

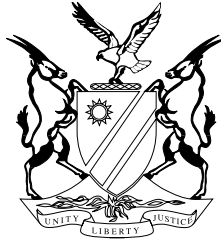
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

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**NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS:
NAM-CATS-AMO "AIRCRAFT MAINTENANCE ORGANISATIONS"**

The Director: Civil Aviation has under regulation 11.03.5 of the Namibian Civil Aviation Regulations, 2001 and in consultation with the Civil Aviation Regulations Committee issued the technical standards in the Schedule. These technical standards shall come into operation on 31 March 2003.



REPUBLIC OF NAMIBIA

CIVIL AVIATION

**DOCUMENT NAM-CATS-AMO
(AIRCRAFT MAINTENANCE ORGANISATIONS)**

**NAMIBIAN CIVIL AVIATION TECHNICAL
STANDARDS RELATING TO AIRCRAFT MAINTENANCE
ORGANISATIONS**

1. GENERAL

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above, on 31 March 2003 issued technical standards relating to aircraft maintenance organisations to be known as Document NAM-CATS-AMO.

2. PURPOSE

Document NAM-CATS-AMO contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of aircraft maintenance organisations.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 2001, for example, technical standard 145.02.1 refers to regulation 1 of Subpart 2 of Part 145 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation. The abbreviation "CATS" refers to any technical standard.

3. SCHEDULES AND NOTES

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

LIST OF TECHNICAL STANDARDS

- 145.02.1 MANUAL OF PROCEDURE**
0. Information to be contained in manual of procedure
- 145.02.2 QUALITY ASSURANCE SYSTEM**
0. Minimum standards for a quality assurance system
- 145.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**
0. Form of application
- 145.02.7 ISSUING OF APPROVAL**
0. Form of approval
- 145.02.12 RENEWAL OF APPROVAL**
0. Form of application

ANNEXURES

- ANNEXURE A: APPLICATION FOR THE ISSUING OF AN
AIRCRAFT MAINTENANCE ORGANISATION
APPROVAL
- APPLICATION FOR THE AMENDMENT OF AN
AIRCRAFT MAINTENANCE ORGANISATION
APPROVAL

APPLICATION FOR THE RENEWAL OF AN
AIRCRAFT MAINTENANCE ORGANISATION
APPROVAL

ANNEXURE B: AIRCRAFT MAINTENANCE ORGANISATION
APPROVAL

145.02.1 MANUAL OF PROCEDURE

3. Information to be contained in manual of procedure

3.1 The information referred to in CAR 145.02.1(b), which must be contained in the manual of procedure of the applicant, must include the following:

3.1.1 Management

(1) Corporate commitment

A statement containing the commitment of the accountable manager and compliance officer, on behalf of the organisation, to comply with the airworthiness requirements as set out in this document and approved by the Director.

(2) Management personnel

A list of the key management personnel and their positions.

(3) Duties and responsibilities of the management personnel

A statement containing the duties and responsibilities of each management position mentioned in (2). For clarity, additional positions may be added.

(4) Management organisation chart

The chart must show all line management positions down to supervisory level.

(5) List of certifying personnel

A list of all certifying personnel authorised to release aircraft on behalf of the organisation, with a scope of their authority and with signatures and stamps must be provided.

A separate document may be referenced.

(6) Human resources

A statement identifying the human resources employed by the organisation.

(7) General description of facilities at each location intended to be approved

A description of the facilities and layout is required.

(8) Organisation's intended approved scope of approval

A statement of the scope of approval being applied for.

(9) Notification procedure to the Director regarding changes in the organisation's facilities/equipment/tools/material/procedures/personnel/scope of work

A statement indicating who is responsible for notifying the Director regarding changes, and what changes are subject to notification.

(10) Manual of procedure amendment procedures

A statement regarding the responsibility and procedure for amendment of the manual of procedure, as well as the associated documents referred to in the manual of procedure.

3.1.2 Maintenance procedures

(1) Purchasing procedure

A description of, or reference to, a procedure indicating that purchase documents will contain data clearly describing the product ordered, as well as the traceability documentation or data to be delivered with the product ordered.

(2) Supplier evaluation procedure

A description of, or reference to, a procedure used by the organisation to evaluate and approve suppliers.

(3) Acceptance/inspection of aircraft components from outside contractors

A description of, or reference to, a procedure for the documented control of verification, storage and maintenance of aircraft components from outside contractors.

(4) Storage, tagging and release of aircraft components and material to aircraft maintenance

A description of, or reference to, a procedure for handling, storage, packaging (tagging), preservation of aircraft components and material to aircraft maintenance.

(5) Acceptance of tools and equipment

A description of, or reference to, a procedure for acceptance of tools and equipment by the organisation for use in the maintenance of aircraft.

(6) Calibration of tools and equipment

A description of, or reference to, a procedure for the calibration of measuring and testing tools and equipment used on aircraft systems and equipment.

(7) Use of tools and equipment by personnel

A description of, or reference to, a procedure for the methods in which special tools and equipment are used.

(8) Cleanliness standards of maintenance facility

A statement regarding the standard of cleanliness to be maintained.

(9) Repair procedure

A description of, or reference to, the procedures for the repair of aircraft components.

(10) Maintenance, structural repair and parts manuals

A description of, or reference to, a procedure for the updating and availability to personnel of the relevant maintenance, structural repair and parts manuals for the aircraft to be maintained.

- (11) Aircraft maintenance programme, A.D. procedures, modification procedures and technical record control

A description of, or reference to, a procedure indicating compliance with the aircraft maintenance programme, A.D. procedures, modification procedures and technical record control.

- (12) Maintenance documentation

A description of, or reference to, a procedure of the relevant documentation to be used and instructions for the completion thereof.

- (13) Rectification of defects

A description of, or reference to, a procedure for the methods to be employed for the rectification of defects arising during base maintenance.

- (14) Release to service

A description of, or reference to, a procedure for the manner in which an aircraft is to be released to service after base maintenance.

- (15) Records for the operator

A description of, or reference to, a procedure for the records to be kept and the manner in which they are to be given to the operator.

- (16) Defective aircraft components

A description of, or reference to, a procedure for the return of defective aircraft components to the store and the method to be employed for routing the defective aircraft components to outside contractors and the return thereof.

- (17) Special maintenance procedures

A description of, or reference to, a procedure for the manner in which specific maintenance procedures that may be required, such as -

- (a) engine running;
- (b) aircraft pressurisation tests;
- (c) aircraft towing and others,

are to be employed.

3.1.3 Line maintenance

- (1) Line maintenance control

A description of, or reference to, a procedure for the control of aircraft components, tools, equipment, etc., used during line maintenance.

- (2) Servicing, fuelling, etc. during line maintenance

A description of, or reference to, a procedure for the servicing, fuelling, etc. done during line maintenance.

(3) Control of defects and repetitive defects

A description of, or reference to, a procedure for the manner in which defects and repetitive defects are to be controlled.

(4) Completion of technical log

A description of, or reference to, a procedure for the completion of aircraft technical log during line maintenance.

(5) Return of defective parts removed from aircraft

A description of, or reference to, a procedure for the return to the stores of defective aircraft parts removed from the aircraft during line maintenance.

3.2 The manual of procedure must contain the information to demonstrate that the organisation has the management, resources and procedures to comply with the requirements prescribed in Part 145 of the CARs.

3.3 The manual of procedure may either be a self contained document, or it may refer to other documents referred to in the manual of procedure which will be considered to be equally binding on the organisation.

145.02.2 QUALITY ASSURANCE SYSTEM

3. Minimum standards for a quality assurance system

(1) The objectives of the quality assurance system referred to in CAR 145.02.2(2) are -

- (a) to monitor, and report to management, the level of compliance with the organisation's manual of procedure and airworthiness requirements;
- (b) to correct any non-compliance identified and to implement actions to prevent the recurrence of such non-compliance; and
- (c) to present to management for the purpose of review and implementing further corrective or preventive action, quality indicators such as audit reports, accidents, incidents, occurrences, customer complaints and personnel reports.

(2) The quality assurance system must include -

(a) Quality audit of the organisation

A description of, or reference to, a procedure for the quality audits to be performed on the organisation.

(b) Quality audit of aircraft

A description of, or reference to, a procedure for the quality audits to be done on the aircraft during maintenance work.

(c) Quality audit remedial action

A description of, or reference to, a procedure of remedial actions to be taken after quality audits.

(d) Management analyses and overview

A description of, or reference to, a procedure for bringing to the attention of management quality indicators (such as audit reports, progress on corrective action, accidents, incidents, occurrences, customer complaints and personnel reports) and documenting the appropriate action decided and implemented to maintain an adequate level of conformance to airworthiness requirements.

(e) Certifying personnel competence and training

A description of, or reference to, a procedure for the competence required of certifying personnel and the programme of training and recurrent training of certifying personnel.

(f) Certifying personnel records

A description of, or reference to, a procedure of the methods to be used for keeping technical records of certifying personnel.

(g) Quality audit personnel

A chart or a list indicating the qualifications of quality audit personnel.

(h) Qualifying inspectors and mechanics

A description of, or reference to, a procedure for the competence required of qualifying inspectors or mechanics, and a programme of training and recurrent training of personnel.

(i) Exemption/concession control

A description of, or reference to, a procedure to be used when permission is required to deviate from the requirements of the organisation's manual of procedures, or to deviate from specified aircraft/aircraft component maintenance tasks.

(j) Specialised activities

A description of, or reference to, a procedure for applying specialised activities such as welding, N.D.T. etc.

(3) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.

(4) The quality assurance system must be documented in the manual of procedure referred to in CAR 145.02.1.

145.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

3. Form of application

The form referred to in CAR 145.02.6(a), in which application must be made for the issuing of an aircraft maintenance organisation approval, or an amendment thereof, is contained in Annexure A.

145.02.7 ISSUING OF APPROVAL**3. Form of approval**

The form referred to in CAR 145.02.7(2), on which an aircraft maintenance organisation approval is issued, is contained in Annexure B.

145.02.12 RENEWAL OF APPROVAL**1. Form of application**

The form referred to in CAR 145.02.12(1)(a), in which an application for the renewal of an aircraft maintenance organisation approval must be made, is contained in Annexure A.

