

AIRWORTHINESS NOTICE

No 11

Issue 1

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Application for Air Operator's Certificate – Continuing Airworthiness

1 Introduction

- 1.1 This Airworthiness Notice provides information to aircraft operators on the procedures for approval by the Seychelles Civil Aviation Authority of the continuing airworthiness management arrangements associated with the application for a Seychelles Air Operator's Certificate.
- 1.2 In July 2009 the Seychelles Civil Aviation Authority (SCAA) issued Civil Aviation Directive SCAA CAD-AIRW/8(1)-10. This Directive incorporates Annex I, Part M of the European Commission Regulation (EC) No 2042/2003, as amended, as the standard applicable in the Seychelles for the continuing airworthiness of aircraft and components. This standard includes the applicable continuing airworthiness management arrangements.
- 1.3 Part M Subpart B M.A 201 sets out the responsibilities of owners and operators and, in particular, paragraph M.A.201 (h) establishes that in the case of commercial air transport an operator is responsible for the continuing airworthiness of the aircraft it operates. In order to discharge those responsibilities, as part of an air operator's certificate, an operator must be approved as a continuing airworthiness management organisation (CAMO) in accordance Part M Subpart G.

2 Application

An application for the issue or change to a Part M Subpart G continuing airworthiness management organisation approval shall be made to the SCAA Airworthiness Section at the address below on SCAA Form 2b together with the requisite fee. A copy of this form can be downloaded from the SCAA web site www.scaa.sc

Airworthiness Section,
Seychelles Civil Aviation Authority,
P.O Box 181,
Mahe,
Seychelles.

3 Part M Subpart G Continuing airworthiness management organisation approval

3.1 General

Organisations applying for Part M Subpart G CAMO approval are required to demonstrate to the SCAA that they are fully in compliance with the requirements for the work they wish to undertake. On receipt of an application the SCAA will arrange for an initial meeting with the Accountable Manager and his management personnel to discuss and explain the approval process. The management personnel in the organisation should be knowledgeable of the applicable requirements and use the additional guidance provided in the following paragraphs to assist with their application.

3.2 Scope of approval

When completing the application form for a Part M Subpart G CAMO approval the aircraft types which are to be operated should be included.

3.3 Personnel and staffing

3.3.1 An organisation will need to employ sufficient personnel who are competent and qualified to perform the maintenance detailed in the application.

3.3.2 An applicant for approval is required to nominate person(s) who carry out management functions in accordance with Part M, M.A.706. Nominations for post holders are to be made on SCAA Form 4 providing details of their qualifications and experience relevant to the nominated post. Nominated persons may be interviewed by the SCAA who will when satisfied formally accept the person by signing the nomination form and returning a copy of the form to the applicant.

3.3.3 The SCAA will require a meeting with the Accountable Manager during the application process to ensure that he fully understands his responsibilities for the approval. The Accountable Manager is formally accepted when the Exposition is approved in writing by the SCAA.

3.4 Continuing airworthiness management exposition

3.4.1 A copy of the continuing airworthiness management exposition (CAME) should be prepared and submitted to the SCAA at the time of application for the approval. The format and content of the CAME should be in accordance with Part M, M.A.704, AMC M.A.704 and Appendix V to AMC M.A.704.

3.4.2 It is acceptable for Part M Subpart G continuing airworthiness management organisations who are also Part 145 approved maintenance organisations to publish their CAME as a separate document or as a combined document together with their maintenance organisation exposition (MOE)

3.5 Compliance checklist

The SCAA will provide applicants with a Part M Subpart G compliance checklist SF 55. This is to be completed to provide a record and summary of how the organisation complies with the applicable requirements providing a cross reference to the CAME procedures. .

3.6 Aircraft Maintenance Programme

An applicant is to prepare and submit to the SCAA for approval an aircraft maintenance programme for each aircraft type to be operated in accordance with Part M, M.A.302. Further information on the approval process for an aircraft maintenance programme is provided in SCAA Airworthiness Notice No 5.

3.7 Operator's technical log system

An applicant is to prepare and submit to the SCAA for approval an aircraft technical log system in accordance with Part M, M.A.306 and AMC M.A.306. The SCAA will approve the technical log system in writing. No subsequent change is to be made to the technical log system unless the change is approved by the SCAA in writing.

3.8 Contracted maintenance

Operators who are not a Part 145 approved maintenance organisation are required to establish maintenance contracts with appropriately approved maintenance organisations in accordance with Part M, M.A.708(c). Further information on what points need to be addressed in a maintenance contract is provided in Appendix XI to AMC to M.A.708(c). The technical aspect of the contract is to be submitted to the SCAA who will, when satisfied, approve the contracted maintenance arrangements in writing.

Note: At the time of an application for an AOC or for the inclusion of a new type an operator may not have established a contract for future base maintenance checks. This should be discussed with the SCAA who will consider alternative arrangements to establish an appropriate contract prior to the base maintenance check becoming due.

3.9 Sub-contracting of continuing airworthiness management tasks

- 3.9.1 An operator is permitted under the provisions of Part M, M.A.201(h) 1 and AMC M.A.201(h) 1 to sub-contract certain continuing airworthiness management tasks. An operator electing to sub-contract continuing airworthiness management tasks will retain ultimate responsibility for these tasks and must be directly involved and /or endorse recommendations made by the sub-contracted organisation.
- 3.9.2 The operator's CAME, see paragraph 3.4 above, must clearly define the procedures and processes that will apply to the sub-contracted organisation and how the operator's management of the activities will be accomplished. In addition a pre-contract audit must be completed by the operator to verify that the sub-contract organisation can achieve the standards required by Part M Subpart G for the activities that are to be sub-contracted. The audit is to be recorded and the record made available to the SCAA during their investigation of the application.
- 3.9.3 An operator who wishes to sub-contract continuing airworthiness management tasks is required to establish a formal contract with the sub-contracted organisation in accordance with Part M, AMC M.A.201(h) 1 and Appendix II to AMC M.A.201(h) 1. The technical aspect of the contract is to be submitted to the SCAA who will, when satisfied, approve the sub-contract arrangements in writing.

3.10 Investigation, assessment and approval

- 3.10.1 The SCAA will carry out an audit of the continuing airworthiness management organisation to verify that the procedures and practices within the organisation as detailed in the CAME demonstrate compliance with Part M Subpart G. Any non-compliance observed during the audit will be classified as a Level 1 or Level 2 findings in accordance with Part M, M.A.716 and notified to the applicant in writing.
- 3.10.2 For initial approval all findings must be corrected before the approval can be issued.
- 3.10.3 Subject to completion of the investigation and closure of all of the findings the SCAA will issue an Approval Certificate, SCAA Form 14.

4 Variations to approvals

- 4.1 An application to vary a continuing airworthiness management organisation approval should be made in accordance with paragraph 2 above providing details of the approval changes required. When the variation requires a change to the CAME this should be submitted as a draft amendment to the SCAA together with the application.
- 4.2 The SCAA will investigate an application to vary an approval in accordance with paragraph 3 above, as applicable. If the variation affects the Approval Certificate a revised certificate will be issued when the investigation has been completed and has been found satisfactory.

5 Continuation of approvals

- 5.1 Continuing airworthiness management organisation approvals are non-expiring and will remain valid subject to continued compliance with the requirements and payment of the requisite fees and charges.
- 5.2 All approvals are subject to oversight by the SCAA who will carry out audits to monitor compliance with the requirements and standards. Depending on the size and complexity of the organisation the audit will comprise either a single visit in a 12 month period or a multiple (rolling) audit in which a number of visits will take place during the 12 month period.
- 5.3 Where a Seychelles continuing airworthiness management organisation elects to sub-contract continuing airworthiness management tasks in accordance with paragraph 3.9 above they will be required to pay any additional costs incurred by the SCAA for the oversight of these arrangements.

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