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## **Title: Non-EASA Maintenance Organisation Applications**

### **1. Introduction**

This AAM provides information to organisations initially applying for approval to overhaul, modify, repair or maintain aircraft, including their accessories and component parts, which are not subject to European Regulation (EC) No. 216/2008, i.e. Annex II aircraft, operating on a Flight Permit. It establishes a procedure for the approval of such organisations in accordance with Article 8 (4) (a) (1) of the Irish Aviation Authority (Personnel Licensing) Order, 2000 (SI No. 333 of 2000) and outlines their rights and obligations as approval holders.

The categories of aircraft to which this applies are listed in Annex II to (EC) No. 216/2008.

### **2. References**

This Advisory Memorandum supersedes and replaces Airworthiness Advisory Memorandum 01-15 R1.

### **3. Application**

An application for a national maintenance approval shall be made, in writing, to the IAA. An application must be accompanied by a National Maintenance Organisation Manual (NMOM) and the appropriate Fee (see Irish Aviation Authority (Fees) Order, as amended).

### **4. Issue of the Approval**

An organisation shall be entitled to have a maintenance organisation approval issued by the IAA when it has demonstrated compliance with this Requirement.


### **5. Terms of Approval**

The organisation shall specify the scope of work deemed to constitute the approval in a National Maintenance Organisation Manual (NMOM).

### **6. National Maintenance Organisation Manual**

The maintenance organisation shall provide a manual (see sample NMOM in Appendix 1 to this AAM) containing at least the following information:

- a) a statement signed by the Chairperson to confirm that the organisation will continuously work in accordance with the manual at all times; and
- b) the organisation's scope of work; and
- c) the title(s) and name(s) of person(s) referred to in paragraph 8.2; and

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- d) an organisation chart showing associated chains of responsibility between the person(s) referred to in paragraph 8.2; and
- e) a list of certifying staff with their scope of approval; and
- f) procedures specifying how the maintenance organisation ensures compliance with this Requirement; and
- g) the maintenance organisation manual amendment procedure(s).

6.1 The maintenance organisation manual and its amendments shall be approved by the IAA.

## 7. Facilities

The organisation shall appoint a person responsible for ensuring that:

- a) the facilities used for the purposes of performing maintenance are suitable. This person may be the same person required in paragraph 8.2.

## 8. Personnel Requirements

8.1 The organisation shall appoint a Chairperson, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by the IAA.

8.2 A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this requirement. Such person(s) shall be ultimately responsible to the Chairperson.

8.3 All paragraph 8.2 persons shall be able to demonstrate relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.


8.4 The qualification/experience of all personnel involved in maintenance shall be demonstrated and recorded.

8.5 The maintenance organisation shall have sufficient certifying staff to issue certificates of release to service for aircraft and components.

## 9. Designated Certifying Staff

The organisation approved in accordance with Article 8 (4) (a) (1) of the Irish Aviation Authority (Personnel Licensing) Order, 2000 (SI No. 333 of 2000) may designate persons to certify on its behalf any overhaul, modification, repair or maintenance of aircraft including their accessories and component parts, in accordance with the procedures in the NMOM. Such persons are termed Certifying Staff and may include pilot-owners.

9.1 Certifying staff can only exercise their privileges, if the organisation has ensured:

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a) that certifying staff can demonstrate that they are in compliance with this Requirement; and

b) that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained, together with the associated organisation procedures.

9.2 The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval, as part of the organisation's manual.

9.3 All certifying staff shall be assessed for competence by the organisation at intervals not exceeding 24 months.

## 10. Components, Equipment and Tools

10.1 The organisation shall demonstrate that it has access to all equipment and tools required.

10.2 Tools and equipment shall be controlled and calibrated, where necessary.

## 11. Maintenance Data

11.1 The organisation shall have access to and use only applicable maintenance data in the performance of maintenance, including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.

11.2 For the purposes of this Requirement, applicable maintenance data is:

- a) any applicable requirement, procedure, standard or information issued by the IAA;
- b) any applicable Airworthiness Directive (AD) or Mandatory Permit Directive (MPD);
- c) applicable maintenance data may be the latest edition of historical data.
- d) standard practices e.g. FAA Advisory Circular 43.13-1B


10.3 The organisation shall ensure that all applicable maintenance data is current and readily available for use when required.

## 12. Maintenance Work Orders

12.1 Before the commencement of maintenance a written work order shall be agreed between the organisation and the registered owner requesting maintenance to clearly establish the maintenance to be carried out.

## 13. Performance of Maintenance

13.1 All maintenance shall be performed by certifying staff, following the methods, techniques, standards and instructions specified in the maintenance data. Furthermore, an independent inspection shall be carried out after any flight safety sensitive maintenance task, unless otherwise specified by the IAA.

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13.2 All maintenance shall be performed using the tools, equipment and material specified in the maintenance data unless otherwise specified by the IAA.

13.3 All maintenance shall be performed within any environmental limitations specified in the maintenance data.

13.4 In case of inclement weather or lengthy maintenance, proper facilities shall be used.

13.5 After completion of all maintenance a general verification must be carried out to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.

#### **14. Certificate of Release to Service**

14.1 At the completion of all required aircraft maintenance in accordance with this Requirement an aircraft certificate of release to service shall be issued by appropriate certifying staff on behalf of the maintenance organisation.


14.2 A release as specified in IAA Aeronautical Notice A.8 shall be issued when it has been verified that all maintenance has been properly carried out in accordance with the procedures specified in the manual, taking into account the availability and use of the maintenance data specified in paragraph 10, and that there are no known non-compliances which hazard flight safety.

14.3 A Certificate of Release to Service shall contain as a minimum:

- a) basic details of the maintenance carried out; and
- b) the date such maintenance was completed; and
- c) the hours and cycles accrued on the airframe/engine/propeller/component, as appropriate; and
- d) the identity of the organisation issuing the release to service, including:
  - i) the approval reference of the maintenance organisation and the certifying staff issuing the certificate; or
  - ii) in the case of a certificate of release to service described under paragraph 16.2, the identity and licence number of the certifying staff issuing such a certificate; and
- e) the limitations to airworthiness or operations, if any.

14.4 A Certificate of Release to Service shall not be issued in the case of any known noncompliance that endangers flight safety.

14.5 The Certificate of Release to Service should relate to the task specified in the relevant maintenance data and be made in accordance with IAA Aeronautical Notice A.8.

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## 15. Maintenance Records

15.1 The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the certificate of release to service shall be retained.

15.2 The approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft owner, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.

15.3 The approved maintenance organisation shall retain a copy of all maintenance records for three years from the date the aircraft, or aircraft component to which the work relates, was released from the approved maintenance organisation, and:

- a) the records shall be stored in a manner that ensures protection from damage, alteration and theft;
- b) all computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition;
- c) where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component, or shall be stored as specified by the IAA.


## 16. Privileges of the Organisation

16.1 The maintenance organisation approved in accordance with Article 8 (4) (a) (1) of the Irish Aviation Authority (Personnel Licensing) Order, 2000 (SI No. 333 of 2000) may:

- a) overhaul, modify, repair or maintain any aircraft and/or component for which it is approved;
- b) issue certificates of release to service on completion of maintenance, in accordance with paragraph 13;
- c) make recommendations to the IAA for the issue/renewal of Flight Permits, when it is so approved;
- d) extend twice the validity of a Validity Certificate issued by the Irish Aviation Authority, for any aircraft for which it is approved;
- e) issue a Certificate of Fitness for Flight for any aircraft for which it is approved.

## 17. Organisational Review

- 17.1 To ensure that the approved maintenance organisation continues to meet these requirements, it shall organise, at least once every 12 months, organisational reviews.

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## 18. Changes to the Approved Maintenance Organisation

18.1 In order to enable the IAA to determine continued compliance with these Requirements, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

- a) the name of the organisation;
- b) the address of the organisation;
- c) additional locations of the organisation;
- d) change of Chairperson;
- e) any of the persons specified in paragraph 8.2;

18.2 In the case of proposed changes not known to the management beforehand, these changes shall be notified at the earliest opportunity.

## 19. Continued Validity of the Approval

19.1 An approval shall be issued for an unlimited duration. It shall remain valid subject to:

- a) the organisation remaining in compliance with its NMOM, in accordance with the provisions related to the handling of findings as specified under paragraph 19; and
- b) the IAA being granted access, at least once every 12 months, to the organisation to determine continued compliance with the NMOM; and
- c) the approval not being surrendered or revoked.

19.2 Upon surrender or revocation, the approval certificate shall be returned to the IAA.


## 20. Findings by the IAA

20.1 When objective evidence is found showing non-compliance of the holder of an organisation approval with the applicable requirements, the finding shall be classified as follows:

- a) a level one finding is any non-compliance with the applicable requirements, which lowers the safety standard and hazards flight safety;
- b) a level two finding is any non-compliance with the applicable requirements, which is not classified as level one.

20.2 After receipt of notification of findings:

- a) the holder of the approval shall define the corrective action plan and demonstrate corrective action to the satisfaction of the IAA, and within a period agreed with the IAA;

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b) for level one findings, immediate action shall be taken by the IAA to revoke, limit or suspend in whole or in part, the organisation approval, until successful corrective action has been taken by the organisation;

c) for level two findings, the corrective action period granted by the IAA will be appropriate to the nature of the finding and initially will not be more than 3 months. In certain circumstances, the IAA may extend the 3 month period, subject to the nature of the finding and the demonstration of a satisfactory corrective action plan;

d) action will be taken by the IAA to suspend in whole or in part the organisation approval in case of failure to comply within the agreed timescales.

20.3 In the case of level one or level two findings, the organisation approval may be subject to a partial or full suspension or revocation. The Chairperson of the organisation approval shall provide confirmation of receipt of the notice of suspension or revocation of the organisation approval in a timely manner.

## 21. Flight Permit Recommendations

Certain aircraft, which may not qualify for a Certificate of Airworthiness, are issued a Flight Permit under Article 7 (b) of the Irish Aviation Authority (Airworthiness of Aircraft) Order, 1996. This allows the aircraft to fly or attempt to fly, when the terms and conditions on the Flight Permit are complied with.


Flight Permits are issued by the Irish Aviation Authority.

### 21.1 Flight Permit Recommendations

The organisation may be permitted to make recommendations for the issue of Flight Permits to the Irish Aviation Authority. This organisation shall have procedures in place to ensure that a Flight Permit inspection is performed by suitably designated persons and, if satisfactory, a recommendation is made in writing to the IAA.

### 21.2 3 Year Flight Permits

For organisations making in excess of 20 Flight Permit recommendations per year, the Irish Aviation Authority may augment the Flight Permit with a Validity Certificate. In such cases, aircraft maintained by the organisation will be issued a non-expiring Flight Permit and a Validity Certificate, valid for 1 year. The organisation may then extend the validity of the Validity Certificate, if so approved. This organisation shall have procedures in place to ensure that the 3 Year Flight Permit Scheme is correctly managed.

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## Sample National Maintenance Organisation Manual


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