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AIRWORTHINESS

MAINTENANCE

CERTIFICATION OF AIRCRAFT MAINTENANCE ORGANISATIONS

1. GENERAL

To enable organisations intending to apply for Aircraft Maintenance Organisation approvals in accordance with Part 145 of the NAMCAR's 2001, as amended. To assess their eligibility for the various categories and ratings prescribed for such approvals, the following is published for information and guidance.

2. APPLICATIONS

An application may be made for approvals for any one or more categories. The application form will be available on the following website in the near future: www.ncaa.com.na under forms and applications/aircraft. However, an application form as prescribed by NAM-CATS-AMO is available from, the NCAA offices.

3. RATINGS

3.1. Ratings will be granted for one or more types of aircraft, engines or terms of equipment.

3.2. Provision has also been made for the granting of restricted ratings in cases where the applicant falls short in some respect with regard to the requirements for the issue of full class ratings.

3.3. Application may therefore be made for any one or more of the following ratings in each category:

3.3.1. Any one or more named types of aircraft, engine, propeller, accessory or equipment.

3.3.2. Any one or more of the classes of aircraft, engine or items of equipment stated in the NAMCARs.

3.3.3. Any one or more of the classes of aircraft, engine or items of equipment stated in NAMCARs with certain restrictions or exclusions.

4. REQUIREMENTS

As the Namibia Civil Aviation Regulations Part 145 2001, as amended prohibit the holder of an Aircraft Maintenance Organisation Approval from exercising the privileges of that approval unless the organisation has the necessary facilities and qualified staff to perform the work in accordance

with all current requirements relating to the maintenance and airworthiness of the particular type of aircraft, airframe, engine or other equipment it stands to reason that an approval rating cannot be granted by the Executive Director unless it is shown to his/her satisfaction that these requirements can be met by the applicant.

5. MANUAL OF PROCEDURE

Guidelines for the compilation of a Manual of Procedure are stated in NAM-CATS-AMO Part 145.02.1 and 145.02.2. It is advised that the requirements for the Quality Assurance System be incorporated into the Manual of Procedure.

5.1. Information to be contained in manual of procedure

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

5.1.1. Management

a. 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 Executive Director.

b. Management personnel

A list of the key management personnel and their positions.

c. 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.

d. Management organisation chart

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

e. 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.

f. Human resources

A statement identifying the human resources employed by the organisation.

g. General description of facilities at each location intended to be approved

A description of the facilities and layout is required.

h. Organisation's intended approved scope of approval

A statement of the scope of approval being applied for.

i. Notification procedure to the Executive 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 Executive Director regarding changes, and what changes are subject to notification.

j. 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.

5.1.2. Maintenance Procedures

a. 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.

b. Supplier evaluation procedure

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

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. Cleanliness standards of maintenance facility

A statement regarding the standard of cleanliness to be maintained.

i. Repair procedure

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

j. 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.

k. 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.

l. Maintenance documentation

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

m. 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.

n. 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

o. 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.

p. 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.

q. 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 –

- Engine running;
- Aircraft pressurisation tests;
- Aircraft towing and others, are to be employed.

5.1.3. Line Maintenance

a. Line maintenance control

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

b. Servicing, fuelling, etc. during line maintenance

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

c. 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.

d. Completion of technical log

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

e. 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.

5.2. 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 NAMCARs.

5.3. 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.

5.4. Minimum standards for a quality assurance system

5.4.1. The objectives of the quality assurance system referred to in NAMCAR 145.02.2(2) are

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- 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 preventative action, quality indicators such as audit reports, accidents, incidents, occurrences, customer complaints and personnel reports.

5.4.2. 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.

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

5.4.4. The quality assurance system must be documented in the manual of procedure referred to in NAMCAR 145.02.1.

6. QUALIFICATIONS AND EXPERIENCE OF SUPERVISORY PERSONNEL

6.1. As the Director must satisfy himself that the personnel in direct control of all maintenance operations are suitably qualified, it is necessary to call for information on this matter from the applicant and an experience summary for each person using FSS-AIR-FORM 003F and FSS-AIR-FORM003G must be submitted with each application and further summaries must be supplied whenever changes are made in this class of personnel.

6.2. These summaries may form part of the Manual of Procedure or may be separately submitted but they must reflect:

6.2.1. the name of the individual;

6.2.2. his designation in the organisation, i.e. Accountable Manager, foreman sheet metal shop, etc.;

- 6.2.3. the scope of his duties and responsibilities, e.g. engine overhaul, propeller overhaul, etc.;
- 6.2.4. his total experience in the type of work for which he is responsible;
- 6.2.5. his employment record in detail over at least the last two years; and
- 6.2.6. Detail of any aircraft maintenance engineer licenses currently held, showing categories and ratings.