







**AIRWORTHINESS REQUIREMENTS FOR ISSUE /
RENEWAL OF AN AIR OPERATOR'S
CERTIFICATE (AOC)**

AIRWORTHINESS NOTICE

VERSION : 3.2
DATE OF IMPLEMENTATION : 19-01-2012
OFFICE OF PRIME INTEREST : AIRWORTHINESS DIRECTORATE

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TYPE OF DOCUMENT	AIRWORTHINESS NOTICE (AWNOT)		
STATUS OF DOCUMENT	CONTROLLED		

A. AUTHORITY:

A1. This Airworthiness Notice has been issued under the authority vested in DG CAA vide rule 4,187,189, 256 and all other enabling provisions of Civil Aviation Rules 1994.

B. PURPOSE:

B1. The purpose of Airworthiness Notice is to ensure compliance with Airworthiness requirements prescribed for issue of an Air Operator Certificate.

C. SCOPE:

C1. This Airworthiness Notice is applicable to all organizations interested for issue, extension & renewal of an Air Operator Certificate (AOC).

D. DESCRIPTION:

D1. DEFINITIONS:

D1.1 **AMO:** PCAA Approved Maintenance Organisation.

D1.2 **AOC:** An Air Operator's Certificate issued under the Civil Aviation Rules -1994 by Flight Standard Directorate of PCAA;

D1.3 **Minimum Equipment List (MEL):** A list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the MMEL established for the aircraft type.

D1.4 **Operator:** A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

D1.5 **Operator's Maintenance Control Manual (MCM):** A document which describes the operator's procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time and in a controlled and satisfactory manner.

D1.6 **Line Maintenance:** Line Maintenance includes Troubleshooting, Defect Rectification, Component Replacement with use of external test equipment if required, Scheduled Maintenance and/or Checks including visual inspections that do not require extensive in depth inspection and can be performed by opening quick access panels/doors, Minor Repairs and Modifications that do not require extensive disassembly.

D1.7 **Base Maintenance:** Maintenance Tasks falling outside the criteria for Line Maintenance are categorized as base maintenance.

D2. INTRODUCTION:

D2.1 DG CAA Pakistan issues AOC to a company in accordance with CAR-94 Rule No 186. The AOC shall be issued for the purpose of Regular public transport, Charter or, Aerial work. CAR 187 further requires that AOC holders should have adequate maintenance facilities, equipment and staff for safe operation.

D2.2 Flight Standards Directorate is the authorized office to accept and process the formal application of the operator for grant of AOC. The relevant requirements have been prescribed vide ANO 91.0001 on 'Requirements for issue/renewal and continued validity of Air Operator Certificate (AOC)'. Airworthiness Directorate co-ordinates with DFS for

compliance with airworthiness aspects of Issuance of an AOC. This Airworthiness Notice only prescribes Airworthiness requirements regarding issue and renewal of an Air Operator's Certificate (AOC) by PCAA.

D3. APPLICATION PROCESS:

D3.1 The applicant is required to apply to Director Flight Standards in accordance with AOC Guide (CAAD Form 617). The minimum requirements of the formal application (with respect to airworthiness) are as below:-

D3.1.1 Full name and address of the applicant / authorized officer of the company

D3.1.2 Type of aircraft, State of Registry of the aircraft - if foreign registered, a copy of the lease agreement should be provided;

D3.1.3 Arrangements for maintenance and inspection of aircraft and associated equipment; replacement of components, scheduling of maintenance tasks etc.

D3.1.4 Following specific documents related to Airworthiness should be provided along with the application (as applicable to the operation):-

D3.1.4.1 Maintenance Control Manual

D3.1.4.2 Exposition Manual (Engineering & Maintenance Procedures Manual) for the approved Maintenance organization which will maintain the aircraft.

Note:- Maintenance Control Manual (MCM) can be a part of the Exposition manual as a chapter or can be issued separately depending upon size and complexity of the operator).

D3.1.4.3 Aircraft Maintenance Manuals

D3.1.4.4 Weight and Balance Record

D3.1.4.5 Maintenance Training Program/Manual

D3.1.4.6 Minimum Equipment List (MEL)

D3.1.4.7 Configuration Deviation List (CDL)

D3.1.4.8 Maintenance Reliability Programme

D3.1.5 The operator shall provide a Compliance Statement containing detailed description of how the applicant intends to comply with applicable PCAA Rules, Requirements & Regulations.

D4. AIRCRAFT MAINTENANCE ARRANGEMENT:

D4.1 In the case of large aircraft the operator is responsible for the continuing airworthiness of the aircraft it operates and shall:

D4.1.1 be approved, as part of the air operator certificate issued by PCAA for the aircraft it operates; and

D4.1.2 have an Approved Maintenance Organization approved in accordance with ANO-001-AWRG or contract such an organisation;

D4.1.3 ensure that no flight takes place unless:

D4.1.3.1 the aircraft is maintained in an airworthy condition, and;

D4.1.3.2 any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and;

D4.1.3.3 the airworthiness certificate remains valid, and;

D4.1.3.4 the maintenance of the aircraft is performed in accordance with the approved maintenance programme.

D4.2 As an AOC holder, the operator is required to comply with following minimum Airworthiness control requirements:

- D4.2.1 **Maintenance Programme:** The operator has established an approved maintenance / inspection programme based on the recommendation of the state of design for each type of aircraft including engines & components. Every aircraft shall be maintained in accordance with a maintenance programme approved by PCAA, which shall be annually reviewed and amended accordingly. Subsequent amendment if any shall also be approved by PCAA. The maintenance programme should contain following information:
- D4.2.1.1 Maintenance tasks taking into account the anticipated utilization of the aircraft;
 - D4.2.1.2 When applicable, a continuing structural integrity programme;
 - D4.2.1.3 Procedure for changing or deviating from (D4.2.1.1) and (D4.2.1.2) above; and
 - D4.2.1.4 When applicable, condition monitoring and reliability programme description for aircraft systems, components and powerplants.
 - D4.2.1.5 Maintenance tasks and the intervals that have been specified as mandatory in approval of the type design shall be identified as such in the Maintenance Programme.
- D4.2.2 The operator has adequate maintenance organization to ensure compliance with approved maintenance programme.
- D4.2.3 **Maintenance Planning:** The Operator shall have a system appropriate to the amount and complexity of work to plan its maintenance activities and availability of resources, while ensuring that human performance limitations are considered.
- D4.2.4 **Quality Assurance:** The Organization shall develop a system of Quality Assurance to perform annual audits of its functions and (if applicable), Audits of contracted maintenance. Quality manager is to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary. Accountable Manager should hold yearly meeting to review the overall performance and findings of Non Compliances made by Quality Assurance section.
- D4.2.5 **Maintenance Control Manual:** The operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a Maintenance Control Manual (MCM), which shall be approved by PCAA, in accordance with the requirements of D6 and shall be reviewed on annual basis.
- D4.2.6 The operator has made adequate arrangements for complying with continuing airworthiness requirements.
- D4.2.7 The operator has adequate arrangements for Record keeping of aircraft Maintenance.
- D4.2.8 The operator has made arrangements for Maintenance of aircraft by approved Maintenance organization and appropriately authorized persons. The operator may perform complete maintenance of its aircraft if it holds valid organization approval issued by Director Airworthiness in line with the latest version of ANO-001-AWRG OR may get the maintenance done through another approved Maintenance Organization under a Contract.
- D4.2.9 In case, the operator has arrangement for Maintenance with any other approved maintenance organization, then the operator should ensure that:
- D4.2.9.1 There exists an appropriate contract between the operator and the approved maintenance organization for maintenance of the aircraft. (For essential contents of contract refer Appendix-A).
 - D4.2.9.2 All maintenance required is performed and certified on, or before the specified time in service or due date for each aircraft operated.

- D4.2.9.3 The operator's Maintenance Control Manual is current and available to contracted maintenance organization.
- D4.2.9.4 The procedures followed by the maintenance organization are adequate and relevant to the aircraft operated by the AOC holder.
- D4.2.9.5 Monitoring of contracted organization must be done by the Operator, through its surveillance & Quality Audits, including maintenance tasks performed outstation.

D5. TECHNICAL ASSESSMENT:

D5.1 The technical assessments of the Operator and documents will include:-

- D5.1.1 Management structure & suitable personnel, equipment/spares/consumables, facilities, manuals, buildings, service agreements, etc.
- D5.1.2 Arrangements for maintenance, acquiring adequate spare parts, training of personnel and other similar matters having safety implications.
- D5.1.3 If the operator plans to acquire aircraft under lease arrangement, then assessment will also include:
 - D5.1.3.1 Whether the operator is leasing aircraft with or without flight crew or cabin crew (dry lease or wet lease)?
 - D5.1.3.2 Does the lease involve aircraft on the register of another State being leased to operator having Pakistani nationality?
 - D5.1.3.3 Do the State of Registry and Pakistan being State of the Operator have suitable arrangements for continued airworthiness supervision?
- D5.1.4 The Airworthiness Inspector will determine that: -
 - D5.1.4.1 The applicant has aircraft which are suitable for the proposed operation.
 - D5.1.4.2 The aircraft can be properly maintained, inspected and supported with the available maintenance facilities and spare parts resources.
 - D5.1.4.3 Compliance plan with aircraft maintenance schedules is adequate.
 - D5.1.4.4 The applicant has a full appreciation of the responsibilities under the regulatory requirements including the obligations as holder of an AOC;
 - D5.1.4.5 The applicant has complete capability to safely conduct the proposed operation;
 - D5.1.4.6 Technical qualifications of the management and Maintenance staff are adequate

Note: Requirements for grant of aircraft maintenance organization approval have been prescribed separately in latest version of ANO-001-AWRG, ANO-002-AWRG and ANO-011-AWRG.

D6. REQUIREMENTS FOR MAINTENANCE CONTROL MANUAL:

- D6.1 The operator's maintenance control manual provided in accordance with D4.2.5, which may be issued in separate parts, shall contain the following information:
 - D6.1.1 A description of the following procedures required
 - D6.1.2 A description of the administrative arrangements between the operator and the approved maintenance organization;
 - D6.1.3 A description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization.
 - D6.1.4 Names and duties of the person or persons
 - D6.1.5 A reference to the maintenance programme

- D6.1.6 A description of the methods used for the completion and retention of the operator's maintenance records.
- D6.1.7 A description of the procedures for monitoring, assessing and reporting maintenance and operational experience.
- D6.1.8 A description of the procedures for complying with the service information reporting requirements.
- D6.1.9 A description of procedures for assessing continuing airworthiness information and implementing any resulting actions.
- D6.1.10 A description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
- D6.1.11 A description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- D6.1.12 A description of aircraft types and models to which the manual applies;
- D6.1.13 A description of procedures for ensuring that un-serviceability affecting airworthiness are recorded and rectified; and
- D6.1.14 A description of the procedures for advising the State of Registry of significant in-service occurrences.

D7. APPROVED MAINTENANCE ORGANIZATION:

D7.1 Issue of approval

- D7.1.1 The issue of a maintenance organization approval by PCAA shall be dependent upon the applicant demonstrating compliance with the requirements of latest version of ANO-001-AWRG for such organizations.

D8. AIRWORTHINESS INSPECTIONS:

- D8.1 PCAA Inspectors shall carry out Airworthiness Inspection for the adequacy of facilities, equipment, operating procedures & practices, and the competence of personnel. Airworthiness inspections and evaluations will normally be conducted in the following areas:-

- D8.1.1 Maintenance Control Manual review
- D8.1.2 Maintenance Organizational Structure.
- D8.1.3 Maintenance Record Keeping
- D8.1.4 Continuing airworthiness information
- D8.1.5 Facilities Inspections, as applicable
- D8.1.6 Training Programme
- D8.1.7 Safety Management System Manual Review
- D8.1.8 Proving Flight

D9. REVIEW OF MAINTENANCE CONTROL MANUAL:

- D9.1 Airworthiness inspectors to carry out the Technical Review of the Operators Maintenance Control Manual for compliance of the Requirements of item D6.

D10. MAINTENANCE ORGANIZATION STRUCTURE:

- D10.1 The maintenance organization structure is to have the following setup and Functions of each must be covered in the Maintenance Control Manual.
 - D10.1.1 Maintenance Facilities or Contracted to PCAA approved Maintenance Organisation;
 - D10.1.2 Quality Assurance;

D10.1.3 Continued Airworthiness Setup, however, may sub-contract only specific tasks to PCAA approved Organisation.

D10.2 The operator is to have appropriately qualified Chief Engineer or equivalent position to schedule maintenance and to ensure proper administration of the applicant's maintenance policies, procedures and continuous airworthiness maintenance programme. The Chief Engineer or equivalent serves as administrative controller with overall responsibility for separating maintenance & inspection functions.

D10.3 A Chief Engineer Quality Assurance or Senior Inspector is required for large aircraft operators but may not be required for light aircraft applicants. The Chief Engineer Quality Assurance or equivalent shall be responsible for administering applicant's inspection policies, procedure & programme. Large aircraft operators should have a maintenance organization that ensures separation of maintenance and inspection responsibilities.

D10.4 To fulfil the responsibilities of the positions management personnel must have the necessary qualifications as per Annexure 'B. The personnel involved in Continued Airworthiness should have knowledge of relevant type(s) of aircraft gained through a formalised training course & organization's Maintenance Control Manual.

Note: - (i) Maintenance Management requirements as prescribed in Appendix "D" to ANO 91.0004 (Flight Standards) shall be adequately complied with.

(ii) Depending on size /complexity of the operator/organization, Director AW may accept any other appropriate person of organization to perform Quality Assurance functions (Senior Inspector) in addition to his primary assignment.

D11. MAINTENANCE RECORD KEEPING:

The inspection of Maintenance Record Keeping will cover the procedures to ensure a suitable system for creating, preserving and retrieving the required records. Records will contain the following information, as applicable:

D11.1 Description of the work performed (or reference acceptable to the HQs AW).

D11.2 Particulars of the person(s) performing the work when the personnel are not employed by the applicant's organization.

D11.3 Name or other positive identification of the individual approving the work.

D11.4 Airworthiness Release Records will be retained for two years after the work is performed or until the work is repeated or superseded, whichever is more.

D11.5 The applicant's manual identifies the person(s) authorized to sign an airworthiness release.

D11.6 Flight Maintenance Records procedures for Flight discrepancies to be entered at the end of each flight including corrective actions and sign-off per manual procedures.

D11.7 Sign-offs for Duplicate inspections according to manual procedures by authorized personnel.

D11.8 Minimum Equipment List (MEL) deferment as per Dispatch Deviation Procedures Guide (DDPG).

D11.9 Total Time in Service Records

D11.10 Procedures are in place to retain the records until the aircraft is sold and that the records will then be transferred with the aircraft (where applicable)

- D11.11 Life-Limited Parts Status/ procedures for tracking the current status of life-limited parts for each airframe, engine, propeller, rotor, and components, to include the following information:
- D11.11.1 Total operating hours (including calendar time) / cycles accumulated
 - D11.11.2 Life limit (total service life)
 - D11.11.3 Remaining time / cycles
 - D11.11.4 Modifications
- D11.12 Time Since Last Overhaul records which include a method/procedure for updating this document from the overhaul records and ensuring that this document accompanies the aircraft upon sale.
- D11.13 Overhaul Records of last complete overhaul of each airframe, engine, propeller, rotor and appliance. The overhaul record should include the following information: Disassembly data, Dimensional check/inspection data, Replacement parts list, Repair data, Re-assembly/test data, and Reference to data including overhaul specifications (As applicable).
- D11.14 Aircraft Inspection Status Data. This includes methods, which the applicant will use to record the time in service since the last inspection & these records are retained until the aircraft is sold and are then transferred with the aircraft.
- D11.15 Airworthiness Directive (AD) Compliance including the record keeping requirements of the ADs. It should contain the following data: Current status & Method of compliance, A list of all ADs applicable to the aircraft, the date & time of compliance and the time and/or date of next required action (if a recurring AD). This data must be retained until the aircraft is sold and transferred with the aircraft.
- D11.16 Major Modification / Repairs Records maintained as a list of current major alterations to each airframe, engine, propeller, rotor, and appliance. The list should include the date of the alteration/modification and brief description of the modification.

D12. CONTINUING AIRWORTHINESS INFORMATION:

- D12.1 The operator of an aeroplane over 5700 kg maximum certificated take-off mass shall monitor and assess maintenance and operational experience with respect to continuing airworthiness and provide the information as prescribed by the PCAA ,and report through the system acceptable to PCAA.
- D12.2 The operator of an aeroplane over 5700 kg maximum certificated take-off mass shall obtain and assess continuing airworthiness information and recommendations available from the organization responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the PCAA.

D13. FACILITIES INSPECTION:

Airworthiness Inspectors shall conduct Inspections of the facilities of the operator, as applicable.

- D13.1 Main Base Facility Inspection: Main Base Facility inspection will include:
- D13.1.1 The physical review of the location comparing with application / exposition details. Adequate housing including sufficient workspace for maintenance functions to be accomplished. Suitable permanent housing for at least one of the heaviest aircraft.
 - D13.1.2 Proper storage and protection of Materials, Parts and Supplies
 - D13.1.3 Proper identification and protection of parts and sub-assemblies during Disassembly, Cleaning, Inspection, Repair, Modification & Assembly

- D13.1.4 Availability of Equipment, tools, test equipment in required quantities, as applicable.
- D13.2 Inspection of Technical documents to ensure that: -
- D13.2.1 They comply with Manufacturer and/or CAA requirements, as applicable
 - D13.2.2 They are appropriate for the maintenance to be performed
 - D13.2.3 They are current, accurate & complete, and in possession of the organization.
 - D13.2.4 They are easily accessible to personnel.
- D13.3 Review of Personnel list to ensure that:
- D13.3.1 Personnel directly-in-charge of maintenance functions are appropriately licensed or approved.
 - D13.3.2 The maintenance organization/applicant has sufficient number of supervisory and inspection personnel that list at least one appropriately licensed/approved engineer in a supervisory position.
 - D13.3.3 The maintenance organization/applicant's staff list includes inspectors authorized to make final airworthiness determinations.
 - D13.3.4 All personnel are handed over with duties and responsibilities assigned to them.
- D13.4 **Line Station Facility Inspections:** Line station facility inspection will include:-
- D13.4.1 Each aerodrome, which the operator intends to use, should be inspected prior to the first revenue flight to that aerodrome, in order to ensure that the operator has the organization, facilities, and staffing to handle his aircraft at that destination. Station facility inspections may be accomplished during proving flights. However, if no proving flight is scheduled to a proposed operator destination, the operator will have to make necessary arrangements to travel and inspect that facility by another means, which will be at no cost to CAA and operator will have to bear all the expenses.

D14. TRAINING PROGRAMME:

- D14.1 Effective training is the basis for a successful maintenance/inspection program. Although many procedures for maintaining and inspecting aircraft may be similar, the equipment, procedures, and task documentation used may all be unique to the operator/applicant's specific programs.
- D14.2 Maintenance/inspection training programs are the most efficient manner to inform personnel of the requirements of the operator/applicant's program. The Organization shall develop procedures to perform a Training Need Analysis (TNA) and Plan such trainings for each area.
- D14.3 The training programme could be described in detail in the maintenance manual or in a training manual, as part of the maintenance manual but issued as a separate volume. Depending on the scope of the proposed operation the required training programme may be carried out under the direct control of the applicant or conducted by other training facilities under contract with the applicant or a combination thereof.
- D14.4 The organization shall ensure that the training methods, syllabus, training aids/devices, training standards, related facilities, record keeping and qualifications of training personnel are adequate as per the prescribed requirements by PCAA.
- D14.5 For purposes of initial approval of training programme for issuance of an AOC, the PCAA may require the applicant to formalize in detail only those training courses which

must be accomplished prior to the first revenue flight of the airline. Other courses, may be fully developed after the commencement of regular operations and before heavy maintenance is required.

D14.6 The organisation shall ensure that all personnel receive sufficient continuation training in each two year period to ensure that such staff have up-to-date knowledge of relevant technology, organisation procedures, human factor issues and PCAA regulations.

D15. SAFETY MANAGEMENT SYSTEM MANUAL:

D15.1 The requirements of Safety Management System Manual are defined in latest version of Airworthiness Notice No Awnot-072-AWRG.

D16. PROVING FLIGHT:

D16.1 As a final demonstration that the applicant has the proper organization, facilities, equipment, and training to successfully carry out revenue flights, the applicant will be required to perform proving flight (s). Proving flight is conducted by Flight Standards Inspectors and Airworthiness Inspectors as per applicable Procedure / Checklist.

D17. ISSUANCE / RENEWAL OF CERTIFICATE:

D17.1 Upon satisfactory assessment of the Maintenance and Airworthiness aspects, the Airworthiness Directorate may recommend grant of AOC to Flight Standards Directorate.

D17.2 DGCAA approves issuance of AOC for a period of one year. The AOC is renewed annually subject to continued compliance with requirements, which may be assessed through audit by Civil Aviation Authority.

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):

E1. ACRONYMS:

E1.1	AD	Airworthiness Directives
E1.2	AMO	Approved Maintenance Organisation
E1.3	ANO	Air Navigation Order
E1.4	AOC	Air Operator Certificate
E1.5	CAA	Civil Aviation Authority
E1.6	CAAD	Civil Aviation Authority Directives
E1.7	CAR	Civil Aviation Rules
E1.8	CDL	Configuration Deviation List
E1.9	DDPG	Dispatch Deviation Procedures Guide
E1.10	DFS	Directorate Of Flight Standards
E1.11	DGCAA	Director General Civil Aviation Authority
E1.12	MEL	Minimum Equipment List

E2. RECORDS:

E2.1 CAAD Form 617 of Flight Standards Directorate

E3. REFERENCES

- E3.1 Rule 4,51,186 & 187 of CARs-94
- E3.2 ANO-001-AWRG
- E3.3 ANO-002-AWRG

- E3.4 ANO-011-AWRG
E3.5 ANO 91.0001 of Flight Standards Directorate

IMPLEMENTATION:

This Airworthiness Notice shall be implemented with effect from 19th January, 2012 and repeals / cancels / supersedes AWNOT-065-AWRG-3.1 dated 23rd May, 2011.

Dated: 19th January, 2012



(Engr. GHULAM MURTAZA)

for
Director Airworthiness
Director General,
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(Engr. MUNAWAR JAMAL QURESHI)
General Manager Airworthiness (Regulation)
Dated- 19th Jan, 2012
File No. HQCAA/2233/1/65/AW

APPENDIX-A

MAJOR CLAUSES OF A STANDARD MAINTENANCE CONTRACT

The following paragraphs are not intended to provide a standard maintenance contract but to provide a list of the major points that should be addressed, when applicable, in a maintenance contract between an Operator and an Approved Maintenance Organisation (AMO). As only the technical parts of the maintenance contracts have to be acceptable to PCAA, the following paragraphs only address technical matters. In addition, these Clauses do not cover contracts for Engines and matters such as costs, delay, warranty, etc.

S No	Contract Clauses
1.	Scope of work. The type of aircraft and engines subject to the maintenance contract must be specified. It should preferably include the aircraft's registration numbers. The type of maintenance to be performed by an approved maintenance organization (AMO) should be specified unambiguously.
2.	Locations identified for the performance of maintenance. The place(s) where base and line maintenance will be performed should be specified.
3.	Subcontracting. The maintenance contract should specify under which conditions the approved maintenance organization may subcontract tasks to a third party.
4.	Maintenance programme. The maintenance programme under which the maintenance has to be performed has to be specified. The operator must have that maintenance Programme approved by PCAA..
5.	Quality monitoring. The terms of the contract should include a provision allowing the operator to perform a quality surveillance (including audits) of AMO. The maintenance contract should specify how the results of the Quality surveillance are taken into account by the AMO.
6.	Airworthiness data. The airworthiness data used for the purpose of this contract as well as PCAA responsible for the acceptance / approval must be specified. This may include, but may not be limited to: <ul style="list-style-type: none"> - Maintenance Programme, - AD's, - Major repairs/modification data, - Aircraft Maintenance Manual, - Aircraft IPC, - Wiring diagrams, - Trouble shooting manual, - Minimum Equipment List (normally on board the aircraft), - Operations Manual - Flight Manual
7.	Incoming Conditions. The contract should specify in which condition the Operator's must send the aircraft to the AMO.
8.	Airworthiness Directives and Service Bulletin/Modifications. The contract should specify what information the operator is responsible to provide to the AMO, such as the due date of the AD, the selected means of compliance, the decision to embody Service Bulletins (SB's) or modification, etc... In addition the type of information the operator will need in return to complete the control of ADs and modification-status should be specified.
9.	Hours & Cycles control. Hours and cycles control is the responsibility of the operator, but there may be cases where the AMO must be in receipt of the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions.
10.	Life limited parts. Life Limited Parts control is the responsibility of the operator. The AMO will have to provide the operator with all the necessary information about the LLP removal / installation so that the Operator may update its records.

11.	Supply of parts. The contract should specify whether a particular type of material or component comes from the operator's or the AMO's store, which type of component is pooled, etc...Attention should be paid on the fact that it is the AMO's competence and responsibility to be satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for fitment. In other words, AMO is NOT to accept whatever it receives from the operator.
12.	Pooled parts at line stations. The contract should specify how the subject of pooled parts at line stations should be addressed.
13.	Scheduled maintenance. For planning scheduled maintenance checks, the support documentation to be given to the AMO should be specified. This shall include, but may not be limited to: <ul style="list-style-type: none"> - applicable work package, including job cards; - scheduled component removal list; - modifications to be incorporated.
14.	Unscheduled maintenance/Defect rectification. The contract should specify to which level the AMO may rectify a defect without reference to the operator.
15.	Deferred tasks. The use of the Operator's MEL and the relation with the Operator in case of a defect that cannot be rectified at the line station should be addressed.
16.	Deviation from the maintenance schedule. Deviations have to be requested by the operator to PCAA or granted by the Operator in accordance with a procedure acceptable to PCAA. The contract should specify the support the AMO may provide to the operator in order to substantiate the deviation request.
17.	Test flight. If any test flight is required, it shall be performed in accordance with the operator's MCM.
18.	Release to service documentation. The release to service has to be performed by the AMO in accordance with its MOE procedures which should be specified in the contract. The documentation the AMO should provide to the operator upon delivery of the aircraft shall include but not limited to: <ul style="list-style-type: none"> - Certificate of release to service (<i>which is mandatory</i>), - flight test report, (if applicable) - list of modifications embodied, (if applicable) - list of repairs, (if applicable) - list of AD's incorporated, (if applicable) - maintenance visit report.
19.	Maintenance recording. The Operator may contract the AMO to retain continuing airworthiness maintenance records It should be ensured that every requirement of continuing airworthiness is fulfilled by either the operator or the AMO. In such a case, free and quick access to the above mentioned records should be given by the AMO to the operator and PCAA.
20.	Exchange of information. Each time exchange of information between the operator and the AMO is necessary, the contract should specify what information should be provided and when (i.e. on what occasion or at what frequency), how, by whom and to whom it has to be transmitted.
21.	Meetings. In order that PCAA may be satisfied that a good communication system exists between the Operator and the AMO, the terms of the maintenance contract should include the provision for a certain number of meetings to be held between both parties.
22.1	Contract review. Before the contract is applicable, it is very important that the technical personnel of both parties that are involved in the application of the contract meet in order to be sure that every point leads to a common understanding of the duties of both parties.

22.2	Workscope planning meeting. Workscope planning meetings may be organised so that the tasks to be performed may be commonly agreed.
22.3	Technical meeting. Scheduled meetings may be organised in order to review on a regular basis technical matters such as AD's, SB's, future modifications, major defects found during maintenance check, reliability, etc...
22.4	Quality meeting. Quality meetings may be organised in order to examine matters raised by the operator's quality surveillance and to agree upon necessary corrective action.
22.5	Reliability meeting. When a reliability programme exists, the contract should specify the Operator's and AMO's respective involvement in that programme, including the participation to reliability meetings.

Aircraft line maintenance.

This paragraph applies to maintenance contract that includes line maintenance but excludes base maintenance activities.

1.	Scope of work. The type of aircraft subject to the maintenance contract must be specified. It should include the aircraft's registration numbers. The extent of maintenance to be performed by the AMO should be specified unambiguously.
2.	Location identified for the performance of maintenance/ Certificates held. The place(s) where line maintenance will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where the maintenance will be performed has to be referred to in the contract.
3.	Subcontracting. The maintenance contract should specify under which conditions the AMO may subcontract tasks to a third party (whether this third party is AMO or not). Access should be given to the operator to any information (especially the quality monitoring information) about the AMO's subcontractors involved in the contract. It should however be noted that under operators responsibility both the operator and PCAA are entitled to be fully informed about subcontracting, although PCAA will normally only be concerned with aircraft, engine and APU subcontracting.
4.	Quality monitoring. The fact that the operator's contractor is appropriately approved in accordance with AMO, does not preclude the Operator from performing a quality surveillance (including audits) upon the AMO.
5.	Airworthiness data. The airworthiness data used for the purpose of this contract as well as the authority responsible for the acceptance/approval must be specified. This may include, but may not be limited to: <ul style="list-style-type: none"> - aircraft Maintenance Manual; - aircraft IPC; - Wiring diagrams; - Trouble shooting manual; - Minimum Equipment List (normally on board the aircraft); - Operations Manual; - Flight Manual.
6.	Supply of parts. The contract should specify whether a particular type of material or component is supplied by the operator or the AMO. Attention should be paid on the fact that it is the AMO competence and responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for fitment. In other words, there is definitely no way for a AMO to accept whatever he receives from the operator. Storage conditions should also be addressed.
7.	Pooled parts. The contract should specify how the subject of pooled parts at line stations should be addressed.

8.	Unscheduled maintenance/Defect rectification. The contract should specify to which level the AMO may rectify a defect without reference to the operator, and what action should be taken in case the defect rectification may not be performed by the AMO.
9.	Deferred tasks. The use of the operator's MEL and the relation with the operator in case of a defect that cannot be rectified at the line station should be addressed.
10.	Release to service. The release to service has to be performed by the AMO in accordance with its MOE procedures. The contract should however specify which support forms have to be used (operator's technical log, etc...).
11.	Exchange of information. Each time exchange of information between the operator and AMO is necessary, the contract should specify what information should be provided and when, how, by whom and to whom it has to be transmitted.
12.	Meetings. Before the contract is applicable, it may be beneficial that the technical personnel of both parties that are involved in the application of the contract meet in order to be sure that every point leads to a common understanding of both parties' duties.

APPENDIX-B

REQUIREMENTS FOR APPROVAL OF CHIEF ENGINEERS

1. Chief Engineer (Transport Category)

(a) Minimum of eight years service as aircraft maintenance engineer including at least five years service on a managerial or equivalent position.

OR

(b) Minimum of accumulated 15 years of service as aircraft maintenance engineer including at least three years service on a managerial position or equivalent.

(c) Holding an AME licence issued by the airworthiness directorate with the categories 'A' & 'C' or full set 'X' or full set 'R' on a type of aircraft operator by the organization.

OR

(d) Holding a shop qualification considered by the airworthiness directorate to be equivalent to the requirements established in para 1(a) or 1 (b)(c) above.

2. Chief Engineer (General Aviation)

(a) Minimum of ten years experience as aircraft maintenance engineer. This experience can be relaxed by the Director Airworthiness, for a maximum of two years, for the candidates holding engineering degree.

(b) Holding an AME licence issued by the airworthiness directorate with the categories 'A' & 'C' covering 50% of the fleet maintained by the organization.

Note – The applicant shall satisfy the Airworthiness Directorate that the Chief Engineers are suitable person(s) capable of discharging his/their responsibilities, and are conversant with the firm's exposition manual, civil aviation rules and other regulations and requirements there under as relates to his responsibilities.