specialized activities such as non-destructive testing, welding, etc.
- 3.12 Control of manufacturers' working teams

### **Part 4 - Documentation**

- 4.1 Contracted air operators
- 4.2 Air operator procedures and paperwork

4.3 Air operator record completion

## **Part 5 - Appendices**

5.1 Sample of documents

5.2 List of subcontractors

5.3 List of line maintenance locations

### **IS: 6.5.1.2 MAINTENANCE PROCEDURES AND INDEPENDENT QUALITY ASSURANCE SYSTEM**

Following are sample inspection items.

#### **MAINTENANCE SYSTEM AND CERTIFYING STAFF**

Reference: Part 6

### **MAINTENANCE PROCEDURES**

#### **GENERAL**

The chief certifying staff manager is responsible to the accountable manager for full compliance with all procedures outlined in this system as appropriate to any item being inspected, repaired, overhauled or altered by the maintenance organization. The airworthiness of those items and compliance with record requirements of the operators of those items and of the maintenance organization depends upon conformity to the procedures of this system.

#### **CERTIFYING STAFF**

Certifying staff are required to be thoroughly familiar with all inspection methods, techniques and equipment used in their area of responsibility to determine the quality of airworthiness of an article undergoing maintenance, repair or alterations. All personnel must also maintain proficiency in the use of the various types of inspection aids to be used for inspection of the particular items undergoing inspection. Available to all certifying staff are current specifications involving inspection tolerances, limits, and procedures as set forth by manufacturer of the product undergoing inspection and other forms of inspection information such as CAA airworthiness directives, manufacturer's bulletins, etc. A file of maintenance manuals, engineering letters, service letters, CAA regulations, etc., are maintained in the inspection office.

Certifying staff assigned to maintenance organization operations is required to familiarize themselves with CAA regulations applicable to such operations with particular emphasis on the following:

Part 4 — Aircraft Registration and Marking

Part 5 - Airworthiness Implementing Standard

Part 6 — Approved Maintenance Organization

Part 7 — Instruments and equipment Implementing Standards

Part 8 — Operations Implementing Standards

Part 9 — Air Operator Certificate and Administration Implementing Standard



**SUPERVISORS, CERTIFYING STAFF, AND MECHANICS**

All supervisors, certifying staff, and mechanics are required to be thoroughly familiar with the requirements of this manual, CAA regulations, airworthiness directives and advisory circulars, manufacturer's service letters and bulletins and engineering orders. The basic maintenance system requires mechanics to sign their last name or initials for work performed by the prior to submitting the item to certifying staff for final acceptance. Certifying staff will indicate their acceptance of work performed with the application of the certifying staff acceptance stamp next to the item on the work forms. See appropriate section of this manual for sample forms and instructions for their use.

**MAINTENANCE CONTINUITY**

Reference: Part 6, 6.4.1.1, IS: 6.4.1.1. This section should show by title, who performs the maintenance continuity, the forms to be used, and disposition of the records. The maintenance continuity should encompass incoming materials, preliminary hidden damage and final inspection where applicable. It should include items as they progress through various stages of repair, overhaul or modification, including other inspections, test and calibrations (Rockwell Hardness Test; Magnaflux, Ultrasonic X-ray, etc.), adjusting or calibrating VOIR; DME or ILS equipment. It should establish a system for passing along the continuity of inspection and other maintenance from one shift or person to another. It should reference manufacturer's inspection standards for the maintenance of the particular items.

**CONTINUITY OF MAINTENANCE RESPONSIBILITY**

Through a "Line of Succession" list maintained by the chief certifying staff manager, his/her duties are assured of performance as "Acting Chief certifying staff manager."

A status book will be provided in the hangar and each shop in which a status report will be left by each of the certifying staff leaving the job before completion of a project, for information to the succeeding certifying staff. Its purpose is to assure a continuing inspection responsibility for in progress work inspections.

All forms upon which work performed is listed have been designed to show the name of the mechanic who performs the work (or supervises it) and the names of the certifying staff inspecting that work.

Samples of work forms, inspection forms, and instructions for completing them, are contained in the appropriate section of this manual.

**INCOMING MATERIALS**

Reference: Part 6, 6.4.1.1 This section should explain how compliance is shown, how the inspections are recorded, classification of incoming materials, including checks for damage, preservation and shelf life, identification of parts by part number, and the person responsible to perform the inspection (by title). In addition, it should describe the action to be taken when materials received do not meet specifications.

**PARTS RECEIVING POLICY**

The chief certifying staff manager of the maintenance organization (or designee) is responsible to see that all incoming materials, AN or MS and other hardware, parts, components, equipment and other products procured for use by the maintenance organization are subject to receiving inspection to assure conformance to part number, purchase order and/or other applicable specifications. A record of such inspections will be recorded on maintenance organization Form No. XXXX, Receiving Inspection. Any products that fail to meet applicable specifications will be red tagged as unserviceable, listing the discrepancy and be returned to the stockroom manager for return to vendor. To preclude those parts from being used, the stockroom manager will place such items in the locked holding area until they are repacked for shipping back to the vendor.

**GENERAL TEST REQUIREMENTS:**

1. New components manufactured under a type or production certificate, or in accordance with a Technical Standard Order (or similar CAA approved technical data), or components which have been rebuilt by the manufacturer to production specifications, require a visual receiving inspection.
2. Any repaired or overhauled components received from an CAA certificated maintenance organization do not normally require more than a visual receiving inspection before being returned to service. Repaired or overhauled components that are received from other than an CAA certified maintenance organization, in addition to the normal receiving inspection, will be functionally checked before being returned to service.
3. All components requiring a functional check are routed to the proper maintenance organization shop for the accomplishment of this check.

*Note: Functional checks are performed in accordance with instructions contained in the appropriate manufacturer's publications. However, if such specific instructions are not available, functional check requirements will be determined by the chief certifying staff manager, and issued on a form to provide a means of recording compliance therewith.*

*Note: Functional checks are performed in accordance with instructions contained in the appropriate manufacturer's publications. However, if such specific instructions are not available, functional check requirements will be determined by the chief certifying staff manager. and issued on a form to provide a means of recording compliance therewith. If suitable test facilities are not available in maintenance organization, components may be functionally checked in the aircraft. In any case, all functional checks must be monitored and recorded by the chief certifying staff manager or designee.*

4. The Supervisor - Quality Assurance Control or certifying staff may request a functional check of any component overhauled or repaired by any agency, when of the opinion that such a check is required in order to return the component to service.
5. All adhesives, sealers, primers, finishing and other materials having limited shelf life are identified by material control labels showing the expiration date of the shelf life as established by applicable specifications. Inspectors and mechanics will dispose of any materials found in the shop or storerooms without such identification or with expired shelf life.
6. The detailed functions of material inspection are covered by the manufacturer's quality assurance directive and inspection bulletins which will be used to implement

the operation of the maintenance organization with respect to the control and identification of materials, parts and equipment received for direct use in the maintenance organization. All parts new or overhauled purchased from vendors will be checked for proper approval documentation prior to release for installation by the maintenance organization.

### **WORK ORDER**

Upon receipt of a work request for maintenance or alteration on an airframe, engine, accessory, propeller, instrument, radio or a product requiring a specialized service covered by the maintenance organization certificate, the maintenance department will issue a (name of company) Maintenance organization Work Order Form XXXX to authorize that work to be accomplished. The form is pre-numbered and that number will be the basic reference for the product's maintenance record. The work order will specify the work to be accomplished. The work order will be supplemented as necessary with detailed inspection instructions along with applicable forms; to assure proper inspection and repair of the unit involved. The number of additional forms used will be identified on the work order. The original of the printed and numbered work order form will be retained in the base maintenance manager's office.

A logbook will be maintained in the base maintenance manager's office for recording each work order in numerical order, identifying the customer, the product for which it was issued along with the manufacturer serial number, special instructions and the work accomplished.

It will be the responsibility of the respective shop manager and chief certifying staff manager to assure that proper supplemental instructions are furnished to assure proper progressive servicing, inspection and testing of the product involved.

Mechanics will enter work accomplished and use last names or initials to sign off that work on the form, Certifying staff will use their inspection stamp to sign off inspections. A list of inspectors and stamp numbers are contained in this manual under Section XXXX.

See copy of work order and supplemental forms in the appropriate section of this manual. Do we need to provide these forms? If not, then this wording is confusing — Maybe something such as: A copy of the work order form and supplemental forms should be contained in a separate section of the manual"?

A copy of the work order with all attachments should be on file as a permanent record of all work accomplished. The record should reflect the signature of each mechanic and certifying staff that performed maintenance on each unit. It should reflect exactly what work was accomplished. It should show all of the parts used. The records should be maintained for a period of not less than two years.

### **RECORD OF WORK**

A detailed record shall be kept of all work performed by the maintenance organization. A copy of each Work Order Form XXXX with all attached supplementary form(s) will be maintained in the maintenance organization records section. A separate file area is provided for all paper work associated with the maintenance organizations work activities. Each work record is checked by an inspector for work accomplished parts used signature of mechanic and inspectors who performed maintenance. Records are maintained in active file for two (2) years then transferred to dead storage for 5 additional years. X

### **PRELIMINARY INSPECTION**

This information should indicate who is to perform the inspection. The method of inspection and any special testing requirements. Instructions should include the type of form to be used, how defects noted are recorded and the requirement to make them part of the work order.

### **PRELIMINARY INSPECTION**

The Chief certifying staff manager of the maintenance organization is responsible for the performance of appropriate inspections including functional and non-destructive tests to assure that all units delivered to the maintenance organization for maintenance, alteration or repair under the privileges of the maintenance organization certificate are subjected to a preliminary inspection to determine the state of preservation and any defects on the items involved. This inspection will be recorded on the Preliminary Inspection Form XXXX with any discrepancies noted and the form must be attached to the work order identified with the unit involved. It will remain with the applicable inspection records until the unit is released for functional and non-destructive tests. Those forms will show the work order number and will be routed attached to the work order.

Before any work is begun, the Chief certifying staff manager will, in the case of work to be performed for an air operator under the continuous airworthiness requirements of Part 6, make sure that all necessary current information and specifications are included or referred to in the work instructions that are to accompany the article through the maintenance organization. And that the work is done in accordance with the air operators manual.

### **HIDDEN DAMAGE INSPECTION**

This section should describe who is to perform the inspection (by title), the depth (should include areas adjacent to obviously damaged members or components), how the inspection will be recorded, the recording and handling of any defects noted and the requirement to make the inspection a part of the work order.

### **INSPECTION FOR HIDDEN DAMAGE**

The preliminary inspection is not limited to the area of obvious damage or deterioration but includes a thorough and searching inspection for hidden damage in areas adjacent to the damaged area and/or in the case of deterioration, a thorough review of all similar materials or equipment in a given system or structural area. The scope of this inspection will be governed by the type of unit involved with special consideration accorded previous operating history, Malfunction or Defect Reports, service bulletins and AD notes applicable to the unit involved. The inspector is responsible for listing all discrepancies noted during inspection on the work order prior to return for return to service. See the appropriate section of this manual for proper forms and instructions for using them.

This section should explain how the results of required inspections are recorded and made part of the applicable work order.

**PROGRESSIVE INSPECTION**

Certifying staff will be assigned to make inspections at various stages of teardown, overhaul, and repair of all units or components received by the maintenance organization for service. Progressive inspections are accomplished with a frequency determined by applicable manual recommendations and/or maintenance organization originated work forms.

**MAJOR REPAIR AND ALTERATION AIRCRAFT AND COMPONENTS**

Following the preliminary inspection, additional records may be prepared by the inspection department to provide a comprehensive historical record of the work performed. These records will contain work orders, service bulletins, AD notes, service letters, Type of inspection, detailed figures related to functional tests and special non-destructive tests to be accomplished. The approved engineering or other approved technical data authorizing the repair or alteration will be clearly indicated. Where special drawings are made to cover specific repair conditions, a copy of the drawing will be included in the aircraft records.

Units removed from the aircraft will be tagged with the appropriate inspection identification tag listing the aircraft serial number, a unit serial number and reason for removal.

No item removed and tagged as above described will be reinstalled unless the unit is cleared as "serviceable" by inspection.

**REPAIR, ALTERATION AND OVERHAUL ACCESSORIES AND APPLIANCES**

Self-contained accessory and appliance units such as actuators, pumps, valves, generators, etc., which, after preliminary inspection, have been established as eligible for overhaul or repair, will be identified with a green repairable part tag with appropriate repair instructions entered on the face of the tag, as authorized by the work order. No such unit shall be approved for returned to service without a maintenance release tag authorizing its return to service.

**INSPECTION PROCEDURES**

The Chief certifying staff manager is responsible for the complete and efficient performance of inspections assigned to the maintenance organization to assure inspection acceptance in accordance with manual specifications or other approved technical data.

Shop supervisors are responsible for the accomplishment of all work in accordance with manual specifications or other approved technical data. The work done under the maintenance organization's Limited Rating - Specialized Service Non-destructive Inspection by X-ray, magnetic particle, eddy current or ultrasonic must be accomplished in accordance with the (name of company) CAA approved process specification XXXX.

Alterations and repair will be subject to progressive inspection by the certifying staff department. Discrepancies generated during the process of accomplishing the work involved will be recorded on the appropriate work forms. Discrepancies so recorded will be corrected before the unit is submitted for final inspection. Upon completion of this progressive inspection; the area affected is given a shakedown inspection and after all rework is accomplished and accepted, the inspection will clear the unit for final acceptance.

Upon completion of a specific operation, the mechanic will sign off the records using his signature indicating that the item is complete and ready for inspection. The action accomplished to correct a specific discrepancy will be noted under each item on the work order. The certifying staff will then inspect the item to assure conformance to specifications and established workmanship standards. Functional checks of any system affected by the work involved will be accomplished before final acceptance. Inspection acceptance will be indicated by the inspector's stamp or signature.

## **MAINTENANCE INSPECTION**

100-hour and progressive inspections, inspections of amateur built aircraft and aircraft on CAR Part 8, Subpart 8.3 programs will be accomplished in accordance with the inspection cards or inspection schedule provided for each specific model aircraft. The inspection paperwork will be supplemented as necessary to cover items to be replaced for time, special inspection items discrepancies and airworthiness directives. All 100-hour and annual inspection paperwork will comply with Subpart 5.6.1.7.

No aircraft will be returned to service following an inspection as outlined above until all discrepancies affecting airworthiness have been corrected.

Maintenance supervisors are responsible for screening completed work orders covering work performed in their assigned area to assure that all items on the work order have been cleared, that there are no open discrepancies and that all major work accomplished is covered by approved data. Certifying staff will recheck to assure compliance with this section.

After work orders have been screened for completeness and accuracy, they are routed to the base maintenance manager's office. Such inspection and work records will be retained in active file for a period of not less than two years (as required by CAR Part 6) and then transferred to dead storage for 5 additional years.

## **CONTINUITY OF MAINTENANCE RESPONSIBILITY**

A status book will be provided in the hangar and each shop in which a status report will be entered by each of the lead mechanics informing the next shift of the status of each job not completed. Its purpose is to assure a continuing maintenance responsibility for work in progress.

### **HANDLING OF PARTS**

This section should explain compliance with the rule, Processing of parts, identification, tag, segregation, and protection from damage and/or contamination, parts finishing, preservation, stock control and shelf life.

## **HANDLING OF PARTS**

All items or components undergoing maintenance, repairs and/or alterations in the maintenance organization shall have the component parts segregated and in containers in order to assure that all parts of the same unit(s) are kept together. Suitable trays, racks, stands and protective coverings (as required) are to be provided in shop areas to ensure maximum protection of all parts. Rejected parts will be identified by the use of a red reject tag and final disposition will be the responsibility of the Chief Certifying Staff Manager.



## TAGGING AND IDENTIFICATION OF PARTS

The following is our four-tag system:

White tags - Used for identification of unit and customer only. To be completed by shop supervisor or a designated employee.

Green tag - Will be attached to units or parts requiring repairs or test and will include work to be performed. To be executed and signed by certifying staff only.

Yellow tag - To be attached to completed units which have received final inspection and are approved for return to service. The maintenance release is printed or stamped on the reverse side of this tag. (See Maintenance Release Statement, example in the appropriate section of this manual). This release will be signed by a designated certifying staff person only.

Red tag - Will be attached to rejected parts, pending final disposition. If rejected parts are in large quantities, they can be placed in a special container marked "rejected parts." This tag to be completed by a certifying staff. All tags contain the following information:

Manufacturers - model - part number - serial number - name of part owner.

The yellow tag will remain attached to the parts returned to the customer.

The red, white and green tags will be made a part of work order file. If the rejected part is returned to the customer, the red tag will remain attached and a record will be made on the work order showing the part was returned to the customer.

## PART FINISHING

Painting and spraying is accomplished in an area segregated from assembly areas.

## PRESERVATION OF PARTS

Components are preserved in accordance with manufacturer's recommendations or other acceptable industry standards. To afford protection against humidity, extreme temperatures, dust, rough handling or other damage, the component will be preserved by wrapping in suitable containers, plastic bags, and/or rigid boxes containing suitable shock absorption material.

Storage of "Maintenance organization" preserved components will be accomplished by storing in a separate "Maintenance organization" location maintained by the "Stores" department. The location should provide maximum protection from physical damage. (Expand as necessary the preservation and storage requirements to suit the products worked on under the maintenance organization ratings.)

## SHELF LIFE

For those items having a specific shelf life, Maintenance organization Form XXXX is completed by the receiving certifying staff during the first ten (10) calendar days of each month.

Components of parts that have exceeded allowable shelf life limits will be red tagged (Condemned) and will be forwarded to the Chief Certifying Staff Manager for final disposition.

**INCOMING MATERIAL**

All incoming material shall be inspected for quantity, quality, conformity to dimensions or specifications and state of preservation. At this time the cure date of material having shelf life shall be noted, and the older stock shall be used first provided it is not beyond manufacturer's specifications.

**HARDWARE AND EQUIPMENT STORAGE**

The Stockroom Manager is responsible to the Base Maintenance Manager for the operation of the stockroom and is responsible for controlling, segregating and maintaining all stock and tools as to a serviceable or unserviceable category approved by the Chief certifying staff manager.

In addition the Stockroom manager is required to:

- Properly store, segregate and protect materials, parts and supplies.
- Provide suitable storage facilities for storing standard parts, spare parts and assure that raw materials are separated from shop and working space.
- Provide for the preservation of all articles or parts, while in inventory, that is subject to deterioration and shelf life specifications.

Only acceptable parts and supplies will be issued for any job. Acceptable industry practices shall be followed for the proper protection and storage of materials. (The standards for use by the maintenance organization should be detailed here.)

**RECORD OF TEST AND/OR CALIBRATION**

This section should include in house tests applicable to the maintenance organization ratings and those contracted to outside agencies. It should include a requirement for the signature of the mechanic and/or certifying staff as appropriate. The record should identify the article by serial number or company assigned number.

**RECORD OF SPECIALIZED INSPECTION, TEST AND/OR CALIBRATION**

Specific notations, attesting accomplishment, will be made on either Form XXXX and/or appropriate printed work forms for recording specialized inspection, testing and/or calibration of a component or aircraft. (See appropriate section of this manual.)

**RECORD OF INSPECTIONS**

Where a record of the inspection by dimensions, tests or calibration is required by the manufacturer's technical data such record shall be made on an appropriate form properly identified with the Work Order: it must also be dated and signed by the mechanic performing the inspection, tests or calibration and/or the certifying staff as appropriate.

**RECORD OF TESTS AND CALIBRATION OF PRECISION EQUIPMENT**

A system is maintained on all precision test equipment that will properly identify each piece of equipment. A file system is maintained to properly identify the equipment and

record the date and person testing or calibrating each individual piece of precision equipment. (Give details of system here or state where it can be obtained.)

## **WORK BY OUTSIDE CONTRACTORS**

When test and/or calibrations are performed by the following outside contractors they will be required to provide the records as outlined above. (List here the outside agencies and the work for which they are contracted to do for the maintenance organization.)

### **RECORD OF PRECISION TEST EQUIPMENT CALIBRATION.**

Identify the person (by title) responsible for the calibration and then test records. The records should include the manufacturer, model and serial or company assigned number, date of check, the method used to calibrate and the frequency the person or company who performs checks, and the results and/or corrections made, when the next inspection is due, and requirements to tag equipment as appropriate.

## **CONTROL OF PRECISION TOOLS AND TEST EQUIPMENT**

Precision tools, gauges, scales, pressure gauges, ammeters, ohmmeters, voltmeters, radio, electronic, X-ray, eddy current and ultrasonic test equipment used in the maintenance organization operations are subject to periodic checks and calibration in accordance with appropriate maintenance organization procedures. (List equipment here and outline procedures as appropriate.)

All maintenance organization personnel; before using test equipment, are responsible to check that the testing unit has a current calibration label attached. Any piece of test equipment found in the maintenance organization without a current calibration label attached shall be given to the certifying staff department for re-calibration.

## **TEST EQUIPMENT CALIBRATION REQUIREMENTS**

Test equipment shall be calibrated at periodic intervals established on the basis of stability, purpose and degree of usage. One year shall be the maximum calibration interval. (List calibration periods on equipment list.)

Each piece of test equipment will be labelled. The label will identify the unit by manufacturer, model and serial number. The attached label must indicate the last calibration date and next calibration due date.

During the first week of each month the chief certifying staff manager will review the test equipment calibration history card file and give cards for test equipment requiring calibration to the maintenance manager and each shop foreman as appropriate. It will be the responsibility of those persons to issue work orders to maintenance organization shops or outside contractors as necessary for the calibration of the units and attachment of updated calibration labels. After calibration, the test unit will be checked for proper labeling and the equipment calibration history card will be updated and returned to the inspection department active file.

At no time will any person be permitted to perform work on aircraft or components using test equipment which is out of calibration. The test equipment labels will be checked by supervisors at random to assure that equipment in use is in calibration. If at any time a piece of test equipment inadvertently exceeds its calibration due date, it will be immediately be removed from service until a calibration check has been performed.

Standards used to calibrate test equipment must be traceable to the States National Standards or an approved foreign country's standard by certificate from the testing facility. Frequency for calibration standards may vary for different units but must never exceed a 12-month interval.

### **RECORD OF SELF-EVALUATIONS.**

Identify the person(s) (by title) responsible to perform the self-evaluations and the individual that ensures that the capability list is kept current. . The record(s) of self-evaluation shall include the person (by title), date, and the results and/or corrections made as appropriate.

The self-evaluation along with the capability list shall be reviewed and signed by the accountable manager. Procedures identifying that the maintenance organization shall not perform such maintenance on any article until such time the accountable manager has accepted and signed the self-evaluation sheet(s) and capability list.

### **FINAL INSPECTION AND RETURN TO SERVICE**

This should explain compliance with the rules, who performs the inspection (by title), how it is recorded, and requires a check of maintenance work package for completion.

### **FINAL INSPECTION AND RETURN TO SERVICE**

Prior to approval for return to service, irrespective of the method to be used to indicate such approval, the Chief certifying staff manager will audit the records "package" as identified by the work order, to determine that all work has been inspected as required for compliance with this inspection system and Part 6. He/she will indicate affirmative findings approving the form per Section XXXX of this manual.

When approval has been given to the above audit, either the Chief certifying staff manager or the individual authorized in the official roster and individual summary of employment, will approve the article for return to service.

This approval will be accomplished as appropriate to the work done, the article involved, the records available with the article, and the instructions of the customer care will be exercised to comply with Part 5 in every case.

Whenever the aircraft records (log) are available, record of work accomplished is expected to be made therein. This does not waive any Part 6 records requirements. Neither will Part 5 or Part 9 be considered waived by Part 6 records requirements.

Articles such as appliances, accessories, and individual parts or components will not have an individual record to which an entry may be added. However, the installation of these items on an aircraft constitutes an aircraft maintenance or alteration, and records must be made accordingly.

Routinely, major repair approvals will be handled in accordance with 5.7.1.1 and paragraph (b) of IS: 5.7.1.1. A maintenance release is completed as a part of the work order form at the time of approval for return to service. A separate maintenance release card will be completed and shipped on an article that is shipped to a customer. At the request of the customer (to be indicated on the work order when originated), CAA MR-MR&M Form will be completed instead of the maintenance release approval for return to service in accordance with the procedure in paragraph (a) of Part 5 IS: 5.7.1.1. In all

cases where major alteration is involved, CAA MR-MR&M Form will be completed per 5.7.1.1 and IS: 5.7.1.1.

The authorized supervisor in whose area the repair or alteration is accomplished will be responsible for establishing that the repair or alteration was made in accordance with the requirements of Part 5 and will sign the conformity statement (Item 6) on CAA MR-MR&M Form.

Certifying Staff responsible for the approval for return to service of aircraft will indicate such approval by signing the approval for return to service (Item 7) on CAA MR-MR&M Form. Appropriate entries will be made in the aircraft record pertinent to the repairs and alterations accomplished by the maintenance organization. Specific reference will be made by calendar date to the applicable CAA MR-MR&M Form. The original CAA MR-MR&M Form will be inserted in the aircraft record with a copy forwarded to the local CAA office and one copy retained with the copy of the aircraft work order.

It is the responsibility of the certifying staff authorizing return to service to assure that the aircraft flight manual is properly revised following any alteration or modification to the aircraft and that the weight and balance record has been amended as necessary.

Aircraft components, appliances, and other items, other than completed aircraft repaired or overhauled as authorized by the maintenance organization specifications, will be returned to service through the use of a maintenance release pre-printed on the serviceable parts tag described in this section of this manual. The authorized supervisor under whose jurisdiction the work is accomplished will be responsible for the release of units in the category.

No aircraft or unit may be released for return to service until the work order and other records have been reviewed for completeness and final acceptance cleared by inspection. Particular attention shall be accorded the status of applicable airworthiness directives.

## MAINTENANCE RELEASE STATEMENT

A maintenance release statement stamp and/or pre-printed tag, prepared in accordance with IS: 5.7.1.1 will be used to return to service major repairs which have been accomplished by this AMO in accordance with Part 5. Other records required by 5.7.1.1 will be executed, as required, regardless of whether a CAA MR-MR&M Form or maintenance release has been used to return the article to service. In any event, the AMO will indicate on their copy of the work order whether or not a maintenance release was used, including the signature of the authorized certifying staff representative.

The (use only applicable rating or ratings) aircraft, airframe, aircraft engine, propeller or appliance identified above was repaired and inspected in accordance with current maintenance rules of the Civil Aviation Regulations and is approved for return to service.

"Pertinent details of the repair are on file at this maintenance organization under Work Order Number \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Signature of authorized representative)

For (Maintenance organization name and certificate number)

(Address)

NOTE 1: Inspection stamp/symbol will not be used on the maintenance release.

### **SAMPLE OF RETURN TO SERVICE FOR AIR OPERATOR WORK**

#### **RETURN TO SERVICE STATEMENT**

A Return to Service statement stamp and/or pre-printed tag, prepared in accordance with IS: 5.7.1.1, will be used to return to service major repairs which have been accomplished by this organization in accordance with Part 5. Other records required by 5.7.1.1 will be executed, as required, regardless of whether a CAA MR-MR&M Form or maintenance release has been used to return the article to service. In any event, the AMO will indicate on their copy of the work order whether or not a maintenance release was used, including the signature of the authorized representative.

"Example"

The (use only applicable rating or ratings) aircraft, airframe, aircraft engine, propeller or appliance identified above was repaired and inspected in accordance with current maintenance rules of the Civil Aviation Regulations and is approved for return to service.

"Pertinent details of the repair are on file at this maintenance organization under Work Order Number Date

Signed

(Signature of authorized representative)

For (Maintenance organization name and certificate number)

(Address)

NOTE 1: Inspection stamp/symbol will not be used on the maintenance release.

### **MALFUNCTION OR DEFECT AND MECHANICAL RELIABILITY REPORT**

This section should explain in detail how compliance with rules and reporting requirements are to be met, and prescribe the responsibility (by title) of person(s) who prepare and submit reports.

#### **MALFUNCTION OR DEFECT REPORT**

This maintenance organization will report to the CAA within 72 hours after it discovers any serious defect in, or other recurring unairworthy condition of, an aircraft, powerplant, or propeller, or any component of any of them. The report will be made on a CAA Form XXXX, Malfunction or Defect Report, describing the defect or malfunction completely without withholding any pertinent information. In any case, where the filing of a report under the preceding paragraph might prejudice the maintenance organization, it will be referred to the CAA for a determination as to whether it must be reported. If the defect or malfunction could result in an imminent hazard to flight, the maintenance organization will use the most expeditious method it can to inform the CAA.

Is unairworthy a word or should it be non-airworthy?

**MECHANICAL RELIABILITY REPORTS**

When work is being accomplished for an air carrier and a defect as described under the Malfunction or Defect Report is found; the air operator will be notified in order that a Mechanical Reliability Report may be issued by the air operator.

**RESPONSIBILITY FOR SUBMITTING REPORTS**

The Accountable Manager and Chief Certifying Staff Manager are responsible for preparing and submitting a Malfunction or Defect Report to the CAA Office. (Show location of office.)

**SUBCONTRACTED MAINTENANCE PROCEDURES****SUBCONTRACTED MAINTENANCE**

Any work performed by another maintenance organization for this maintenance organization will be inspected by the Chief Certifying Staff Manager or certifying staff personnel delegated for such inspection. This inspection will be to verify that the work was performed in an airworthy manner, that parts and materials used were of such a quality to be airworthy, and that the paperwork received with the material verifies the authenticity of the part and work performed. At no time shall the stockroom manager release any parts made by, or parts having had work performed on them by a subcontractor until the Chief Certifying Staff Manager or certifying staff personnel delegated has approved the materials as being airworthy.

All subcontracted work shall be kept separate from regular stock until this inspection has been performed and the material accepted for use.

If for any reason subcontracted material is rejected as being unairworthy, it will immediately be identified as unairworthy and the proper disposition made, such as scrap or return to vendor.

**LIST OF SUBCONTRACTED MAINTENANCE**

1. Metal plating or anodizing.
2. Complex machine operations involving the use of planers, shapers, milling machines, etc.
3. Abrasive air blasting and chemical cleaning operations.
4. Heat treatment.
5. Magnetic inspection.
6. Fabricate wood spars.
7. Overhaul and repair hydraulic-pneumatic shock absorber units.
8. Overhaul and repair hydraulic system components.
9. Fluorescent inspection of alloy parts.
10. Recovering and refinishing of components and entire aircraft.

**PERFORMANCE OF MAINTENANCE, PREVENTIVE  
MAINTENANCE, ALTERATIONS AND REQUIRED INSPECTION**



**UNDER THE CONTINUOUS AIRWORTHINESS REQUIREMENTS  
OF CAR PART 9**

NOTE: This section should show how the rule is to be complied with that the work is to be accomplished with the operator's manual and a current copy of the manual is available.

**PERFORMANCE OF MAINTENANCE. PREVENTIVE MAINTENANCE. ALTERATIONS  
AND REQUIRED INSPECTION UNDER THE CONTINUOUS AIRWORTHINESS  
REQUIREMENTS OF CAR PART 9**

This maintenance organization will perform this work in accordance with the operator's manual. The maintenance organization will have a current copy of the applicable section of each operator's manual which contracts with the maintenance organization for the performance of that operator's maintenance. The chief certifying staff manager will be responsible for keeping each operator's manual revised and determining that the operator's manual is current before a work order is issued.

**PERFORMANCE OF WORK AT A LOCATION OTHER THAN THE  
MAINTENANCE ORGANIZATION**

Reference: Part 6; 6.2.1.6 In accordance with Part 6, 6.2.1.6, a maintenance organization may maintain or alter any article for which it is rated at a place other than the maintenance organization providing certain preparations are made and certain conditions are met as required by Part 6, 6.2.1.6 (c). Performance standards are required to remain acceptable at such places of work. Part 6, 6.2.1.6(c)(3) requires the maintenance procedure manual to contain the approved procedures governing the work to be performed at a place other than the maintenance organization. This is a frequently overlooked manual requirement. In order for a procedure to be valid for approval it should:

1. Be described in terms understandable to those persons who are governed by it in the performance of the work.
2. Be monitored regularly so as to ensure it covers the nature of the work that may be needed outside the maintenance organization. This is necessary as it is difficult to predict the nature of work to be done outside the AMO.
3. Be tailored for the particular AMO, the nature of work and the frequency expected. The following are items recommended for consideration:
  - (a) Who will authorize the work, organize the project, direct it, and who will perform the work?
  - (b) What type of work tasks will be required (supply, repairs, inspections, and communications)?
  - (c) Where some of the work is to be done. It may be advantageous to perform support work on components or parts at the base maintenance organization as a standard procedure.
  - (d) How will the work projects be monitored and reviewed to assure procedures are adequate and that records identify the projects for accountability?
  - (e) Occasional explanations within the system description of why certain requirements, controls or reports are necessary will help employees to understand and accept the system.

4. The privilege to perform work at a location other than the maintenance organization is to be done on a temporary basis. If a permanent AMO is established at the location, it will be necessary for the maintenance organization to make application for an original application for a maintenance organization at the location.

#### **PERFORMANCE OF MAINTENANCE AT A LOCATION OTHER THAN THE MAINTENANCE ORGANIZATION**

(Name of Company) will provide maintenance service for its customers on an emergency on-call basis at a place away from the maintenance organization. (Name of Company) can only provide this service for work for which the maintenance organization is rated. Only the Accountable Manager or the Chief Certifying Staff Manager is authorized to initiate a work order for such work.

The base maintenance manager will be responsible for assigning the personnel necessary to perform the work and appoint a person to be in charge of the work force. The chief certifying staff manager will assign the certifying staff responsible to inspect the work and assure that all required forms and work are completed as necessary. The chief certifying staff manager will assign one certifying staff personnel with the responsibility for returning the article to service.

The base maintenance manager will ensure that the article to undergo maintenance and the work force will be in an area safe for the work to be performed and that they will be protected from the elements. The base maintenance manager will be responsible for providing all the necessary manpower, work forms, technical data, tools, and equipment necessary for the accomplishment of the maintenance. The base maintenance manager will establish a system of communications between the field force and the maintenance organization.

The stockroom manager will be responsible for assigning a stockperson who will provide parts and supply support between the maintenance organization and the field force. All articles removed by the field force from a product undergoing maintenance at a location away from the maintenance organization will be routed through the stockroom parts receiving department. The article(s) will be inspected in accordance with the maintenance organization inspection procedures and either routed to the maintenance organization shops or to contract maintenance organizations, as appropriate.

All personnel assigned to accomplish work away from the maintenance organization shall accomplish the specific function of work in the same manner as when performed at the maintenance organization and in accordance with Part 6.

#### **IS: 6.5.1.6 CERTIFICATION OF RETURN TO SERVICE**

(a) A certificate of return to service 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.
- (b) The certificate of return to service shall contain the following statement: "Certifies that the work specified except as otherwise specified was carried out in accordance with current regulations and in respect to that work the aircraft/aircraft component is considered ready for return to service."
- (c) The certificate of return to service 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 certificate of return to service to summarize 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 return to service shall use a full signature and preferably a certification stamp except in the case where a computer return to service system is used. In this latter case, the Authority will need to be satisfied that only the particular person can electronically issue the 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 certificate of return to service is shown below. Not intended to be used as an import or export tag.*

1. Republic of the Philippines		2. CAA FORM [AAT] Airworthiness Approval Tag: Civil Aviation Authority:			3. System Tracking Ref. No:	
4. Organization Name and Address:					5. Work Order, Contract /Invoice No:	
6. Item	7. Description	8. Part No.	9. Eligibility	10. Quantity	11. Serial/Batch No	12. Status Work
13. Remarks:						
It is important to understand that the existence of this Document alone does not automatically constitute authority to install the part in component assembly.						
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.						
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.						
Limited life parts must be accomplished by maintenance history including total time <sup>d</sup> total cycles/time since new.						
14. Return to Service in accordance with Subpart 5.7.1.1						
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.						
15. Authorized Signature:		16. Certificate No:		17. Name (Typed or printed):		18. Date:

AMO CAA AAT (1/2008)

Form 1

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

- (a) Block 1. Republic of the Philippines.
- (b) Block 2. CAA Form, Airworthiness Approval Tag, and Civil Aviation Authority.
- (c) Block 3. System Tracking Reference Number:
  - (1) Fill in the unique number established by the CAAP-approved numbering system.
  - (2) If the form is computer-generated, it may be produced as programmed by the computer.

*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 maintenance release, 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 recognizable. 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 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 Form [AAT] for CONFORMITY of certification program products, enter N/A.*

- (j) Block 10. Quantity: State the quantity of each product/part shipped.

*Note: If a PAH or their inventory facilities require a Form 8130-3 for individual products/parts at a later date, the procedures in paragraph 8c of this order should be used.*

- (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 authorized. 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 Subpart 5.7.1.1. If other documents such as work orders or travelers, CAAP Form in accordance with CAR Part 6, IS: 6.4.1.8, Maintenance Release Form, are used by the certificate holders to comply with Subpart 5.7.1.1, 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 15. Signature: Signature of the individual authorized by the air agency, air carrier, or the manufacturer in accordance with Subpart 5.6.1.5 (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 products are returned to service. This does not need to be the same as the shipping date, which may occur at a later date.

#### IS: 6.5.1.8 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;
- (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 customized 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.



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