

Maintenance organisation approval

1 Introduction

- 1.1 This Airworthiness Notice provides information to aircraft operators and licensed aircraft maintenance engineers on the procedures associated with the application for and issue of maintenance approvals by the Seychelles Civil Aviation Authority.
- 1.2 In July 2009 the Seychelles Civil Aviation Authority (SCAA) issued Civil Aviation Directives SCAA CAD-AIRW/8(1)-10 and SCAA CAD-AIRW/8(1)-11. These Directives incorporate Annex I, Part M and Annex II, Part 145 of the European Commission Regulation (EC) No 2042/2003, as amended, as the standards applicable in the Seychelles for the continuing airworthiness of aircraft and components.
- 1.3 Part M Subpart B M.A 201 (g) specifies that maintenance of large aircraft, aircraft used for commercial air transport and the components thereof shall be carried out by a Part 145 approved maintenance organisation.
- Note: A large aircraft is defined as an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5 700 kg, or a multi-engined helicopter.
- 1.4 Part M Subpart F specifies the requirements for the approval of maintenance organisations for non-large aircraft; aircraft not used for commercial air transport and associated components.
- Note: A Part 145 approved maintenance organisation can also maintain non- large aircraft; aircraft not used for commercial air transport and associated components that are included in their approval rating and scope of work.

2 Policy – approval and validation

- 2.1 For organisations (legal entities) that are located within the Seychelles the policy of the SCAA is to accept applications and issue approvals in accordance with the Regulations specified in paragraph 1 above.
- 2.2 For organisations (legal entities) that are located outside of the Seychelles the policy of the SCAA is to validate EASA approvals subject to the organisation demonstrating a need to hold the approval in support of aircraft operations in the Seychelles. In this case the organisation must hold an EASA approval with an approval rating and scope of work applicable to the approval applied for in the Seychelles

3 Application

An application for the issue or change to a maintenance organisation approval shall be made to the SCAA Airworthiness Section at the address below on SCAA Form 2a 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.

4 Part 145 Maintenance organisation approvals

4.1 General

Organisations applying for Part 145 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.

4.2 Scope of approval

When completing the application form, reference should be made to Appendix II of Part 145 which provides information relating to the approval class and rating system. Full details of the required Aircraft A rating, Engines B rating and C Component rating should be provided. Where an organisation wishes to provide a NDT specialist service to other organisations this should be included as a D rating in the application. A specialised service D rating is not required for organisations that only intend to carry out the specialised service activity on aircraft or components during maintenance at their facility. The exposition should include procedures for carrying out the specialist service activity.

4.3 Personnel and staffing

- 4.3.1 An organisation will need to employ sufficient personnel who are competent and qualified to perform the maintenance detailed in the application.
- 4.3.2 An applicant for approval is required to nominate person(s) who carry out management functions in accordance with Part 145.A.30 (b). Nominations are to be made on SCAA Form 4 providing details of 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.
- 4.3.3 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.

4.4 Maintenance organisation exposition

- 4.4.1 A copy of the maintenance organisation exposition (MOE) should be prepared and submitted to the SCAA at the time of application for the approval. The format and content of the MOE should be in accordance with Part 145.A.70, the associated acceptable means of compliance (AMC) and the associated guidance material (GM).
- 4.4.2 It is acceptable for Part 145 maintenance organisations who are also commercial air transport operators to publish their MOE as a separate document or as a combined document together with their continuing airworthiness management exposition (CAME).

4.5 Investigation, assessment and approval

- 4.5.1 The SCAA will carry out an audit of the organisation to verify that the procedures and practices within the organisation as detailed in the MOE demonstrate compliance with Part 145. Any non-compliance observed during the audit will be classified as a Level 1 or Level 2 finding in accordance with Part 145.A.95 and notified to the applicant in writing.
- 4.5.2 For initial approval all findings must be corrected before the approval can be issued.
- 4.5.3 Subject to completion of the investigation and closure of all of the findings SCAA will issue a Certificate of Approval

5 Part M Subpart F Maintenance organisation approvals

5.1 General

Organisations applying for Part M Subpart F approval will be 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.

5.2 Extent of approval

When completing the application form reference should be made to Appendix IV of Part M Subpart F M.A.603 (a) which provides information relating to the approval class and rating system. Full details of the required Aircraft A rating, Engines B rating and C Component rating should be provided. Where an organisation wishes to provide a NDT specialist service to other organisations this should be included as a D rating in the application. A specialised service D rating is not required for organisations that only intend to carry out the specialised service activity on aircraft or components during maintenance at their facility. The exposition should include procedures for carrying out the specialist service activity.

5.3 Personnel and staffing

- 5.3.1 An organisation will need to employ sufficient personnel who are competent and qualified to perform the maintenance detailed in the application.
- 5.3.2 An applicant for approval is required to nominate person(s) who carry out management functions in accordance with Part M Subpart F M.A.606 (b). Nominations are to be made on SCAA Form 4 providing details of 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.
- 5.3.3 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.

5.4 Maintenance organisation manual

- 5.4.1 A copy of the maintenance organisation manual (MOM) should be prepared and submitted to the SCAA at the time of application for the approval. The format and content of the MOM for a small organisation with less than 10 maintenance staff should be in accordance with Appendix IV to Part M AMC M.A.604
- 5.4.2 The format and content of the MOM for larger organisations with 10 or more maintenance staff should generally be in accordance with the format for a Part 145 MOE, see paragraph 4.4 above.

5.5 Investigation and assessment

- 5.5.1 The SCAA will carry out an audit of the organisation to verify that the procedures and practices within the organisations as detailed in the MOM / MOE demonstrate compliance with Part M Subpart F. Any non-compliance observed during the audit will be classified as a Level 1 or Level 2 finding in accordance with Part M Subpart F M.A.619 and notified to the applicant in writing.
- 5.5.2 For initial approval all findings must be corrected before the approval can be issued.
- 5.5.3 When all outstanding items are closed the SCAA will issue an Approval Certificate.

6 Variations to approvals

- 6.1 An application to vary a maintenance organisation approval should be made in accordance with paragraph 2 above providing details of the approval class and rating changes required. When the variation requires a change to the MOE or MOM, as applicable, this should be submitted as a draft amendment to the SCAA together with the application.
- 6.2 The SCAA will investigate the application for variation in accordance with paragraph 4 or 5 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.

7 Validation

- 7.1 An application for approval validation by an organisation based outside of the Seychelles can be made by either a Seychelles based AOC holder or by the organisation itself. If an organisation is to apply directly it will need to provide justification that they require an approval to support the maintenance needs of a Seychelles based operator.
- 7.2 Applications for approval are to be made in accordance with paragraph 2 of this Airworthiness Notice.
- 7.3 Together with the application form, the applicant should also submit the following:
 - (a) SCAA Form 4. Management credentials for the nominated staff.
 - (b) A copy of the Approval Certificate, EASA form 3, issued by the EU Member State or EASA.
 - (c) A copy of the MOE or MOM, as applicable, approved by the EU Member State or EASA who have approved the organisation.
- 7.4 The SCAA will investigate an application to validate an approval in accordance with paragraph 4 or 5 above, as applicable. On completion of a satisfactory investigation the SCAA will issue an Approval Validation Certificate.

Note: The validation of an organisation in accordance with this paragraph is dependant upon the organisation holding EASA Approval. Termination, suspension or revocation of an organisation's EASA approval automatically invalidates the SCAA Approval Validation Certificate.
- 7.5 Applicants for approval validation are required to pay any additional costs associated with the investigation of organisations based outside of the Seychelles.

8 Continuation of approval

- 8.1 Maintenance organisation approvals issued to organisations that are based in the Seychelles are non-expiring and will remain valid subject to continued compliance with the requirements and payment of the requisite fees and charges.

- 8.2 Approval validations issued to organisations based outside of the Seychelles are valid for up to a maximum of two years. Subject to need, such validations can be re-issued for a further period subject to continued compliance with the requirements and payment of the requisite fees and charges.
- 8.3 All maintenance organisation 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.

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