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INSTITUTO NACIONAL DE AVIAÇÃO CIVIL

# **S.Tomé and Príncipe Civil Aviation Regulations**

## **STP-CAR PART 6 APPROVED MAINTENANCE ORGANISATION**


<p><b>APROVADO:</b> Conselho de Administração do Instituto Nacional de Aviação Civil</p>	<p>Data: 25/05/2012</p>  <p>_____ Marcos Ângelo Vaz da Conceição (Presidente do Conselho de Administração)</p>
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## 6.A GENERAL

### 6.10.A.05 Applicability

- (a) Part 6 prescribes the requirements for issuing approvals to organisations for the maintenance preventive maintenance, and modifications of aircraft and aeronautical products and prescribes the general operating rules for an Approved Maintenance Organisation (OMA).

### 6.10.A.10 Definitions

- (a) For the purpose of Part 6, the following definitions shall apply.
- (1) **Accountable manager.** The person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator.
  - (2) **Approval for return to service.** A certification by an approved maintenance organisation representative that the maintenance, preventive maintenance, or modification performed on an aircraft, airframe, aircraft engine, propeller, appliance, or component part thereof was accomplished using the methods, techniques, and practices, prescribed in the current manufacturer's maintenance manual or instructions for continued airworthiness prepared by its manufacturer, or by using other methods, techniques, and practices acceptable to the Authority.
  - (3) **Approved data.** Technical information approved by the Authority.
  - (4) **Article.** Any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part.
  - (5) **Calibration.** A set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard with the standards of a recognised bureau of standards for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard, or aeronautical product tested.
  - (6) **Composite.** Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material.
  - (7) **Computer system.** Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.
  - (8) **Directly in charge.** Means having the responsibility for the work of an approved maintenance organization that performs maintenance, preventative maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or decision from higher authority.

- (9) **Facility.** A physical plant, including land, buildings, and equipment, which provide the means for the performance of maintenance, preventive maintenance, or modifications of any article.
- (10) **Housing.** Buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organisation that.
- (i) Provide working space for the performance of maintenance, preventive maintenance, or modifications for which the maintenance organisation is certificated and rated; and
  - (ii) Provide structures for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts, and subassemblies thereof during disassembly, cleaning, inspection, repair, modification, assembly, and testing; and
  - (iii) Provide for the proper storage, segregation, and protection of materials, parts, and supplies.
- (11) **Line maintenance.** Any unscheduled maintenance resulting from unforeseen events, or scheduled checks that contain servicing and/or inspections that do not require specialised training, equipment or facilities.
- (12) **Maintenance organization's procedures manual.** A document endorsed by the head of maintenance organization which details the maintenance organization's structure and management responsibilities, scope of work, description of facilities, maintenance procedures, quality assurance or inspection systems.
- (13) **Maintenance release.** A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the maintenance organisation's procedures manual.
- (14) **Measurement device.** A calibrated calibrator, standard, equipment and test equipment that is intended to be used to test, measure, or calibrate other measurement devices. It is not to be used to test, measure, or calibrate an aeronautical product.
- (15) **Primary standard.** A standard defined and maintained by a State Authority and used to calibrate secondary standards.
- (16) **OMA Operations specifications.** The operations specifications of the OMA describe the ratings (Class and/or Limited) in detail and will contain or reference material and process specifications used in performing repair work, along with any limitations applied to the maintenance organisation. The accountable manager and the Authority sign this document.
- (17) **Reference standard.** A standard that is used to maintain working standards.
- (18) **Secondary standard.** A standard maintained by comparison with a primary standard.
- (19) **Signature.** An individual's unique identification used as a means of authenticating a maintenance record entry or maintenance record. A signature may be hand-written, electronic, or any other form acceptable to the Authority.

- (20) **Specialised maintenance.** Any maintenance not normally performed by an OMA (e.g., tire retreating, plating, etc.)
- (21) **Standard.** An object, artifact, tool, test equipment, system, or experiment that stores, embodies, or otherwise provides a physical quantity, which serves as the basis for measurement of the quantity. It also includes a document describing the operations and process that must be performed in order for a particular end to be achieved.
- (22) **Tools, equipment and test equipment.** Used by an OMA for the performance of maintenance or calibration on an aircraft or aeronautical product.
- (23) **Traceability.** A characteristic of a calibration, analogous to a pedigree. A traceable calibration is achieved when each measurement device and working standard, in a hierarchy stretching back to the National Standard, was itself properly calibrated, and the results properly documented. The documentation provides the information needed to show that all calibrations in the chain of calibrations were properly performed.
- (24) **Transfer standard.** Any standard that is used to compare a measurement process, system, or device at one location or level with another measurement process, system or device at another location or level.

#### 6.10.A.15 Abbreviations

- (a) The following abbreviations are used in Part 6
  - (1) OMA – Approved Maintenance Organisation
  - (2) NDT – Non Destructive Testing
  - (3) TMA – Aircraft Maintenance Technician
  - (4) TSO – Technical Standard Order

#### 6.10.A.20 Exemption authority

- (a) The Authority may, upon consideration of the circumstances of a particular maintenance organisation, 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) An exemption may be terminated or amended at any time by the Authority.
- (c) A request for exemption must be made in accordance with the requirements in Part 1.
- (d) Each certificated maintenance organisation that receives an exemption must have a means of notifying the appropriate management, certifying staff, and personnel of the exemption.



## **6.B CERTIFICATION AND CONTINUED VALIDITY OF AN APPROVED MAINTENANCE ORGANISATION**

### **6.10.B.05 Applicability**

- (a) This section prescribes the requirements for the certification of a maintenance organisation and continued validity of the certificate.

### **6.10.B.10 General**

- (a) No person may operate as a certificated approved maintenance organisation without, or in violation of, an approved maintenance organisation certificate, ratings or operations specifications issued under this part.
- (b) The certificate and operations specifications issued to an approved maintenance organisation must be available on the premises for inspection by the public and the Authority.

### **6.10.B.15 Approved maintenance organization certificate**

- (a) The OMA certificate will consist of two documents.
  - (1) A one page certificate signed by the Authority, and
  - (2) A multi-page operations specifications signed by the Accountable Manager and the Authority containing the terms, conditions, and authorisations.
- (b) A certificated approved maintenance organisation may perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof only for which it is rating and within the terms, conditions and authorisations placed in its operations specifications.
- (c) The OMA certificate will contain the following items and be in a format as shown in IS: 6.10.B.15:
  - (1) The certificate number specifically assigned to the OMA;
  - (2) The name and location (main place of business) of the OMA;
  - (3) The date of issue and period of validity;
  - (4) The terms of approval;
  - (5) The ratings issued to the OMA; and
  - (6) Authority signature.
- (d) The OMA operations specifications will contain.
  - (1) The certificate number specifically assigned to the OMA;
  - (2) The class or limited ratings issued in detail, including special approvals and limitations issued;
  - (3) The date issued or revised
  - (4) Accountable manager and Authority signatures.
- (e) A sample OMA certificate is included in IS: 6.10.B.15.

### 6.10.B.20 Advertising

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

### 6.10.B.25 Application for an OMA certificate

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

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

*Note: ICAO Doc. 9642, Part 4, 2.9 states that it is accepted practice to permit OMAs to subcontract work to non-approved maintenance organisations if the contracting OMA 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.*

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

### 6.10.B.30 Issuance of an OMA certificate

- (a) The Authority may issue an OMA certificate to an applicant if, after investigation, the Authority finds that the applicant:
  - (1) Meets the applicable regulations and standards for the holder of an OMA certificate;

- (2) Is properly and adequately equipped for the performance of maintenance of aircraft or aeronautical product for which it seeks approval;
- (3) Has paid any prescribed fees for the issuance of an OMA certificate.

**6.10.B.35 Duration and renewal of certificate**

- (a) A certificate or rating issued to an approved maintenance organisation located in either inside or outside S.Tomé and Príncipe is effective from the date of issue until.
  - (1) The last day of the 12<sup>th</sup> month after the date on which it was issued,
  - (2) The approved maintenance organisation surrenders the certificate, or
  - (3) The Authority suspends or revokes the certificate.
- (b) The holder of a certificate that expires or is surrendered, suspended, or revoked by the Authority must return the certificate and operations specifications to the Authority.
- (c) A certificated approved maintenance organisation that applies for a renewal of its approved maintenance organisation certificate for aircraft registered in S.Tomé and Príncipe must submit its request for renewal no later than 60 days before the approved maintenance organisation's current certificate expires. If a request for renewal is not made within this period, the approved maintenance organisation must follow the application procedure prescribed by the Authority.

**6.10.B.40 Continued validity of approval**

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

**6.10.B.45 Changes to the OMA and certificate amendments**

- (a) To enable the Authority to determine continued compliance with this Part, the OMA shall provide written notification to the Authority of any of the following changes, before such changes take place, except that in the case of proposed changes in personnel not known to the management beforehand; these changes must be notified at the earliest opportunity:
  - (1) The name of the organisation;
  - (2) The location of the organisation;
  - (3) The housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the OMA rating or ratings;

- (4) The ratings held by the OMA, whether granted by the Authority or held through an OMA certification issued by another contracting State;
  - (5) Additional locations of the organisation;
  - (6) The accountable manager; or
  - (7) The list of management personnel identified as described in the maintenance procedure manual.
- (b) The Authority will amend the OMA certificate if the OMA notifies the Authority of a change in:
- (1) Location or housing and facilities;
  - (2) Additional locations of the organisation;
  - (3) Rating, including deletions;
  - (4) Name of the organisation with same ownership; or
  - (5) Ownership.
- (c) The Authority may amend the OMA certificate if the OMA notifies the Authority of a change in:
- (1) The accountable manager; or
  - (2) The list of management personnel identified as described in the maintenance procedure manual.
- (d) When the Authority issues an amendment to an OMA certificate because of new ownership of the OMA, the Authority will assign a new certificate number to the amended OMA certificate.
- (e) The Authority may:
- (1) Prescribe, in writing, the conditions under which the OMA may continue to operate during any period of implementation of the changes noted in subparagraph (a); and
  - (2) Hold the OMA certificate in abeyance if the Authority determines that approval of the OMA certificate should be delayed; the Authority will notify the OMA certificate holder, in writing, of the reasons for any such delay.
- (f) If changes are made by the OMA to the items listed in subparagraph (a) without notification to the Authority and amendment of the OMA certificate by the Authority, the OMA certificate may be suspended by the Authority.

#### **6.10.B.50 Ratings of the OMA**

- (a) The following ratings are issued under this Subpart:
- (1) Airframe ratings:
    - (iv) Class 1: Composite construction of small aircraft.
    - (v) Class 2: Composite construction of large aircraft.
    - (vi) Class 3: All-metal construction of small aircraft.
    - (vii) Class 4: All-metal construction of large aircraft.
  - (2) Powerplant ratings:
    - (viii) Class 1: Reciprocating engines of 400 horsepower or less.
    - (ix) Class 2: Reciprocating engines of more than 400 horsepower.

- (x) Class 3: Turbine engines.
- (3) Propeller ratings:
  - (xi) Class 1: Fixed-pitch and ground-adjustable propellers of wood, metal or composite construction.
  - (xii) Class 2: Other propellers, by make.
- (4) Avionics/radio ratings:
  - (xiii) Class 1: Communication equipment: Radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic intercrew signalling devices, and similar equipment; but not including equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications avionics equipment.
  - (xiv) Class 2: Navigational equipment: A radio system used in aircraft for en-route or approach navigation, to include the flight director system, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance equipment operated on pulsed radio frequency principles.
  - (xv) Class 3: Pulsed equipment: Any aircraft electronic system operated on pulsed radio frequency principles.
- (5) Instrument ratings.
  - (xvi) Class 1: Mechanical: Any diaphragm, bourdon tube, aneroid, optical, or mechanically driven centrifugal instrument that is used on aircraft or to operate aircraft, including tachometers, airspeed indicators, pressure gauges, drift sights, magnetic compasses, altimeters, or similar mechanical instruments.
  - (xvii) Class 2: Electrical: Any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges, or similar electrical instruments.
  - (xviii) Class 3: Gyroscopic: Any instrument or system using gyroscopic principles and motivated by air pressure or electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros, and their parts, and flux gate and gyrosyn compasses.
  - (xix) Class 4: Electronic: Any instruments whose operation depends on electron tubes, transistors, electronic displays, or similar devices including capacitance type quantity gauges, system amplifiers, and engine analysers.
- (6) Accessory ratings.

- (xx) Class 1: Mechanical. The accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation, including aircraft brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic servo units.
- (xxi) Class 2: Electrical. The accessories that depend on electrical energy for its operation, and generators, including starters, voltage regulators, electric motors, electrically driven fuel pumps, magnetos, or similar electrical accessories.
- (xxii) Class 3: Electronic. The accessories that depend on the use of an electron tube transistors, or similar device, including supercharger, temperature, air conditioning controls, or similar electronic controls.

#### **6.10.B.55 OMA limited ratings**

- (a) Whenever the Authority finds it appropriate, it may issue a limited rating to an OMA that maintains or alters only a particular type of airframe, powerplant, propeller, radio, instrument, or accessory, or parts thereof, or performs only specialised maintenance requiring equipment and skills not ordinarily found in an OMA. Such a rating may be limited to a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.
- (b) Limited ratings are issued for:
  - (1) Airframe of a particular make and model;
  - (2) Powerplants of a particular make and model;
  - (3) Propellers of a particular make and model;
  - (4) Radio equipment of a particular make and model;
  - (5) Instruments of a particular make and model;
  - (6) Accessories of a particular make and model;
  - (7) Landing gear components;
  - (8) Floats, by make;
  - (9) Non-destructive inspection, testing, and processing;
  - (10) Emergency equipment;
  - (11) Rotor blades, by make and model;
  - (12) Aircraft fabric work; and
  - (13) Any other purpose for which the Authority finds the applicant's request appropriate.
- (c) Specialised service ratings. A specialised service rating may be issued to a maintenance organisation to perform specific maintenance or processes. The operations specifications of the approved maintenance organisation must identify the specification used in performing that specialised service. The specification may be:
  - (1) A civil or military specification that is currently used by industry and approved by the Authority; or

- (2) A specification developed by the approved maintenance organisation and approved by the Authority.

**6.10.B.60 Independent quality assurance system**

- (a) The quality system, and the quality manager, shall be acceptable to the Authority.
- (b) Each OMA shall ensure that the quality system includes a quality assurance programme that contains procedures designed to monitor compliance with required aircraft and aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft and aircraft components.
- (c) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the OMA.
- (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 that ensures, as necessary, proper and timely corrective action is taken in response to reports resulting from the independent audits.
- (e) The OMA's quality system shall be sufficient to review all maintenance procedures, as described in the maintenance procedures manual and, if applicable, the maintenance control manual, in accordance with an approved program once a year.
- (f) The OMA's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be seen by visiting Authority staff on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.
- (g) If the OMA is a small organization, the independent audit part of the quality system may be contracted to another organization approved under this Part or a person with appropriate technical knowledge and proven satisfactory audit experience such as ISO 9000 qualification.
- (h) Where the OMA is part of an AOC under Part 9, the AOC holder's quality management system may be combined with the requirements of an OMA and submitted for acceptance to the Authority.
- (i) Each OMA shall describe the quality system in relevant documentation as outlined in IS: 6.10.B.60.

**6.10.B.65 Safety management System**

- (a) An OMA shall establish and maintain a safety management system, in order to achieve an acceptable level of safety, as established by the Authority.
- (b) The safety management system shall be acceptable to the Authority;
- (c) From 1 January 2010, the safety management system referred to in a) shall:
  - (1) Identify actual and potential safety hazards;
  - (2) Ensure that remedial action necessary to maintain an acceptable level of safety is implemented;
  - (3) Provide for continuous monitoring and regular assessment of the safety level achieved; and

(4) Aim to make continuous improvement of the overall level of safety.

- (d) A safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety in the part of senior management.

## **6.C HOUSING, FACILITIES, EQUIPMENT, MATERIALS AND DATA**

### **6.10.C.05 General**

- (a) An approved maintenance organisation must provide housing, facilities, equipment, materials and data in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the approved maintenance organisation holds.

### **6.10.C.10 Housing and facility requirements**

- (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 carried out and shall not impair the effectiveness of personnel.
- (c) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.
- (d) Specialised workshops and bays shall be segregated, as appropriate, to insure that environmental and work area contamination is unlikely to occur.
- (e) Storage facilities shall be provided for parts, equipment, tools and material.
- (f) Storage conditions shall provide security for serviceable parts, segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.
- (g) An OMA 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 OMA may perform maintenance, preventive maintenance, or alterations on articles outside of its housing if it provides suitable facilities that are acceptable to the Authority.
- (i) IS: 6.10.C.10 outlines the detailed requirements pertaining to housing and facilities.

### **6.10.C.15 Equipment, tools and material**

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



- (c) The OMA shall use the equipment, tools, and material that are recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and acceptable to the Authority.
- (d) The OMA shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.
- (e) The OMA shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the Authority and traceable to the State National Standards.
- (f) The OMA shall keep all records of calibrations and the standards used for calibration.
- (g) The IS: 6.10.C.15 contains detailed requirements pertaining to tools, equipment, and test equipment.

## **6.D ADMINISTRATION**

### **6.10.D.05 Personnel requirements**

- (a) A management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the OMA is in compliance with these regulations, shall be nominated.
- (b) The person or persons nominated as manager shall represent the maintenance management structure of the OMA, and be responsible for all functions specified in Part 6.
- (c) Nominated managers shall be directly responsible to an accountable manager who shall be acceptable to the Authority.
- (d) The OMA shall employ sufficient personnel to plan, perform, supervise and inspect and release the work in accordance with the approval.
- (e) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.
- (f) Each supervisor in the OMA shall hold an AMT licence issued in accordance with Part 2, Personnel Licensing.
- (g) The person signing maintenance release or an approval for return to service shall be qualified in accordance with Part 2, as appropriate to the work performed and shall be acceptable to the Authority.
- (h) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority. The training program established by the OMA shall include training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.
- (i) Implementing Standard IS: 6.10.D.05 outlines detailed personnel requirements.

*Note: Guidance material to design training programs to develop knowledge and skills in human performance can be found in ICAO Doc 9683, Human Factors Training Manual.*

**6.10.D.10 Training requirements**

- (a) An OMA shall have an employee training program approved by the Authority that consists of indoctrination, initial, recurrent training, specialised and remedial training.
- (b) An OMA shall develop and update its training program based on the job tasks associated with its scope of operating authority and capabilities.
- (c) The training program shall ensure the each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.
- (d) An OMA shall submit revisions to its training program to the Authority for approval.
- (e) An OMA shall document, in a form and manner acceptable to the Authority, the individual employee training required under this section. These training records must be retained for a minimum of two years.
- (f) An OMA training program shall meet the detailed requirements contained in the IS: 6.10.D.10

**6.10.D.15 Dangerous goods training**

- (a) An OMA shall have a dangerous goods training program for its employees, whether full time, part time, or temporary or contracted, who are engaged in the following activities:
  - (1) Loading, unloading or handling of dangerous goods;
  - (2) Design, manufacture, fabrication, inspection, marking, maintenance, reconditions, repairs or tests of a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting dangerous goods;
  - (3) Preparation of hazardous materials for transport;
  - (4) Responsible for the safety of transportation of dangerous goods;
  - (5) Operation of a vehicle used to transport dangerous goods, or
  - (6) Supervision of any of the above listed items.
- (b) An OMA employee shall not perform or directly supervise a job function listed in item (a) above unless he or she has received the approved dangerous goods training.
- (c) The OMA training shall ensure that its dangerous goods training —
  - (1) Ensures that each employee performing or directly supervising any of the job functions specified in item (a) above 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) The dangerous goods training of the OMA shall be approved by the Authority and shall contain the items in IS: 6.10.D.15.
- (e) An OMA shall document, in a form and manner acceptable to the Authority, the individual employee training required under this section. These training records must be retained for a minimum of two years.

**6.10.D.20 Rest and duty limitations for persons performing maintenance functions in an OMA**

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

**6.10.D.25 Records of management, supervisory, inspection and certifying staff**

- (a) The OMA shall maintain a roster of all management, supervisory, inspection and certifying staff, which includes details of the scope of their authorisation.
- (b) Certifying staff shall be notified in writing of the scope of their authorisation.
- (c) Implementing Standard IS: 6.10.D.25 details the requirements pertaining to records of management, supervisory, inspection and certifying staff.

**6.E OMA OPERATING RULES**

**6.10.E.05 Approved maintenance organisation procedures manual**

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

- (a) An OMA maintenance procedures manual and any subsequent amendments thereto shall be approved by the Authority prior to use.
- (b) The OMA maintenance procedures manual shall specify the scope of work required of the OMA in order to satisfy the relevant requirements needed for an approval of an aircraft or aeronautical product for return to service.
- (c) The procedures manual and any other manual it identifies must:
  - (1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
  - (2) Be in a form that is easy to revise and contains a system which allows personnel to determine current revision status;
  - (3) Have the date of the last revision printed on each page containing the revision;

- (4) Not be contrary to any applicable S.Tomé and Príncipe regulation or the OMA's operations specifications; and
  - (5) Include a reference to appropriate civil aviation regulations.
- (d) The OMA shall provide an Approved Maintenance Procedures Manual for use by the organisation, containing the following information—
- (1) A statement signed by the accountable manager confirming that the maintenance organisation procedures manual and any associated manuals define the OMA's compliance with this regulation and will be complied with at all times;
  - (2) A procedure to establish and maintain a current list of the titles and names of the management personnel accepted by the Authority. The list of personnel may be separate from the procedures manual but must be kept current and available for review by the Authority when requested;
  - (3) A list which describes the duties and responsibility of the management personnel and which matters on which they may deal directly with the Authority on behalf of the OMA;
  - (4) An organisation chart showing associated chains of responsibility of the management personnel.
  - (5) A procedure to establish and maintain a current roster of the personnel authorised to sign the maintenance release and the scope of their authorisation;
- Note: The list of certifying personnel may be separate from the procedures manual but must be kept current and available for review by the Authority when requested.*
- (6) A description of the procedures used to establish the competence of maintenance personnel;
  - (7) A general description of manpower resources;
- Note: Subparagraphs (1) to (7) constitutes the management part of the maintenance organisation Procedures Manual and therefore could be produced as one document and made available to person(s) who should be reasonably familiar with its contents.*
- (8) A description of the method used for the completion and retention of the maintenance records;
  - (9) A description of the procedure for preparing the maintenance release and the circumstances under which the release is to be signed;
  - (10) A description, when applicable, of additional procedures for complying with an operator's maintenance procedures and requirements;
  - (11) A description of the procedures for complying with the service information reporting requirement contained in 6.10.E.50;
  - (12) A description of the procedure for receiving, amending and distributing within the maintenance organisation all necessary airworthiness data from the type certificate holder or the type design organisation;
  - (13) A general description of the facilities located at each address specified in the OMA's approval certificate;
  - (14) A general description of the OMA's scope of work relevant to the extent of approval;

- (15) The notification procedure for OMA to use when requesting the approval of changes to the organisation of the OMA from the Authority;
- (16) The amendment procedure for the OMA procedures manual, including the submission of all amendments for approval by the Authority and the circulation of copies to all organisations or persons to whom the manual has been issued;
- (17) The OMA's procedures, acceptable to the Authority, to ensure good maintenance practices and compliance with all relevant requirements in this subsection;
- (18) The OMA's procedures to establish and maintain an independent quality system to monitor compliance with, and the adequacy, of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products, including the procedures for the feedback system to the person or group of persons specified in 6.10.D.05, and ultimately to the accountable manager to ensure, as necessary, corrective action;
- (19) The OMA procedures for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the accountable manager for review and action;
- (20) A list of operators, if appropriate, to which the OMA provides an aircraft maintenance service;
- (21) A list of organisations performing maintenance on behalf of the OMA; and
- (22) A list of the OMA's line maintenance locations and procedures, if applicable.
- (23) Implementing Standard IS: 6.10.E.05 describes the detailed requirements concerning the maintenance procedures manual and a sample maintenance procedures manual format.

#### **6.10.E.10 Maintenance procedures**

- (a) The OMA shall establish procedures acceptable to the Authority to ensure good maintenance practices and compliance with all relevant requirements in these regulations such that aircraft and aeronautical products may be properly released to service.
- (b) The maintenance organization shall ensure compliance with a) by either establishing an independent quality assurance system to monitor compliance with and adequacy of the procedures, or by providing a system of inspection to ensure that all maintenance is properly performed.
- (c) The maintenance procedures shall cover all aspects of maintenance activity and describe standards to which the OMA intends to work. The aircraft, aircraft component design, OMA and aircraft operator standards must be taken into account.
- (d) The maintenance procedures should address the provisions and limitations of Part 6.

#### **6.10.E.15 Capability list**

- (a) Each approved maintenance organisation must prepare and retain a current capability list approved by the Authority. The approved maintenance organisation may not perform maintenance, preventive maintenance, or modifications on an article until the article has been listed on the capability list in accordance with this section and 6.10.E.05(d)(19).

- (b) The capability list must identify each article by make and model, part number, or other nomenclature designated by the article's manufacturer.
- (c) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the approved maintenance organisation's certificate, and only after the approved maintenance organisation has performed a self-evaluation in accordance with 6.10.E.05 (d)(19). The approved maintenance organisation must perform the self-evaluation described in this paragraph to determine that the maintenance organisation has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this part. If the approved maintenance organisation makes that determination, it may list the article on the capability list only after the amendment to the capability list has been accepted by the Authority.
- (d) The document of the evaluation described in paragraph (c) of this section must be signed by the accountable manager and must be retained on file by the approved maintenance organisation.
- (e) Upon listing an additional article on its capability list, the maintenance organisation must send a copy of the list to the Authority.
- (f) The capability list must be available in the premises for inspection by the public and the Authority.
- (g) The self-evaluations must be available in the premises for inspection by the Authority.
- (h) The OMA shall retain the capability list(s) and self-evaluation(s) for two years from the date accepted by the accountable manager.

**6.10.E.20 Contract maintenance**

- (a) An OMA may contract a maintenance function pertaining to an article to an outside source provided—
  - (1) The Authority approved the maintenance function to be contracted to the outside source; and
  - (2) The OMA maintains and makes available to the Authority in a format acceptable to the Authority, the following information:
    - (xxiii) The maintenance functions contracted to each outside facility, and
    - (xxiv) The name of each outside facility to whom the OMA contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.
- (b) An OMA may contract a maintenance function pertaining to an article to a non-certificated person provided:
  - (1) The non-certificated person follows a quality control system equivalent to the system followed by the OMA;
  - (2) The OMA remains directly in charge of the work performed by the non-certificated person; and
  - (3) The OMA verifies, by test and/or inspection, that the work has been performed satisfactorily by the non-certificated person and that the article is airworthy before approving it for return to service.

- (c) An OMA may not provide only approval for return to service of a complete type-certificated product following contract maintenance, preventive maintenance, or alterations.

*Note: An OMA that carries out maintenance for another OMA within its own approval scope is not considered to be subcontracting for the purpose of this paragraph.*

*Note: A list of contractors used by the OMA is approved by the Authority through the maintenance procedures manual.*

#### **6.10.E.25 Privileges of the approved maintenance organisation**

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

#### **6.10.E.30 Limitations on the OMA**

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

**6.10.E.35 Certificate of release to service of an aircraft or part, component or assembly**

- (a) A certificate of release to service shall be completed and signed by appropriately authorised certifying staff when satisfied that all required maintenance of the aircraft or aeronautical product has been properly carried out by the OMA in accordance with procedures described in the maintenance procedures manual.
- (b) A certificate of release to service form is required at the completion of any maintenance on an aircraft part, component or assembly when off the aircraft.
- (c) A certificate of release to service shall contain:
  - (1) Basic details of the maintenance carried out including detailed reference of the approved data used;
  - (2) The date such maintenance was completed; and
  - (3) The identity, including the authorisation reference, of the OMA and certifying staff issuing the certificate.
- (d) The release to service form to be used for release of an aircraft or aeronautical part, component or assembly is contained in IS: 6.10.E.35, with adherence to the following items.
  - (1) The certificate of release to service shall contain the following statement: "Certifies that the work specified was carried out in accordance with current regulations and in respect to that work the aircraft/aircraft component is considered approved for release to service."
  - (2) The certificate of release to service shall reference the data specified in the manufacturer's maintenance instructions or instructions for continued airworthiness.
  - (3) Where instructions include a requirement to ensure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of GO/NO gauges. It is not normally sufficient to state that the dimension or the test figure is within tolerance.
  - (4) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
  - (5) When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance as long as there is a cross-reference to the work package containing full details of maintenance carried out. Dimensional information shall be retained in the work package record.
  - (6) The person issuing the release to service shall use a full signature and preferably a certification stamp except in the case where a computer release 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 release to service.



- (e) When a part or component is released to service, the OMA shall complete the INAC Form 601 as contained in IS: 6.10.E.35

*Note: One such method of compliance with item (d)(6) is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) which is keyed into the computer and known only to the individual.*

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

#### **6.10.E.40 Maintenance records**

- (a) The OMA shall record, in a form acceptable to the Authority, all details for maintenance work performed.
- (b) The OMA shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs or modifications performed.
- (c) The OMA shall retain a copy of all detailed maintenance records and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was released from the OMA.
- (d) Each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft/aeronautical product shall make an entry in the maintenance record of that equipment:
  - (1) A description and reference to data acceptable to the Authority of work performed.
  - (2) The date of completion of the work performed.
  - (3) The name of the person performing the work if other than the person specified in this subsection.
  - (4) If the work performed on the aircraft/aeronautical product has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work.
  - (5) The authorised signature, the OMA certificate number, and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
  - (6) The signature constitutes the approval for return to service only for the work performed;
  - (7) In addition to the entry required by this paragraph, major repairs and major modifications shall be entered on a form, and the form disposed of by the person performing the work, in the manner prescribed by the Authority in Part 5.
- (e) No person shall describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless:
  - (1) Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and
  - (2) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed

and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a TSO.

- (f) No person may describe in any required maintenance entry or form, an aircraft or other aeronautical product as being rebuilt unless it has been:
  - (1) Disassembled, cleaned, inspected as permitted;
  - (2) Repaired as necessary; and
  - (3) Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approved oversized or undersized dimensions.
- (g) No person may approve for return to service any aircraft or aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or modification unless:
  - (1) The appropriate maintenance record entry has been made;
  - (2) The repair or modification form authorised by or furnished by the Authority has been executed in a manner prescribed by the Authority;
- (h) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.
- (i) Maintenance record entries for inspections. The person approving or disapproving for return to service an aircraft/aeronautical product, after any inspection performed in accordance with this regulation, shall make an entry in the maintenance record of that equipment containing the following information:
  - (1) The type of inspection and a brief description of the extent of the inspection;
  - (2) The date of the inspection and aircraft total time in service; and
  - (3) The authorised signature, the OMA certificate number, and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
  - (4) If the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement — *I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition;*
  - (5) If the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—*I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator;* and
  - (6) If an inspection is conducted under an inspection program provided for in this regulation, the entry shall identify the inspection program accomplished, and contains a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.

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

**6.10.E.45 Airworthiness data**

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

*Note: The Authority may classify data from another authority or organisation as mandatory and may require the OMA to hold such data.*

- (b) Where the OMA modifies airworthiness data specified in paragraph (a) to a format or presentation more useful for its maintenance activities, the OMA shall submit to the Authority an amendment to the maintenance procedure manual for any such proposed modifications for acceptance by the Authority.
- (c) All airworthiness data used by the OMA shall be kept current and made available to all personnel who require access to that data to perform their duties.
- (d) The Implementing Standard IS: 6.10.E.45 contains detailed requirements concerning airworthiness data.

**6.10.E.50 Reporting of unairworthy conditions**

- (a) The OMA shall report to the Authority and the aircraft design organisation of the State of Design any identified condition that could present a serious hazard to the aircraft.
- (b) Reports shall be made on a form and in a manner prescribed by the Authority and contain all pertinent information about the condition known to the OMA. The report shall contain at least the following items:
  - (1) Aircraft registration number.
  - (2) Type, make and model of the article.
  - (3) Date of the discovery of the failure, malfunction, or defect.
  - (4) Time since last overhaul, if applicable.
  - (5) Apparent cause of the failure, malfunction, or defect.
  - (6) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.
- (c) Where the OMA is contracted by an AOC holder to carry out maintenance, that OMA shall report to the AOC holder any condition affecting the aircraft or aeronautical product.
- (d) Reports shall be made as soon as practicable, but in any case within three days of the OMA identifying the condition to which the report relates.

**6.10.E.55 Authority inspections**

- (a) Each approved maintenance organisation must allow unrestricted and uninterrupted access to the Authority to inspect that approved maintenance organisation and any of its contract maintenance facilities at any time to determine compliance with this Part. Arrangements for maintenance, preventive maintenance, or modifications by a contractor must include provisions for inspections of the contractor by the Authority.

**6.10.E.60 OMA performance standards**

- (a) Each approved maintenance organisation that performs any maintenance, preventive maintenance, modifications for an air operator certificated under Part 9 having an approved maintenance program under Part 9 shall perform that work in accordance with the air operator's manuals.
- (b) Except as provided in paragraph (a), each certificated approved maintenance organisation shall perform its maintenance and modification operations in accordance with the applicable standards in Part 5 - Airworthiness. It shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.
- (c) In addition, each approved maintenance organisation with an avionics rating shall comply with those sections in Part 5 that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating. It shall use test apparatus, shop equipment, performance standards, test methods, modifications, and calibrations that conform to the manufacturer's specifications or instructions, approved specification, and if not otherwise specified, to accept good practices of the aircraft avionics industry.

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**Agência de Aviação Civil**  
**S.Tomé and Príncipe Civil Aviation Regulations**  
**STP-CAR PART 6 – APPROVED MAINTENANCE ORGANISATION**  
**IS – IMPLEMENTING STANDARDS**

**IS: 6.10.B.15 Maintenance organisation certificate**

(a) Following is a sample OMA certificate.

<p>REPUBLICA DEMOCRATICA DE S.TOMÉ AND PRÍNCIPE</p>  <p>Civil Aviation Authority</p> <p>CERTIFICADO DE ORGANIZAÇÃO DE MANUTENÇÃO APROVADA <i>APPROVED MAINTENANCE ORGANISATION CERTIFICATE</i></p> <p>Número _____ <i>Number</i></p> <p>Este certificado é emitido a <i>This certificate is issued to</i></p> <p>_____</p> <p>Cujo domicílio profissional é <i>Whose business address is</i></p> <p>_____</p> <p>Considerando que a sua organização cumpre em todos os aspectos com os requisitos da Parte 6 dos Regulamentos de Aviação Civil de S.Tomé and Príncipe, relativos ao estabelecimento de uma Organização de Manutenção Aprovada e está habilitada a operar uma Organização de Manutenção Aprovada. <i>Upon finding that its organisation complies in all respects with the requirements of the S.Tomé and Príncipe Civil Aviation Regulations Part 6, relating to the establishment of an Approved Maintenance Organisation and is empowered to operate an Approved Maintenance Organisation.</i></p> <p>Com as seguintes qualificações: <i>With the following ratings:</i></p> <p>Este certificado deverá continuar em vigor até _____ <i>This certificate shall continue in effect until</i></p> <p>Data de Emissão ____/____/____ <i>Date Issued</i></p> <p>O Presidente do Conselho de Administração <i>The President of the Board</i></p> <p>_____</p> <p>Este certificado não é transmissível <i>This certificate is not transferable</i></p> <p>F-INAC-11-003</p>
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### **IS: 6.10.C.10 Housing and facility requirements**

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

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

- (d) Hangars used to house aircraft together with office accommodation shall be such as to ensure a clean, effective and conformable working environment.
  - (1) Temperatures should be maintained at a comfortable level.
  - (2) Dust and any other airborne contamination should be kept to a minimum and not permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident.
  - (3) Lighting should be such as to ensure each inspection and maintenance task can be carried out.
  - (4) Noise levels should not be permitted to rise to the point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel should be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
- (e) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions.)
- (f) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the

particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.

- (g) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.
- (h) Storage facilities for serviceable aircraft components shall be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation.
- (i) Manufacturer and standards recommendations shall be followed for specific aircraft components.
- (j) Storage racks shall provide sufficient support for large aircraft components such that the component is not distorted.
- (k) All aircraft components, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.

**IS: 6.10.C.15 Equipment, tools, and material**

- (a) All applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness shall be traceable to the national standards or any other standard acceptable to the Authority.
- (b) Except as provided in paragraph (a), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the county of manufacture may be used if approved by the Authority.
- (c) Where the manufacturer specifies a particular tool, equipment, or test equipment then that tool, equipment, or test equipment shall be used unless the manufacturer has identified the use of an equivalent.
- (d) Except as provided in paragraph (c), tools, equipment, or test equipment other than that recommended by the manufacturer will be acceptable based on at least the following:
  - (1) The OMA shall have a procedure in the Maintenance Procedure Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer.
  - (2) The OMA shall have a program to include:
    - i) A description of the procedures used to establish the competence of personnel that make the determination of equivalency to tools, equipment, or test equipment.
    - ii) Conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment, or test equipment proposed.
    - iii) Ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the manufacturer's recommended tools, equipment, or test equipment.

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

**IS: 6.10.D.05 Personnel requirements**

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

*Note: In small OMAs, one or more of the above positions may be combined subject to approval by the Authority.*
- (c) The Accountable Manager shall be responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the OMA's approval.
- (d) The Base Maintenance Manager shall be responsible for:



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- (1) Ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to specified design and quality standards; and
  - (2) Any corrective action resulting from quality compliance monitoring.
- (e) The Line Maintenance Manager shall be responsible for:
- (1) Ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and
  - (2) Any corrective action resulting from quality compliance monitoring.
- (f) The Workshop Manager shall be responsible for:
- (1) Ensuring that all work on aircraft components is performed to required standards; and
  - (2) Any corrective action resulting from quality compliance monitoring.
- (g) The Quality Manager shall be responsible for:
- (1) Monitoring the OMA's compliance with Part 6; and
  - (2) Requesting remedial action as necessary by the base maintenance manager/line maintenance manager/workshop manager or the accountable manager, as appropriate.
- (h) The OMA may adopt any title for managerial positions, but shall identify to the Authority the titles and persons chosen to carry out these functions.
- (i) Where an OMA chooses to appoint managers for all or any combination of the identified functions because of the size of the undertaking, these managers shall report ultimately through either the Base Maintenance Manager or Line Maintenance Manager or Workshop Manager or Quality Manager, as appropriate, to the accountable manager.
- (j) The managers specified in this subsection shall be identified and their credentials submitted to the Authority. To be accepted, such managers shall have relevant knowledge and satisfactory experience related to aircraft/aircraft component maintenance as appropriate in accordance with these regulations.
- Note: Certifying staff may report to any of the managers specified depending upon which type of control the OMA uses so long as the quality compliance monitoring staff remain independent.*
- (k) The OMA shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.
- (l) If an OMA is approved for base maintenance, the plan shall relate to the aircraft hangar visit plan.
- (m) Man-hour plans shall regularly be updated.
- Note: Work performed on any aircraft registered outside S.Tomé and Príncipe should be taken into account where it impacts upon the production man-hours plan.*
- (n) Quality monitoring compliance function man-hours shall be sufficient to meet the requirement of 6.B160 (b).

- (o) Planners, mechanics, supervisors and certifying staff shall be assessed for competence by "on the job" evaluation or by examination relevant to their particular role within the OMA before unsupervised work is permitted.
- (p) To assist in the assessment of competence, job descriptions are recommended for each position. The assessment shall establish that:
  - (1) Planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no authority to deviate from the aircraft maintenance program.
  - (2) Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.
  - (3) Supervisors are able to ensure that all required maintenance tasks are carried out and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed by the quality organisation.
  - (4) Certifying staff are able to determine when the aircraft or aircraft component is and is not ready to release to service.
- (q) In the case of planners, supervisors, and certifying staff, knowledge of OMA procedures relevant to their particular role shall be demonstrated.
- (r) Training of certifying staff shall be performed by the OMA or by an institute selected by the OMA. In either case, the OMA shall establish the curriculum and standards for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to insure that the trainee has a reasonable chance of successfully completing any course.
- (s) Examinations shall be set at the end of each training course.
- (t) Initial training shall cover:
  - (1) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the OMA intends to maintain;
  - (2) Specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system/structural defects; and
  - (3) Company procedures relevant to the certifying staff's tasks.
- (u) Continuation training should cover changes in OMA procedures and changes in the standard of aircraft and/or aeronautical products maintained.
- (v) The training program shall include details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods.
- (w) The training program established for maintenance personnel and certifying staff by the OMA shall include training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew.

**IS 6.10.D.10 Indoctrination, initial, recurrent training, specialised and remedial training.**

- (a) Each OMA shall provide indoctrination training for employees that include at least 40 hours of instruction in at least the following subjects:
- (1) S.Tomé and Príncipe Civil Aviation Regulations – particularly those associated with OMA maintenance functions and authority as reflected on the certificate and operations specifications.
  - (2) Company manuals, policies, procedures and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance (including inspection), preventive maintenance, and alteration procedures established to show compliance with Part 6;
  - (3) Dangerous goods requirements of 6.10.D.15, including other national laws requiring training for different categories of employees.
  - (4) Maintenance human factors – the elements should focus on aviation maintenance, and safety related issues.
  - (5) Computer systems and software – as applicable to the maintenance organization (including inspection, preventive maintenance and alteration systems and procedures, and
  - (6) Facility security - must include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure.
- (b) Initial training. Each OMA shall provide initial training for employees that include 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 or task training;
  - (3) Shop 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 OMA 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 OMA since completion of initial training;
  - (3) Any other items required by the Authority.
- (d) Specialised training. Each OMA shall provide specialised training, including initial and recurrent, for employees whose duties require a specific skill. Examples of specialised 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 OMA 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 should 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 OMA, in developing training for employees, shall take into account the various training, experience, and skill levels of its employees as follows:
  - (1) Employees that hold an AMT licence;
  - (2) Employees with experience performing similar tasks at another OMA;
  - (3) Employees with applicable military aviation maintenance experience; and
  - (4) Employees with no prior skills, experience, or knowledge.
- (g) Each OMA shall have procedures to determine the frequency of recurrent training and the need for specialised and remedial training.
- (h) Each OMA shall assess the competency of its employees for performing his or her assigned duties after completion of initial, recurrent, specialised and remedial training. This assessment of competency shall be appropriately documented in the employee's training records and shall be by done by any of the following methods, depending upon the size of the OMA, its capabilities and experience of its employees:
  - (1) Written test.
  - (2) Completion of a training course.
  - (3) Skill test.
  - (4) Group exercise.
  - (5) On the job assessment.
  - (6) Oral examination in the working environment.

**IS: 6.10.D.15 Dangerous goods training program**

- (a) Dangerous goods training, at a minimum, shall include at least 8 hours instruction in at least the following:
  - (1) General awareness and familiarisation training — designed to provide familiarity with the requirements of this Part and these regulations and to enable the employee to recognise and identify dangerous goods.

- (2) Function-specific training —concerning the specific requirements of this Part and these regulations, or exemptions or special permits issued, relating to the specific functions the employee performs.
- (3) 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 employee 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.
- (4) Security awareness training —addressing the security risks associated with dangerous goods transportation and methods designed to enhance transportation security. This training must also include a component covering how to recognize and respond to possible security threats.
- (5) In-depth security training —must include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure.
- (6) Any other training required by the Authority.

**IS: 6.10.D.25 Records of management, supervisory, inspection and certifying staff**

- (a) The following minimum information shall be kept on record in respect of each certifying person:
  - (1) Name;
  - (2) Date of birth;
  - (3) Basic training;
  - (4) Type training;
  - (5) Continuation training;
  - (6) Experience;
  - (7) Qualifications relevant to the approval;
  - (8) Scope of the authorisation;
  - (9) Date of first issue of the authorisation;
  - (10) Expiration date of the authorisation (if appropriate); and
  - (11) Identification number of the authorisation.
- (b) Records of these individuals shall be controlled.
- (c) The number of persons authorised to access the system shall be limited to minimise the possibility of records being altered in an unauthorised manner and to limit confidential records from become accessible to unauthorised persons.

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

- (d) A certifying person shall be given reasonable access on request to his or her records.
- (e) The Authority is authorised to and may investigate the records system for initial and continued approval, or when the Authority has cause to doubt the competence of a particular person.
- (f) The OMA shall keep the record of these individuals for at least two years after that person has ceased employment with the OMA or upon withdrawal of his or her authorisation. Upon request, the individual shall be furnished with a copy of their record on leaving the OMA.
- (g) The authorisation document shall be in a style that makes its scope clear to certifying staff and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.
- (h) Certifying staff are not required to carry the authorisation document at all times but shall produce it within a reasonable time of a request from an authorised person.

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

**IS: 6.10.E.05 Maintenance organisation procedures manual**

- (a) OMA personnel shall be familiar with those parts of the manuals that are relevant to the maintenance work they perform.
- (b) The OMA shall specify in the procedures manual who should amend the manual, particularly in the case where the manual consists of several parts.
- (c) The Quality Manager shall be responsible for—
  - (1) Monitoring the amendment of the Procedures Manual, including associated procedures manuals
  - (2) Submitting proposed amendments to the Authority for approval, unless the Authority has agreed, via a procedure stated in the amendment section of the Procedures Manual, that some defined class of amendments may be incorporated without approval by the Authority.
- (d) The procedures manual shall address at least five main areas—
  - (1) Management;
  - (2) Maintenance procedures, including line maintenance procedures;
  - (3) Quality system procedures;
  - (4) Documentation;
  - (5) Examples of standard documents and lists;
  - (6) Other
- (e) Sample maintenance procedures manual format. The manual may be put together in any subject order so long as all applicable subjects are covered.

**Part 1 - Management**

- 1.1 Corporate commitment by the accountable manager
- 1.2 Management personnel
- 1.3 Duties and responsibilities of the management personnel
- 1.4 Management Organisation Chart
- 1.5 List of certifying staff.  
*Note: A separate document may be referenced*
- 1.6 Manpower resources
- 1.7 General description of the facilities at each address intended to be approved
- 1.8 Organisations intended scope of work
- 1.9 Notification procedure to the Authority regarding changes to the organisation's activities/approval/location/personnel
- 1.10 Manual amendment procedures

**Part 2 - Maintenance Procedures**

- 2.1 Supplier evaluation procedure
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternate tools)
- 2.7 Cleanliness standards of maintenance facilities
- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff.
- 2.9 Repair procedure.
- 2.10 Aircraft maintenance program compliance.
- 2.11 Airworthiness Directives procedure.
- 2.12 Optional modification procedure.
- 2.13 Maintenance documentation in use and completion of same.
- 2.14 Technical record control.
- 2.15 Rectification of defects arising during base maintenance
- 2.16 Release to service procedure
- 2.17 Records for the air carrier operator

- 2.18 Reporting of defects to the Authority/Operator/Manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Reference to specific maintenance procedures such as:
  - Engine running procedures,
  - Aircraft pressure run procedures,
  - Aircraft towing procedures,
  - Aircraft taxiing procedures.

**Part L2 - Additional Line Maintenance Procedures**

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

**Part 3 - Quality System Procedures**

- 3.1 Quality audit of organisation procedures
- 3.2 Quality audit of aircraft
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff qualification and training procedures
- 3.5 Certifying staff records
- 3.6 Quality audit personnel
- 3.7 Qualifying inspectors
- 3.8 Qualifying mechanics

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- 3.9 Exemption process control
- 3.10 Concession control for deviation from organisations' procedures
- 3.11 Qualification procedure for specialised activities such as non-destructive testing, welding, etc.
- 3.12 Control of manufacturers' working teams

### **Part 4 - Documentation**

- 4.1 Contracted air operators
- 4.2 Air operator procedures and paperwork
- 4.3 Air operator record completion

### **Part 5 – Examples of documents / lists**

- 5.1 Sample of documents
- 5.2 List of subcontractors
- 5.3 List of line maintenance locations
- 5.4 List of contracted organisations

### **Part 6 – Other sections as the Authority may approve.**



**IS: 6.10.E.35 Certification of release to service of an aircraft or part, component or assembly**

(a) The following is a sample INAC Form 601 - Certificate of Release to Service:

- (1) The certificate shall comply with the format attached including block numbers in that each block must be located as per the layout. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable. The overall size of the certificate may be significantly increased or decreased so long as the certificate remains recognisable and legible.
- (2) All printing shall be clear and legible to permit easy reading.
- (3) Completion shall be in English when it is used for export purposes, otherwise it can be completed in the official language of S.Tomé and Príncipe.
- (4) The details to be entered on the certificate can be either machine/computer printed or handwriting using block letters and must permit easy reading.
- (5) Abbreviations must be restricted to a minimum.
- (6) The original certificate must accompany the items and correlation must be established between the certificate and the items. A copy of the certificate must be retained by the organisation that manufactured or maintained the item.
- (7) Where a single certificate was used to release a number of items and those items are subsequently separated out from each other, such as through a parts distributor, then a copy of the original certificate must accompany such items and the original certificate must be retained by the organisation that received the batch of items. Failure to retain the original certificate could invalidate the release status of the items.

*NOTE: There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.*

- (8) The certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.

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1. REPUBLICA DEMOCRATICA DE S.TOMÉ E PRINCIPE  INAC		2. <b>CERTIFICATE OF RELEASE TO SERVICE</b> INAC FORM 601				3. System Tracking Ref., No.	
4. Organisation Name and Address:					5. Work Order, Contract or Invoice Number		
6. Item	7. Description	8. Part Number	9. Eligibility	10. Quantity	11. Serial/BatchNumber	12. Status/Work	
13. Remarks:							
Note: User/Installer Responsibilities 1. It is important to understand that the existence of this Document alone does not automatically constitute authority to install the part/component/assembly. 2. Where the user/installer works in accordance with the national regulations of an Airworthiness Authority different than the Airworthiness Authority of the country specified in block 1 it is essential that the user/installer ensures that his/her Airworthiness Authority accepts parts/components/assemblies from the Airworthiness Authority of the country specified in block1. 3. Statements in blocks 14 and 19 do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.							
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 specified in block 13			19. <input type="checkbox"/> Part 6 § 6.10.E.35 Release to Service <input type="checkbox"/> Other regulation specified in block 13  Certifies that unless otherwise specified in block 13, the work identified in block 12 and described in block 13, was accomplished in accordance with Part 6 and in respect to that work the item(s) is (are) considered ready for release to service.				
15. Authorised Signature:		16. Approval/Authorisation Number:	20. Authorised Signature		21. Certificate/Approval Ref. No		
17. Name		18. Date (d/m/y)	22. Name		23. Date (d/m/y)		

INAC Form 601 – Issue 1

(c) Completion of the INAC Form 601- Certificate of Release to Service by the originator :

(1) Block 1. The name of the State under whose approval the certificate was issued (Pre-printed)

(2) Block 2.,Pre-printed "Certificate of Release to Service - INAC Form 601"

(3) Block 3. System Tracking Reference Number.

(xxv) Fill in the unique number established by the Authority-approved numbering system.

(xxvi) If the form is computer-generated, it may be produced as programmed by the computer.

(4) Block 4. Organisation (May be pre-printed).

(xxvii) Fill in the full name and address of the Authority-approved organisation:

(xxviii) Company name and address

(xxix) Approval or certificate numbers, when applicable (e.g., approved maintenance organisation certificate numbers, air operator certificate number.)

(5) Block 5. Work Order, Contract, or Invoice Number.

(xxx) Fill in the contract, work order, or invoice number or any internal organisational process such that a fast traceability can be established.

(6) Block 6. Item. This block is provided for the convenience of the organisation issuing the certificate to permit easy cross reference to the 'Remarks' Block 13 by the use of item numbers. Completion is not mandatory. Where a number of items are to be released on the certificate, it is permissible to use a separate listing cross-referencing certificate and list to each other.

(7) Block 7. Description. The name or description of the item shall be given. Preference shall be given to the use of the Illustrated Parts Catalogue (IPC) designation.

(8) Block 8. Part Number. Enter each part number of the product. Preference shall be given to use of the IPC designation

(9) Block 9. Eligibility. Used to indicate the Type-Approved products for which the released items are illegible for installation. Completion of Block 9 is optional, but should be filled out whenever possible. When used, the following entries are permitted:

(xxxi) The specific or series aircraft, engine, propeller or auxiliary power unit model, or a reference to a readily available catalogue or manual which contains such information, for example 'B757';

(xxxii) 'Various' if known to be eligible for installation on more than one model of Type-Approved product, unless the originator wishes to restrict usage to a particular model installation when it shall so state;

(xxxiii) 'Unknown', if eligibility is unknown, this category being primarily for use by maintenance organisations.

*NOTE: Any information in Block 9 does not constitute authority to fit the item in a particular aircraft, engine, propeller or auxiliary power unit. The User/Installer shall cross check eligibility for the particular installation with applicable technical data.*

- (10) Block 10. Quantity. State the quantity of items being released.
- (11) Block 11. Serial/Batch Number. State the item Serial Number and or Batch Number, if applicable, if neither is applicable state "N/A."
- (12) Block 12. Status/work. The following words in quotation marks, with their definitions, indicate the status of the item being released. One or a combination of these words shall be stated in this block:
- (xxxiv) OVERHAULED. The restoration of a used item by inspection, test and replacement in conformity with an approved standard (\*) to extend the operational life.
  - (xxxv) INSPECTED/TESTED. The examination of an item to establish conformity with an approved standard (\*).
  - (xxxvi) MODIFIED. The alteration of an item in conformity with an approved standard (\*).
  - (xxxvii) REPAIRED. The restoration of an item to a serviceable condition in conformity with an approved standard (\*).
  - (xxxviii) RETREADED. The restoration of a used tyre in conformity with an approved standard (\*).
  - (xxxix) REASSEMBLED. The reassembly of an item in conformity with an approved standard (\*).  
(Example: A propeller after transportation.)

*NOTE: This provision shall only be used in respect of items which were originally fully assembled by the manufacturer in accordance with manufacturing requirements such as, type design specifications and procedures.*

*NOTE: The above statements shall be supported by reference in Block 13 to the approved data/manual/specification used during maintenance.*

*(\*) Approved Standard means a manufacturing/design/maintenance/quality standard approved by the competent authority.*

- (13) Block 13. It is mandatory to state any information in this block either direct or by reference to supporting documentation that identifies particular data or limitations relating to the items being released that are necessary for the User/installer to make the final airworthiness determination of the item. Information shall be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination. Each statement shall be clearly identified as to which item it relates. If there is no statement, state 'None'. Some examples of the information to be quoted are as follows:

- (xl) The identity and issue of maintenance documentation used as the approved standard.
- (xli) Airworthiness Directives carried out and/or found carried out, as appropriate.
- (xlii) Repairs carried out and/or found carried out, as appropriate.
- (xliii) Modifications carried out and/or found carried out, as appropriate.
- (xliv) Replacement parts installed and/or parts found installed, as appropriate.
- (xlv) Life limited parts history.

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- (xlvi) Deviations from the customer work order.
  - (xlvii) Identity of other regulation if not Part 6.
  - (xlviii) Release statements to satisfy a foreign maintenance requirement.
  - (xlix) Release statements to satisfy the conditions of other CAAs.
- (14) Blocks 14, 15, 16, 17 and 18: Must not be used for maintenance tasks by Part 6 approved maintenance organisations. These blocks are specifically reserved for release/certification of newly manufactured items in accordance with certification procedures of products and parts of the State of Design or State of Manufacture.
- (15) Block 19. Return to Service. The information is already pre-printed in the block. Contains the required release to service statement for all maintenance by Part 6 approved maintenance organisations. When non Part-6 maintenance is being released block 13 shall specify the particular national regulation. In any case the appropriate box shall be 'ticked' to validate the release. The certification statement 'except as otherwise specified in block 13' is intended to address the following situations;
- (i) The case where the maintenance could not be completed.
  - (ii) The case where the maintenance deviated from the standard required by Part-6.
  - (iii) The case where the maintenance was carried out in accordance with a non Part-6 requirement.
  - (iiii) Whichever case or combination of cases shall be specified in block 13.
- (16) Block 20. Signature. Signature of the individual authorised by the maintenance organisation or air carrier in accordance with Part 5.10.F.25 (a)(2), (3), and (4). The approval signature shall be manually applied at the time and place of issuance.
- (17) Block 21. Certificate number. Enter the maintenance organisation or air carrier operating certificate number.
- (18) Block 22. Name. The typed or printed name of the individual identified in Block 20 and personal authorisation reference.
- (19) Block 23. Date. The date of signing the Block 19 release to service. (d/m/y). The month shall appear in letters e.g. Jan, Feb, Mar etc. The release to service shall be signed at the 'completion of maintenance'.

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

**IS: 6.10.E.45 Airworthiness data**

- (d) The OMA shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft/aeronautical product design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate. Some examples of maintenance-related documents are:
- (1) Civil Aviation Regulations,
  - (2) Associated advisory material,
  - (3) Airworthiness directives,
  - (4) Manufacturers' maintenance manuals,
  - (5) Repair manuals,
  - (6) Supplementary structural inspection documents,
  - (7) Service bulletins,
  - (8) Service letters,
  - (9) Service instructions,
  - (10) Modification leaflets,
  - (11) Aircraft maintenance program,
  - (12) NDT Manual, etc.

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

*Note: To obtain acceptance from the Authority, it is important that accuracy of transcription is assured.*

- (e) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.
- (f) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained and for supervisors, mechanics, and certifying staff to study.
- (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 program to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

End

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