

**SUBJECT: *APPROVAL OF ORGANISATIONS ENGAGED ON
MAINTENANCE OF AIRCRAFT/AIRCRAFT COMPONENTS
AND ITEMS OF EQUIPMENT***

1. INTRODUCTION

- 1.1 This chapter prescribes the requirements for grant of approval to the organisations engaged on maintenance of aircraft, aircraft components and items of equipment.

2. DEFINITIONS

- 2.1 Maintenance means performance of all work necessary for the purpose of ensuring that the aircraft is airworthy and safe and includes repairs, replacements, overhauls, tests, modifications and inspections of aircraft, aircraft components and items of equipment.

2.2 QUALITY CONTROL

Quality control means a management system for programming and coordinating the quality maintenance and improvement efforts of the various groups in an organisation, so as to permit the completion of maintenance in compliance with both the Civil Airworthiness Requirements and any other specific company's requirement affecting airworthiness.

3. APPLICATION FOR APPROVAL

Application for approval shall be made on form AWF 12 together with the prescribed fee and the required documents to the Director of Civil Aviation.

4. REQUIREMENTS FOR APPROVAL

4.1 The organisation seeking approval shall comply with the following:

(a) **PERSONNEL**

A suitably qualified senior engineer acceptable to the Director of Civil Aviation will be nominated for ensuring compliance with the airworthiness requirements and coordinating with all other departments on all airworthiness matters. He will be also assisted by an adequate number of other senior staff appropriate to the level of work for which approval is sought.

(b) **ACCOMMODATION AND WORKSHOP**

A suitable building for workshop and stores etc, both in layout and dimensions shall be available. The workshop shall also have necessary tools, gauges and other equipment including test equipment, commensurate with the type of maintenance carried out.

(c) **TECHNICAL LITERATURE AND PUBLICATIONS**

Adequate technical literature including manufacturer's manuals, service bulletins and other technical data as applicable to the type of work being carried out shall be provided to the concerned staff and Director of Civil Aviation. Arrangements shall also be made to ensure that these documents are kept up to date.

(d) **TECHNICAL RECORDS**

Technical records shall be maintained properly and shall not be destroyed without the agreement of Director of Civil Aviation.

(e) **CERTIFICATION**

All work performed by the organisation shall be certified by the appropriately licensed aircraft engineers or approved/authorised persons, by issuing the certificates of maintenance review and release to service, as applicable. The defects recorded in the technical log and during the course of maintenance checks shall be rectified and certified by persons approved/authorised for the purpose.

(f) **STORES**

A suitable stores system shall be provided.

(g) **INSPECTION STAMPS**

Approval/authorisation certificates shall be issued only to the persons meeting the appropriate requirements and the inspection stamps/approval certificates issued to them shall be of the design/format acceptable to Director of Civil Aviation.

(h) **TRAINING**

Arrangements shall be made for imparting adequate training to the approved/authorised persons.

4.2 **COMPANY MANUAL**

4.2.1 The organisation shall produce a company manual, giving the scope of approval, terms of reference of the senior technical personnel and the associated chain of their responsibility. The manual shall also contain the details of at least the following:-

- (i) The maintenance schedules and associated reliability programmes for each type of aircraft.
- (ii) The method of certification, the form of certification and the designation of the persons authorised to do so for each type of aircraft.
- (iii) The norms for selecting and granting approval/authorisation to each category of staff for the purpose of certification.
- (iv) Quality control and surveillance inspection procedures for ensuring high standard of maintenance.
- (v) The procedure for promptly dealing with manufacturer's service/alert bulletins and requirements notified by the airworthiness authority and incorporating these in the maintenance schedules.
- (vi) The procedures for compilation, maintenance and preservation of technical records including certificates.
- (vii) Stores procedures to ensure that aircraft components/materials are properly stored and that only airworthy aircraft components/materials are released from the stores.
- (viii) The nature and extent of training to be imparted to each category of approved/authorised persons.
- (ix) Procedures for subcontracting the work and ensuring compliance with the airworthiness standards by the subcontractor(s).

4.2.2 FORMAT OF THE MANUAL

The manual may consist of one or two volumes. It should be loose-leaf form with each page bearing the page number, the number of the chapter and the date of issue. It shall also have provision for indexing the contents and recording/identifying the revisions/amendments.

4.2.3 APPROVAL OF THE MANUAL AND AMENDMENTS THERETO

The manual and the revisions/amendments thereto as a result of change in procedures and practices affecting the airworthiness of aircraft shall be subject to the approval of this department. Two copies of these shall be forwarded to this department for approval. When approved, one copy will be returned to the organisation.

4.2.4 Copies of approved manuals or parts thereof shall be supplied to all concerned in the organisation and all sub-contractors.

5. REQUIREMENTS FOR MAINTENANCE OF APPROVAL

5.1 The organisation shall be maintained at a standard necessary to undertake the work for which it is approved and representative(s) of the Director of Civil Aviation shall have access to the organisation, to ascertain the compliance of the requirements by the organisation, at all reasonable times.

5.2 Changes in the various persons nominated and approved by the organisation shall be notified to the Director of Civil Aviation in writing for acceptance.

5.3 The approved manual shall be reviewed periodically by the organisation for incorporating the necessary amendments.

5.4 The Director of Civil Aviation may revoke, suspend or vary the terms of approval if the conditions prescribed for approval are not being complied with the organisation.

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(Date of Issue)

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(for Director of Civil Aviation)