



SPECIAL CONDITIONS SUPPLEMENT (SCS) TO A FOREIGN AMO MAINTENANCE PROCEDURES MANUAL (MPM) / MANUAL OF PROCEDURE (MOP)

*Special Conditions Supplement (SCS) To A Foreign AMO: **Write the name of the Manual supplemented***

Approved SCS Ref. No:

Foreign AMO MPM Ref. No: **Enter the AMO MPM/MOP/MOE**

Foreign AMO Name and Postal Address:

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Foreign AMO Residential Address:

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Foreign AMO Local(State) Authority Approval No: **Enter the AMO Approval Number as issued by your Primary Civil Aviation Authority**

NCAA Authority AMO Approval No.:

This approved Special Conditions Supplement (SCS) forms part of the foreign AMO Maintenance Procedures Manual (MPM). The SCS together with the foreign AMO local Authority approved MPM form the basis of approval of a foreign AMO to carry out maintenance on aircraft and or components in accordance with The Namibia Civil Aviation Authority (Approved Maintenance Organization) Regulations NAMCAR 145.

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1.0 LIST OF EFFECTIVE PAGES

2.0 STATEMENT OF COMPLIANCE

3.0 AMENDMENT PROCEDURE

Identify the position within the AMO that is responsible for amendment action and coordinating the approval process of the SCS.

4.0 INTRODUCTION

- 4.1 This paragraph should address why the supplement is necessary.
- 4.2 Regulation 56 of the Civil Aviation (Air Operator Certification and Administration) Regulations provides for Authority approval of maintenance organization or repair station selected by the air operators to carry out maintenance on Authority approved AOC holder's aircraft. The organization can be a foreign based
- 4.3 The SCS is meant to cater for the specific Authority requirements and differences that might be there between Civil Aviation (Approved Maintenance Organization) Regulations and the foreign Authority Regulations. The foreign AMO shall be approved when the Authority is satisfied that the AMO complies with maintenance Special Conditions specified in this AC.

5.0 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

- 5.1 This paragraph represents the statement by the Accountable Manager that the organization will comply with the conditions specified in the SCS and operate in accordance with Regulation 26 of the Civil Aviation (Approved Maintenance Organization) Regulations.
- 5.2 An acceptable statement for this paragraph would be:
 - 5.2.1 This Supplement in conjunction with the foreign AMO approved MPM Ref. defines the organization and procedures upon which the Authority approval has been granted.
 - 5.2.2 These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the conditions of the Civil Aviation (Approved Maintenance Organization) Regulations.
 - 5.2.3 It is accepted that the AMO's procedures do not override the necessity of complying with any additional requirements formally published by the Authority and notified to this organization from time to time.
 - 5.2.4 It is understood that the Authority Approval Certificate will be valid whilst the Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Authority reserves the right to revoke the Approval Certificate if it considers that procedures are not followed or standards not upheld.

.....
Signed by the Accountable Manager
For and on behalf of the AMO

Note: Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous Authority Acceptance.

6.0 APPROVAL BASIS AND LIMITATION

- 6.1 The Authority approval is based upon the AMO compliance with local Authority Regulations and Requirements except where varied by the conditions specified in this AC.
- 6.2 The Authority approval is limited to the work scope listed below, and as indicated in the approval document Specific Operating Provisions (SOP). In any case whatsoever it must approval document.

7.0 ACCESS BY THE AUTHORITY

It should be stated that the Authority inspectors will be allowed access to the AMO for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems as required by NAMCAR Part 145 of the Namibian Civil Aviation Regulations.

8.0 WORK ORDERS

- 8.1 It is the responsibility of the operator to raise the maintenance work orders and scheduled maintenance inspection check list or work package task cards specifying the inspections, repairs, modifications, overhaul, airworthiness directives and parts replacements that should be carried out and to make sure that the AMO receives them in time for the work to be accomplished within the required time frame.
- 8.2 The operator remains responsible for correctly informing the AMO by work order of all required mandatory maintenance inspections and modifications.

9.0 APPROPRIATE MAINTENANCE AND ENGINEERING REFERENCE MANUALS.

It is the responsibility of the Operator and the AMO to ensure that the AMO has all relevant, current maintenance and engineering technical documents (e.g. Manuals, ADs and SBs) appropriate for the type aircraft, reference may be made to Part 43 of the Namibian Civil Aviation Regulations as amended.

10.0 MAJOR REPAIRS / MODIFICATIONS

The procedure for the AMO to ensure that the Authority approves major repairs and major modifications when necessary or has confirmed that the AMO local Authority approved data is acceptable. The AMO should request the operator to provide such written proof from the Authority.

Note: *The Authority accepts repairs and modifications issued by the Manufacturer and approved by the Authority of the state of manufacture through the Type Certificate holder.*

11.0 RELEASE OF COMPONENTS AFTER MAINTENANCE

- 11.1 Release to service of components up to and including complete power plants should be carried out in accordance with the AMO local Authority Regulations and part 43 of the Namibian Civil Aviation Regulations as amended. At the completion of maintenance appropriate release to service documents and certificates should be issued by the AMO. The AMO release to service certificates must indicate the Authority approval number in addition to the local Authority approval. Reference be made to Part 145 (Aircraft Maintenance Organization) of the Civil Aviation Regulations as amended.
- 11.2 The release to service certifying statement shall specify any overhaul, repairs, modifications, Airworthiness Directives, replacement parts and quote the reference and issue/revision of the approved data used, (EASA Form One is a typical acceptable component release to service document after maintenance).

12.0 VALIDITY OF AIRWORTHINESS CERTIFICATE

The Operator or owner is responsible for ensuring that the Certificate of Airworthiness (C of A) remains valid. The Operator or owner however, should ensure that the C of A is valid after the AMO issues the aircraft release to service certificate after maintenance.

13.0 RELEASE OF AIRCRAFT AFTER MAINTENANCE

- 13.1 Release to service of aircraft shall be carried out in accordance with the AMO local Regulations Requirements and Part 43 of the Namibian Civil Aviation Regulations as amended, except where when stated otherwise in this paragraph.
- 13.2 Where the Authority, or operator requires to use his own release to service documents, this shall be done in accordance with Part 145 (Aircraft Maintenance Organization) of the Civil Aviation Regulations as amended.
- 13.3 The release to service document shall specify the aircraft maintenance check carried out, plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used.
- 13.4 Any work not carried out shall be clearly indicated and the operator informed. This should work within the permitted deviations of the approved maintenance program and it could be when:
- 13.4.2 Some of the maintenance work requested by the operator has not been carried out.
 - 13.4.2 Or a case where the particular maintenance work requirement is not approved by the AMO Local Authority
- 13.5 Otherwise the AMO must issue the certification when all required maintenance has been carried out and appropriately certified.
- 13.6 The AMO Authority approval Certificate Number and the local Authority approval Certificate Number must be quoted on the release to service documents

14.0 REPORTING OF UNAIRWORTHY CONDITIONS

- 14.1 The procedure that will be followed to report found defect and un-airworthy conditions be stated indicating the time frame within which the report must be made and to who.
- 14.2 Part 145 (Approved Maintenance Organization) of the Civil Aviation Regulations as amended requires that the report be made to the Authority as soon as possible but in any case not later than three days (48 hours).

15.0 QUALITY MONITORING (QM) SYSTEM

- 15.1 Part 145 (Approved Maintenance Organization) of The Civil Aviation Regulations as amended requires an independent AMO quality system.
- 15.2 The QM system procedures shall explain the independent audit system, the management control and follow up system, and the annual audit schedule program.
- 15.3 A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies.

16.0 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

A statement that appropriate housing, facilities and equipment are available and shall be provided for aircraft whose maintenance is being contracted. Reference may be made to Part 145 (Aircraft Maintenance Organization) of the Civil Aviation Regulations as amended.

17.0 COMPONENTS AUTHORIZED FOR USE DURING MAINTENANCE & MODIFICATION

- 17.1 Component means any component part of an aircraft up to and including a complete power plant and any operational or emergency equipment. They should be traceable to the Type Certificate (TC) holders Parts Catalogue and MUST be in a satisfactory condition for fitment.
- 17.2 New components should be accompanied by appropriate release document issued by the approved Production Certificate holder
- 17.3 Used components should be traceable to an approved maintenance organizations or repair stations which certified the previous maintenance and in case of life limited parts certified the cycles and life used.

18.0 SUB-CONTRACTED MAINTENANCE

- 18.1 A statement on how sub-contracted maintenance work shall be managed.
- 18.2 Part 145 (Aircraft Maintenance Organization) of the Civil Aviation Regulations as amended provides for AMO sub-contracting maintenance work to another AMO, (approved or not approved by the Authority). In any case, it is required that there exist a maintenance contract agreement between the two AMOs stating what specific work activity has been contracted.
- 18.3 The contracting AMO must have proof that the sub-contracted AMO holds the required local Authority approval and capability for the contracted maintenance work.
- 18.4 Whatever the case, the contracting AMO remains responsible for the quality of the maintenance being carried out by the sub-contracted AMO.

Notes:

- (i) *The AMO shall not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance sub contract agreement with another AMO that is appropriately rated and approved to perform such maintenance work.*
- (ii) *In such a case the sub-contracted AMO may not need to be approved by the Authority, however, the maintenance sub-contract agreement must clearly indicate that the approved AMO still remains responsible for the quality of the released to service of the sub-contracted maintenance work.*

19.0 Hazardous Material

- 19.1 Defined procedures and instruction to enable personnel to recognize hazardous material incidents.
- 19.2 Define a procedure for notification and reporting of hazardous