

CURAÇAO CIVIL AVIATION REGULATION
Part 6 — APPROVED MAINTENANCE ORGANIZATION

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PART 6— APPROVED MAINTENANCE ORGANIZATION

6.1 GENERAL

6.1.1.1 APPLICABILITY

- (a) This part prescribes the requirements for issuing approvals to organizations for the maintenance, overhaul, modification, repair, and inspection, of aircraft and aeronautical products and prescribes the general operating rules for an AMO.

6.1.1.2 DEFINITIONS

- (hh) Definitions are contained in Part 1 these regulations.

6.1.1.3 ABBREVIATIONS

- (a) The following abbreviations are used in this part.
 - (1) **AD – Airworthiness Directive**
 - (2) **AAT – Airworthiness Approval Tag**
 - (3) **AMM – Aircraft Maintenance Manual**
 - (4) **AMO – Approved Maintenance Organization.**
 - (5) **AMT – Aviation Maintenance Technician**
 - (6) **EWIS – Electrical Wiring Interconnection System**
 - (7) **IS – Implementing Standards**
 - (8) **MCM – Maintenance Control Manual**
 - (9) **NDI – nondestructive inspection**
 - (10) **NDT – Non-Destructive Testing**
 - (11) **SB – Service Bulletin**
 - (12) **SMS – safety management system**
 - (13) **TC – type certificate**
 - (14) **PAH - Production Approval Holder**
 - (15) **TSO – Technical Standard Order**

6.1.1.4 EXEMPTION AUTHORITY

- (a) The Authority may, upon consideration of the circumstances of a particular maintenance organization, issue an exemption providing relief from specified sections of this Part, provided that the Authority finds that the circumstances presented warrant the exemption and that a level of safety will be maintained equal to that provided by the rule from which the exemption is sought.

- (b) The Authority may be terminated or amended an exemption at any time.
- (c) A request for exemption shall be made in accordance with the requirements in Part 1 of these regulations and shall include a risk assessment
- (d) An approved maintenance organization that receives an exemption shall have a means of notifying the appropriate management, certifying staff, and personnel of the exemption.

6.2 CERTIFICATION OF A MAINTENANCE ORGANIZATION AND CONTINUED VALIDITY OF THE CERTIFICATE

6.2.1.1 APPLICABILITY

- (a) This subpart prescribes the requirements for the certification of an organizations involved in the maintenance of aircraft, engines, propellers and associated parts, and the continued validity of the certificate issued by Curaçao.

6.2.1.2 GENERAL

- (a) No person may operate as an AMO without, or in violation of, an AMO certificate and operations specifications issued under this part.
- (b) The certificate and operations specifications issued to an approved maintenance organization must be available on the premises for inspection by the public and the Authority.
- (c) The approval of an AMO by the authority shall be dependent upon the applicant demonstrating compliance with the requirements of this part and the safety management requirements. in this Part.
- (d) The authority shall define appropriate requirements for the approval of organizations involved in the maintenance of aircraft, engines, propellers and associated parts.in accordance with the Standards of this Part.
- (e) The approval of a maintenance organization or accepting the approval of a maintenance organization issued by another Contracting State, the State of Registry shall ensure compliance with the requirements of this Part.
- (f) Where the authority accepts, in whole or in part, a maintenance organization approval issued by another Contracting State, it shall establish a process for the recognition of such approval and successive changes. In such a case, the authority shall build an adequate liaison with the Contracting State that initially issued the maintenance organization approval.

6.2.1.3 AMO CERTIFICATE

- (a) The certificate issued to an AMO by Curaçao will consist of two documents:
 - (1) A one-page certificate for public display signed by the Authority; and
 - (2) Operations specifications signed by the accountable manager and the Authority.
- (b) The certificate will contain the following items and will be on a form and in a manner as prescribed in IS 6.2.1.3
 - (1) The certificate number specifically assigned to the AMO;
 - (2) The name and location of the principal place of business of the AMO;

- (3) The certification Statement of the Authority;
 - (4) The ratings issued to the AMO;
 - (5) The period of validity;
 - (6) The date of issue; and
 - (7) The signature, printed name, and title of the appropriate Authority
- (c) The operations specifications will contain the following items and will be on a form and in a manner as prescribed by the Authority:
 - (1) The certificate number specifically assigned to the AMO;
 - (2) The class or limited ratings issued in detail, including specific terms, conditions, and limitations;
 - (3) The date issued or revised; and
 - (4) Signatures of the accountable manager and the Authority.
- (d) An AMO may perform maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product only for which it is rated and within the specific terms, conditions, and limitations contained in its operations specifications
- (e) The certificate issued to an AMO shall be available on the premises for inspection by the public and the Authority.

6.2.1.4 ADVERTISING

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

6.2.1.5 APPLICATION FOR AN AMO CERTIFICATE AND/OR RATINGS

- (a) The Authority will require an applicant for approval of a maintenance organization to submit the following:
 - (1) An application in a form and a manner as prescribed in IS 6.2.1.5;
 - (2) The organization's AMO Procedures Manual in duplicate;
 - (3) Compliance checklists;
 - (4) A list of the maintenance functions to be performed for the organization, under contract, by another person or organization;
 - (5) A list of all AMO certificates and ratings pertinent to those certificates issued to the organization by any contracting State other than Curaçao;
 - (6) Documentation of the organization's Quality System; and
 - (7) Proof of registration with the Chamber of Commerce; and
 - (8) Any additional information the Authority requires the organization to submit.
- (b) An application for the amendment of an existing AMO certificate shall be made on a form and in a manner prescribed by the Authority. If applicable, the AMO shall submit the required amendment to the Maintenance Procedures Manual to the Authority for approval.

- (c) Form issued by the Authority shall be completed by the accountable manager, or the Quality manager's in accordance with paragraph 6.2.1.5 (1)(i) of this Part.
- (d) An AMO may 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.

6.2.1.6 ISSUANCE OF AN AMO CERTIFICATE

- (a) The issuance of an AMO certificate by Curaçao shall be dependent upon the maintenance organization demonstrating compliance with the requirements of this part and the relevant safety management requirements of Part 1 of these regulations.
 - 1. AMO certificate shall be issued for the benefit of an undertaking carrying out activities relating to the airworthiness of aircraft, if and to the satisfaction of the Director General it has been demonstrated to provide sufficient guarantees for:
 - a. proper performance of the work for which approval has been sought;
 - b. strict compliance with the rules to be determined by the Minister for the approval of companies and with the other provisions relating to the airworthiness of aircraft, insofar as these apply to the activities concerned, and compliance with the rules to be laid down by the Minister for the recognition of undertakings and other provisions relating to the airworthiness of aircraft, insofar as they apply to the activities in question,
 - c. and strict compliance with the provisions of Chapter 10 of Airworthiness Manual ICAO DOC 9760.
 - 2. The activities referred to in the first paragraph of this subpart may include:
 - a. the manufacture of materials and semi-finished products/ semi-products for use in aircraft;
 - b. the manufacture, maintenance, overhaul, repair and modification of parts and equipment for use in aircraft;
 - c. the inspection of parts, appliances, materials and semi-finished products/ semi-products to be used in aircraft;
 - d. to supervise the activities referred to in sentence (a) and (b), which have been performed by third parties; the full or partial review/ assess all or part of airworthiness and soundness.
- (b) The approval of companies established elsewhere and recognized there by the competent authority may be validated and or equated by the Director General with the recognition for the performance of activities, as referred to in the second paragraph, which, according to the recognition, may be permitted in the country of residence, provided that the contracting state of foreign company does have an ICAO effective implementation higher than 70% and is found compliant with the requirements of this Part.
- (c) The Authority may issue an AMO certificate if, after investigation, it finds that the applicant
 - (1) Meets the applicable regulations and standards for the holder of an AMO certificate; and
 - (2) Is properly and adequately equipped for the performance of maintenance, overhaul, modification, repair, and inspection of an aircraft or aeronautical product for which it seeks approval;
 - (3) The applicant complies with the applicable AMO Certificate fee as per Fees & Charges regulation called Luchtvaart Tarieven, as amended, if applicable.

6.2.1.7 DURATION AND RENEWAL OF AN AMO CERTIFICATE

- (a) An AMO certificate or any portion of an AMO certificate, issued by the Authority to an AMO located either inside or outside Curaçao is effective from the date of issue until:
 - (1) The last day of the 12th month after the date on which it was initially issued, subject to satisfactory compliance with the requirements of this Part; or
 - (2) The last day of the 24th month after the date on which it was renewed, subject to satisfactory compliance with the requirements of this Part; or
 - (3) The AMO surrenders the certificate to the Authority, or
 - (4) The Authority cancels, suspends, revokes, or otherwise terminate the certificate.
- (b) The holder of an AMO certificate that has expired, has been surrendered by the AMO, or has been suspended or revoked by the Authority shall return the certificate and operations specifications to the Authority within 5 working days of expiration, surrender or receipt from the Authority of notice of suspension or revocation.
- (c) An AMO that applies for a renewal of its certificate for aircraft registered in Curaçao shall submit its request for renewal no later than 90 days before the approved AMO's current certificate expires. If a request for renewal is not made within this period, the AMO shall follow the application procedures for initial issuance as prescribed by the Authority.

6.2.1.8 CONTINUED VALIDITY OF AN AMO CERTIFICATE

- (a) Unless the AMO certificate has previously been cancelled, surrendered, superseded, suspended, revoked or has expired by virtue of exceeding any expiration date that may be specified in the certificate, the continued validity of the AMO certificate shall depend on;
 - (1) An AMO remaining in compliance with the requirements of this Part and the relevant safety management requirements of Part 1 of these regulations;
 - (2) The Authority being granted access to the AMO's facilities to determine continued compliance with the requirements of this part; and
 - (3) The payment of any charges prescribed by the Authority.

6.2.1.9 AUTHORITY TO INSPECT

- (a) The Authority may, at any time, inspect an AMO on the AMO's premises to determine the organization's continued compliance with the requirements of this Part.
- (b) Inspections will be conducted by the Authority at least annually.
- (c) After an inspection is conducted, the AMO will be notified, in writing, of any deficiencies identified during the inspection as prescribed in IS 6.2.1.9,
- (d) Inspections will also be performed on the applicant for, or the holder of an AMO certificate held outside the authorizing Contracting Authority. This inspection may be delegated to the Authority of the State where the AMO is located, provided an arrangement exists.

6.2.1.10 SUSPENSION OR REVOCATION OF AN AMO CERTIFICATE

- (a) The Authority may suspend or revoke an AMO certificate if it is established that an AMO has not met, or no longer meets the requirements of this part.

6.2.1.11 CHANGES TO THE AMO AND AMO CERTIFICATE AMENDMENTS

- (a) An application for amendment to 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 its AMO Procedures Manual to the Authority for approval
- (b) In order to enable the Authority to determine continued compliance with this Part, the approved maintenance organization shall notify it of any proposal to carry out any of the following changes, before such changes take place:
 - (1) The name of the organization;
 - (2) The location of the organization;
 - (3) Housing, facilities, equipment, tools, material, procedures, scope of work and certifying staff that may affect the rating(s) issued;
 - (4) The ratings held by the organization, whether granted by the Authority or held through an AMO certification issued by another Contracting State;

Note: See subsection 6.2.1.5(a)(5) of this part.

- (5) Additional locations of the organization;
 - (6) The AMO Procedures Manual,
 - (7) The accountable manager; or
 - (8) The list of management personnel as described in the AMO Procedures Manual.
- (c) The Authority will amend the 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(s) issued, including deletions;
 - (4) The AMO Procedures Manual;
 - (5) The name of the organization with same ownership; or
 - (6) Ownership.
- (d) The Authority may amend the certificate if the AMO notifies the Authority of a change in:
 - (1) The accountable manager; or
 - (2) The list of management personnel as described in the AMO Procedure Manual.
 - (3) Other Items in the Maintenance Procedures Manual,
- (e) When the Authority issues an amendment to an AMO's certificate because of new ownership of the AMO, the Authority will assign a new certificate number to the amended certificate.
- (f) The Authority may:
 - (1) Prescribe, in writing, the specific terms, conditions, and limitations under which the AMO shall continue to operate during any period of implementation of the changes noted in paragraph 6.2.11 (b); of this part and
 - (2) Hold the AMO certificate if the Authority determines that approval of amendments to the AMO certificate may be delayed; the Authority will notify the AMO, in writing, of the reasons for any such delay.

- (g) If changes are made by the AMO to the items listed in paragraph .6.2.11 (b) of this part without notification to the Authority or amendment of the AMO certificate by the Authority, the AMO certificate may be suspended, or revoked, by the Authority.

6.2.1.12 AMO RATINGS AND CLASSES

- (a) The Authority may issue class(es) and ratings under this Subpart:
 - 1. Except as stated otherwise for the smallest organizations in point 12 this Part., the table referred to in point 13 provides the standard system for the approval of maintenance organization under an organization must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
 - 2. In addition to the table referred to in point 13, the approved maintenance organization is required to indicate its scope of work in its maintenance organization procedure manual. See also point 11.
 - 3. Within the approval class(es) and rating(s) granted by the authority, the scope of work specified in the maintenance organization exposition defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organizations scope of work are matching.
 - 4. A category A class rating means that the approved maintenance organization may carry out maintenance on the aircraft and any component (including engines and/or Auxiliary Power Units (APUs), in accordance with aircraft maintenance data or, if agreed by the authority, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such A-rated approved maintenance organization may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this point. This will be subject to a control procedure in maintenance organization's procedures manual to be approved by the authority. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
 - 5. A category B class rating means that the approved maintenance organization may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by the authority, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B-rated approved maintenance organization may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this point. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organization approved with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organization exposition to be approved by the authority. The maintenance organization exposition scope of work shall reflect such activity where permitted by the authority.
 - 6. A category C class rating means that the approved maintenance organization may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organization approved with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance procedure manual to be approved by the authority. The maintenance procedure manual scope of work shall reflect such activity where permitted by the authority.
 - 7. A category D class rating is a self-contained class rating not necessarily related to a specific aircraft,

engine or other component. The D1 — Non Destructive Testing (NDT) rating is only necessary for an approved maintenance organization that carries out NDT as a particular task for another organization. A maintenance organization approved with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance procedure manual containing NDT procedures, without the need for a D1 class rating.

8. In the case of maintenance organizations approved in accordance with this part, category A class ratings are subdivided into 'Base' or 'Line' maintenance. Such an organization may be approved for either 'Base' or 'Line' maintenance or both. It should be noted that a 'Line' facility located at a main base facility requires a 'Line' maintenance approval.
9. The limitation section is intended to give the competent authorities the flexibility to customize the approval to any particular organization. Ratings shall be mentioned on the approval only when appropriately limited. The table referred to in point 13 specifies the types of limitation possible. Whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organization (an example could be avionic systems installations and related maintenance). Such mention in the limitation section indicates that the maintenance organization is approved to carry out maintenance up to and including this particular type/task.
10. When reference is made to series, type and group in the limitation section of class A and B, series means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series or Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc.; type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type or Cessna 172RG type; any number of series or types may be quoted; group means for example Cessna single piston engine aircraft or Lycoming non-supercharged piston engines etc.
11. Capability list amendments shall be approved by the authority in accordance with paragraph 6.5.1.3 of CCAR Part 6.
12. A maintenance organization which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:

CLASS	RATING	LIMITATION
CLASS AIRCRAFT	RATING A2 AEROPLANES 5700 KG AND BELOW	PISTON ENGINE 5700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 HELICOPTERS	SINGLE PISTON ENGINE 3175 KG AND BELOW
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE	C1 TO C22	AS PER CAPABILITY LIST
CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED.

It should be noted that such an organization may be further limited by the authority in the scope of approval dependent upon the capability of the particular organization.

13. Table

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A1 Aeroplanes above 5 700 kg	[Rating reserved to Maintenance Organizations approved in accordance with CCAR Part 6 [Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks] <i>Example: Airbus A320 Series</i>	[YES/NO] (*)	[YES/NO] (*)
	A2 Aeroplanes 5 700 kg and below	[Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks] <i>Example: DHC-6 Twin Otter Series</i>	[YES/NO] (*)	[YES/NO] (*)
	A3 Helicopters	[Shall state helicopter manufacturer or group or series or type and/or the maintenance task(s)] <i>Example: Robinson R44</i>	[YES/NO] (*)	[YES/NO] (*)
	A4 Aircraft other than A1, A2 and A3	[Shall state aircraft category (sailplane, balloon, airship, etc.), manufacturer or group or series or type and/or the maintenance task(s)]	[YES/NO] (*)	[YES/NO] (*)
ENGINES	B1 Turbine	[Shall state engine series or type and/or the maintenance task(s)] <i>Example: PT6A Series</i>		
	B2 Piston	[Shall state engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[Shall state engine manufacturer or series or type and/or the maintenance task(s)]		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	[Shall state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s).] <i>Example: PT6A Fuel Control</i>		
	C2 Auto Flight			
	C3 Comms and Nav			

CLASS	RATING	LIMITATION	BASE	LINE				
	C4 Doors — Hatches							
	C5 Electrical Power & Lights							
	C6 Equipment							
	C7 Engine — APU							
	C8 Flight Controls							
	C9 Fuel							
	C10 Helicopter — Rotors							
	C11 Helicopter — Trans							
	C12 Hydraulic Power							
	C13 Indicating — recording system							
	C14 Landing							
	C15 Oxygen							
	C16 Propellers							
	C17 Pneumatic & Vacuum							
	C18 Protection ice/rain/fire							
	C19 Windows							
	C20 Structural							
	C21 Water ballast							
	C22 Propulsion Augmentation							
	SPECIALISED SERVICES				D1 Non Destructive Testing	[Shall state particular NDT method(s)]		
	(*) Delete as appropriate							

6.2.1.13 AMO LIMITED RATINGS

- (a) Whenever the Authority finds it appropriate, it may issue a limited rating to an AMO that intends to maintain or modify only a particular type of aircraft or aeronautical product or intends to perform only specialized maintenance requiring equipment and skills not ordinarily found in an AMO. Such a rating may be limited to a specific model aircraft or aeronautical product, or to any number of products made by a particular manufacturer.
- (b) Limited ratings are issued for:
 - (1) Aircraft of a particular make and model;
 - (2) Engines of a particular make and model;
 - (3) COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs of a particular make and model;
 - (4) SPECIALISED SERVICES.
 - (5) Any other purpose for which the Authority finds the organization's request appropriate.
- (c) The Authority may issue a specialized service rating that approves an AMO to perform specific maintenance procedures or processes. The operations specifications of the AMO shall 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 AMO and approved by the Authority.

6.2.1.14 QUALITY SYSTEM

- (a) An AMO shall establish a quality system that includes a quality assurance programme and shall designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft and aeronautical products.
- (b) The quality system, and the quality manager, shall be acceptable to the Authority.
- (c) The quality system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.
- (d) The quality system 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 who ensures, as necessary, that proper and timely corrective action is taken in response to reports resulting from the independent audits.
- (e) The quality system shall be sufficient to review all maintenance procedures, as described in the AMO Procedures Manual and the operator's MCM, in accordance with an approved quality assurance programme once every 12-month period.
- (f) The quality system shall indicate when audits are scheduled and when audits are completed and shall establish a system of audit reports that may be reviewed by the Authority on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor maintenance practices are communicated to the accountable manager.
- (g) If the AMO is a small organization, the independent audit part of the quality system may be contracted to another organization approved under this part or to a person with appropriate technical knowledge and proven satisfactory audit experience.

- (h) Where the AMO is part of an air operator certificated under Part 9 of these regulations, the operator's quality system may be combined with the requirements of an AMO and submitted for acceptance to the Authority.
- (i) Each AMO shall describe its quality system in relevant documentation as prescribed in IS: 6.2.1.14.

6.2.1.15 LOCATION OF THE AMO

- (b) Principal place of business. An applicant for, or the holder of, an AMO certificate issued under this Part shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.
- (c) Additional fixed locations. An AMO may have additional fixed locations that may be approved by the Authority without the Authority certifying each facility as a stand-alone AMO, provided that:
 - (1) All of the facilities are localized and within a defined area, and
 - (2) All locations operate under the approval of the AMO certificate and operations specifications.
- (d) Foreign locations of AMOs. An AMO may be located in a country outside Curaçao and shall be subject to all the applicable requirements of this Part.

6.2.1.16 CONDITIONS FOR THE USE OF STAFF NOT QUALIFIED IN ACCORDANCE WITH PART-2 AND REFERRED TO PARAGRAPH 6.4.1.1(I)

1. Certifying staff in compliance with all the following conditions are deemed to meet the intent of paragraphs 6.4.1.1(I)(1) and (2):

- (a) The person shall hold a licence or a certifying staff authorization issued under national regulations in full compliance with ICAO Annex 1.
- (b) The scope of work of the person shall not exceed the scope of work defined by the national licence or the certifying staff authorization, whatever is the most restrictive.
- (c) The person shall demonstrate he/she received the training on human factors and aviation legislation referred to in modules 9 and 10 of Part 2, IS 2.6.1.7, paragraph 2.
- (d) The person shall demonstrate 5 years continuing airworthiness experience for line maintenance certifying staff and 8 years for base maintenance certifying staff. However, those persons whose authorized tasks do not exceed those of a Part-2 category A certifying staff, need to demonstrate 3 years' maintenance experience only.
- (e) Line maintenance certifying staff and base maintenance support staff shall demonstrate he/she received type training and passed examination at the category B1, B2 or B3 level, as applicable, referred to in Part 2, IS 2.6.1.11 for each aircraft type in the scope of work referred to in paragraph (b). Those persons whose scope of work does not exceed those of a category A certifying staff may however receive task training in lieu of a complete type training.
- (f) Base maintenance certifying staff shall demonstrate he/she received type training and passed examination at the category C level referred to in Part 2, IS 2.6.1.11 for each aircraft type in the scope of work referred to paragraph (b), except that for the first aircraft type, training and examination shall be at the category B1, B2 or B3 level of Part 2, IS 2.6.1.11.

6.3 HOUSING, FACILITIES, EQUIPMENT, TOOLS, MATERIALS AND TECHNICAL DATA

6.3.1.1 General

- (a) An AMO shall provide, housing, facilities, equipment, tools, materials, and technical data in a quantity and quality that meet the requirements for the issuance of the certificate and ratings that the AMO holds.

6.3.1.2 HOUSING AND FACILITIES

- a. Housing for the facilities, equipment, materials, and personnel shall be provided appropriate for all planned work ensuring, in particular, protection from weather.
- b. All work environments shall be appropriate for the task performed and shall not impair the effectiveness of personnel.
- c. Office accommodations shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and records.
- d. Specialized workshops and bays shall be segregated, as appropriate, to insure that environmental or work area contamination is unlikely to occur.
- e. Storage facilities shall be provided for parts, test equipment, tools, and material.
- f. Storage conditions shall provide security for serviceable parts, and segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.
- g. An AMO with an airframe rating shall provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.
- h. An AMO may perform continuing airworthiness, overhaul, modification, repair, and inspection on aeronautical products outside of its housing if it provides suitable facilities that are acceptable to the Authority.
- i. Detailed requirements pertaining to housing and facilities are prescribed in IS 6.3.1.2.

6.3.1.3 Equipment, Tools, Materials, and Technical Data

- a. An AMO shall have available the necessary equipment, tools, materials, and technical data 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 equipment or tool that is so rarely needed that its permanent availability is not necessary.
- b. The Authority may exempt an AMO from possessing specific equipment and tools for continuing airworthiness or modifications of an aircraft or aeronautical product specified in the AMO's approval, if these items can be acquired temporarily, by prior arrangement, and are under full control of the AMO when needed to perform required continuing airworthiness or modifications.
- c. The AMO shall use the equipment, tools, and materials that are recommended by the manufacturer of the aircraft or aeronautical product or are at least equivalent to those recommended by the manufacturer and are acceptable to the Authority.
- d. The AMO shall control all applicable tools, including personal hand tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.

- e. 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 a standard acceptable to the Authority and are traceable to the National Institute of Standards and Technology (NIST) or equivalent.
- f. The AMO shall keep all records of calibrations and the standards used for calibration.
- g. Detailed requirements pertaining to tools, equipment, and test equipment are prescribed in IS 6.3.1.3.

6.4 ADMINISTRATION

6.4.1.1 PERSONNEL

- (a) An AMO shall nominate an accountable manager who, irrespective of other functions, is accountable on behalf of the organization.
- (b) The accountable manager shall nominate a person or group of persons, acceptable to the Authority, whose responsibilities shall include ensuring that the AMO is in compliance with the requirements of this part.
 - (1) The person or persons nominated as manager shall represent the continuing airworthiness management structure of the AMO, and be responsible for all functions specified in Part 6.
 - (2) Nominated managers shall be directly responsible to an accountable manager who shall be acceptable to the Authority.
- (c) An AMO shall employ sufficient personnel to plan, perform, supervise, inspect, and approve for return to service the continuing airworthiness work to be performed.
- (d) An AMO shall establish the competence of continuing airworthiness personnel in accordance with a procedure and to a level acceptable to the Authority.
- (e) Each supervisor in the AMO shall hold an AMT licence issued in accordance with Part 2 of these regulations.
- (f) The person signing an approval for return to service shall be qualified in accordance with Part 2 of these regulations, as appropriate to the work performed and shall be acceptable to the Authority.
- (g) Maintenance personnel and certifying shall meet the qualification requirements and shall receive initial, recurrent, and specialized training appropriate to their assigned tasks and responsibilities, in accordance with a training programme approved by the Authority. The training programme established by the AMO shall include training in knowledge and skills related to human factors and human performance, including co-ordination with other maintenance personnel, certifying staff and flight crew. For continuation training refer to IS 6.4.1.1.
- (h) Any organization maintaining aircraft, except where stated otherwise in paragraph (l) shall in the case of aircraft line maintenance, have appropriate aircraft rated certifying staff qualified as category B1, B2, B3, as appropriate, in accordance with Part 2, subsection 2.6.1.6 and subsection 6.4.1.7. In addition, such organizations may also use appropriately task trained certifying staff holding the privileges described in Part 2, paragraphs 2.6.1.6(a)(1) and 2.6.1.6(a)(3)(ii) and qualified in accordance with subpart 2.6 of Part-2 and subsection 6.4.1.7 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for category B1, B2, B3 certifying staff, as appropriate
- (i) Any organization maintaining aircraft, except where stated otherwise in paragraph (l) shall:

1. In the case of base maintenance of large aircraft, have appropriate aircraft type rated certifying staff qualified as category C in accordance with Part-2, subpart 2.6 and subsection 6.4.1.7. In addition, the organization shall have sufficient aircraft type rated staff qualified as category B1, B2 as appropriate in accordance with Part-2, subpart 2.6 and subsection 6.4.1.7 to support the category C certifying staff:

(i) B1 and B2 support staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service.

(ii) The organization shall maintain a register of any such B1 and B2 support staff.

(iii) The category C certifying staff shall ensure that compliance with paragraph (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package, and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.

2. In the case of base maintenance of aircraft other than large aircraft have either:

(i) appropriate aircraft rated certifying staff qualified as category B1, B2, B3, as appropriate, in accordance with Part-2 and subsection 6.4.1.7; or

(ii) appropriate aircraft rated certifying staff qualified in category C assisted by support staff as specified in paragraph 6.4.1.7(a)(i).

(j) Component certifying staff shall comply with Part-2.

(k) By derogation to paragraphs (i) and (j), in relation to the obligation to comply with Part-2, the organization may use certifying staff qualified in accordance with the following provisions:

(1) For organization facilities located outside Curaçao certifying staff may be qualified in accordance with the national aviation regulations of the State in which the organization facility is registered subject to the conditions specified in subsection 6.2.1.16.

(2) For line maintenance carried out at a line station of an organization which is located outside Curaçao, the certifying staff may be qualified in accordance with the national aviation regulations of the State in which the line station is based, subject to the conditions specified in paragraph 6.2.1.16

(3) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organization contracted to provide maintenance support may issue a one-off certification authorization:

1. to one of its employees holding equivalent type authorizations on aircraft of similar technology, construction and systems; or

2. to any person with not less than five years' maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organization appropriately approved under this Part at that location and the contracted organization obtains and holds on file evidence of the experience and the licence of that person.

All such cases as specified in this subparagraph shall be reported to the Authority within three days of the issuance of such certification authorization. The organization issuing the one-off authorization shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organization.

- (l) Detailed personnel requirements are prescribed in IS 6.4.1.1.

6.4.1.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED AND REMEDIAL TRAINING

- a. An AMO shall have an employee training programme approved by the Authority that consists of indoctrination, initial, recurrent training, specialized and remedial training.
- b. An AMO shall develop and update its training programme based on the continuing airworthiness tasks associated with its scope of operating authority and capabilities.
- c. An AMO shall ensure that each employee assigned to perform continuing airworthiness, overhaul, modification, repair, or inspections is capable of performing the assigned tasks.
- d. An AMO shall submit revisions of its training programme to the Authority for approval.
- e. An AMO shall document, on a form and in a manner acceptable to the Authority, the individual employee training required under this subsection. These training records shall be retained for a minimum of two years.
- f. The expiration date assigned to an initially approved training programme shall not exceed 24 months from the date of initial approval
- g. An AMO's training programme shall meet the detailed requirements prescribed in IS: 6.4.1.2

6.4.1.3 DANGEROUS GOODS TRAINING PROGRAMME

- a. An AMO shall have a dangerous goods training programme approved by the Authority for its employees, whether full time, part time, or temporary or contracted, who are engaged in.
 - (1) The loading, unloading or handling of dangerous goods;
 - (2) The design, manufacture, fabrication, inspection, marking, maintenance, reconditioning, repairing or testing of a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting dangerous goods;
 - (3) The preparation of dangerous goods for transport;
 - (4) Activities for ensuring the safety of transporting dangerous goods;
 - (5) The operation of a vehicle used to transport dangerous goods, or
 - (6) The supervision of any of the above listed items.
- b. No person shall perform or directly supervise a maintenance function listed in paragraph 6.4.1.3(a) of this part unless that person has received the approved dangerous goods training.
- c. An AMO shall ensure that its dangerous goods training:
 - (1) Ensures that each person performing or directly supervising any of the maintenance functions specified in paragraph 6.4.1.3(a) of this part is trained to comply with all applicable procedures; and
 - (2) Enables the trained person to recognize items that contain, or may contain, dangerous goods regulated under these regulations.
- d. An AMO's dangerous goods training programme shall be approved by the Authority and shall contain the items prescribed in IS: 6.4.1.3.
- e. An AMO shall document, on a form in a manner acceptable to the Authority, the individual employee

training required under this subsection. These training records shall be retained by the AMO for a minimum of two years.

6.4.1.4 Rest and Duty Limitations for Persons Performing Maintenance Functions in an AMO

- a. No person may assign, nor shall any person perform maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.
- b. No person may be scheduled to perform maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product for more than 12 consecutive hours of duty.
- c. In situations involving unscheduled aircraft or aeronautical product unserviceability the AMO may allow persons performing maintenance, overhaul, modification, repair, and inspection on an aircraft or aeronautical product to continue on duty for:
 - (1) Up to 16 consecutive hours; or
 - (2) 20 hours in 24 consecutive hours.
- d. Following an unscheduled duty period, the AMO shall ensure that each person performing maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product during that unscheduled duty period shall have a mandatory rest period of 10 hours.
- e. An AMO shall relieve the person performing maintenance, overhaul, modification, repair, or inspection from all duties for 24 consecutive hours during any 7 consecutive day's period.

6.4.1.5 Records of Management, Supervisory, Inspection and Certifying Staff

- (a) An AMO shall maintain a roster of all management and supervisory personnel and and certifying staff which shall include details of the scope of their authorization.
- (b) An AMO shall notify certifying staff, in writing, of the scope of their authorization.
 - (1) 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.
 - (2) Certifying staff shall not be required to carry the authorization document at all times but shall produce it within a reasonable time of a request from an authorized person.
- (c) Detailed requirements pertaining to records of management, supervisory, inspection and certifying staff are provided in IS 6.4.1.5.

6.4.1.6 SAFETY MANAGEMENT

- (a) An AMO shall implement an SMS system acceptable to the Authority as prescribed in Part 1, Subpart 1.6 of these regulations. Further guidance is contained in the Safety Management Manual (SMM) (ICAO Doc 9859).

6.4.1.7 CERTIFYING STAFF AND SUPPORT STAFF

- (a) In addition to the appropriate requirements of paragraphs 6.4.1.1(i) and (j), the organization shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft

and/or components to be maintained together with the associated organization procedures. In the case of certifying staff, this shall be accomplished before the issue or re-issue of the certification authorization:

- (i) "Support staff" means those staff holding a Part-2, Subpart 2.6 aircraft maintenance licence in category B1, B2 and/or B3 with the appropriate aircraft ratings, working in a base maintenance environment while not necessarily holding certification privileges.
 - (ii) "Relevant aircraft and/or components", means those aircraft or components specified the particular certification authorization.
 - (iii) "Certification authorization" means the authorization issued to certifying staff by the organization and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorization on behalf of the approved organization.
- (b) Excepting those cases listed in paragraph 6.4.1.1(l) and (Part-2), paragraph 2.6.1.6(a)3(ii) the organization may only issue a certification authorization to certifying staff in relation to the basic categories or subcategories and any type rating listed on the aircraft maintenance licence as required by Part-2, Subpart 2.6 subject to the licence remaining valid throughout the validity period of the authorization and the certifying staff remaining in compliance with Part-2, Subpart 2.6.
- (c) The organization shall ensure that all certifying staff and support staff are involved in at least 6 months of relevant aircraft or component maintenance experience in any consecutive 2-year period.

For the purpose of this paragraph "involved in actual relevant aircraft or component maintenance" means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorization and/or has actually carried out maintenance on at least some of the aircraft type or aircraft group systems specified in the particular certification authorization.
- (d) The organization shall ensure that all certifying staff and support staff receive sufficient continuation training in each two-year period to ensure that such staff have up-to-date knowledge of relevant technology and organization procedures.
- (e) The organization shall establish a programme for continuation training for certifying staff and support staff, including a procedure to ensure compliance with the relevant paragraphs of IS.6.4.1.1. as the basis for issuing certification authorizations under this Part to certifying staff, and a procedure to ensure compliance with Part-2, Subpart 2.6.
- (f) Except where any of the unforeseen cases of paragraph 6.4.1.1(l) apply, the organization shall assess all prospective certifying staff for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the procedure manual prior to the issue or re-issue of a certification authorization under this Part.
- (g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organization shall issue a certification authorization that clearly specifies the scope and limits of such authorization. Continued validity of the certification authorization is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).
- (h) The certification authorization must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorization. Where codes are used to define scope, the organization shall make a code translation readily available. 'Authorized person' means the officials of the Authority who has responsibility for the oversight of the maintained aircraft or component.

- (i) The person responsible for the quality system shall also remain responsible on behalf of the organization for issuing certification authorizations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorizations in accordance with a procedure as specified in the procedure manual.
- (j) The organization shall maintain a record of all certifying staff and support staff, which shall contain:
 - 1. the details of any aircraft maintenance licence held under Part-2, Subpart 2.6 and
 - 2. all relevant training completed; and
 - 3. the scope of the certification authorizations issued, where relevant; and
 - 4. particulars of staff with limited or one-off certification authorizations.

The organization shall retain the records for at least three years after the staff referred to in this paragraph have ceased employment with the organization or as soon as the authorization has been withdrawn. In addition, upon request, the maintenance organization shall furnish the staff referred to in this paragraph with a copy of their personal records on leaving the organization.

The staff referred to in this paragraph shall be given access on request to their personal records as detailed above.
- (k) The organization shall provide certifying staff with a copy of their certification authorization in either a documented or electronic format.
- (l) Certifying staff shall produce their certification authorization to any authorized person within 24 hours.
- (m) The minimum age for certifying staff and support staff is 21 years.
- (n) The holder of a category A aircraft maintenance license may only exercise certification privileges on a specific aircraft type following the satisfactory completion of the relevant category A aircraft task training carried out by an organization appropriately approved in accordance with Part 3. This training shall include practical hands on training and theoretical training as appropriate for each task authorized. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment carried out by the organization.
- (o) The holder of a category B2 aircraft maintenance licence may only exercise the certification privileges described in paragraph 2.6.1.6(a)(3)(ii) of Part-2 following the satisfactory completion of (i) the relevant category A aircraft task training and (ii) 6 months of documented practical experience covering the scope of the authorization that will be issued. The task training shall include practical hands on training and theoretical training as appropriate for each task authorized. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment. Task training and examination/assessment shall be carried out by the maintenance organization issuing the certifying staff authorization. The practical experience shall be also obtained within such maintenance organization.

6.5 AMO OPERATING RULES

6.5.1.1 AMO PROCEDURES MANUAL

- (a) The definition of AMO Procedures Manual is the same as “maintenance organization’s procedures manual” as defined in Part 1 of these regulations.
- (b) The purpose of the AMO Procedures Manual is to set forth the guidance, instructions, and procedures of the AMO. Compliance with the contents will assure compliance with the requirements of this part, which is a prerequisite to obtaining and retaining an AMO certificate.
- (c) Each AMO shall have an AMO Procedures Manual, which may be issued in separate parts. The manual shall be amended as necessary to keep the information contained therein up-to-date.
- (d) The AMO Procedures Manual shall:
 - (1) Provide clear guidance to personnel on how the functions are to be performed under the approval issued by the Authority;
 - (2) Explain how personnel are managed and describe their duties and responsibilities and how compliance with the relevant continuing airworthiness requirements is achieved; and
 - (3) Include a statement of the organization’s policies and objectives.
- (e) If the AMO is part of an air operator certificated under Part 9 of these regulation, the AMO procedures manual and the operator’s MCM may be combined.
- (f) The AMO Procedures Manual and any subsequent amendments to the manual shall be approved by the Authority prior to use.
- (g) An AMO shall promptly furnish copies of all amendments to the AMO Procedures Manual to all organizations or persons to whom the manual has been issued.
- (h) The AMO Procedures Manual and any other manual it identifies shall:
 - (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 contain a system that 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 Curaçao regulation or the operations specifications issued to the organization; and
 - (5) Include a references to appropriate aviation regulations.
- (g) Detailed requirements pertaining to the AMO Procedures Manual are prescribed in IS 6.5.1.1.

6.5.1.2 MAINTENANCE PROCEDURES AND THE QUALITY ASSURANCE PROGRAMME

- (a) An AMO shall establish procedures, acceptable to the Authority, that ensure safe maintenance practices and compliance with all relevant requirements of this Part.
- (b) An AMO shall ensure compliance with paragraph 6.5.1.2(a) of this subsection by either:
 - (1) Establishing an independent quality assurance programme to monitor compliance with and the adequacy of the procedures; or
 - (2) Providing a system of inspection to ensure that all maintenance is properly performed.
- (c) The independent quality assurance programme of an AMO shall include the audit procedures contained in the AMO Procedures Manual and prescribed in paragraph 4.14 of IS 6.5.1.1.

6.5.1.3 CAPABILITY LIST

- (a) An AMO shall prepare and retain a current capability list approved by the Authority.
- (b) An AMO shall not perform, overhaul, modification, repair, or inspection on an aeronautical product until the product has been listed on the capability list in accordance with this part.
- (c) The capability list shall identify each aircraft and aeronautical product by make and model or other nomenclature designated by the manufacturer and shall be available in a form and manner acceptable to the Authority.
- (d) An AMO shall include an aircraft and aeronautical product on the capability list only if the aircraft or aeronautical product is within the scope of the ratings and classes of the AMO certificate and only after an AMO has performed a self-evaluation in accordance with procedures in its AMO Procedures Manual.
- (e) An AMO shall perform the self-evaluation to determine that the organization has all the housing, facilities, equipment, tools, materials, technical data, processes, and trained personnel in place to perform the work on the aircraft or aeronautical product as required by this part. If an AMO makes that determination, it shall list the aircraft or aeronautical product on the capability list
- (f) Documentation of the self-evaluation described in paragraph 6.5.1.3(e) of this subsection shall be signed by the organization's accountable manager and shall be retained on file by the AMO.
- (g) Upon listing an additional aircraft or aeronautical product on its capability list, an AMO shall provide a copy of the revised list to the Authority having jurisdiction over the AMO.
- (h) An AMO shall make the capability list(s) available on the premises for inspection by the public and the Authority.
- (i) Documentation of the self-evaluation shall be available on the premises for inspection by the Authority.
- (j) 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 CONTRACT MAINTENANCE

- (a) An AMO shall be approved for the work that is to be contracted and shall have the capability to assess the competence of the contractor.
- (b) An AMO may contract a maintenance function pertaining to an aeronautical product to an outside source provided:
 - (1) The Authority has approved the maintenance function to be contracted to the outside source; and
 - (2) The AMO maintains and makes available to the Authority in a form and manner acceptable to the Authority, the following information:
 - (i) The maintenance functions contracted to each outside source, and
 - (ii) The name of each outside source to whom the AMO contracts maintenance functions and the type of certificate and ratings, if any, held by each source.
- (c) An AMO may contract a maintenance function pertaining to an aeronautical product to a unlicensed person provided:
 - (1) The unlicensed person follows a quality control system equivalent to the system followed by the AMO;
 - (2) An AMO remains directly in charge of the work performed by the unlicensed person; and

- (3) An AMO verifies, by test and/or inspection, that the work has been performed satisfactorily by the unlicensed person and that the aeronautical product is airworthy before approving it for return to service.
- (d) Before approving an aeronautical product for return to service following contract maintenance, overhaul, modification, or repair, the AMO shall verify by test and/or inspection that the work has been performed satisfactorily and in accordance with approved methods.
- (e) If an AMO performs maintenance functions for another AMO within its own approval scope this is not considered to be subcontracting for the purpose of this subsection.
- (f) A list of contractors used by the AMO may be included in the AMO Procedures Manual or in a separate document.

6.5.1.5 PRIVILEGES OF THE AMO

- (a) The AMO shall perform the following tasks as permitted by these regulations and in accordance with the AMO Procedures Manual:
 - (1) Maintain or modify any aircraft or aeronautical product for which it is rated at the location identified in the AMO's approval;
 - (2) Maintain any aircraft or aeronautical product for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft or aeronautical product;
 - (3) Perform the activities in support of a specific air operator where that the operator has requested the services of the AMO at locations other than the location identified on the AMO certificate and the AMO is has been rated to maintain the aircraft of that specific operator at the requested location in the AMO operations specifications approved by the Authority; and
 - (4) Issue an approval for return to service with respect to paragraphs 6.5.1.5 (a) (1), (2), and (3) of this subsection upon completion of maintenance in accordance with limitations applicable to the AMO.
- (b) The AMO may maintain or modify any aircraft or aeronautical product for which it is rated at a place other than the AMO, if:
 - (1) The task will be performed in the same manner as when performed at the AMO and in accordance with this Subpart;
 - (2) All necessary housing, facilities, equipment, tools, material, approved and technical data, and certifying staff are available at the place where the work is to be performed; and
 - (3) The AMO Procedures Manual sets forth approved procedures governing work to be performed at a place other than the AMO.
- (c) The AMO may contract out maintenance, overhaul, modifications, repairs, and inspections, other than a complete type certificated product, in accordance with 6.5.1.4 of this part

6.5.1.6 LIMITATIONS OF THE AMO

- (a) The AMO shall maintain or modify 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.

- (b) An AMO shall not contract out the maintenance, overhaul, modification, repair, or inspection of a complete type-certificated product.
- (c) An AMO shall not provide an approval for return to service of an aircraft or aeronautical product following contract maintenance, overhaul, modification, repair, or inspection without verifying by test or inspection that the work has been performed satisfactorily and in accordance with approved methods.

6.5.1.7 APPROVAL FOR RETURN TO SERVICE OF AN AIRCRAFT OR AERONAUTICAL PRODUCT

- (a) An approval for return to service of an aircraft shall be made by appropriately authorized certifying staff when they are satisfied that all required maintenance of the aircraft has been properly performed by the AMO in accordance with the AMO Procedures Manual.
- (b) An approval for return to service shall be required at the completion of any maintenance on an aeronautical product or assembly when off the aircraft.
- (c) An approval for return to service shall be used for the return of an aircraft or aeronautical product or assembly and shall adhere to the following items.
 - (1) An approval for return to service shall contain the following statement: "Certifies that the work specified was performed in accordance with current regulations and in respect to that work the aircraft or aeronautical product is considered approved for return to service."
 - (2) An approval for return to service shall reference the data specified in the manufacturer's maintenance instructions or instructions for continuing airworthiness.
 - (3) 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. It is not sufficient to state that the dimension or the test figure is within tolerance.
 - (4) The date such maintenance was performed 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.
 - (5) When extensive maintenance has been performed, it shall be acceptable for the approval for return to service to indicate the maintenance as long as there is a cross-reference to the continuing airworthiness record containing full details of the maintenance performed. Dimensional information shall be retained in the continuing airworthiness record.
 - (6) The person issuing the approval for return to service shall use a full signature and preferably a certification stamp except in a case in which 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 approval for return to service.
 - (7) An aeronautical product that has been maintained off the aircraft requires the issue of an approval for return to service using a CCAA Form 1 for such maintenance and another approval of return to service of the aircraft in regard to maintenance being properly accomplished on the aircraft. The return to service of the aircraft shall be made by the AMO in the aircraft technical log continuing airworthiness records section
 - (8) When an aeronautical product is returned to service, the AMO shall complete a (CCAA Form 1) on a form and in a manner as prescribed in IS 6.5.1.7. can be obtained at the CCAA.

6.5.1.8 CONTINUING AIRWORTHINESS RECORDS

- (a) The AMO shall record, on a form and in a manner acceptable to the Authority, all details for maintenance work performed.
- (b) The AMO shall provide a copy of each approval for return to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs or modifications performed.
- (c) The AMO shall retain a copy of all detailed continuing airworthiness records and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was returned to service from the AMO.
- (d) Records kept in accordance with subsection 6.5.1.8 shall be maintained in a form and format that ensures readability, security and integrity of the records at all times.
- (e) Each person who maintains, overhauls, modifies, repairs, or inspects an aircraft or aeronautical product shall make an entry in the continuing airworthiness records of that equipment including:
 - (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 or aeronautical product has been performed satisfactorily, the authorized signature, the AMO certificate number, and the type of licence or certificate held by the person approving the work.
 - (5) The authorized signature, the AMO certificate number, and the type of licence held by the person approving or disapproving for return to service the aircraft, or aeronautical product.
 - (6) The signature constitutes the approval for return to service only for the work performed.
- (f) In addition to the entry required by paragraph 6.5.1.8(e) of this subsection, each person performing a major repairs or major modification shall record such work on a form, and shall dispose of the form in the manner prescribed by IS 5.6.1.1(B) of these regulations.
- (g) No person shall describe in any required maintenance entry or form an aircraft or aeronautical product as being overhauled unless:
 - (1) Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and
 - (2) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the TC, the STC, or a material, part, process, or appliance approval under a TSO.
- (h) 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, and 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 conform to new part tolerances and limits, or to approved oversized or undersized dimensions.
 - (4) No person may approve for return to service any aircraft or aeronautical product that has undergone repair or modification unless:
 - (5) The appropriate continuing airworthiness entry has been made; and
 - (6) The repair or modification form authorized by or furnished by the Authority has been executed in a manner prescribed by the Authority;
- (i) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the manufacturer's AFM, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.
- (j) ENTRIES FOR INSPECTIONS. The person approving or disapproving for return to service an aircraft after any inspection performed in accordance with this regulation shall make, in the continuing airworthiness record of that equipment, an entry 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;
 - (3) The authorized signature, the AMO certificate number, and the type of licence held by the person approving or disapproving for return to service the aircraft, or aeronautical product, 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 [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, or non-compliance with the applicable specifications, ADs, or other approved data, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with [TYPE] inspection and a list of discrepancies and unairworthy items dated [MM/DD/YYYY] has been provided for the aircraft owner or operator; and
 - (6) If an inspection is conducted under an inspection programme provided for in this part, the entry shall identify the inspection programme accomplished, and shall contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular programme.
- (k) Listing of discrepancies. If the person performing any inspection required by this part finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, ADs, 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.

6.5.1.9 AIRWORTHINESS - DATA INSTRUCTIONS FOR CONTINUING AIRWORTHINESS

- (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft or aeronautical product design organization, and any other approved design organization in the State of Manufacture or State of Design, as appropriate.
- (b) The Authority may classify data from another authority or organization as mandatory and may require the AMO to hold such data.

- (c) Where the AMO revises airworthiness data specified in paragraph 6.5.1.9 (a) of this subsection to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to its AMO Procedures Manual for any such proposed revisions for acceptance by the Authority.
- (d) 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.
- (e) Detailed requirements concerning airworthiness data are prescribed in IS 6.5.1.9.

6.5.1.10 REPORTING OF UNAIRWORTHY CONDITIONS

- (a) The AMO shall report to the Authority and the aircraft design organization of the State of Design any identified fault, malfunction, defect, or other occurrence that could present a serious hazard to the aircraft.
- (b) Reports shall be made in a form and manner prescribed by the Authority and shall contain all information about the condition known to the AMO. Each report shall contain at least the following items:
 - (1) The aircraft registration number;
 - (2) The type, make and model of the aeronautical product;
 - (3) The date of the discovery of the fault, malfunction, defect, or other occurrence;
 - (4) The time elapsed since the last overhaul, if applicable;
 - (5) The nature of the fault, malfunction, defect, or other occurrence;
 - (6) The apparent cause of the fault, malfunction, defect, or other occurrence; and
 - (7) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.
- (c) Where the AMO is contracted by an AOC holder to carry out maintenance functions, that AMO shall report to the holder any fault, malfunction, defect, or other occurrence affecting the continuing airworthiness of the aircraft or other aeronautical product.
- (d) Reports shall be made as soon as practicable, but in any case within three days of the AMO identifying the fault, malfunction, defect, or other occurrence to which the report relates.

6.5.1.11 AMO PERFORMANCE STANDARDS

- (a) An AMO that performs any maintenance, overhaul, modification, repair, or inspection for an air operator that is certificated under Part 9 of these regulations, has an approved maintenance programme under 9.5.1.12, and has an approved reliability programme under 9.4.1.13 shall perform that work in accordance with the AOC holder's manuals.
- (b) Except as provided in paragraph 6.5.1.11(a) of this subsection, each AMO shall perform its maintenance functions in accordance with the applicable requirements of Part 5 of these regulations.
- (c) Each AMO shall maintain, in current condition, all manufacturer's service manuals, instructions, and SBs that relate to the aeronautical product it maintains or modifies.
- (d) In addition, each AMO with an avionics rating shall comply with those requirements of Part 5 of

these regulations 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 specifications, and if not otherwise specified, to accepted safe practices of the aircraft avionics industry.

CURAÇAO CIVIL AVIATION REGULATIONS

PART 6 — IMPLEMENTING STANDARDS

PART 6 IMPLEMENTING STANDARDS

IS: 6.2.1.3 AMO CERTIFICATE

FORM: CCAA-AMO-02

Page 1 of 1

Curaçao Civil Aviation Authority

MAINTENANCE ORGANIZATION CERTIFICATE

AMO certificate number:

Pursuant to CCAR Part 6 (write the complete regulation name PB..... and subject to the conditions specified below, the Curaçao Civil Aviation Authority hereby certifies:

[COMPANY NAME AND ADDRESS]

as a maintenance organization in compliance to CCAR Part 6 (write the complete regulation name PB, approved to maintain the products, parts and appliances listed in the attached terms of approval and issue related certificates of release to service using the above references. As specified CCAR Part 6 (write the complete regulation name PB.. for those aircraft listed in the attached terms of approval.

CONDITIONS:

1. This certificate is limited to what is specified in the scope of work section of the approved maintenance organization procedure manual as referred to in subsection 6.5.1.1 of CCAR Part 6; and
2. This certificate requires compliance with the procedures specified in the approved maintenance organization procedure manual; and
3. This certificate is valid whilst the approved maintenance organization remains in compliance with CCAR Part 6.
4. Subject to compliance with the foregoing conditions, this certificate shall remain valid until expiration date as specified on the certificate unless the certificate has been surrendered, superseded, suspended or revoked before that date.

Date of original issue:

Date of this revision:

Expire date:.....

Revision No:

Signed:

For the Curaçao Civil Aviation Authority:

Form: CCAA-AMO-02

MAINTENANCE ORGANISATION TERMS OF APPROVAL

Reference: AMO certificate number.....

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT (**)	(***)	(****)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(****)	[YES/NO] (**)	[YES/NO] (**)
ENGINES (**)	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs (**)	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
SPECIALISED SERVICES (**)	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)
	(***)	(***)	[YES/NO] (**)	[YES/NO] (**)

These terms of approval are limited to the products, parts and appliances and to the activities specified in the scope of work section of the approved maintenance organization procedure manual.

Maintenance organization procedure manual reference:

.....

Date of original issue:

Date of last revision approved: Revision No:

Form: CCAA AMO-02

(*) if Curaçao is the authority.

(**) Delete as appropriate if the organization is not approved.

(***) Complete with the appropriate rating and limitation.

(****) Complete with the appropriate limitation

IS: 6.2.1.5

APPLICATION FORM: CCAA- AMO-01.

Application for a CCAR Part 6 Approval

1. Your Reference	Please provide a brief, unique identifier that we will use to refer to your application	
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2. Applicant Address and Contact Data		
2.1 Applicant Data		
2.1.1 Name and Address (registered (business) name and address/legal seat of the company)	Reference Number	CURCW/.../... (if known)
	Registered Name	Registered Name as specified in the Certificate of Incorporation
	Trading Name	if applicable, enter Trading Name/Doing Business-as Name
	Address	
	Country	
2.1.2 Contact Person (responsible for this application)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title	
	Phone / Fax	
	Email	
Important Note: An approval may be granted to an organization which may be either a natural person, a legal entity or part of a legal entity. Would you therefore please include with this application confirmation of the legal status of your organization and enclose a copy of your Certificate of Incorporation.		
2.2 Date of Certificate of Incorporation (Col)	dd/mm/yyyy	
2.3 Billing Data (may be left blank, if same as 2.1 Applicant Data)		
2.3.1 Billing Address (CCAA Fees & Charges invoices will state the address entered here)	Company Name	Same as in section 2.1.1 (other name only in exceptional cases)
	Address	
	PO Box	
	Post Code	
	City	
	Country	

2.3.2 Contact Person (Responsible for ensuring the CCAA terms of payment are honored.)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title	
	Phone / Fax	
	Email	
2.3.3 Invoice Recipient (The electronic invoice will be issued to the email address indicated here)	Email	
2.4 Shipping Data (may be left blank, if same as 2.1 Applicant Data)		
2.4.1 Delivery Address (for the shipping of original CCAA documents)	Company Name	
	Street / Nr	
	PO Box	
	Post Code	
	City	
	Country	
2.4.2 Contact Person (shipping)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title	
	Phone / Fax	
	Email	

Technical Application Data		
3. References		
CCAA CCAR Part 6°	Please enter your CCAA approval number XXXX) or enter N/A in case of initial application	
4. Addresses of location (s) requiring approval		
4.1 Principal place of business (may be left blank, if same as 2.1 Applicant Data)	Street / Nr	
	Post Code	
	City	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable
4.2 Additional locations Enter "Not applicable" in the case the Additional Location where maintenance or continuing airworthiness functions are exercised are the same as 3.1 Principal Place of Business.		
4.2.1 Location 1	Street / Nr	
	Post Code	
	City	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable
4.2.2 Location 2	Street / Nr	
	Post Code	
	City	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable
4.2.n Location n	Street / Nr	
	Post Code	
	City	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable

[duplicate table as applicable]

4.3 Line Maintenance Location(s)

Enter “Not applicable” in the case the Line Maintenance Location is the same as 4.1 Place of Business or in the case of Form CCAA AMO-02 used for CCAR Part-6 AMO applications/approvals.

4.3.1 Location 1	Street / Nr	
	Post Code	
	City	
	Country	
	Airport Code	Enter IATA code of the Airport or “N/A” if not applicable
4.3.2 Location 2	Street / Nr	
	Post Code	
	City	
	Country	
	Airport Code	Enter IATA code of the Airport or “N/A” if not applicable
4.3.n Location n	Street / Nr	
	Post Code	
	City	
	Country	
	Airport Code	Enter IATA code of the Airport or “N/A” if not applicable

[duplicate table as applicable]

5. Contacts

5.1 Accountable Manager	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title/Position	
	Phone/Fax	
	Email	
5.2. Quality/Safety Manager	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title/Position	
	Phone/Fax	
	Email	
5.3. Organization Generic Email		This address will be used for all technical communication including the automatic technical notifications sent by the CCAA.

6. Identification of Activity

6.1 Application for	<input type="checkbox"/> CCAR Part 6 Approval	
6.2 Application Type	<input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> Paragraph 6.2.1.5 (1).i of CCAR Part 6.	
	<input type="checkbox"/> Revision of initial application	
	<input type="checkbox"/> Organization name	<input type="checkbox"/> Scope
	<input type="checkbox"/> Address data	<input type="checkbox"/> Contact detail(s)
	<input type="checkbox"/> Nominated persons	<input type="checkbox"/> Number of staff
	<input type="checkbox"/> Application for change	
	<input type="checkbox"/> Organization name	<input type="checkbox"/> Scope <input type="checkbox"/> Others
	<input type="checkbox"/> Address data	<input type="checkbox"/> Contact detail(s)
	<input type="checkbox"/> Nominated persons	<input type="checkbox"/> Number of staff
	<input type="checkbox"/> Notification of surrender	
6.3 Terms of CCAR Part 6 AMO Approval and scope of work relevant to this application	Provide information on this application's scope - e.g.: A1 rating and D1 rating; Change of Quality Manager; Addition of a line station. Complete sections 8 to 10 (as applicable) for details of the scope of work.	
7. Number of staff a) The total number of staff employed by the organization in order to comply with CCAR Part-6 b) The number of contracted staff associated with the proposed approval		
	a) Employees	b) Contractors
Total		

8. Scope of requested CCAR Part 6 AMO Approval (*)

(*) in case of application for change of the scope of work, only the parts of this table affected by the change shall be completed.

	RATING	LIMITATION	BASE		LINE	
			Yes	No	Yes	No
AIRCRAFT	A1 Aeroplanes/airships above 5700 Kg	See completion instructions in this subpart				
	A2 Aeroplanes/airships 5700 Kg and below	See completion instructions in this subpart				
	A3 Helicopters	See completion instructions in this subpart				
	A4 Aircraft other than A1, A2 or A3	See completion instructions in this subpart				
ENGINES	B1 Turbine	See completion instructions in this subpart				
	B2 Piston	See completion instructions in this subpart				
COMPONENTS OTHER THAN COMPLETE ENGINES OR AUXILIARY POWER UNITS	B3 APU	See completion instructions in this subpart				
	C1 Air Cond & Press <input type="checkbox"/>	See completion instructions in this subpart				
	C2 Auto Flight <input type="checkbox"/>					
	C3 Comms and Nav <input type="checkbox"/>					
	C4 Doors – Hatches <input type="checkbox"/>					
	C5 Electrical Power & Lights <input type="checkbox"/>					
	C6 Equipment <input type="checkbox"/>					
	C7 Engine – APU <input type="checkbox"/>					
	C8 Flight Controls <input type="checkbox"/>					
	C9 Fuel <input type="checkbox"/>					
	C10 Helicopter – Rotors <input type="checkbox"/>					
	C11 Helicopter – Trans <input type="checkbox"/>					
	C12 Hydraulic Power <input type="checkbox"/>					
	C13 Indicating/Recording System <input type="checkbox"/>					
	C14 Landing Gear <input type="checkbox"/>					
	C15 Oxygen <input type="checkbox"/>					
	C16 Propellers <input type="checkbox"/>					
	C17 Pneumatic & Vacuum <input type="checkbox"/>					
	C18 Protection Ice/Rain/Fire <input type="checkbox"/>					
	C19 Windows <input type="checkbox"/>					
	C20 Structural <input type="checkbox"/>					
	C21 Water Ballast <input type="checkbox"/>					
	C22 Propulsion Augmentation <input type="checkbox"/>					
SPECIALISED SERVICES	D1 Non Destructive Testing	<input type="checkbox"/> Eddy Current Inspection	See completion instructions in this subpart			
		<input type="checkbox"/> Liquid Penetrant Inspection				
		<input type="checkbox"/> Magnetic Particle Inspection				
		<input type="checkbox"/> Radiography Inspection				
		<input type="checkbox"/> Shearography Inspection				
		<input type="checkbox"/> Thermography Inspection				
		<input type="checkbox"/> Ultrasonic Inspection				
		<input type="checkbox"/> Other Method	State particular NDT method(s)			
SPECIALISED ACTIVITIES IN THE COURSE OF MAINTENANCE		See completion instructions in this subpart				

8bis.**Reserved**

9. Scope of requested Subcontracted Organizations Approval (*)

Please do not enter any data in this table in case of CCAR Part-6 application

(*) in case of application for change of the scope of work, only the parts of this table affected by the change shall be completed.

Rating	Aircraft type/series/group (with engine type)	Subcontracted organizations	Permits to Fly	
A1 Aeroplanes/ airships above 5700 Kg				
A2 Aeroplanes/ airships 5700 Kg and below				
A3 Helicopters				
A4 Aircraft other than A1, A2 or A3				

10. Sub-contracted organizations address data

Name/Address	Enter N/A in case of CCAR Part 6
Name/Address	Enter N/A in case of CCAR Part 6

[add rows as applicable]

11. Other CCAA approvals held by the applicant

12. Applicant's declaration and acceptance of the General Conditions and Terms of Payment

I declare that I have the legal capacity to submit this application to CCAA and that all information provided in this application form is correct and complete.

I have understood that I am submitting an application for which fees or charges will be levied by CCAA in accordance with Regulation on the fees and charges levied by the CCAA, as last amended and available from www.ccaa.cw

☐ I hereby request a financial estimate of the fees or charges related to this application (please tick box if applicable).

In cases where, due to the expected complexity of the project, this estimate requires a prior technical analysis by the CCAA, this analysis shall be charged on an hourly basis, under a contractual agreement to be signed between the applicant and the CCAA. This estimate will be amended if it appears that the task is simpler or can be carried out faster than initially foreseen or, on the contrary, if it is more complex and takes longer to carry out than the CCAA could reasonably have foreseen. The estimate is for information purposes and has no binding effect on the CCAA or applicant. I am aware that CCAA is to continue the processing of this application only after the estimate has been accepted and, consequently the provision of an estimate will lead to a delayed project start.

I acknowledge that I have read and understood the CCAA Terms of Payment (see www.ccaa.cw > the CCAA > FAQs > > Fees & Charges > Downloads > Terms of Payment) and agree to abide by them. I declare to be aware that fees or charges, as well as all relevant travel costs must be paid whether or not the application is successful and that they might not be refundable. Moreover, I declare that I am aware of the consequences of non-payment.

Enter date/location	Enter name	
Date/Location	Name	Signature of Accountable Manager**
**Important note: CCAA does not accept applications without signature. The signature of either the Accountable Manager or of the new proposed Accountable Manager is always required.		
This Application including all information as required by CCAR Part 6 should be sent by e-mail, as applicable to: civilair@gobiernu.cw		Completion Instructions Please refer to Form CCAA-AMO-01 instructions as amended

Form CCAA-AMO-1 filling instructions related to applications for an initial, change or surrender of CCAR Part 6 approval.

Administrative application data – applicable to all applications

It is strongly recommended to use the English language in completing Form: **CCAA- AMO-01**.

Please complete the form in a clearly legible way.

1. Your Reference	This is an optional information but highly recommended for tractability purposes. The field may be used to provide a unique internal reference to this application. This reference will be used as an identifier of your application in administrative communications, e.g. invoice/s, by CCAA .
2. Applicant Address and Contact Data	
2.1.1 Name and Address	Account N°: if known to you, please enter your CCAA reference Number which follows the pattern CURCW/.../... which can be found on any application acceptance letter received for previous applications. Registered Name: Please enter the full name of the company as it appears on the Certificate of Incorporation/Business Registration or similar legal document stating name of the company. Trading name: if you are using a Trade name differing from the registered company name, please indicate it here, otherwise enter "Not applicable". Street Number, Post Code, city and Country: Please enter the full Address of the company as it appears on the Certificate of Incorporation/Business Registration or similar legal document stating the seat of the company.
2.1.2 Contact Person	The name and contact details specified in this section are those of the person responsible for the application.
2.2 Date of the Certificate of Incorporation (Col)	Please provide the date of the Certificate of Incorporation/Business Registration or similar legal document stating name and seat of the company. A copy of the Certificate of Incorporation/Business Registration or similar legal document stating name and address of legal seat of the company shall be provided together with an initial application or an application for name change. Additional translation in English language of this document should be submitted.
2.3.1 Billing Address	The (company) name and address specified in this section will be printed on the invoice/s CCAA will issue. A (company) name deviating from the one entered in section 1 "Applicant Registered Name" can only be accepted by CCAA upon justified request. A written statement, signed and stamped, from the legal entity which is taking responsibility to pay the CCAA. Please contact Applicant if in case of questions. Please leave blank if the Billing Address is the same as the registered name and address.
2.3.2 Contact Person	The name and contact details specified in this section are those of the person that will be contacted for all issues connected with the require payments. Responsible for ensuring the CCAA terms of payment are honored.
2.3.3 Invoice Recipient	An electronic invoice copy will be issued to the email address indicated here. The email address provided may also be a generic email address (can be the same as Organization Generic Email)
2.4.1 Delivery Address	The (company) name and postal address specified in this section is where CCAA will send the original certificate/approval. Please leave blank if the Shipping Address is the same as the registered name and address.
2.4.2 Contact Person	The contact person specified in this section is the person the original certificate/approval will be sent

1.1 Technical application data – Application for initial approval

3. References	
CCAR Part 6 N°	Please enter “Not applicable” for initial approval.
4. Addresses of location (s) requiring approval	
4.1 Principal place of business	Enter the address of the Principal Place of Business (PPB) . PPB means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in the Regulation are exercised.
4.2 Additional location(s)	Enter the address(es) of any additional location(s) used by the organization, except for Line Maintenance Locations to be listed in block 4.3. This block shall be used to identify locations(s) in addition to the PPB , where the organization is performing its activities or having offices (for example: office of the Accountable Manager, records archive, continuing airworthiness management office, base maintenance facilities, engine maintenance facilities, component maintenance facilities, NDT facilities, etc.). [Duplicate the table to add as many additional locations as necessary].
4.3 Line maintenance location(s)	Enter the address (es) of the line maintenance location(s). All the line stations shall be listed. This block is only applicable for organizations applying for CCAR Part 6, A1, A2, A3 & A4 ratings. [Duplicate the table to add as many additional locations as necessary].
5. Contacts	
5.1. Accountable Manager	Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved.
5.2 Quality/Safety Manager	The person identified here as “Quality/Safety Manager” is intended to be the person in the organization who is in charge of maintaining the relationship with the Competent Authority. For CCAR Part 6 this person will be the quality / Safety manager. The “Quality/Safety Manager” will also act as the contact person in case CCAA has administrative questions related to the application.
5.3 Organization Generic Email	Enter the generic email address of the organization. The “generic” email address to be used by CCAA for formal email communication with your organization to ensure an efficient and stable communication channel. This email address will be used for all technical communication, including the automatic technical notifications sent by the CCAA. This address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without people’s name.
6. Identification of Activity	
6.1 Application for	Please indicate the application type: Application for a CCAR Part 6 Approval by ticking the box.
6.2 Application Type	Initial application: Tick this box when applying for an initial approval. Paragraph 6.2.1.5 (1).i of CCAR Part 6.
	Revision of the Initial Application: Tick this box in the case the organization intends to revise its application before the approval is granted. Please select the box corresponding to the type of change(s). [Multiple selection is possible].

6.3 Terms of CCAR Part 6 Approval and scope of work relevant to this application	<p>Please describe the scope of the application.</p> <p>For CCAR Part 6 only: In case of an initial application basically the maintenance organization shall summarize the requested ratings without specifying the A/C, engine/APU types. For example:</p> <ul style="list-style-type: none"> • A1 line and base maintenance; A2 line maintenance only ☐ B1; C2; C14 • Specialized activities in the course of maintenance. <p>In case of application for revision of initial application, only indicate the relevant change.</p>
7. Number of staff	
(a) Employees	The total number of staff employed by the organization who are involved in the CCAA approval.
(b) Contractors	The total number of contracted staff who are involved in the CCAA approval.
8. Scope of requested CCAR Part 6 Approval	
Scope of requested CCAR Part 6 Approval	Please describe in detail the scope of the application with reference to the information included in block 6.3.
Aircraft: Rating A limitation	<p>A1 rating: Quote the requested aircraft type(s) by indicating in the column limitation the Part-2 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended. A1 rating is reserved to Part-6 approvals and is not applicable to Part-MF approvals.</p> <p>A2 rating: Quote the requested aircraft type(s) by indicating in the column limitation the Part-2 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p>A3 rating: Quote the requested aircraft type(s) by indicating in the column limitation the Part-2 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p>A4 rating: Quote the requested aircraft series or type(s) by indicating in the column limitation the TC holder and models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p>Line & Base: (Only applicable to Part-6 organizations) For each aircraft type, the maintenance organization must define the type of maintenance by marking Yes or No in the column Base and/or Line maintenance activity.</p> <p>The definition to be included within the column “Limitation” of the Form 2 is the one addressed within the column N° 3 “type rating endorsement” of Appendix I to AMC to EASA Part-66 as amended. For example, when an organization applies for:</p> <ul style="list-style-type: none"> • A1 rating A319 (CFM56) Line, the limitation of the Form 2 must address the Airbus A318/A319/A320/A321(CFM56) Line • A1 rating A330 (GE CF6) Base + Line and A330 (PW4000) Line only and A330 (RR RB211 Trent 700) Base only, the limitation of the Form 2 must address all these type different aircraft - engine combination together the Line/Base limitation as applicable to the aircraft-engine combination

Engines: Rating B limitation	B1 rating: Quote the requested engine type(s) as defined in the engine TCDS. B2 rating: Quote requested engine manufacturer or group or type as defined by the OEM B3 rating: Quote the requested APU type(s) as defined by the OEM. The B rating is required for maintenance of engines/APUs according to the Engine/APU shop Maintenance Manual.
Components: Rating C limitation	For the Cx ratings: The requested class C rating shall be ticked. The Cx rating is required for maintenance of components according to the Component Maintenance Manual. Quote under the column limitations the aircraft type or aircraft manufacturer or the particular component and/or the maintenance task(s). Cross-refer to a capability list in the exposition.
Specialized Services Rating D1 limitation	D1 rating: The requested NDT method(s) shall be ticked. If the option "Other Method" is ticked, state the particular NDT method. Borescope inspection is not considered as being listed under the D1 rating. Note: Holding the rating D1 enables the organization to issue a Form CCAA-AMO-01 limited to the accomplishment of the NDT inspection.
Specialized Activities in the course of maintenance	Quote the specialized activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the "course of maintenance" under any rating (Ax, Bx or Cx). These activities do not need to be mentioned if contracted to another CCAR Part 6 AMO (as listed in AMO MPM).
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09. Scope of requested Subcontracted organizations	
Scope of requested Subcontracted organizations Approval	Within the applicable rating, select the requested aircraft model and the engine type fitted thereon and subcontracted organizations Please do not enter any data in this table in case of CCAR Part 6
10. Subcontracted Organizations address data	
Subcontracted organizations address data	Please list address (es) data of subcontracted organization(s) working under this approval. Add rows as applicable. Please do not enter any data in this table in case of CCAR Part 6
11. Other CCAA approvals held by the applicant	
Other CCAA approval held by the applicant	If the organization holds other CCAA approval(s), please indicate the relevant approval number. Eg AOC, Approved Training Organizations.

Technical application data – Application for change

3. References	
CCAR Part 6 N°	In case of application for change pertaining to your CCAR Part 6 approval, please enter your CCAA .XXXX number. If your application for change does not pertain your CCAR Part 6 approval enter “Not applicable”.
4. Addresses of location (s) requiring approval	
4.1 Principal place of business	In case of application for change pertaining to your principal place of business (PPB), please enter the address that requires approval. PPB means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in the Regulation are exercised.
4.2 Additional location(s)	In case of application for a change pertaining to your additional location(s), please enter only the address affected by the change. This block shall be used to identify locations(s) in addition to the PPB , where the organization is performing its activities or having offices (for example: office of the Accountable Manager, records archive, continuing airworthiness management office, base maintenance facilities, engine maintenance facilities, component maintenance facilities, NDT facilities, etc). Line Maintenance Locations to be listed in block 4.3. [Duplicate the table to add as many additional locations as necessary].
4.3 Line maintenance location(s)	In case of application for a change pertaining to your line maintenance location(s), please enter only the address affected by the change. This block is only applicable for organizations holding a CCAR Part 6 A1, A2, A3 & A4 ratings. [Duplicate the table to add as many additional locations as necessary].
5. Contacts	
5.1. Accountable Manager	In case of application for a change pertaining to your Accountable Manager, please enter the full details of the proposed Accountable Manager.
5.2 Quality/Safety Manager	In case of application for a change pertaining to your Quality/Safety manager, please enter the full details of the proposed Quality/Safety manager. The person identified here as Quality/Safety Manager is intended to be the person in the organization who is in charge of maintaining the relationship with the Competent Authority. For CCAR Part 6 this person will be the Quality Manager. The name and contact details specified in this section are those of the person responsible for the application. The “Quality/Safety Manager” will also act as the contact person in case CCAA has administrative questions related to the application.
5.3 Organization Generic Email	In case of application for a change pertaining to your generic email address, please enter the new generic email address of the organization. The “generic” email address to be used by CCAA for formal email communication with your organization to ensure an efficient & stable communication channel. (This email address will be used for all technical communication including the automatic notifications sent by CCAA Inspection and Findings Reports Database Service. This address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without people’s name.

6. Identification of Activity	
6.1 Application for	Please indicate your existing approval affected by the change: CCAR Part 6 approval by ticking the appropriate box.
6.2 Application Type	<p>Please tick Application for change. Please select the box corresponding to the type of change(s).</p> <ul style="list-style-type: none"> • Organization name • Address(es) • Nominated persons • Scope (Rating(s), privileges, limitations, etc.) • Contact details • Number of staff <p>Multiple selection is possible. If option “Others” is selected, please describe the type of change in 6.3.</p> <p>Application for transition: Tick the applicable box in case your organization is already the holder of a valid CCAA Part-6</p> <p>No change in scope of work is possible when applying for transition.</p>
6.3 Terms of CCAR Part 6 Approval and scope of work relevant to this application	<p>Please describe the scope of the application for change.</p> <p>The organization is requested to record here only the change to the existing approval and not the whole scope. This field shall be used to detail, in an accurate manner, which kind of change(s) the organization is requesting, such as:</p> <ul style="list-style-type: none"> - Name change; - Address change; - Addition or removal of location(s); - Removal or addition of rating(s) to the existing Scope; - Removal or addition of aircraft type/ series/ group to the existing scope; - Addition of privileges (e.g permits to fly); - Addition or removal of aircraft models in an existing aircraft type. For example addition of model 747-8F to the already approved aircraft rating Boeing 747-8 (GE GENx))
	<p><u>For CCAR Part 6 only:</u></p> <p>In the case of changes which apply to a specific location, one of the following terms shall be used to identify the change.</p> <ul style="list-style-type: none"> - Additional location: when a new maintenance location is added; - Deleted location: when an existing maintenance location is deleted; - Location upgrade: when the scope of work of an existing location is upgraded to an upper level (ex. new rating, new aircraft type, etc); - Location downgrade when the scope of work of an existing location is downgraded to a lower level (ex. Deletion of a rating, or an aircraft type capability, etc.) <p>A cross reference shall be made to block nr. 3 to link the above terms to a specific location. In addition, the rating affected by the change (at that location) shall be specified. Example 1:</p> <p><i>The following changes are requested in the Locations identified in Block 4:</i></p> <ul style="list-style-type: none"> • <i>Block 4.2.1- XX Airport: Location Downgrade - rating D1 to be deleted</i> • <i>Block 4.2.2- YY Airport: Location Upgrade - rating C14 to be added</i> • <i>Block 4.3.1- ZZ Airport: Additional Location with rating A1 Line</i>

7. Number of staff	
(a) Employees	In case of application for a change pertaining to the total number of staff employed by the organization to comply with the applicable CCAR's, please indicate the new number of employed staff.
(b) Contractors	In case of application for a change pertaining to your number of contracted staff associated with the approval, please indicate the new number of contracted staff. .
8. Scope of requested CCAR Part 6 Approval	
Scope of requested CCAR Part- 6 approval	Please describe in detail the scope of the application with reference to the information included in block 6.3. In case of application for change of the scope of work, only the parts of this table affected by the change shall be compiled.
Aircraft: Rating A limitation	<p>A1 rating: Quote the aircraft type(s) by indicating in the column limitation the Part-2 type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended. A1 rating is reserved to CCAR Part 6 approvals.</p> <p>A2 rating: Quote the aircraft type(s) by indicating in the column limitation the type rating endorsement and the models as defined in Appendix I to AMC to EASA Part-66 as amended.</p> <p>A3 rating: Quote the aircraft type(s) by indicating in the column limitation the type rating endorsement and the models as defined in Appendix I to AMC to EASA Part 66 as amended.</p> <p>A4 rating: Quote the aircraft series or type(s) by indicating in the column limitation the TC holder and models as defined in Appendix I to AMC to EASA Part -66 as amended.</p> <p>Line & Base: For each aircraft type the maintenance organization must define the type of maintenance by marking Yes or No in the column Base and/or Line maintenance activity.</p>
Engines: Rating B limitation	<p>B1 rating: Quote the engine type(s) as defined in the engine TCDS to be added or removed. B2 rating: Quote engine manufacturer or group or type as defined by the OEM to be added or removed.</p> <p>B3 rating: Quote the APU type(s) as defined by the OEM, to be added or removed.</p> <p>The B rating is required for maintenance of engines according to the Engine Shop Maintenance Manual.</p> <p>Note: For engines on wing maintenance under the A rating refer to Appendix IV to Annex I (EASA Part M).</p>
Components: Rating C limitation	The class C rating requested to be added or removed shall be ticked. The Cx rating is required for maintenance of components according to the Component Maintenance Manual.
	Quote under the column limitations the aircraft type or aircraft manufacturer or the particular component and/ or the maintenance task(s). Cross-refer to a capability list in the exposition.
Specialized Services Rating D1 limitation	<p>D1 rating: The NDT method(s) to be added or removed shall be ticked. If the option "Other Method" is ticked, state the particular NDT method.</p> <p>Borescope inspection is not considered as being listed under the D1 rating.</p> <p>Note: Holding the rating D1 enables the organization to issue a CCAA Form 1 limited to the accomplishment of the NDT inspection.</p>
Specialized Activities in the course of maintenance	<p>Quote specialized activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) to be added or to be removed. These specialized activities are performed in the "course of maintenance" under any rating (Ax, Bx or Cx)</p> <p>These activities do not need to be mentioned if contracted to another CCAR Part 6 AMO (as listed in AMO Procedure Manual).</p>

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09. Scope of requested subcontracted organizations Approval	
Scope of requested subcontracted organizations Approval	<p>Within the applicable rating, select the aircraft model and the engine type fitted thereon and subcontracted organizations related to the requested change.</p> <p>Please do not enter any data in this table in case of CCAR Part 6 application</p>
10. Subcontracted Organizations address data	
Subcontracted Organizations address data	<p>Please list all address(es) of subcontracted organization(s) working under this approval affected by the requested change. Add rows as applicable.</p> <p>Please do not enter any data in this table in case of CCAR Part 6 application</p>
11. Other CCAA approvals held by the applicant	
Other CCAA approval held by the applicant	<p>If the organization holds other CCAA approval(s), please indicate the relevant approval number. If the CCAA Part-6 approval is linked to an CCAA AOC or Approved Training Organization, the AOC and Approved Training Organization number shall be also reported.</p>
12. Applicant's declaration and acceptance of the General Conditions and Terms of Payment	
Financial estimate	<p>You may request a financial estimate for a task that is calculated on an hourly basis. This estimate will be amended if it appears that the task is simpler or can be carried out faster than initially foreseen or, on the contrary, if it is more complex and takes longer to carry out than the Agency could reasonably have foreseen.</p> <p>Please be aware that CCAA is to continue the processing of the application only after the estimation has been accepted and, consequently, the provision of an estimation will lead to a delayed project start.</p> <p>The estimation is for information purposes and has no binding effect on the Agency or applicant.</p>
Date/Location	Enter the date of signature and the place in which the Accountable Manager* office is located.
Name of the Accountable Manager	Enter the name of the Accountable Manager*.
Signature of the Accountable Manager	<p>Signature of the Accountable Manager*.</p> <p>Important note: Please do not forget to sign the application form. CCAA does not accept unsigned applications.</p>
<p>* In case of a new CCAR Part 6 Applicant or in case of change of Accountable the signature of the name, location of the proposed Accountable Manager is required.</p>	

1.4 Technical application data – Notification of surrender

3. References	
CCAR Part 6 N°	In case of notification of surrender pertaining to your CCAR Part 6 approval, please enter your CCAA Part 6 .XXXX number.
	In case of notification of surrender pertaining to your CCAA other approval, please enter your CCAA..XXXX number.
4. Addresses of location (s) requiring approval	
4.1 Principal place of business	Enter “Not applicable”.
4.2 Additional location(s)	Enter “Not applicable”.
4.3 Line maintenance location(s)	Enter “Not applicable”.
5. Contacts	
5.1. Accountable Manager	Please enter the full details of the Accountable Manager.
5.2 Quality/Safety Manager	Please enter the full details of the Quality/Safety Manager.
5.3 Organization Generic Email	Please enter the generic email address.
6. Identification of Activity	
6.1 Application for	Enter “Not applicable”.
6.2 Application Type	Please tick Notification of surrender .
6.3 Terms of CCAR Part 6 Approval and scope of work relevant to this application	Enter “Not applicable”.
7. Number of staff	
(a) Number of staff	Enter “Not applicable”.
(b) Number of staff	Enter “Not applicable”.
8. Scope of requested CCAR Part 6 Approval	
Scope of requested Part 6 approval	Enter “Not applicable”.

Aircraft: Rating A limitation	Enter “Not applicable”.
Engines: Rating B limitation	Enter “Not applicable”.
Components: Rating C limitation	Enter “Not applicable”.
Specialized Services Rating C limitation	Enter “Not applicable”.
Specialized Activities	Enter “Not applicable”.
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09. Scope of requested Subcontracted organizations Approval	
Scope of requested Subcontracted organizations Approval	Enter “Not applicable”.
10. Subcontracted Organizations address data	
Subcontracted Organizations address data	Enter “Not applicable”.
11. Other CCAA approvals held by the applicant	
Other CCAA approval held by the applicant	Enter “Not applicable”.
12. Applicant’s declaration and acceptance of the General Conditions and Terms of Payment	
Financial estimate	<p>You may request a financial estimate for a task that is calculated on an hourly basis. This estimate will be amended if it appears that the task is simpler or can be carried out faster than initially foreseen or, on the contrary, if it is more complex and takes longer to carry out than the Agency could reasonably have foreseen.</p> <p>Please be aware that CCAA is to continue the processing of the application only after the estimation has been accepted and, consequently, the provision of an estimation will lead to a delayed project start.</p> <p>The estimation is for information purposes and has no binding effect on the Agency or applicant.</p>
Date/Location	Enter the date of signature and the place in which the Accountable Manager* office is located.
Name of the Accountable Manager	Enter the name of the Accountable Manager*.
Signature of the Accountable Manager.	<p>Signature of the Accountable Manager*.</p> <p>Important note: Please do not forget to sign the application form. CCAA does not accept unsigned applications.</p>

IS 6.2.1.9 AUTHORITY TO INSPECT

- (a) The authority may raise findings in case of non-conformities with this Part.
- (b) Depending on the severity of the identified situation, the authority will classify these findings as Level 1, 2 or 3.
 - (1) A level 1 finding is any finding of significant non-compliance with the requirements of this Part which lowers the safety standard and seriously endangers flight safety.
 - (2) A level 2 finding is any finding of non-compliance with the requirements of this Annex which may lower the safety standard and may endanger flight safety.
 - (3) Level 3 observation" is any item where it has been identified, by objective evidence, to contain potential problems that could lead to a non-compliance (it is to note that this does not meet the criteria to identify this as a Level 1 or Level 2 finding).
 - (4) After receipt of notification of findings, the holder of the maintenance organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.
 - (5) When during audits or by other means evidence is found showing non-compliance with the requirements of this Part, the authority shall take the following actions:
 - (6) For level 1 findings, immediate action shall be taken by the authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organization approval, until successful corrective action has been taken by the organization.
 - (7) For level 2 findings, the corrective action period granted by the authority must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the competent authority may extend the three-month period subject to a satisfactory corrective action plan agreed by the competent authority.
 - (8) Action shall be taken by the authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the authority.

IS: 6.2.1.14 QUALITY SYSTEM

- (a) In order to show compliance with 6.2.1.14 of this part, an AMO shall establish its quality system in accordance with the instruction and information prescribed in the following paragraphs.

1.0 General**1.1 Terminology.**

- 1.1.1** The terms used in the context of the requirement for an AMO's quality system have the following meaning:

- (a) **Accountable manager.** The person acceptable to the Authority, who has corporate authority for ensuring that all maintenance functions can be financed and performed to the standard required by the Authority and any additional requirements defined by the AMO.
- (b) **Quality assurance.** As distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systematic actions that are required to provide adequate confidence that a product or service satisfies quality requirements.

1.2 Purpose of the Quality System.

- 1.2.1** The quality system shall enable an AMO to monitor compliance with these regulations, the AMO Procedures Manual, and any other standards specified by the AMO, or the Authority, to ensure safe maintenance practices and airworthy aircraft and aeronautical products.

1.3 Organizational Structure.

- 1.3.1** The AMO may specify the basic structure of the quality system according to the size and complexity of the AMO to be monitored.
- 1.3.2** An AMO shall be categorized according to the number of full-time personnel. AMOs that employ 5 or fewer full-time employees are considered to be "very small" organizations, while those employing between 6 and 20 full-time employees are regarded as "small" organizations, as far as quality systems are concerned. Full time in this context means employed for not less than 35 hours per week, excluding vacation periods.
- 1.3.3** Complex quality systems may be inappropriate for a small or very small organization, and the clerical effort required to develop manuals and quality procedures for a complex system may stretch that AMO's resources. It is therefore accepted that such an AMO may tailor its quality system to suit the size and complexity of the organization and allocate resources accordingly.
- 1.3.4** For small and very small AMOs, it may be appropriate to develop a quality assurance programme that employs a checklist. The checklist shall have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist content and achievement of the quality assurance should be undertaken.
- 1.3.5** A small AMO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and/or qualified organizations to perform the quality audits on behalf of the quality manager.

1.4 Scope.**1.4.1** As a minimum, the quality system shall address the following:

- (a) Relevant terminology;
- (b) The applicable requirements of these regulations;
- (c) Any additional standards and maintenance practices of the organization;
- (d) A description of the organization, including the organizational structure;
- (e) Identification of those persons responsible for the development, establishment, and management of the quality assurance programme, including a description of their duties and responsibilities;
- (f) Relevant portions of manuals, reports, and records, including a distribution list of all controlled copies;
- (g) The organization's quality policy;
- (h) Quality procedures;
- (i) A quality assurance programme, including:
 - (1) The schedule of the monitoring process;
 - (2) Audit procedures;
 - (3) Reporting procedures;
 - (4) Follow-up and corrective action procedures; and
 - (5) A recording system.
- (j) The required financial, material, and human resources; and
- (k) Training requirements.

1.5 Safety Attributes.**1.5.1** Where appropriate, an AMO shall incorporate the following safety attributes into its policies, procedures, and processes:

- (a) Authority;
- (b) Responsibility;
- (c) Procedures;
- (d) Controls;
- (e) Process measurements; and
- (f) Interfaces.

1.6 Relevant Documentation.**1.6.1** The required quality system may be documented in the AMO Procedures Manual or in a separate Quality Manual. In either instance, the documentation shall:

- (a) Contain instructions and information to allow the personnel concerned to perform their duties with a high degree of safety;
- (b) Be easy to revise;
- (c) Allow personnel to determine the current revision status;
- (d) Have the date of the last revision on each page;
- (e) Not be contrary to any applicable regulation or the organization's operations specifications; and
- (f) Reference applicable regulations.

1.6.2 Each document defined within the structure of an AMO's quality system shall be subject to document control. Document control procedures shall ensure that the documents are:

- (a) Authorized;
- (b) Adequate;
- (c) Security classified;
- (d) Standardized when completed;
- (e) Revised and amended when required;
- (f) Appropriately distributed;
- (g) Appropriately stored;
- (h) Periodically reviewed; and
- (i) Appropriately disposed of.

1.7 Quality Policy.

1.7.1 An AMO shall establish a formal, written quality policy statement that is a commitment by the accountable manager as to what the quality system is intended to achieve.

1.7.2 The quality policy shall reflect initial and continued compliance with these regulations, the AMO Procedures Manual, and any additional requirements defined by the AMO or the Authority.

1.7.3 The quality policy shall clearly define the AMO's purpose, structure, principal and objectives, and all the services rendered by the AMO.

1.8 Quality Management.

1.8.1 The accountable manager shall have overall responsibility for the AMO's quality system, including the frequency, format, and structure of the internal management evaluation activities as prescribed in paragraph 2.9 of this IS.

1.8.2 The function of the quality manager is to monitor compliance with, and the adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft and aeronautical products as required by these regulations.

1.8.3 The quality manager shall be responsible for ensuring that the quality assurance programme is properly established, implemented, and maintained.

1.8.4 The quality manager shall:

- (a) Report to the accountable manager;
- (b) Not be one of the required management personnel; and
- (c) Have access to all parts of the AMO and, as necessary, to any contractor's or subcontractor's organization.

1.8.5 In the case of a very small or small AMO, as defined in 1.3.3 of this IS, the positions of the accountable manager and quality manager may be combined.

1.9 Feedback System.

1.9.1 The quality system shall include a feedback system to the accountable manager to ensure that corrective action is identified and promptly addressed.

1.9.2 The feedback system shall specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

- 2.0** Quality Assurance Programme
- 2.1** Introduction.
- 2.1.1** The quality assurance programme shall include all planned and systematic actions necessary to provide confidence that maintenance functions are conducted in accordance with all applicable requirements, standards, and procedures.
- 2.2** Quality Assurance Programme Plan.
- 2.2.1** An AMO shall describe its quality assurance duties, responsibilities, procedures, and organization in a programme plan.
- 2.2.2** Terms and elements defined in the plan shall be consistent with those outlined in the AMO Procedures Manual.
- 2.2.3** Copies of the programme plan shall be distributed to all personnel concerned.
- 2.2.4** Revisions shall be made as necessary to ensure the plan continues to reflect the organization's current quality assurance duties, responsibilities, procedures, and organization.
- 2.3** Monitoring.
- 2.3.1** The purpose of monitoring within the quality system is primarily to investigate and judge the effectiveness of the quality system and thereby to ensure that defined policy and maintenance standards are continuously complied with.
- 2.3.2** Monitoring activity is based upon:
- (a) Quality inspections;
 - (b) Quality audits;
 - (c) Corrective action; and
 - (d) Follow-up.
- 2.3.3** The AMO shall establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity shall be aimed at eliminating the causes of unsatisfactory performance.
- 2.3.4** Any non-compliance identified as a result of monitoring shall be communicated to the manager responsible for taking corrective action or, if appropriate, to the accountable manager. Such non-compliance shall be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.
- 2.4** Quality Inspection.
- 2.4.1** The primary purpose of a quality inspection is to observe a particular event, action, document, etc., in order to verify whether established procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.
- 2.4.2** Typical subject areas for quality inspections are:
- (a) Facility's size and segregation;
 - (b) Office accommodation;
 - (c) Work environment;
 - (d) Storage;
 - (e) Management changes;
 - (f) Personnel numbers and man-hour plan;
 - (g) Competence process;
 - (h) Qualifying certifying staff;

- (i) Records of certifying staff;
- (j) Issue of authorizations;
- (k) Adequate equipment;
- (l) Equipment control and calibration;
- (m) Approved data held;
- (n) Modified maintenance data;
- (o) Data availability;
- (p) Up-to-date data;
- (q) Aircraft return to service;
- (r) Release document contents;
- (s) Release control;
- (t) Details on work documents;
- (u) Record retention;
- (v) Reporting of unairworthy findings;
- (w) Clear work orders;
- (x) Procedures per AMO Procedures Manual;
- (y) Suppliers and subcontractors;
- (z) Acceptance of parts;
- (aa) Parts control in storage area;
- (bb) Use of tools;
- (cc) Cleanliness standards;
- (dd) Control of repairs;
- (ee) Completion of aircraft maintenance programme;
- (ff) Control of ADs;
- (gg) Control of modifications;
- (hh) Control of working documents;
- (ii) Base maintenance findings;
- (jj) Defective parts segregation;
- (kk) Parts to outside contractors;
- (ll) Computer maintenance systems;
- (mm) Powerplant running;
- (nn) Aircraft procedures;
- (oo) Line maintenance parts control;
- (pp) Line servicing control;
- (qq) Line defect control;
- (rr) Aircraft technical log – continuing airworthiness records section completion;
- (ss) Pool and loan parts;
- (tt) Return of defective parts to base;
- (uu) Product maintenance exemption control;
- (vv) Procedures deviation control;
- (ww) Special services control (NDI);

- (xx) Contractors' working teams;
- (yy) Product audit;
- (zz) Privileges and locations control;
- (aaa) Limitation control; and
- (bbb) Control of changes.

2.4.3 Typical methods used for quality inspections for maintenance include:

- (a) Product sampling – the monitoring of a representative sample of aeronautical products of the aircraft fleet;
- (b) Defect sampling – the monitoring of defect rectification performance;
- (c) Concession sampling – the monitoring of any concession to not carry out maintenance on time;
- (d) On-time maintenance sampling – the monitoring of when (flying hours, calendar time, flight cycles, etc.) aircraft and aeronautical products are brought in for maintenance; and
- (e) Sample reports of unairworthy conditions and maintenance errors on aircraft and components.

2.5 Quality Audit.

2.5.1 A quality audit is a systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

2.5.2 Audits shall include at least the following quality assurance procedures and processes:

- (a) A statement explaining the scope of the audit;
- (b) Planning and preparation;
- (c) Gathering and recording evidence; and
- (d) Analysis of the evidence.
- (e) Checks on:
 - (1) Aircraft undergoing scheduled maintenance;
 - (2) Airworthiness data;
 - (3) Stores and storage procedures;
 - (4) Maintenance facilities; and
 - (5) The AMO's general airworthiness control procedures.

2.5.3 Techniques that contribute to an effective audit are:

- (a) Interviews or discussions with personnel;
- (b) A review of published documents;
- (c) The examination of an adequate sample of records;
- (d) The observation of the activities that make up the operation; and
- (e) The preservation of documents and the recording of observations.

2.6 Auditors.

2.6.1 An AMO may decide, depending upon the complexity of the organization, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team shall have relevant maintenance experience.

2.6.2 The responsibilities of the auditors shall be clearly defined in the relevant documentation.

2.7 Auditor's Independence.

2.7.1 Auditors shall not have any day-to-day involvement in the area of the maintenance activity that is to be audited. An AMO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors. An AMO whose structure and size does not justify the establishment of full-time auditors may undertake the audit function by the use of part-time personnel from within its own organization or from external sources under the terms of an agreement acceptable to the Authority. In all cases, the AMO shall develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of organization and/or maintenance conducted by the AMO.

2.7.2 The AMO's quality assurance programme shall identify the persons within the company who have the experience, responsibility, and authority to:

- (a) Perform quality inspections and audits as part of ongoing quality assurance;
- (b) Identify and record any concerns or findings and the evidence necessary to substantiate such concerns or findings;
- (c) Initiate or recommend solutions to concerns or findings through designated reporting channels;
- (d) Verify the implementation of solutions within specific timescales; and
- (e) Report directly to the quality manager.

2.8 Audit Scope.

2.8.1 An AMO shall monitor compliance with the maintenance procedures it has designed to ensure safe maintenance practices, airworthy aircraft and aeronautical products, and the serviceability of both maintenance and safety equipment. In doing so it shall, as a minimum and where appropriate, monitor:

- (a) Organization;
- (b) Plans and company objectives;
- (c) Maintenance procedures;
- (d) AMO certification, including operations specifications;
- (e) Supervision;
- (f) Mass, balance, and aircraft loading;
- (g) Instruments and safety equipment;
- (h) Manuals, logs, and records;
- (i) Duty time limitations, rest requirements, and scheduling;
- (j) Aircraft maintenance – operations interface;
- (k) Use of the MEL;
- (l) Maintenance programmes and continuing airworthiness;
- (m) AD management;
- (n) Maintenance accomplishment;
- (o) Defect deferral;
- (p) Dangerous goods;
- (q) Security; and
- (r) Training.

2.8.2 Whatever arrangements are made, an AMO shall retain the ultimate responsibility for the quality system and for the completion and follow-up of corrective action.

2.9 Audit Scheduling.

2.9.1 A quality assurance programme shall include a defined audit schedule and a periodic review cycle area by area.

2.9.2 An AMO shall establish a schedule of audits to be completed during a specified calendar period. All aspects of the AMO shall be reviewed within every 12-month period in accordance with the quality assurance programme unless an extension to the audit period is accepted as explained below. An AMO may increase the frequency of audits at its discretion but shall not decrease the frequency without the agreement of the Authority. Audit frequency shall not be decreased beyond a 24-month-period interval.

2.9.3 When an AMO defines the audit schedule, significant changes to the management, organization, operation, technologies, or these regulations shall be considered.

2.9.4 The schedule shall be flexible and shall allow unscheduled audits when trends are identified.

2.9.5 If the independent quality audit function is being conducted by external auditors, the audit schedule shall be shown in the relevant documentation.

2.10 Corrective Action and Follow-Up.

2.10.1 Corrective Action Plans

- (a) The quality assurance programme shall include procedures to ensure that corrective action plans are developed in response to findings. These procedures shall monitor corrective actions to verify their effectiveness and ensure their completion. Organizational responsibility and accountability for the implementation of corrective action shall reside with the department cited in the report identifying the finding. The accountable manager shall have the ultimate responsibility for resourcing the corrective action and ensuring, through the quality manager, that the corrective action has re-established compliance with the requirements of the Authority and any additional requirements defined by the AMO.
- (b) Subsequent to the quality inspection/audit, the individuals responsible for managing a quality assurance programme shall facilitate the corrective action process by establishing:
 - (1) The identification and seriousness of any findings or concerns and any need for immediate corrective action;
 - (2) The analysis of objective evidence to determine the root cause(s) of the finding or concern;
 - (3) The identification of planned corrective steps that will ensure that the apparent violation or concern does not recur;
 - (4) An implementation schedule, including a time frame for putting corrective steps in place; and
 - (5) The individuals or departments responsible for implementing the corrective action.

2.10.2 Follow-Up.

- (a) Follow-up audits shall be scheduled when necessary to verify that corrective action has been performed and that it has been effective.

- (b) The quality manager shall:
 - (1) Ensure that corrective action plans are developed in response to findings of non-compliance;
 - (2) Verify that corrective action plans include the elements outlined in paragraph 2.10.1 of this IS;
 - (3) Monitor the implementation and completion of corrective action plans;
 - (4) Provide management with an independent assessment of corrective action plan development, implementation, and completion; and
 - (5) Initiate scheduled and/or unannounced follow-up evaluations to ensure the effectiveness of corrective steps specified in corrective action plans.

2.11 Management Evaluation.

2.11.1 A management evaluation is a comprehensive, systematic, documented review by management of the quality system and the AMO's policies and procedures. The management evaluation shall consider:

- (a) The results of quality inspections, audits, and any other indicators; and
- (b) The overall effectiveness of the management organization in achieving stated objectives.

2.11.2 A management evaluation shall identify and correct trends and shall prevent, where possible, future nonconformities. Conclusions and recommendations made as a result of an evaluation shall be submitted in writing to the responsible manager for action. The responsible manager shall be a person who has the authority to resolve deficiencies or discrepancies and take action.

2.11.3 The accountable manager shall decide upon the frequency, format, and structure of internal management evaluation activities.

2.12 Recording.

2.12.1 The AMO shall maintain accurate, complete, and readily accessible records documenting the results of its quality assurance programme. Records are essential data that enable an organization to analyze and determine the root causes of non-compliance so that areas of non-compliance can be identified and addressed.

2.12.2 The following records shall be retained for a period of 5 years:

- (a) Audit schedules;
- (b) Quality inspection and audit reports;
- (c) Special evaluation reports, including trends or other reasons associated with scheduling a special evaluation;
- (d) Responses to findings or concerns contained in the reports;
- (e) Corrective action plans and reports submitted in response to findings;
- (f) Follow-up and closure reports; and
- (g) Management evaluation reports.

2.12.3 An AMO shall maintain and secure the records on its premises.

2.12.4 All records shall be made available to the Authority for review.

2.12.5 Proprietary information shall be protected in accordance with applicable laws and regulations.

3.0 Quality Assurance Responsibility for Contractors**3.1 Contractors.**

3.1.1 An AMO may decide to contract certain maintenance functions to external organizations for the provision of services related to areas such as:

- (a) Maintenance;
- (b) Training;
- (c) Manual preparation; and
- (d) Specialized service.

3.1.2 The ultimate responsibility for the product or service provided by the subcontractor shall remain with the AMO. A written agreement shall exist between the AMO and the contractor clearly defining the safety-related services and quality to be provided. The contractor's safety-related activities relevant to the agreement shall be included in the AMO's quality assurance programme.

3.1.3 The AMO shall ensure that the subcontractor has the necessary authorization or approval when required and the resources and competent personnel to undertake the task.

4.0 Quality-Related Briefings and Training**4.1 General.**

4.1.1 An AMO shall establish effective, well-planned, well-resourced, quality-related briefings for all personnel.

4.1.2 Those responsible for managing the quality system shall receive training covering:

- (a) An introduction to the concept of the quality system;
- (b) Quality management;
- (c) The concept of quality assurance;
- (d) Quality manuals;
- (e) Audit techniques;
- (f) Reporting and recording; and
- (g) The way in which the quality system functions in the organization.

4.1.3 Time shall be provided to train every person involved in quality management and to brief those not responsible for managing the quality system. The allocation of time and resources may be governed by the size and complexity of the AMO.

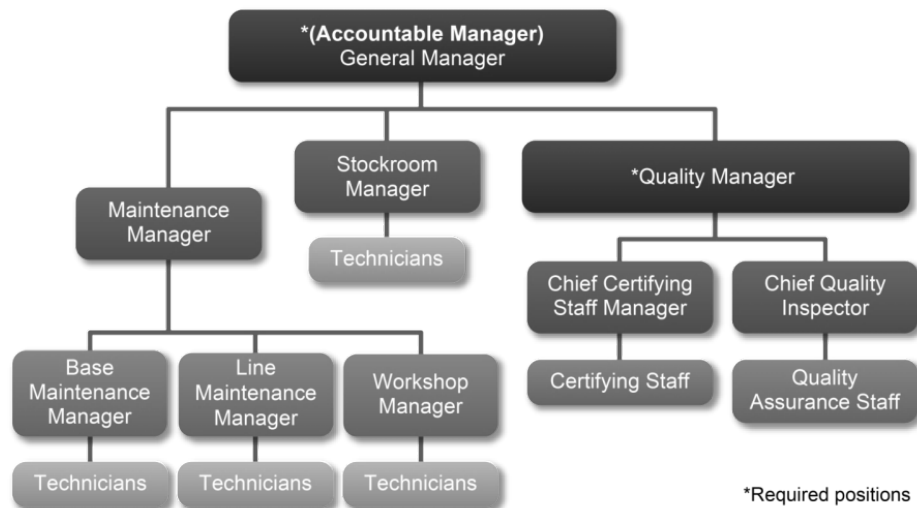
4.2 Sources of Training.

4.2.1 Quality management courses are available from the various National or International Standards Institutions, and an AMO may consider whether to offer such courses to those likely to be involved in the management of quality systems. An AMO with sufficient and appropriately qualified personnel may consider conducting in-house training.

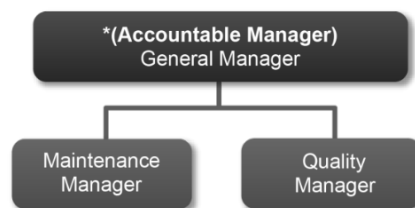
Quality System – Organization Examples

(b) The following diagrams illustrate two typical examples of AMO Quality organizations.

(1) A typical large AMO:



(2) A typical small AMO



IS: 6.3.1.2 HOUSING AND FACILITIES

- (a) For ongoing continuing airworthiness of aircraft, the AMO shall have aircraft hangars available that are large enough to accommodate aircraft during continuing airworthiness activities.
- (b) Where the hangar is not owned by the AMO, the AMO shall:
 - (1) Establish proof of authorization to use the hangar;
 - (2) Demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the continuing airworthiness programme;
 - (3) Update the aircraft hangar visit plan on a regular basis;
 - (4) Ensure, for aeronautical product maintenance, that aeronautical product workshops are large enough to accommodate the products on planned continuing airworthiness;
 - (5) Ensure that aircraft hangar and aeronautical product workshop structures prevent the ingress of rain, hail, ice, snow, wind, dust, etc.;
 - (6) Ensure that 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 personnel shall be provided with an area where they may study manufacturer's maintenance instructions and complete continuing airworthiness records in a proper manner.
- (d) It is acceptable to combine any or all of the above requirements into one office, subject to personnel having sufficient room to perform assigned tasks.
- (e) Hangars used to house aircraft together with office accommodation shall be such as to insure a clean, effective and conformable working environment.
 - (1) Temperatures shall be maintained at a comfortable level.
 - (2) Dust and any other airborne contamination shall be kept to a minimum and shall not be permitted to reach a level in the work area where visible aircraft or aeronautical product surface contamination is evident.
 - (3) Lighting shall be such as to ensure each maintenance function may be adequately performed.
 - (4) Noise levels shall not be permitted to rise to the point of distracting personnel from performing maintenance functions. Where it is impractical to control the noise source, such personnel may be provided with the necessary personal equipment to stop excessive noise from causing distraction during maintenance functions and inspection tasks.
- (f) Where a particular maintenance function requires the application of specific environmental conditions different from the foregoing, then such conditions shall be observed. (Specific conditions are identified in the manufacturer's continuing airworthiness instructions.)
- (g) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, wind, light, dust/other airborne contamination; the particular maintenance function shall be suspended until satisfactory conditions are re-established.
- (h) 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.

- (i) Storage facilities for serviceable aeronautical products shall be clean, well ventilated and maintained at an even dry temperature to minimize the effects of condensation.
- (j) Manufacturer standards and recommendations shall be followed for specific aircraft and aeronautical products.
- (k) Storage racks shall provide sufficient support for large aeronautical products such that the products are not distorted.
- (l) All aeronautical products, wherever practicable, shall remain packaged in protective material to minimize damage and corrosion during storage.

IS: 6.3.1.3 EQUIPMENT, TOOLS, MATERIALS, AND TECHNICAL DATA

- (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 National Institute of Standards and Technology (NIST) or equivalent.
- (b) Except as provided in IS 6.3.1.3 (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 IS 6.3.1.3(c), tools, equipment, or test equipment other than that recommended by the manufacturer shall be acceptable based on at least the following:
 - (1) An AMO shall have procedures in its AMO Procedures Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer.
 - (2) An AMO shall have procedures to include:
 - (i) Describing the procedures used to establish the competence of personnel who make the determination of equivalency to tools, equipment, or test equipment.
 - (ii) Conducting and documenting the comparison made between the specification of a 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; and
 - (iv) Ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate continuing airworthiness task and all normal tests, or calibrations, and checking all parameters of the aircraft or aeronautical product undergoing continuing airworthiness or calibration.
- (e) An AMO shall have full control (i.e., ownership, lease) of the equivalent tool, equipment, or test equipment.
- (f) If authorized to perform base continuing airworthiness, an AMO shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft may be properly inspected.
- (g) An 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.

- (h) An AMO shall, if it uses a standard (primary, secondary, or transfer standards) for performing calibration, have a procedure to ensure that standard may not be used to perform continuing airworthiness.
- (i) An AMO shall use a clear system of labelling all tools, equipment, and test equipment to give information on when the next inspection, service, or calibration is due and to give status information if the item is unserviceable for any other reason that may not be obvious.
- (j) An AMO shall use a clear system of labelling all tools, equipment, and test equipment to give information on when such tools, equipment, and test equipment are not used for product acceptance and/or for making a finding of airworthiness.
- (k) An AMO shall maintain a register for all calibrated tools, equipment, and test equipment, together with a record of calibrations and standards used.
- (l) An AMO shall perform inspection, service, or calibration on a regular basis 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.

IS 6.4.1.1 PERSONNEL

- (a) An AMO may be subdivided under individual managers or may be combined in any number of ways, depending on the size of the AMO.
- (b) An AMO shall have an accountable manager who is responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO.
- (c) An AMO shall have a maintenance manager who is responsible for monitoring the AMO's compliance with the requirements of this part and for requesting remedial action, as necessary, by the base maintenance manager, line maintenance manager, workshop manager, or quality manager, as appropriate. The maintenance manager shall report to the accountable manager.
- (d) An AMO shall have, dependent upon the extent of its approval, the following, all of whom shall report to the maintenance manager:
 - (h) A base maintenance manager shall be responsible for ensuring that all maintenance required to be performed in the hangar, plus any defect rectification performed during base maintenance, is performed to specified design and quality standards.
 - (i) A line maintenance manager shall be responsible for ensuring that all maintenance required to be performed on the line, including line defect rectification, is performed to the required standards.
 - (j) A workshop manager shall be responsible for ensuring that all work on aircraft components is performed to required standards.
 - (k) In small or very small AMOs, one or more of the above positions may be combined subject to approval by the Authority.
 - (l) An AMO shall have a quality manager who is responsible for:
 - (m) Monitoring the AMO's compliance with the requirements of this part; and
 - (n) Requesting remedial action, as necessary, by the base maintenance manager, line maintenance manager, or workshop manager, as appropriate.
 - (o) An AMO may adopt any title for managerial positions but shall identify to the Authority the titles and persons chosen to carry out these functions.

- (p) 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, line maintenance manager, workshop manager, or quality manager and, as appropriate, to the accountable manager.
- (q) The AMO shall identify the managers specified in this IS and shall submit their credentials to the Authority. To be accepted, such managers shall have relevant knowledge and satisfactory experience related to aircraft and aeronautical product maintenance as appropriate in accordance with these regulations.
- (r) An AMO shall notify the Authority within 10 days of any change in personnel or any vacancy in any position listed.
- (s) Each AMO holder shall make arrangements to ensure continuity of supervision if operations are conducted in the absence of any required management personnel.
- (t) Required management personnel shall be contracted to work sufficient hours such that the management functions are fulfilled.
- (u) A person serving in a required management position for an AMO holder may not serve in a similar position for any other AMO holder, unless an exemption is requested by the AMO certificate holder and issued by the Authority.
- (v) The minimum entry qualifications for a base maintenance manager are:
- 1) Shall hold an AMT license issued in accordance with Part 2, Personnel Licensing for the relevant type(s) of aircraft on the AMO Ops Specs (Terms of Approval).
 - 2) 5 years' experience in maintaining the same type of aircraft on the AMO Ops Specs including:
 - 5 years in the capacity of returning aircraft to service; and
 - 2-years supervisory experience maintaining the same category and class of aircraft maintain by the AMO certificate holder.
- (w) The minimum entry qualifications for a line maintenance manager are:
- 1) Shall hold an AMT license issued in accordance with Part 2, Personnel Licensing for the relevant type(s) of aircraft on the AMO Ops Specs (Terms of Approval).
 - 2) 3 years' experience in maintaining the same type of aircraft on the AMO Ops Specs (Terms of Approval) including:
 - 2 years in the capacity of returning aircraft to service; and
 - 1-year supervisory experience maintaining the same category and class of aircraft maintain by the AMO certificate holder.
- (x) The minimum entry qualifications for a Quality Manager are:
- 1) Shall have a minimum 2 years' experience in quality compliance monitoring within in a maintenance organization.
 - 2) Knowledge of and experience with auditing.
 - 3) Knowledge of Safety management system.
 - 4) Knowledge of continuing airworthiness methods.
 - 5) Knowledge of applicable regulations.
 - 6) Those responsible for managing the quality system should receive initial and recurrent training covering:

- a) An introduction to the concept of the quality system;
 - b) Quality management;
 - c) The concept of quality assurance;
 - d) Quality manuals;
 - e) Audit techniques;
 - f) Reporting and recording; and
 - g) The way in which the quality system will function in the company.
 - h) Human factor
 - i) Additional, training as required by the authority
- (y) An AMO shall have a production man-hours plan showing that it has sufficient man-hours for the intended work. If an AMO is authorized for base maintenance, the production man-hours plan shall relate to the aircraft hangar visit plan. An AMO shall regularly update production man-hour plans.
- (z) Work performed on any aircraft registered outside Curaçao shall be taken into account if it impacts the production man-hours plan.
- (aa) Quality monitoring compliance function man-hours shall be sufficient to meet the requirement of paragraph 6.2.1.14(c) of this part.
- (bb) 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.
- (cc) To assist in the assessment of competence, job descriptions are recommended for each position. The assessment shall establish that:
- (dd) Planners are able to interpret maintenance requirements into maintenance functions and have an appreciation that they have no authority to deviate from the aircraft maintenance programme.
- (ee) Mechanics are able to carry out maintenance functions to any standard specified in the manufacturer's maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.
- (ff) Supervisors are able to ensure that all required maintenance functions are performed, and where not performed or where it is evident that a particular maintenance function cannot be performed to the manufacturer's maintenance instructions, such problems will be reported to and agreed upon by the quality manager.
- (gg) Certifying staff are able to determine when the aircraft or aeronautical product shall be approved for return to service.
- (hh) Planners, supervisors, and certifying staff shall demonstrate their knowledge of AMO procedures relevant to their particular roles and responsibilities shall be demonstrated.
- (ii) 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 requirements and curriculum for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to ensure that the trainee has a reasonable chance of successfully completing any course.
- (jj) Examinations shall be set at the end of each training course.
- (kk) Initial training shall cover:
- (i) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO maintains;
 - (2) Specific information on the actual aircraft type or aeronautical product on which the person is intended to become a certifying person, including the impact of repairs and

- system or structural defects; and
- (ii) Organizational procedures relevant to the certifying staff's tasks.
- (ll) Continuation training shall cover changes in AMO procedures and changes in the standard of aircraft and/or aeronautical products maintained.
- (mm) The training programme established for maintenance personnel and certifying staff by the AMO shall include:
 - (i) Details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods; and

Training in knowledge and skills related to human performance, including coordination with other maintenance personnel and certifying staff

- (nn) (1) For the purposes of subpart 2.6.1.6(a)(1) and 2.6.1.6(a)(3)(ii) personnel, minor scheduled line continuing airworthiness means any minor scheduled inspection/check up to and including a weekly check specified in the aircraft continuing airworthiness programme. For aircraft continuing airworthiness programmes that do not specify a weekly check, the Authority will determine the most significant check that is considered equivalent to a weekly check.
- (2) Typical tasks permitted after appropriate task training to be carried out by the 2.6.1.6(a)(1) and 2.6.1.6(a)(3)(ii) personnel, for the purpose of these personnel issuing an aircraft certificate of release to service as specified in 6.5.1.7 as part of minor scheduled line maintenance or simple defect rectification are contained in the following list:
 - a. Replacement of wheel assemblies.
 - b. Replacement of wheel brake units.
 - c. Replacement of emergency equipment.
 - d. Replacement of ovens, boilers and beverage makers.
 - e. Replacement of internal and external lights, filaments and flash tubes.
 - f. Replacement of windscreen wiper blades.
 - g. Replacement of passenger and cabin crew seats, seat belts and harnesses.
 - h. Closing of cowlings and refitment of quick access inspection panels.
 - i. Replacement of toilet system components but excluding gate valves.
 - j. Simple repairs and replacement of internal compartment doors and placards but excluding doors forming part of a pressure structure.
 - k. Simple repairs and replacement of overhead storage compartment doors and cabin furnishing items.
 - l. Replacement of static wicks.
 - m. Replacement of aircraft main and APU aircraft batteries.
 - n. Replacement of inflight entertainment system components other than public address.
 - o. Routine lubrication and replenishment of all system fluids and gases.

- p. The de-activation only of sub-systems and aircraft components as permitted by the operator's minimum equipment list where such de-activation is agreed by the authority as a simple task.
 - q. Inspection for and removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowlings or covers or the use of special tools.
 - r. Replacement of any other component as agreed by the Authority for a particular aircraft type only where it is agreed that the task is simple.
 - s. Any other task agreed by the Authority as a simple task for a particular aircraft type. This may include defect deferment when all the following conditions are met:
 - a. There is no need for troubleshooting; and
 - b. The task is in the MEL; and
 - c. The continuing airworthiness action required by the MEL is agreed by the authority to be simple. In the particular case of helicopters, and in addition to the items above, the following:
 - t. Removal and installation of Helicopter Emergency Medical Service (HEMS) simple internal medical equipment.
 - u. Removal and installation of external cargo provisions (i.e., external hook, mirrors) other than the hoist.
 - v. Removal and installation of quick release external cameras and search lights.
 - w. Removal and installation of emergency float bags, not including the bottles.
 - x. Removal and installation of external doors fitted with quick release attachments.
 - y. Removal and installation of snow pads/skid wear shoes/slump protection pads.
- (3) No task which requires troubleshooting should be part of the authorized continuing airworthiness actions. Release to service after rectification of deferred defects should be permitted as long as the task is listed above.
 - (4) The requirement of having appropriate aircraft rated certifying staff qualified as category B1, B2, B3, as appropriate, in the case of aircraft line maintenance does not imply that the organization must have B1, B2 and B3 personnel at every line station. The AMO procedures manual should have a procedure on how to deal with defects requiring B1, B2 or B3 certifying staff.
 - (5) The Authority may accept that in the case of aircraft line maintenance an organization has only B1, B2 or B3 certifying staff, as appropriate, provided that the Authority is satisfied that the scope of work, as defined in the AMO procedures manual does not need the availability of all B1, B2 and B3 certifying staff. Special attention should be taken to clearly limit the scope of scheduled and non-scheduled line maintenance (defect rectification) to only those tasks that can be certified by the available certifying staff category.
- (oo) In accordance with subpart 6.4.1.1(k) and subpart 6.4.1.7, the qualification requirements (basic licence, aircraft ratings, recent experience and continuation training) are identical for certifying staff and for support staff. The only difference is that support staff cannot hold certification privileges when performing this role since during base maintenance the release to service will be issued by category C certifying staff.

Nevertheless, the organization may use as support staff (for base maintenance) persons who already hold certification privileges for line maintenance.

- (pp) 1. Holding a Part-2 licence with the relevant type/group rating, does not mean by itself that the holder is qualified to be authorized as certifying staff and/or support staff. The organization is responsible to assess the competence of the holder for the scope of maintenance to be authorized.
2. The sentence, subpart 6.4.1.7(a) “the organization shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organization procedures” means that the person has received training and has been successfully assessed on:
- (i) the type of aircraft or component;
 - (ii) the differences on:
 - a. the particular model/variant;
 - b. the particular configuration.

The organization should specifically ensure that the individual competencies have been established with regard to:

- (a) relevant knowledge, skills and experience in the product type and configuration to be maintained, taking into account the differences between the generic aircraft type rating training that the person received and the specific configuration of the aircraft to be maintained.
 - (b) appropriate attitude towards safety and observance of procedures.
 - (c) knowledge of the associated organization and operator procedures (i.e. handling and identification of components, MEL use, Technical Log use, independent checks, etc.).
3. Some special maintenance tasks may require additional specific training and experience, including but not limited to:
- (a) in-depth troubleshooting;
 - (b) very specific adjustment or test procedures;
 - (c) rigging;
 - (d) engine run-up, starting and operating the engines, checking engine performance characteristics, normal and emergency engine operation, associated safety precautions and procedures;
 - (e) extensive structural/system inspection and repair;
 - (f) other specialized maintenance required by the maintenance programme.
 - (g) For engine run-up training, simulators and/or real aircraft should be used.
 - (h) Fuel Tank Safety training:
 - Phase 1 – Awareness training.
 - Phase 2 – Detailed training
 - (i) EWIS Training (Electrical Wiring Interconnection System)

Applicable for Post holders working for AMO's managing a/c with max pax capacity of 30 or more

Applicable for Post holders working for AMO's managing a/c with max pax capacity of 30 or more.

4. The satisfactory assessment of the competence should be conducted in accordance with a procedure approved by the Authority (item 4.4 of the AMO procedures manual, as described in IS 6.5.1.1).

5. The organization should hold copies of all documents that attest the competence and recent experience for the period described in paragraph 6.4.1.7(j).

Additional information is provided in paragraph 2.6.1.6(b)2 (Part-2).

- (qq) The organization issues the certification authorization when satisfied that compliance has been established with the appropriate paragraphs of Part-6 and Part-2. In granting the certification authorization the maintenance organization approved under Part-6 needs to be satisfied that the person holds a valid Part-2 aircraft maintenance licence and may need to confirm such fact with the authority.
- (rr) For the interpretation of “6 months of actual relevant aircraft continuing airworthiness experience in any consecutive 2-year period”, the provisions of paragraph 2.6.1.6(b)2 of (Part-2) are applicable.
- (ss) 1. Continuation training is a two-way process to ensure that certifying staff remain current in terms of procedures, human factors and technical knowledge and that the organization receives feedback on the adequacy of its procedures and continuing airworthiness instructions. Due to the interactive nature of this training, consideration should be given to the possibility that such training has the involvement of the quality department to ensure that feedback is actioned. Alternatively, there should be a procedure to ensure that feedback is formally passed from the training department to the quality department to initiate action.
2. Continuation training should cover changes in relevant requirements such as Part-6, changes in organization procedures and the modification standard of the products being maintained plus human factor issues identified from any internal or external analysis of incidents. It should also address instances where staff failed to follow procedures and the reasons why particular procedures are not always followed. In many cases the continuation training will reinforce the need to follow procedures and ensure that incomplete or incorrect procedures are identified to the company in order that they can be corrected. This does not preclude the possible need to carry out a quality audit of such procedures.
3. Continuation training should be of sufficient duration in each 2-year period to meet the intent of 6.4.1.7(d) and may be split into a number of separate elements. 6.1.4.7(d) requires such training to keep certifying staff updated in terms of relevant technology, procedures and human factors issues which means it is one part of ensuring quality. Therefore, sufficient duration should be related to relevant quality audit findings and other internal / external sources of information available to the organization on human errors in continuing airworthiness. This means that in the case of an organization that maintains aircraft with few relevant quality audit findings, continuation training could be limited to days rather than weeks, whereas a similar organization with a number of relevant quality audit findings, such training may take several weeks. For an organization that maintains aircraft components, the duration of continuation training would follow the same philosophy but should be scaled down to reflect the more limited nature of the activity. For example certifying staff who release hydraulic pumps may only require a few hours of continuation training whereas those who release turbine engine may require a few days of such training. The content of continuation training should be related to relevant quality audit findings and it is recommended that such training is reviewed at least once in every 24-month period.
4. The method of training is intended to be a flexible process and could, for example, include a Part-3 continuation training course, aeronautical college courses, internal short duration courses, seminars, etc. The elements, general content and length of such training should be specified in the maintenance procedure manual unless such training is undertaken by an organization approved under Part-3 when such details may be specified under the approval and cross referenced in the maintenance procedure manual.

- (tt) The programme for continuation training should list all certifying staff and support staff and when training will take place, the elements of such training and an indication that it was carried out reasonably on time as planned. Such information should subsequently be transferred to the certifying staff and support staff record as required by paragraph 6.4.1.7(j).
- (uu) As stated in paragraph 6.4.1.7(f), except where any of the unforeseen cases of paragraph 6.4.1.1(l)(3) applies, all prospective certifying staff and support staff should be assessed for competence related to their intended duties in accordance with IS:6.4.1.1(p) and IS 6.4.1.4, as applicable.
- (vv) 1. The following minimum information as applicable should be kept on record in respect of each staff and support staff:
- Name
 - Date of Birth
 - Basic Training
 - Type Training
 - Continuation Training
 - Experience
 - Qualifications relevant to the authorization
 - Scope of the authorization
 - Date of first issue of the authorization
 - If appropriate – expiry date of the authorization
 - Identification Number of the authorization
2. The record may be kept in any format but should be controlled by the organization's quality department. This does not mean that the quality department should run the record system.
3. Persons authorized to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorized manner or that such confidential records become accessible to unauthorized persons.
4. The Authority is an authorized person when investigating the records system for initial and continued approval or when the Authority has cause to doubt the competence of a particular person.
- (ww) 1. It is the responsibility of the Part-6 organization issuing the category A certifying staff authorization to ensure that the task training received by this person covers all the tasks to be authorized. This is particularly important in those cases where the task training has been provided by a Part-3 organization or by a Part-6 organization different from the one issuing the authorization.
2. "Appropriately approved in accordance with (Part-3)" means an organization holding an approval to provide category A task training for the corresponding aircraft type.
3. "Appropriately approved in accordance with (Part-6)" means an organization holding a maintenance organization approval for the corresponding aircraft type.
- (xx) 1. The privilege for a B2 licence holder to release minor scheduled line maintenance and simple defect rectification in accordance with paragraph 2.6.1.6(a)(3)(ii)(Part-2) can only be granted by the Part-6 approved organization where the licence holder is employed/contracted after meeting all the requirements specified in paragraph 6.4.1.7(o). This privilege cannot be transferred to another Part-6 approved organization.

2. When a B2 licence holder already holds a certifying staff authorization containing minor scheduled line maintenance and simple defect rectification for a particular aircraft type, new tasks relevant to category A can be added to that type without requiring another 6 months of experience. However, task training (theoretical plus practical hands-on) and examination/assessment for these additional tasks is still required.

3. When the certifying staff authorization intends to cover several aircraft types, the experience may be combined within a single 6-month period.

For the addition of new types to the certifying staff authorization, another 6 months should be required unless the aircraft is considered similar per paragraph 2.6.1.6(b)2, (Part-2) to the one already held.

4. The term “6 months of experience” may include full-time employment or part-time employment. The important aspect is that the person has been involved during a period of 6 months (not necessarily every day) in those tasks which are going to be part of the authorization.

IS 6.4.1.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALIZED AND REMEDIAL TRAINING.

- (a) An AMO shall provide indoctrination training for employees that includes at least 40 hours of instruction in at least the following subjects:
 - (1) Regulations of Curaçao – particularly those associated with AMO maintenance functions and authority as reflected on the certificate and the associated operations specifications.
 - (2) Company manuals, policies, procedures and practices, including quality control processes, particularly those associated with ensuring compliance with continuing airworthiness procedures established to show compliance with this part;
 - (3) Dangerous goods requirements of subsection 6.4.1.3 of this part, including other local and Curaçao, laws requiring training for different categories of personnel;
 - (4) Human performance, including coordination with other maintenance personnel and certifying staff;
 - (5) Maintenance human factors – the elements of which should focus on aviation continuing airworthiness and safety related issues.
 - (6) Computer systems and software – as applicable to the AMO's continuing airworthiness, overhaul, modification, repair, and inspection systems and procedures, and
 - (7) Facility security - which shall include company security objectives, specific security procedures, personnel responsibilities, actions to take in the event of a security breach, and the organizational security structure.
- (b) Initial training. Each AMO shall provide initial training for employees that includes at least 80 hours of instruction in at least the following subjects consistent with the specific employee position and assigned job activities:
 - (1) General review;
 - (2) Specific job task training;
 - (3) Workshop safety;
 - (4) Records and recordkeeping;
 - (5) Materials and parts;

- (6) Test equipment, including ground support equipment;
 - (7) Tools;
 - (8) Maintenance human factors, and
 - (9) Any other items as required by the Authority.
- (c) Recurrent training. Each AMO shall provide recurrent training for employees that include at least 8 hours of instruction in the subjects below:
- (1) Refresher of subjects covered in initial training
 - (2) New items introduced in the AMO since completion of initial training;
 - (3) Any other items required by the Authority.
- (d) Specialized training. Each AMO shall provide specialized training, including initial and recurrent, for employees whose duties require a specific skill. Examples of specialized skills include: flame and/or plasma spray operations, special inspection or test techniques, special machining operations, complex welding operations, aircraft inspection techniques or complex assembly operations.
- (e) Remedial training. Each AMO shall provide remedial training to rectify an employee's demonstrated lack of knowledge or skill by providing information as soon as possible. In some instances, remedial training may consist of an appropriately knowledgeable person reviewing procedures with an employee through on-the-job training. Remedial training shall be designed to fix an immediate knowledge or skill deficiency and may focus on one individual. Successful remedial training should show an individual what occurred, why it occurred, and in a positive manner, how to prevent it from occurring again.
- (f) Each AMO, in developing training for employees, shall take into account the various training, experience, and skill levels of:
- (1) Employees who hold an AMT licence;
 - (2) Employees with experience performing similar tasks at another AMO;
 - (3) Employees with applicable military aviation continuing airworthiness experience; and
 - (4) Employees with no prior skills, experience, or knowledge.
- (g) Each AMO shall have procedures to determine the frequency of recurrent training and the need for specialized and remedial training.
- (h) Each AMO shall assess the competency of an employees in performing his or her assigned duties after completion of initial, recurrent, specialized and/or remedial training. This assessment of competency shall be appropriately documented in the employee's training records and shall be accomplished by using any of the following methods, depending upon the size of the AMO, its capabilities and the experience of its employees:
- (1) A written test.
 - (2) The completion of a training course.
 - (3) A skill test;
 - (4) A group exercise;
 - (5) An on-the-job assessment; and
 - (6) An oral examination in the working environment.

IS: 6.4.1.3 DANGEROUS GOODS TRAINING PROGRAMME

- (a) Dangerous goods training, at a minimum, shall include at least 8 hours' instruction in at least the following:
 - (1) General awareness/familiarization training — Is designed to provide familiarity with the requirements of this part and the dangerous goods requirements in Parts 8 and 9 of these regulations and to enable the employee to recognize and identify dangerous goods.
 - (2) Function-specific training —Concerns the specific requirements of this part and the dangerous goods requirements in Parts 8 and 9 of these regulations, or exemptions or special permits issued, relating to the specific functions the employee performs. Includes safety training concerning.
 - (i) Emergency response.
 - (ii) Measures to protect the employee from the hazards associated with the dangerous goods to which they may be exposed in the work place, including specific measures the employer has implemented to protect employees from exposure.
 - (iii) Methods and procedures for avoiding accidents, such as the proper procedures for handling packages containing dangerous goods.
 - (3) Security/awareness training — Addresses the security risks associated with dangerous goods transportation and the methods designed to enhance transportation security. This training shall also include a component covering how to recognize and respond to possible security threats.
 - (4) In-depth security training —Includes company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organizational security structure.
 - (5) Any other training required by the Authority.
 - (6) Recurrent training shall be provided within 24 months of previous training

IS: 6.4.1.4 HUMAN FACTORS AND HUMAN PERFORMANCE

- (a) In respect to the understanding of the application of human factors and human performance issues, all maintenance organization personnel should have received an initial and continuation human factors training. This should concern to a minimum:
 - i. Post-holders, managers, supervisors;
 - ii. Certifying staff, support staff and mechanics;
 - iii. Technical support personnel such as planners, engineers, technical record staff;
 - iv. Quality control/assurance staff;
 - v. Specialized services staff;
 - vi. Human factors staff/human factors trainers;
 - vii. Store department staff, purchasing department staff;
 - viii. Ground equipment operators.
- (b) Initial human factors training should cover all the topics of the training syllabus specified in ICAO DOC 9824 Chapter 5, Appendix B, either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organization. The

syllabus may also be adjusted to meet the particular nature of work for each function within the organization. For example:

- i. small organizations not working in shifts may cover in less depth subjects related to teamwork and communication;
- ii. planners may cover in more depth the scheduling and planning objective of the syllabus and in less depth the objective of developing skills for shift working.

All personnel, including personnel being recruited from any other organization should receive initial human factors training compliant with the organization's training standards prior to commencing actual job function, unless their competence assessment justifies that there is no need for such training. Newly directly employed personnel working under direct supervision may receive training within 6 months after joining the maintenance organization.

- (c) The purpose of human factors continuation training is primarily to ensure that staff remain current in terms of human factors and also to collect feedback on human factors issues. Consideration should be given to the possibility that such training has the involvement of the quality department. There should be a procedure to ensure that feedback is formally passed from the trainers to the quality department to initiate action where necessary.

Human factors continuation training should be of an appropriate duration in each two-year period in relation to relevant quality audit findings and other internal/external sources of information on human errors in continuing airworthiness available to the organization.

- (d) Human factors training may be conducted by the maintenance organization itself, or independent trainers, or any training organizations acceptable to the Authority.
- (e) The human factors training procedures should be specified in the maintenance procedure manual.

IS: 6.4.1.5 RECORDS OF MANAGEMENT AND SUPERVISORY PERSONNEL AND CERTIFYING STAFF

- (a) The AMO shall keep the following minimum information on record with respect to each management, supervisory, inspection, and 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); and
 - (11) Identification number of the authorization.
- (b) Records of these individuals shall be controlled.
- (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, on request, reasonable access 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 records of these individuals for at least 2 years after they have ceased employment with the AMO or after withdrawal of their authorization. Upon request, a certifying person shall be furnished with a copy of his or her record on leaving the AMO.
- (g) Authorized persons, apart from the AMO's quality department or continuing airworthiness supervisors/managers, include the Authority.

IS: 6.5.1.1 AMO PROCEDURES MANUAL

- (a) The AMO procedures manual shall contain the following content.

1.0 General:

- 1.1 A general description of the scope of work authorized under the organization's terms of approval;
- 1.2 A description of the organization's procedures and quality assurance programme or inspection system in accordance with 6.5.1.2 of this part.
- 1.3 A general description of the organization's facilities;
- 1.4 the names, tasks, duties and responsibilities of the person or persons required to ensure the maintenance organization is in compliance with the regulations of Curaçao;
- 1.5 A description of the procedures used to establish the competence of maintenance personnel as required by 6.5.1.2 and 6.4.1.3 of this part;
- 1.6 A description of the method used for the completion and retention of the *continuing airworthiness records* required by 6.5.1.8 of this part.
 - 1.6.1 The records shall show that all requirements for signing of the maintenance release have been met.
 - 1.6.2 The records shall be kept for a minimum period of one year after signing approval for return to service
- 1.7 A description of the procedure for preparing the approval for return to service and the circumstances under which it is to be signed;
- 1.8 The names of personnel authorized to sign the approval for return to service and the scope of their authorization. The person signing the approval for return to service shall be qualified in accordance with Part 2 of these regulations;
- 1.9 A description, when applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements;
- 1.10 A description of the procedures with respect to aeroplanes and helicopters, whereby information on faults, malfunctions, defects, and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organization responsible for the type design of that aircraft and to the operator's airworthiness authority.
- 1.11 A description of the procedure for receiving, assessing, amending, and distributing within the maintenance organization all necessary airworthiness data from the TC holder or type design organization;
- 1.12 If the manual is also used to comply with the requirements of the maintenance programme for an aircraft, a maintenance programme.
- 1.13 A description of the AMO's SMS, required by 6.4.1.6 and 1.6 of these regulations, with reference to a separate manual, or inclusion of the SMS practices within the AMO Procedures Manual

2.0 Management

- 2.1 A statement signed by the accountable manager confirming that the manual defines the organization's procedures and associated personnel responsibilities and will be complied with at all times;
- 2.2 An organization chart showing the associated chains of responsibility of the person or persons nominated to ensure the organization is in compliance with the applicable regulations.
- 2.3 Procedures for notifying the Authority regarding changes to the organization's activities, approval, location, or personnel;
- 2.4 liaison or contractual arrangements with other organizations that provide services associated with the approval; and
- 2.5 Procedures for amending the manual.

3.0 Maintenance Procedures

- 3.1 Supplier evaluation procedure;
- 3.2 Acceptance/inspection of aeronautical products, including materials from outside contractors;
- 3.3 Storage, labelling/tagging, and release of aeronautical products and materials to aircraft maintenance;
- 3.4 acceptance of tools and equipment;
- 3.5 Calibration of tools and equipment, including alternate tools;
- 3.6 Use of tools and equipment by personnel (including alternate tools);
- 3.7 Cleanliness standards of maintenance facilities;
- 3.8 Maintenance instructions and relationship to aircraft or aeronautical product manufacturers' service information, including updating and availability to personnel;
- 3.9 Repair procedures;
- 3.10 Procedures for compliance with an operator's maintenance programme;
- 3.11 AD procedures;
- 3.12 Mandatory continuing airworthiness information handling procedures
- 3.13 Optional modification procedures;
- 3.14 Maintenance documentation in use and completion of same;
- 3.15 Technical record control;
- 3.16 Procedures for handling of defects arising during maintenance;
- 3.17 Issue of the approval for return to service required by 6.5.1.7 of this part
- 3.18 Records for the operator (if the organization is not an operator itself);
- 3.19 Reporting of defects and other occurrences as required by the Authority;
- 3.20 Return of defective aeronautical products to store;
- 3.21 Control of defective aeronautical products sent to outside contractors for overhaul, etc.;
- 3.22 Control of computer maintenance record systems;
- 3.23 Reference to specific maintenance procedures such as engine running procedures, aircraft pressure run procedures, aircraft towing procedures; and aircraft taxiing procedures;
- 3.24 Contract/subcontract procedures;
- 3.25 Human factors.
- 3.26 Procedures that designate the individual responsible for briefing the arriving shift's supervisors and personnel of the exact status of in-progress maintenance.
- 3.27 Rest and duty limitations for persons performing maintenance functions
- 3.28 **Line maintenance procedures (when applicable)**
 - 3.28.1 Control of aircraft components, tools, equipment, etc.;
 - 3.28.2 Procedures related to servicing, fueling, de-icing, etc.;
 - 3.28.3 Control of defects and repetitive defects;
 - 3.28.4 Pooled parts and loan parts; and
 - 3.28.5 Return of defective parts removed from aircraft.
- 3.29 Inspection procedures, appropriate to the ratings sought, for:
 - 3.29.1 **Incoming inspections.** A system or method for the inspection of incoming aeronautical products and/or materials, including the inspection of:
 - (a) New aeronautical products and/or materials received from the manufacturer for:
 - (1) Shipping damage;
 - (2) Traceability of life limits, if applicable; and

- (3) Identification and tagging of parts to manufacturer's invoices.
- (b) Overhauled or repaired parts from an approved agency for:
 - (1) Shipping damage;
 - (2) Traceability of life limits, if applicable; and
 - (3) Traceability of overhaul records and/or AATs.
- © Items sent out for contracted maintenance functions for:
 - (1) Shipping damage; and
 - (2) Conformity to the Authority's and the manufacturer's specifications, including material type and state of preservation.
- (d) Items of unknown origin for.
 - (1) Shipping damage;
 - (2) Conformity to the Authority's and the manufacturer's specifications, drawings, or dimensions, including material type and state of preservation;
 - (3) Airworthiness status, including ADs and traceability of life limits, if applicable; and
 - (4) Functional tests, as applicable.

3.29.2 Preliminary inspections. A system or method for the preliminary inspection of aeronautical products to be repaired for.

- (a) State of preservation;
- (b) Functional operation prior to disassembly, if applicable;
- © Traceability of life limits and/or time since overhaul, if applicable; and
- (d) Identification and tagging of parts to manufacturer's invoices.

3.29.3 Hidden damage inspections. A system or method for inspecting damaged parts for hidden damage that ensures items are disassembled as necessary and inspected for hidden damage in adjacent areas

3.29.4 Progressive inspections. A system or method of inspection, testing, and/or calibration during and after disassembly and at various stages while work is in progress.

3.29.5 Final inspections. A system or method for final inspection, testing, and/or calibration of units when work is completed.

4.0 Quality Assurance Programme or Inspection System

- 4.1** Quality audit of organization procedures;
- 4.2** Quality audit of aircraft;
- 4.3** Quality audit findings.
- 4.4** Remedial action procedures.
- 4.5** Qualification and training procedures for certifying staff issuing an approval for return to service.
- 4.6** Records of certifying staff;
- 4.7** Qualification and training procedures for quality audit personnel;
- 4.8** Qualification and training procedures for mechanics;
- 4.9** Exemption process control;
- 4.10** Concession control for deviation from the organization's procedures;
- 4.11** Qualification procedure for specialized activities such as non-destructive testing NDT, welding, etc.;
- 4.12** When required, control of the manufacturer's working teams based at the premises of the organization, engaged in tasks that interface with activities included in the approval

- 4.13** quality audit of sub-contractors (or acceptance of accreditation by third parties, e.g. use of NDT organizations approved by a State regulatory body other than the airworthiness authority).
- 4.14** Quality assurance audit procedures, including the following principal audit checks:
- 4.14.1** Checks on aircraft while undergoing scheduled maintenance for:
- (a) Compliance with maintenance programme and mandatory continuing airworthiness requirements and ensuring that only work instructions reflecting the latest amendment standards are used;
 - (b) Completion of work instructions, including the transfer of defects to additional worksheets, their control, and final collation; action taken with respect to items carried forward and/or not completed during the particular inspection or maintenance task;
 - (c) Compliance with the manufacturer's AMM and the organization's procedures;
 - (d) Standards of inspection and workmanship;
 - (e) The condition of corrosion prevention and control treatments and other protective processes,
 - (f) Aircraft maintenance which is not limited to the normal working day; procedures adopted during shift changeover of personnel to ensure continuity of inspection and responses; and
 - (g) Precautions taken to ensure that, on completion of any work or maintenance, all aircraft are checked for loose tools and miscellaneous small items such as split pins, wire, rivets, nuts, bolts, and other debris, and for general cleanliness and housekeeping.
- 4.14.2** Checks on airworthiness data for.
- (a) Adequacy of aircraft manuals and other technical information appropriate to each aircraft type, including aeronautical products and other equipment, and the continuing receipt of revisions and amendments and availability of continuing airworthiness data (e.g., ADs, life limits);
 - (b) Assessment of the manufacturer's service information, determining its application to aircraft types maintained-and the recording of compliance or embodiment;
 - (c) Maintenance of a register of manuals and technical literature held within the organization, with their locations and current amendment status; and
 - (d) Assurance that all the organization's manuals and documents, both technical and procedural, are kept up-to-date.
- 4.14.3** Checks on stores and storage procedures for.
- (a) Adequacy of stores and storage conditions for rotatable products, small parts, perishable items, flammable fluids, engines, and bulky assemblies in accordance with the specifications adopted by the organization;
 - (b) Adequacy of stores and storage conditions for rotatable products, small parts, perishable items, flammable fluids, engines, and bulky assemblies in accordance with the specifications adopted by the organization;
 - (c) The "batch recording" of goods received and identification of raw materials, the acceptance of part life items into stores, and the requisition procedures for the issue of items from stores; and
 - (d) Labelling procedures, including:
 - (1) The use of serviceable/unserviceable/ repairable labels and their certification and final disposal after installation;
 - (2) The internal release procedure to be used when components are to be forwarded to other locations within the organization;

- (3) The procedure to be adopted for the release of goods or overhauled items to other organizations (should also cover items being sent away for rectification or calibration);
- (4) The procedure for the requisitioning of tools together with the system for ensuring that the location of tools and their calibration and continuing airworthiness status are known at all times; and
- (5) Control of shelf life and storage conditions of stores, control of the free issue dispensing of standard parts, identification, and segregation

4.14.4

Checks on continuing airworthiness facilities for:

- (a) Cleanliness; state of repair; correct functioning of hangars, hangar facilities, and special equipment; and the continuing airworthiness of mobile equipment
- (b) Adequacy and functioning of special services and techniques, including welding, NDI, weighing, and painting;
- (c) Viewer/printer equipment provided for use with electronic media ensuring that regular continuing airworthiness takes place and an acceptable standard of screen reproduction and printed copy is achieved;
- (d) Adequacy of special tools and equipment appropriate to each type of aircraft, including aeronautical products and other equipment; and
- (e) Calibration and continuing airworthiness of tools and measuring equipment; and environmental controls.

4.15.5

Checks on the AMO's general airworthiness control procedures for:

- (a) Monitoring of the practices of the organization with respect to scheduling or preplanning continuing airworthiness tasks to be performed in the open air, and the adequacy of the facilities provided;
- (b) Operation of the system for service difficulty reporting required by the Authority;
- (c) Authorization of personnel to issue an approval for return to service with respect to inspections and continuing airworthiness tasks and the effectiveness and adequacy of training, including continuation training and the recording of personnel experience, training, and qualifications for grant of authorization;

- | | |
|-----|---|
| (d) | The effectiveness of technical instructions issued to continuing airworthiness personnel, including: <ul style="list-style-type: none">(1) Adequacy of personnel in terms of qualifications, numbers, and ability in all areas required to support the activities included in the approval granted by the airworthiness authority;(2) Efficacy and completeness of the quality assurance programme;(3) Maintaining logbooks and other required records and confirming that these documents are assessed in accordance with the requirements of Curaçao;(4) Ensuring that repairs are performed only in accordance with approved repair schemes and practices;(5) Control of subcontractors;(6) Control of activities subcontracted, such as management of the operator's continuing airworthiness programme;(7) Monitoring of exemption process control and concession control for deviation from the organization's procedures; and(8) Follow-up on internal reporting/occurrences. |
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5.0 System of Standard Forms and Documents

5.1 Introduction.

- 5.1.1** An AMO shall develop a system of standard forms and documents that it intends to utilize, including forms and documents for functions associated with activities undertaken under the terms, conditions, and limitations of the approval, such as:
- (a) Daily maintenance;
 - (b) Line maintenance;
 - (c) Contract continuing airworthiness;
 - (d) Work performed at another location;
 - (e) Work performed for an air operator;
 - (f) Major modification and repair of aeronautical products;
 - (g) Approval for return to service after major repairs;

- (h) Inspections and in-progress continuing airworthiness;
- (i) Corrective actions; and
- (j) Technical record control.

5.2 Examples of forms and documents.


- 5.2.1** The AMO Procedures Manual shall include examples of standard forms and documents, instructions for completing the forms, and procedures for retaining the forms and documents.
- 5.2.2** The instructions for completing a form may be on the form or in a separate document.
- 5.2.3** The number and content of the forms may depend on the size and complexity of the organization and the variety of aircraft and aeronautical products for which ratings are issued.
- 5.2.4** Revisions or additions to the forms section of the AMO Procedures Manual shall follow the documented revision procedures.
- 5.2.5** The AMO Procedures Manual may refer to a separate document of forms that provides samples of the forms with instructions.
- 5.2.6** The forms included in the manual shall be samples of each form, tag, and label described in the procedures within the AMO Procedures Manual, such as a.
 - (a) Work order;
 - (b) Discrepancy log;
 - (c) Record of employee training;
 - (d) Calibration report;
 - (e) Approval for return to service;
 - (f) Mechanical reliability report; and
 - (g) Malfunction and defect report.

IS: 6.5.1.7

AIRWORTHINESS APPROVAL TAG (CCAA FORM 1)

APPROVAL FOR RETURN TO SERVICE OF AN AIRCRAFT OR AERONAUTICAL PRODUCT

- (b) The following form shall be used when an AMO approves an aeronautical product for return to service.

 CCAA / Curaçao		2. Approval for Return to Service CCAA Form 1 Airworthiness Approval Tag				3. System tracking ref. number:	
4. Organization name and address:						5. Work order, contract, or invoice number:	
6. Item:	7. Description:	8. Part number:	9. Eligibility: (Installer shall check eligibility with applicable technical data)	10. Quantity:	11. Serial/ batch number:	12. Status/ work:	
13. Remarks:							
14. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in condition for safe operation <input type="checkbox"/> Non-approved design data as specified in block 13				19. Certifies that unless otherwise specified in block 13 (or attached), the work identified in block 12 and described in block 13 was accomplished in accordance with CCAA airworthiness regulations and, with respect to that work, the item(s) is (are) approved for return to service. <input type="checkbox"/> 5.6.1.3, Return to Service <input type="checkbox"/> Other regulation specified in block 13			
15. Authorized signature:		16. Approval/authorization number:		20. Authorized signature:		21. Approval/certificate number:	
17. Name (typed or printed):		18. Date (dd/mm/yyyy):		22. Name (typed or printed):		23. Date (dd/mm/yyyy):	

CCAA Form 1

Instructions for Completion of an Approval for Return to Service and/or Airworthiness Approval Tag

Block 1. [STATE] (pre-printed).

Block 2. Approval for Return to Service/Airworthiness Approval Tag (pre-printed).

Block 3. System tracking reference number.

- (c) Fill in the unique number established by the Authority-approved numbering system.
- (d) If the form is computer generated, it may be produced as programmed by the computer.

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

Block 4. Organization name and address. Fill in the full name and address of the organization.

Block 5. Work order, contract, or invoice number.

- (e) Fill in the contract, work order, or invoice number related to the shipment list or approval for return to service and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in blocks 6 through 12, the respective blocks may be left blank if an original, or true copy, of the list is attached to the form. In this case, the following statement shall be entered in block 13: "This is the certification statement for the aeronautical products listed on the attached document dated _____, containing pages _____ through _____."
- (f) In addition, the shipment list shall 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 whether the Authority of the importing jurisdiction will accept bulk shipments under a single AAT. If the Authority does not permit bulk shipments under a single form, blocks 6 through 12 of each form shall be filled in for each product shipped.

Block 6. Item. When the AAT is issued, a single item number or multiple item numbers may be used for the same product number. Multiple items shall be numbered in sequence. If a separate listing is used, enter "List Attached."

Note: The blank form may be computer generated. However, the format shall not be changed, nor may any words be added or deleted. Pre-printing of some information is permissible (e.g., the information in blocks 1, 2, 3, 4, and 19). The size of the blocks may be varied slightly, but the form shall remain readily recognizable. The form may also be reduced in overall size.

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 product catalogue, overhaul manual, etc., may be used.

Block 8. Part number. Enter each part number of the product.

Block 9. Eligibility. State the aircraft or aeronautical product make and model on which the parts manufacture approval 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 aeronautical products, state "TSO Aeronautical Product N/A" since eligibility for installation for TSO aeronautical products is determined at the time of installation.

Note: For TSO aeronautical products, the AAT does not constitute authority to install an aeronautical product on a particular aircraft. 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.

Block 10. Quantity. State the quantity of each aeronautical product shipped.

Block 11. Serial/batch number. State the serial number or equivalent (identified on the product) on the form for each aeronautical product shipped. If a serial number or equivalent is not required on the part, enter “N/A.”

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 programmes. Other permissible/appropriate terms to describe the status of the product/part include: “Inspected,” “Repaired,” “Overhauled,” or “Modified.”

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 aeronautical products listed in block 7. Each statement shall specify which item identified in block 6 is related. Examples of the type of information to be supplied are as follows:

- (g) Any restrictions (e.g., prototype only).
- (h) Alternative approved part number.
- (i) Compliance or non-compliance with ADs or SBs.
- (j) Information on life-limited parts.
- (k) Manufacturing, cure, or shelf-life data.
- (l) Drawing and revision level.
- (m) When used for conformity, the word “CONFORMITY” shall be entered in capital letters. In addition, an explanation of the product’s/part’s use (e.g., pending approved data, TC pending, for test only) should be provided. Information concerning a conformity inspection such as design data, revision level, date, project number, and special instructions shall be included in this block.
- (n) When used for spare parts, identify whether the parts are from the original manufacturer or another approved source and are made to the TSO. In addition, if the AAT is for spare parts or subcomponents of a CAA-approved replacement part, the TSO authorization should be listed in block 13.
- (o) When used for return to service, this block should contain the data required by 5.6.1.2 of the aviation regulations.

Blocks 14, 15, 16, 17 and 18. These blocks shall not be used for maintenance tasks by AMOs certificated under Part 6 of the aviation regulations. These blocks are specifically reserved for return/certification of newly manufactured items in accordance with certification procedures of products and parts of the State of Design or State of Manufacture.

Block 19. Return to service. The information is pre-printed in the block.

Block 20. Authorized signature. The signature of the individual authorized by the air agency, the air operator, or the manufacturer shall be entered in accordance with 5.6.1.1 of the aviation regulations. The approval signature shall be manually applied at the time and place of issuance.

Block 21. Approval/certificate number. Enter the AMO certificate or AOC number. For manufacturers returning to service after overhauling aeronautical products, the production approval number shall be entered.

Block 22. Name. Enter the typed or printed name of the individual identified in block 20.

Block 23. Date. Enter the date the approval for return to service is signed and the product is returned to service. This does not need to be the same as the shipping date, which may occur at a later date.

IS: 6.5.1.9 AIRWORTHINESS DATA- INSTRUCTIONS FOR CONTINUED AIRWORTHINESS

- (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft or aeronautical product design organization, and any other approved design organization in the State of Manufacture or State of Design, as appropriate. Some examples of airworthiness-related documents are:
 - (1) Associated advisory material.
 - (2) ADs.
 - (3) The manufacturers' AMM.
 - (4) Repair manuals.
 - (5) Supplementary structural inspection documents.
 - (6) SBs.
 - (7) Service letters.
 - (8) Service instructions.
 - (9) Modification leaflets.
 - (10) The aircraft continuing airworthiness programme; and.
 - (11) The NDT Manual.
- (c) Paragraph 6.5.1.9(a) primarily refers to maintenance data that has been transcribed from the Authority and all TC holders into the AMO's format, such as customized maintenance cards or computer-based data.
- (d) *To obtain acceptance from the Authority, it quires that accuracy of transcription is assured.*
- (e) A procedure shall be established to monitor the amendment status of all data, and to maintain a check that all amendments are being received, by subscribing to any document amendment scheme.
- (f) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained for supervisors, mechanics, and certifying staff to study.
- (g) 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 programme 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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