

Air Operator Certificate Continuing Airworthiness Management

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 The Seychelles Civil Aviation Directive SCAA CAD-AIRW/10 and CAD-AIRW/10(Vc) incorporates Annex I (Part-M) and Annex Vc (Part-CAMO) of the European Commission Regulation (EC) No 1321/2014 of 26 November 2014, as amended, as the technical standards applicable in the Seychelles for the continuing airworthiness of aircraft and components. These standards include the applicable continuing airworthiness management arrangements. Airworthiness Notice 34 provides the implementation plan and relevant target dates.
- 1.3 These technical standards set out the responsibilities of owners and operators and 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 by the SCAA as a continuing airworthiness management organisation (CAMO).

2 Continuing Airworthiness Management Organisation (Part-M Subpart G and Part-CAMO) approval.

- 2.1 An application for a continuing airworthiness management organisation approval shall be made to the SCAA Airworthiness Inspectorate on SCAA AIR FORM 2B together with the requisite fee. A copy of this form can be downloaded from the SCAA web site www.scaa.sc.
- 2.2 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.
- 2.3 The organisation will need to employ sufficient personnel who are competent and qualified to perform the maintenance detailed in the application. An applicant for approval is required to nominate person(s) who carry out management functions. These nominations for post holders are to be made on SCAA AIR 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. 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 with a SCAA letter to the applicant.

- 2.4 A copy of the continuing airworthiness management exposition (CAME) should be prepared and submitted to the SCAA with the application for the approval. It is acceptable for a continuing airworthiness management organisation which is also an aircraft maintenance organisation to publish the CAME as a separate document or as a combined document together with the aircraft maintenance organisation exposition (MOE).
- 2.5 The applicant is requested to complete a compliance checklist to provide a record and summary of how the organisation complies with the applicable requirements providing a cross reference to the CAME procedures. The CAME shall take into account human factors, and include details of continuation training for all personnel involved in airworthiness management. The applicant shall complete and submit as applicable the compliance checklist [Annex A - Part M Compliance Statement](#) or [Annex A1 Part-CAMO Compliance Statement](#) concurrently with their application.

Note: For the purpose of Part-CAMO Approval, the CAME shall include details of applicant's Safety Management System.

- 2.6 The applicant is to prepare and submit to the SCAA for approval an aircraft maintenance programme for each aircraft type to be operated. Further information on the approval process for an aircraft maintenance programme is provided in SCAA Airworthiness Notice No 5.
- 2.7 The applicant is to prepare and submit to the SCAA for approval an aircraft technical log system. 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.
- 2.8 Operators who are not SCAA approved aircraft maintenance organisation (AMO) are required to establish maintenance contracts with appropriately approved maintenance organisations. The technical aspect of the contract is to be submitted to the SCAA who will, when satisfied, approve the contracted maintenance arrangements in writing. Further information on the approval process for an aircraft maintenance organisation is provided in SCAA Airworthiness Notice No 17.

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.

- 2.9 An operator is permitted to subcontract certain continuing airworthiness management tasks. However, the operator does retain ultimate responsibility for these tasks and must be directly involved and/or endorse recommendations made by the subcontracted organisation. The CAME, see paragraph 2.4 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 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. An operator who intends to subcontract continuing airworthiness management tasks is required to establish a formal contract with the subcontracted organisation. The

technical aspect of the contract is to be submitted to the SCAA who will, when satisfied, approve the subcontract arrangements in writing.

- 2.10 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. Any non-compliance observed during the audit will be classified as a Level 1 or Level 2 findings and notified to the applicant in writing. For an initial approval, all findings must be corrected before the approval can be issued. The applicant shall provide a comprehensive Corrective Action Plan not more than 14 days after the findings have been released on Centrik.

Subject to the completion of the investigation and the closure of all of the findings, the SCAA will issue an Approval Certificate on a SCAA AIR FORM 14 or FORM 14-MG as applicable.

3 Change to the approval

- 3.1 An application to vary a continuing airworthiness management organisation approval should be made in accordance with paragraph 2.1 and 2.5 above and 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.
- 3.2 The SCAA will investigate an application to vary an approval in accordance with paragraph 2 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.

4 Continuation of the approval

- 4.1 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.
- 4.2 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 or multiple visit in a 12-month period. The visit dates will be mutually agreed.
- 4.3 Where a Seychelles continuing airworthiness management organisation elects to subcontract continuing airworthiness management tasks in accordance with paragraph 2.9 above, it will be required to pay any additional costs incurred by the SCAA for the oversight of these arrangements.

5 Notice revision

This Notice becomes effective from the date of issue and supersedes Airworthiness Notice No 11 issue 6 which must be destroyed.