



# **CIVIL AVIATION PUBLICATION**

## **CAP 14**

### **APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION**

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### Bahrain CAA Publication Revisions Highlight Sheet

☒ CAP: 14

☐ TPM:    

The following pages have been revised to 02 dated 15 October 2023.

| Item                | Paragraph Number       | Page(s)             | Reason   |
|---------------------|------------------------|---------------------|--|
| 1                   | Revision Highlights    | 1 of 1              | Amended to indicate the current revision highlights  |
| 2                   | Index                  | i & ii              | Amendment to titles (Sec-II, 1, 2 & App-7)   |
| 3                   | Revision Record        | iii                 | To indicate the revision record  |
| <b>Section - I</b>  |                        |                     |  |
| 1                   | 5.2.1                  | 3 & 4               | Note added to clarify the requirement of Post Holder forms & name correction of the checklist                      |
| 2                   | 5.2.6.1 (d)            | 5                   | To correct the name of checklist   |
| 3                   | 5.3.1.2                | 6                   | Note added to clarify the requirement of Post Holder forms   |
| 4                   | 5.3.2                  | 6                   | To correct the name of checklist   |
| 5                   | 5.3.3.2                | 7                   | To correct the name of checklist   |
| 6                   | 6.1 (b)                | 11                  | To correct the name of checklist and clarification to the responsibility of the BCAA while renewal of line station |
| 7                   | 6.3.1.1 (k)            | 12                  | Clarification to the responsibility of the BCAA while renewal of line station                                      |
| 8                   | 7.2                    | 12-13               | Standardization of audit periodicity and adding conditions for continuation of approval.                           |
| 9                   | 8                      | 13                  | To correct the name of checklist   |
| 10                  | 9.2.2 & 9.2.3          | 15                  | Amendment to the audit period  |
| 11                  | 10.2.1 (i) & (ii)      | 16-17               | Amended to include clarification in findings management  |
| <b>Section - II</b> |                        |                     |  |
| 1                   | 1                      | 1                   | FAMO Abbreviation  |
| 2                   | 1.3.1                  | 2                   | Note added to clarify the requirement of Post Holder forms & name correction of the checklist                      |
| 3                   | 1.3.2                  | 3                   | To indicate the prerogative of BCAA  |
| 4                   | 2                      | 5                   | Title word correction  |
| 5                   | 2.2.7                  | 5                   | Note added for AMO's obligation on notification of suspension  |
| 6                   | 2.3                    | 6                   | Requirement of acceptance of Post Holders & name correction of the checklist                                       |
| 7                   | Appendix-4             | App (4-1) to (4-13) | Minor editorial amendments   |
| 8                   | Appendix-7 (Section-I) | App (7-1) to (7-36) | To add the requirement on use of the checklist & other Minor editorial amendments                                  |

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### REVISION RECORD

#### CAP 14 AMO

| Revision No.  | Date of Issue   |
|---------------|-----------------|
| Initial Issue | 12 May 2022     |
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Disclaimer: This document is published to guide the ANTR 145 Organisation and the BCAA in conducting the processes involved in Issue / Renewal of approvals to cover the maintenance of Aircraft registered with the Kingdom of Bahrain and / or Component maintenance intended to be fitted on Aircraft registered with the Kingdom of Bahrain. These are only guidelines provided to outline the process and the regulation / requirements at ANTR PART-V and ANTR 145 will precede over these guidelines.



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### SECTION – I

#### APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION – ISSUE / RENEWAL

##### 1. INTRODUCTION

Article 38 of the Civil Aviation Law No.14 of 2013 requires that no aircraft shall operate in the territory of the State without conducting maintenance of the aircraft, including engines and other equipment and systems, and approved in accordance with the applicable ANTR regulation and in conformity with the established laws, rules, and regulations in vogue.

This Civil Aviation Publication (CAP) provides information and the CAA's administrative procedures which the Airworthiness Directorate inspectors shall follow when exercising their tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of ANTR-145 Aircraft Maintenance Organization approvals and the Responsibilities / Obligations of the prospective and / or approved ANTR 145 Organisation as the case may be and the Responsible Person(s) / Post Holder(s) appointed therein.

##### 2. REFERENCES

- (a) Civil Aviation Law
- (b) Air Navigation Technical Regulations (ANTR)
  - (1) ANTR Part V – General
  - (2) ANTR 145

##### 3. Approval of AMO - Process

###### 3.1 Objective

- a. This CAP stipulates the procedures and guidelines to be followed by the organisation seeking approval and BCAA for granting approval to an applicant for issuance / extension / renewal of approval under the provisions of ANTR 145.
- b. Five-phase certification process shall be followed for grant of approval. The five-phase shall consist of –
  - i. Pre-application phase,
  - ii. Formal application phase,
  - iii. Documentation evaluation phase,
  - iv. Inspection and demonstration phase, and
  - v. Certification phase.

The process normally takes three to six months depending on the scope of interest, preparedness, and compliance by the applicant.



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It is important to note that this CAP is for guidance purpose only and on its own does not change, create, amend, or permit deviations from regulatory requirements, nor does it establish minimum standards. The provision of this CAP is complimentary to the requirements of ANTR 145.

### 4. Resources of BCAA

- a. The Chief of Airworthiness Inspection will decide the number of inspectors required to be deputed for handling the approval process of the AMO depends on the
  - i. Size of the applicant organization
  - ii. Complexity of the organization approval applied for
  - iii. Intended scope of the facility, applicant intent to apply and the expected task required to be accomplished
  - iv. Number of sites / locations proposed to be covered by the approval
  - v. Nature of the services to be covered by the organization and its impact to aviation safety
- b. The Chief of Airworthiness Inspection will nominate a competent team for the AMO approval process in accordance with the ANTR 145.comprising of inspectors –
  - i. appropriately qualified and have all necessary knowledge, experience, and training to perform their allocated tasks and
  - ii. have received training/continuation training on ANTR-145 and any other topics related to approval of an AMO

### 5. Approval Phases

#### 5.1 Phase 1; Pre-application phase

- 5.1.1 During this phase, the prospective applicant can make initial enquiry regarding regulatory requirements/ processes to be followed to obtain the approval.
- 5.1.2 Once an applicant's letter of intent has been submitted to BCAA, BCAA will schedule a pre-application meeting.
  - a. This meeting will take place at the office of DAL with the Chief of Airworthiness and Airworthiness Inspectors identified to meet the requirement at Para 4 above.
  - b. A briefing shall be given to the applicant during this meeting on the AMO certification process under ANTR 145, applicable regulation, including guidance on the completion of the application form and document required to show compliance.
  - c. The Chief of Airworthiness is responsible to organise & conduct the pre-application meeting and offer guidance to the applicant to the extent possible.
  - d. The applicant organisation should be represented (at a minimum), by the prospective Accountable Manager, the Quality Manager and Maintenance Manager(s) identified / designated by the organisation.



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- e. During the Pre-Application Phase, the prospective accountable manager shall designate an appropriate person as the focal point for the company during the AMO certification process. This designated person must hold a senior position in the organisation and preferably the prospective Quality Manager / Maintenance Manager to serve as a coordinator for the applicant during the AMO Certification Process. One of the functions of this person will be to assure that all the findings issued by the BCAA are directed to, and properly addressed by the appropriate personnel within the organisation. It will be much more efficient for the certification team to track the status of findings and comments through this nodal person rather than several persons responsible for specific areas. Another function of this focal point will be to arrange the on-site visits and ensure that the appropriate personnel will be present and available.
- f. A record of minutes of the meeting will be maintained in the relevant files.
- g. The Pre-Application meet should summarize the following:
  - i. Specify the regulation and the applicable procedures;
  - ii. Clarify the requirements related to the MOE;
  - iii. Clarify the associated requirements (maintenance data, tool / equipment, appropriately qualified / trained maintenance & certifying staff, training of personnel etc.);
  - iv. Assess and determine if the applicant's business activities justify the grant of ANTR 145 approval.
  - v. Specify the need for appointing a focal point

5.1.3 During the meeting, the applicant will be intimated to submit the formal application along with the requisite documents to the BCAA.

### 5.2 **Phase 2: Formal Application Phase**

5.2.1 The applicant shall submit the application form (ALD/AIR/F056) along with Maintenance Organisation Exposition (MOE) prepared in accordance with ANTR 145.A.70. A guideline for completion of application form is given in **Appendix-2**. Submission of a formal application is interpreted by BCAA to mean that the applicant is aware of the regulations and rules applicable to the proposed maintenance operation, is prepared to show the method of compliance and is prepared for in-depth evaluation of the maintenance organization. The form shall be accompanied with the following documents:

- a) BCAA form ALD/AIR/F018 along with signed resume for post holders / Key Management Personnel [Guidelines for completion of BCAA form ALD/AIR/F018 is given in **Appendix-3**]

*Note 1: The Post Holder(s) as approved / accepted by the organisation holding approval from FAA / EASA / CAA-UK / TC may be considered acceptable to BCAA in view of existence of such details in MOE and its reference in MOE supplement. However, a copy each of the approved / accepted key management personnel form is retained in BCAA records.*

*Note 2: It is the responsibility of the organisation to notify the changes to such approved / accepted post holders along with the copy of relevant document(s).*



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*Note 3: The Post Holder(s) as proposed by the domestic organisation seeking BCAA approval shall require approval / acceptance by BCAA, and submission of documents as given in sub-para (a) is a must.*

- b) Applicable fee in accordance with the Schedule of Charges published under CAP-18.
- c) Compliance Checklist of ANTR 145 & internal audit report as per **Appendix-7** to this CAP along with evidence in support of the requirement.
- d) MOE /Associated procedure Manual cross references to ANTR 145.
- e) Evidence of registered name of organisation.
- f) SMS Manual along with associated documents, if applicable.
- g) Schedule of Events describing the list of activities, and/or facility acquisitions, which must be accomplished or made ready, including the dates on which they will be ready for the BCAA to inspect. The schedule should be realistic and contains sufficient flexibility to allow for unforeseen contingencies. A sample format of schedule of events is placed at **Appendix-1**.
- h) Statement of interest from the aircraft owners / operators / CAMO for seeking maintenance support.

*Note: The intended scope of approval should be detailed as much as possible. It should mention class and the ratings sought. Refer to APPENDIX-II to Section-A of ANTR 145.*

- 5.2.2 Upon receipt of application, the same will be scrutinised to determine eligibility and completeness of the application in conformity with ANTR 145.
- 5.2.3 Incorrect or incomplete application will not be processed further, and the applicant will be notified in writing.
- 5.2.4 The applicant should provide evidence of compliance to the following requirements:
  - a) **Personnel Requirements:** Compliance to 145.A.30 Personnel requirements. The persons nominated in accordance with ANTR 145.A.30 to function as Accountable Manager, Base Maintenance Manager, Line Maintenance Manager, Workshop Manager and Quality Manager, as applicable.
  - b) **Facility Requirements:** Compliance to 145.A.25 Facility requirements and related AMC to ANTR 145, as appropriate.
- 5.2.5 Formation of the certification team.
  - 5.2.5.1 Upon receipt of the intent of the application for approval of the AMO and after the meeting as part of Pre-Application Phase, DAL / Chief of Airworthiness will form a team meeting the requirement of Para 4.b above and assign to oversee the AMO approval process. The composition and size of the certification team will consist of a Team Leader to manage and lead the certification team. The size of the team is determined in accordance with the Para 4.a above.



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### 5.2.6 Scheduling of Formal Application meeting:

The chief of the airworthiness / the designated team leader will intimate the date of a formal application meeting. The Certification team member detail may also be shared with the designated representative(s) of the applicant. Prior to scheduling the formal application meeting, the certification team will initially review the application package and make a determination of its acceptability within 15 working days. The team leader will provide written notification of acceptance or rejection of the formal application.

#### 5.2.6.1 The main objectives of the Formal Application Meeting are to:

- a) Introduce the Organization's Management personnel to the BCAA's AMO Certification Team.
- b) Ensure that the applicant's team understands the AMO approval process.
- c) Resolve the queries raised by the Applicant, if any.
- d) Provide an initial comment on the compliance checklist / report of ANTR 145 provided by the applicant.
- e) Discuss and agree upon the target dates for the various phases outlined in the Schedule of Events. Schedule of Events will be scrutinised for realistic timelines which will be mutually agreed. Any change in the timelines may affect the process.

### 5.3 **Phase 3; Document Evaluation Phase**

The document evaluation phase involves the detail examination of documents and manuals provided by the applicant to establish that every aspect required by the regulations is included and adequately covered. The application and the documents will be reviewed in accordance with the APPENDIX-7 to this CAP and APPENDIX I & II to AMC, Section-B of ANTR 145. The review and assessment shall consist of following items:

- a) Evaluation and acceptance of Post holders and other personnel and completion of BCAA form ALD/AIR/F018 along with signed resume for post holders / Key Management Personnel.
- b) Review of compliance to ANTR 145 (Attached as Appendix-7 to this CAP).
- c) Review of MOE and associated procedures (Refer to ANTR 147.A.70, AMC 147.A.70 and Section – I & II of Appendix-7 to this CAP)
- d) Review of SMS Manual and associated procedures in accordance with the Chapter 4 of ICAO Annex 19.

*Note: Refer to Appendix-5 for the General Guidance for the evaluation criteria on various areas of the ANTR 145 organisation.*

#### 5.3.1 Evaluation and acceptance of Post holders and other personnel and completion of BCAA form ALD/AIR/F018

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- 5.3.1.1 The Accountable Manager should demonstrate to BCAA that he has a reasonable understanding of applicable regulations and of his role within the approved organisation, but also that he has all necessary means, in particular financial, to fulfil the Accountable Manager's duties as detailed in the MOE. The Accountable Manager is accepted via approval of the MOE containing the Accountable Manager's commitment statement.
- 5.3.1.2 The proposed post holders are required to demonstrate to BCAA the appropriate essential requirements of qualification, experience in accordance with 145.A.30 and are competent to perform the function.

If satisfied, the formal acceptance of the post holders is granted through the BCAA form ALD/AIR/F018) by BCAA. Once the post holders have been accepted by the BCAA, the names of the post holders shall be included in the MOE.

*Note 1: The Post Holder(s) as approved / accepted by the organisation holding approval from FAA / EASA / CAA-UK / TC may be considered acceptable to BCAA in view of existence of such details in MOE and its reference in MOE supplement. However, a copy each of the approved / accepted key management personnel form is retained in BCAA records.*

*Note 2: It is the responsibility of the organisation to notify the changes to such approved / accepted post holders along with the copy of relevant document(s).*

*Note 3: The Post Holder(s) as proposed by the domestic organisation seeking BCAA approval shall require approval / acceptance by BCAA, and submission of documents as given in sub-para (a) is a must.*

- 5.3.1.3 The organisation shall have adequate and appropriate aircraft type rated certifying staff and support staff. The list of such staff shall be maintained on real-time basis and controlled in accordance with the document control system of the organization and cross referred in MOE.

- 5.3.2 Review of compliance & audit checklist (Refer Section – I & II of Attached Appendix-7 to this CAP)

The maintenance organisation shall identify and analyze the maintenance processes intended to be included in the ANTR-145 approval and ensure compliance of such processes with ANTR-145 requirements and any other circulars / advisories issued by the BCAA, time to time, related to Aircraft Maintenance.

The Certification Team will evaluate the compliance checklist of ANTR 145. If the compliance checklist is indicative of not in compliance with the regulation, it should be returned to the AMO together with the detailed observations / findings for their corrective action and resubmission.

- 5.3.3 Review of MOE and associated procedures:

- 5.3.3.1 Based upon the analysis /review (Refer Section – I & II of Appendix-7), the maintenance organisation shall develop and provide the applicable draft of the MOE (including associated list(s) and procedure(s) as applicable covering all activities of the AMO.



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5.3.3.2 The Certification Team will review the AMO Organization's draft MOE including associated list(s) and procedure(s) as applicable to ensure full compliance with the applicable requirements and in order to establish that it complies with ANTR 145.A.70 and as committed in the compliance checklist. The review will be conducted in accordance with the guidance given Section – I & II of Appendix-7 and Part 3 of audit report form (Form ALD/AIR/F015 – Appendix II to AMC – Section-B, ANTR 145). The Checklist must be used in conjunction with compliance report (Section – I & II of Attached Appendix-7 to this CAP) to record queries, topics to be checked on audit and unsatisfactory items. If the MOE needs further correction, development / improvement, it should be returned to the AMO together with the comments summary as an attachment to an Audit Finding Form. The MOE must include the subject headings listed in AMC 145.A.70 (a) and reflect the preferred procedures. The BCAA inspector is required to establish that the procedures specified in the exposition are in compliance with the intent of ANTR 145 and they are demonstrable, for the intended purpose.

5.3.3.3 When the proposed exposition is not acceptable (i.e. procedures or required information not available or not adequate, not compliant) with ANTR-145 requirements and this CAP and therefore could not be reviewed within the allocated time, the assigned team leader is required to return the draft MOE back to the maintenance organisation for corrections. The assigned BCAA team / inspector will notify in writing the applicant of the non-compliance's and/or corrections. A copy of this notification letter should also be inserted in the AMO's Certification file in the correspondence section. The maintenance organisation will have to re-draft the MOE to cover the gaps identified to meet the ANTR 145 requirements.

### 5.3.4 Corrective Actions

5.3.4.1 On the basis of the findings against the MOE, the AMO is required to apply appropriate corrections / rectifications as necessary to show compliance to ANTR 145 and resubmit for BCAA's review. The Certification Team members must ensure that all the observations / findings are corrected / rectified.

5.3.4.2 If after several exchanges, should the maintenance organisation still fail to produce the MOE to the acceptable standards (MOE and its associated procedures), BCAA may have to take the most appropriate action of termination of the application for a definite period.

5.3.4.3 MOE will be approved, when the MOE & its associated procedures are ensured to show full compliance to the ANTR 145 and all the items identified in the Form ALD/AIR/F015 – Appendix II to AMC – Section-B, ANTR 145 and to the required standards.

### 5.3.5 Review of SMS Manual

5.3.5.1 The certification team will review the SMS for its required and acceptable standard. The team may take the help of suitably SMS trained inspector of BCAA for the SMS Manual review. In case any discrepancy observed during review, the same should be intimated to the organization in writing.

5.3.5.2 On being satisfied with the final review, the SMS Manual may be accepted for implementation by the AMO.



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### 5.4 Phase 4; Inspection and Demonstration Phase

Inspection in this phase will include maintenance organization facility inspections, including sub-contracted organisation facility, if required, inspection of maintenance control and planning system to ensure that the applicant's proposed maintenance procedure are effective, and the facilities and equipment are actually in place and meet regulatory requirements. This may include interviews with personnel to ensure that procedures are transmitted and understood, particularly as relevant to management staff, their responsibilities and to the Quality Management System in place.

#### 5.4.1 Internal audit report from the maintenance organisation's quality system.

5.4.1.1 Once the draft of the MOE and the BCAA form ALD/AIR/F018 for post holders / Key Management Personnel are confirmed as being acceptable by certification team, the maintenance organisation's Quality department shall audit the maintenance organisation in full for compliance with the MOE, associated procedure manual and ANTR 145 regulation. All relevant regulation/guidance/maintenance data dealing with specific technical matters (i.e., certifying staff, base/line maintenance, equipment / component shop facility, composite repair shops, etc.) as applicable to the maintenance organisation, shall also be consulted.

5.4.1.2 A statement signed by the organization's Quality Manager shall be provided to the BCAA before the BCAA audit takes place confirming that processes, facilities, documentation, tools, equipment, material, components, personnel etc. relevant to the scope of approval have been reviewed and audited showing compliance with ANTR 145 requirements.

This means that all findings raised during this internal audit must have been closed with appropriate corrective actions before issuing this statement. The relevant internal audit report(s) including the associated corrective actions shall be provided by the maintenance organisation along with the QM statement to the BCAA.

#### 5.4.2 Preparation of the Audit

5.4.2.1 After receipt of the Quality Manager's statement and the internal quality audit report, the certification team may initiate the on-site assessment / inspection / audit in accordance with Section – I & II of Attached Appendix-7 to this CAP, ALD/AIR/F015 – Appendix II to AMC – Section-B, ANTR 145 to assess the capability of the organisation to undertake the scope of approval applied for. The maintenance organisation shall provide any necessary administrative support in order to complete the inspection.

The Team leader will:

- a) Liaise with the maintenance organisation for scheduling the audit, and
- b) Prepare and notify the maintenance organisation of the audit program.

*Note: In case of any changes to the initial application, the maintenance organisation shall notify BCAA before the assessment / inspection / audit process takes place by sending a revised application form (ALD/AIR/F056).*



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### 5.4.3 On-Site Inspection(s)

5.4.3.1 The certification team shall start the assessment audit with an opening meeting with the Accountable Manager and other Post Holders / Key Management Personnel. The on-site inspection phase will cover all the areas of ANTR 145 such as facilities, personnel requirement, equipment, tools, materials, acceptance of components, stores requirement, maintenance data, production planning, performance of maintenance, certification of maintenance, maintenance records, safety & quality policy maintenance procedures, exposition procedures, limitation, services, etc. and accordingly the AMO is assessed for capability. The following points shall be considered when carrying out the meeting:

- a) Confirmation of the audit schedule including objectives and scope of the audit.
- b) Confirmation of the required interviews / availability of the people involved in the ANTR 145 process.
- c) Explanation on the method used for reporting nonconformities.
- d) Confirmation of the applicable regulation and standards.

5.4.3.2 During the on-site Audit, each member of the certification team will be accompanied by a senior technical member, preferably the Quality Manager of the AMO. Progressively complete the checklists at Section – I & II of Appendix-7, Part-2, 3 & 4 of ALD/AIR/F015 – Appendix II to AMC – Section-B, ANTR 145, recording any findings against the sub-paragraph of the requirement and the applicable area of the audit.

All findings must be confirmed in writing to the organisation. The audit report form should be the ALD/AIR/F015 – Appendix II to AMC – Section-B, ANTR 145. The team should inform the Chief of Airworthiness, the findings made during the audit who shall in turn inform the same to the Quality Manager with a copy to the Accountable Manager for necessary corrective action.

5.4.3.3 The certification team is required to inform the Chief of the Airworthiness about any inconsistencies with respect to the ANTR requirements such as adequacy of facility arrangements, appropriate and adequacy of support & certifying staff, equipment, tools & materials, maintenance data, certification procedures, training requirements, exposition procedures etc., required to meet the requirements of the approval scope and rating as detailed in ANTR 145.

5.4.3.4 If the initial assessment / inspection / audit lead to significant and/or numerous discrepancies, this would show insufficient understanding / compliance of the maintenance organisation and a lack of effectiveness of the Quality system. In that case, BCAA may take the decision and inform the maintenance organisation accordingly with either or all of the following:

- a) To terminate the application. If the maintenance organisation wishes to re-apply for ANTR 145 approval the need of submission of a new application in accordance with ANTR 145; or
- b) To limit the requested scope of work; or



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- c) Not to accept the concerned post holders and/or nominated personnel as defined in ANTR 145.A.30 (a) & (b).

5.4.3.5 For an initial audit the findings shall not be classified as Level 1 or 2 as the maintenance organisation is not approved. A maximum of three months is allowed to take corrective action for all the finding raised during the initial audit. Failure to close these findings during the agreed period without adequate justification could lead to terminate the application.

5.4.3.6 Depending on the extent and nature of the findings and the delay of corrective actions implementation, an additional audit may be necessary.

5.4.3.7 The AMO responds to findings (if applicable) and resubmits the Audit Finding Form(s) with the full corrective action described on the form. Assessment / Inspection / Audit Team evaluates the corrective actions submitted for closures, where necessary, carry out a follow-up audit and accepts the corrective action submitted, closes the findings, and complete relevant part of the Form - ALD/AIR/F015, and all checklists used for the subject assessment / Audit. The Assessment / Inspection / Audit Team ensures that all inspection checklists are complete in all respect and no items left unattended.

5.4.4 Recommendation.

Once the maintenance organization's compliance with ANTR 145 has been established and all findings are closed, the Certification Team will make a recommendation for issue of ANTR 145 approval to the maintenance organisation. This includes the recommendation for MOE, associated documents / procedures approval and management personnel acceptance. The Approval Certificate shall be issued as per the format given at Appendix III to ANTR 145

*Note: The approval will only be granted for the scope / activity, for which the prospective AMO could show compliance to the ANTR 145 requirement.*

### 5.5 Phase 5; Certification Phase

The certification phase commences after the Chief of Airworthiness determines that all assessment processes have been completed in a satisfactory manner and that applicant has demonstrated compliance with the applicable requirements and has capability of fulfilling its responsibilities and of conducting a safe maintenance operation.

5.5.1 The recommendation package (Document review and the on-site audit report including closure of findings) will be reviewed for compliance and accuracy. A quality review of the Form - ALD/AIR/F015 / the Form – ALD/AIR/F167 (in the case of line maintenance scope) audit report form and Checklists at Section – I & II of Attached as Appendix-7 to this CAP, should be carried out by the Chief of Airworthiness. The review should take into account the relevant paragraphs of ANTR-145, the details of finding and the closure action taken. Satisfactory review of the audit forms should be indicated by a signature on the audit Form - ALD/AIR/F015.

5.5.2 Upon completion of the required review and having satisfied with the application and the result of assessment / inspection / audit, the Chief of Airworthiness will forward the assessment package to DAL for final review and recommendation. Upon satisfaction by the Director Aeronautical Licensing (DAL), the package is submitted to the Under Secretary to Civil Aviation Affairs (USCA) through Assistant Under Secretary for Air Transport, Aviation Safety and Security (AUATSS) for approval and appending signatures on the approval certificate.



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5.5.3 On approval by USCA, following documents will be issued to the applicant:

- a) the approval certificate - Appendix III to ANTR 145;
- b) the approval letter of the MOE and other associated documents;
- c) the Post Holders / Key Management Personnel approval - BCCA form ALD/AIR/F018.

### 6. Change to ANTR 145 organisation approval (ANTR 145. A.85)

6.1 An application for change of ANTR 145 Maintenance Organisation approval should be made to the BCAA using the Application (ALD/AIR/F056) along with the following documents for any of the changes listed under ANTR 145.A.85:

- a) Soft and hard copy of amended MOE and associated procedure manuals;
- b) Compliance checklist to ANTR 145 and Audit Checklists - Section – I & II of Attached Appendix-7 to this CAP.
- c) Details of personnel including post holders.
- d) The Accountable Manager's statement.
- e) Applicable fees as per CAP 18 (Schedule of Charges).

6.2 The guidelines remain the same as that is followed for the purpose of initial approval process for change in scope of approval.

6.3 Changes leading to Approval for additional scope / type rating / line stations capability.

6.3.1 Approval to extend the privileges to cover additional scope / type ratings of the approved AMO may be granted by the BCAA provided that the AMO is able to demonstrate to the BCAA its capability to provide maintenance to Bahrain registered aircraft in accordance with the applicable requirements under ANTR 145 and the process (as deemed necessary) mentioned at Para 5 above.

6.3.1.1 In the case of additional line station, BCAA on examination of the proposal and supporting documents and upon satisfactory completion of preliminary assessment, may grant approval to include the proposed line station for performing maintenance on the Bahrain Registered Aircraft. In this case, the physical inspection / Audit of the line station shall be carried out at the earliest available opportunity but not later than 24 months from the date of issue of such approval, following the procedure defined in Para 5 of the Section-I, in a manner given in preceding portion of this paragraph. and thereafter, the line station is scheduled as part of the routine surveillance programme defined in Paragraph 9.

Documentary evidence of the following shall be submitted to BCAA to obtain the approval:

- a) Completed and signed BCAA Application Form ALD/AIR/F056 indicating the proposed line station(s);
- b) Letter of Intent from the Bahrain Aircraft Owner / Operator / ANTR M (CAMO);
- c) Proposed amendment to the BCAA MOE / MOE Supplement, for approval, indicating the particular line station where the authorisation will be exercised and the type of aircraft that is intended to be provided with line maintenance support services;



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- d) List of qualified CRS signatories including but not limited to copy of the respective Company Authorisation, Basic License, Type training certificates and Operator's maintenance procedures training completion;
- e) List of relevant equipment and tools required to perform the intended line maintenance services;
- f) Availability of Owner / Operator's / ANTR M (CAMO) line maintenance procedures manual as applicable;
- g) Line station facility description including a layout of the line station office;
- h) Operator's manuals and continuing airworthiness publication (i.e. AMM, SRM etc.);
- i) The AMO's Internal Audit / Assessment Report from the Quality Manager (Post Holder), preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements.
- j) The AMO's facility / line station facility assessment audit carried out by the Quality Manager (Post Holder) of Aircraft Owner / Operator / ANTR M (CAMO) organisation and recommendation (preferably using the checklists given in Section – I & II of Appendix-7 to this CAP along with evidence in support of the requirements).
- k) Any other requirement that the BCAA may prescribe.

*Note: In the case of additional line station to the existing BCAA approved organisation, the BCAA shall evaluate the checklists (relevant portions of Section – I & II of Appendix-7) and the report submitted by the approved organisation and the BCAA may prepare the recommendation for line station using the form ALD / AIR / F167*

### 7. Renewal of an approval (ANTR 145.A.90)

7.1 An application for renewal of ANTR 145 Maintenance Organisation approval should be made to the BCAA using the Application (Form ALD/AIR/F056) along with the following documents;

- a) Audit report (Section – I & II of Appendix-7 to this CAP) and status of closure of findings of the organisation;
- b) Validity and scope of approval of organisation, as relevant;
- c) The Accountable Manager's statement;
- d) Applicable fees as per CAP 18 (Schedule of Charges).

7.2 Each organization must be completely reviewed (inspected / audited) by BCAA for compliance with ANTR 145 at periods not exceeding / 24 months. BCAA should use Audit Checklists - Section – I & II of Appendix-7 to this CAP & Audit report Form - ALD/AIR/F015 or ALD/AIR/F167 for assessment. It should be ensured that no finding is open at the time of renewal of approval.

The AMO is audited once in 24 months and approval renewed for a year.

The continuation of an approval is subject to the condition that the 145 organisation is

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- monitored by the Quality Manager in accordance with the documented procedures of the ANTR 145 Quality System. The approval is considered valid subject to meeting all the applicable requirements of ANTR 145, the internal and BCAA audit findings are closed within the prescribed time with appropriate corrective actions and the conditions / limitations as given under the Certificate of Approval.
- No enforcement action is pending against the Organisation or its post holders including the Accountable Manager.
- No changes to the scope of approval of the organization noticed

A meeting with the Accountable Manager shall be convened at least twice in every 12 (by the post holder(s) of internal quality system) / and 24 months (with the BCAA) to ensure he/she remains informed of significant issues arising during audits and to ensure he/she fully understands the significance of the approval.

### 8. Records of ANTR 145 Approved Organisation

Records of an AMO shall be retained in an active file so long as the AMO remains active. This allows adequate traceability of the process of issue, continue, change, suspend or revoke each individual organization approval. Once considered inactive (suspended, surrendered, or revoked), the records should be moved to an inactive file for a period of 3 years. The records shall include as a minimum: -

| AMO Certification file with BCAA   | Record Keeping with ANTR 145 Organisation   |
|--|---|
| a) Application (ALD/AIR/F056)  | a) Copies of all formal correspondence.   |
| b) BCAA form ALD/AIR/F018 along with supporting documents / evidence and copy of acceptance letter. In the case of foreign AMOs the Key Management Personnel form accepted by EASA/FAA/UK-CAA/TC/NAA is considered acceptable to BCAA. | b) The records as mentioned in Para 5.2 above [except (e)].   |
| c) Copy of MOE up to date. MOE approval letter   | c) The continued oversight program including all audit records. The approval related (Issue, Renewal, Changes, Suspension, Revoking, Cancellation etc.) and periodic surveillance related records may be segregated from each other for ease of traceability. |
| d) Compliance checklist to ANTR 145 and Audit Checklists - Section – I & II of Attached Appendix-7 to this CAP   | d) The organization approval certificate including any change thereto.  |





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|  |  |
|--|--|
| e) Form - ALD/AIR/F015 Parts 1, 2, 3, 4, 5   | e) A copy of the audit program listing the dates when audits are due and when audits were carried out. |
| f) Any reports other than the Form - ALD/AIR/F015 Parts 1, 2, 3, 4, 5 used by the team and Audit Finding Closure documents | f) Details of any exemption and enforcement action(s).   |
| g) Approval Certificates - Appendix III to ANTR 145  | g) Reserved.   |
| h) Covering Letter to AMO forwarding the Approval Certificates.  | h) Up to date Maintenance organization expositions   |
| i) Any other relevant documents / forms / checklists / reports used for the assessment of the AMO capabilities             |  |
| j) Details of any exemption and enforcement action(s).   |  |

### 9. Surveillance/ Audit

#### 9.1 Internal Audits by the Organisation:

- 9.1.1 The Quality Manager of the approved organisation should develop procedure to carry out annual surveillance of their setup covering both planned and unplanned audits to ensure proper compliance of the documented procedures (such as MOE, Exposition Procedures, Engineering Procedures etc.) of the AMO in all the areas of an ANTR 145 organisation. The ANTR 145 organisation shall derive an annual surveillance plane / programme and procedures, either as a comprehensive onetime activity or progressively throughout the year. However, the entire activities of the organisation must be covered within a period of one year. The ANTR 145 organisation shall develop an internal audit procedure to cover the entire scope of surveillance activity in detailed manner to address the audit requirement, audit personnel requirement, corrective & preventive action measures, performance-based audit planning, monitoring system, report making, etc.
- 9.1.2 A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures, and products.
- 9.1.3 If any finding of serious nature (Level-1) is detected during the audits, the same should be intimated to the DAL, ALD immediately. The responsible post holder of the affected area should take appropriate action to mitigate the finding. The root cause analysis along with the measures taken to prevent such finding in future should be intimated in writing by Quality Manager to BCAA within the stipulated time frame specified in the MOE and the procedure manual.
- 9.1.4 In case there is any violation of the approved procedures, the Quality Manager is required to investigate the same and take necessary action under intimation to BCAA.

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### 9.2 Surveillance by BCAA:

After the issuance of a AMO approval, BCAA will be responsible for continued surveillance and for conducting periodic inspections to ensure the operator's continued compliance with BCAA regulations, authorizations, limitations, and provisions of its AMO approval certificate and operations specifications. These periodic inspections are components of a continuing safety oversight programme.

9.2.1 The Airworthiness Division of ALD, BCAA will carry out planned and unplanned (unannounced) surveillance inspection of organisation as per procedures detailed in TPM-GEN-04.

9.2.2 The BCAA as per the annual surveillance plane / programme and procedures, may carry out the audit either as a comprehensive onetime activity or progressively throughout the year. However, the entire activities of the organisation must be covered within the period specified (24 Months).

9.2.3 Credit may be claimed by the inspector(s) for specific item audits completed during the preceding 23 month period (as applicable) subject to four conditions:

- the specific item audit should be the same as that required by ANTR 145 latest amendment, and
- there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
- the inspector(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit, and
- the specific item audit being granted a back credit should be audited not later than 24 months as applicable after the last audit of the item.

Where BCAA has decided that a series of audit visits are necessary to arrive at a complete audit of an organisation, the programme should indicate which aspects of the approval will be covered on each visit.

9.2.4 A report should be raised each time a surveillance is carried out describing what was checked and the resulting findings against applicable requirements, procedures, and products. The outcome of the audit with the details of observation / findings will be forwarded to the Quality Manager for appropriate corrective action.

9.2.5 In case of any deviation / non-conformance to the regulation, approved procedures, the BCAA should take necessary action in accordance with the ANTR 145.A.95 / documented procedures of BCAA. The violations to the regulations shall be investigated as per the procedure detailed in TPM-GEN-04 and / or the Enforcement Policy and Procedure Manual and enforcement action as deemed fit will be applied on the violator(s).

9.2.6 Refer to the TPM GEN 04 for the detailed policy & procedures of Surveillance / Audits.





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### 10. Suspension / Cancellation / Revocation of Approval

- 10.1 Under the provisions of the Article 45 of Civil Aviation Law 14 of 2013, If BCAA determines that there is a significant failure to comply with the conditions to the certificate issued in pursuant to the ANTR 145 Regulation, BCAA may suspend / cancel / revoke / withdraw the Certificate of Approval either in complete or partially.

In case of any revocation action on the AMO Certificate / Approval by the EASA / FAA / UK-CAA / TC / NAA (as appropriate), the BCAA Certificate of Approval shall stand automatically invalid.

- 10.1.1 The AMO may appeal to the BCAA, within 30 days from the receipt of the letter of revocation, subject to submission of evidence in support of the appeal. The Certificate of Approval shall remain in temporary suspension pending the outcome of any appeal and should a special BCAA audit of such a AMO be necessary, the cost of the audit shall be borne by the AMO.
- 10.1.2 There shall be no right of appeal to BCAA when the relevant Competent Authority revokes or limits any approval / certificate it issued to the AMO holding BCAA Certificate of Approval

### 10.2 Description and actions on findings

- 10.2.1 When during audits or by other means evidence is found showing non- compliance with the requirements of ANTR 145, the following actions shall be taken:
- (i) For level 1 findings, immediate action shall be taken to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organization. In practical terms a level 1 finding is where a significant non-compliance with ANTR 145 is found. BCAA may grant 7 days for the corrective action provided that the non-conformance does not lower the safety standards and hazards seriously endangers flight safety.

The following are examples of level 1 finding:

- Failure to gain access to the organisation during normal operating hours of the organisation in accordance with 145.A.90 (2) after two written requests.
- If the calibration control of equipment as specified in 45.A.40 (b) had previously broken down on a particular type of product line such that most “calibrated” equipment was suspect from that time then that would be a level 1 finding.

*Note: A complete product line is defined as all the aircraft, engine, or component of a particular type.*

For a level 1 finding it may be necessary for the inspector / auditor to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding. Further, the person or organisation accountable, referred to in point ANTR 145.A.30 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the BCAA within a period of 7 days, including appropriate corrective action to prevent reoccurrence of the finding and its root cause agreeable to BCAA.



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- (ii) For level 2 findings, the corrective action period granted must be appropriate to the nature of the finding but in any case, initially must not be more than 60 days. In certain circumstances and subject to the nature of the finding 60 days period may be extended up to 15 days subject to a satisfactory corrective action plan including action required to prevent recurrence is agreed. In practical terms, where an inspector / auditor finds a non-compliance with ANTR 145 against one product, it is deemed to be a level 2 finding.

The following are example level 2 findings:

- One time use of a component without any serviceable tag.
- The training documents of the certifying staff are not completed.

10.2.2 Action shall be taken to suspend in whole or part the approval in case of failure to comply within the timescale granted.

- (i) Where the organisation has not implemented the necessary corrective action within the stipulated period, necessary action shall be taken in line with requirements/guidelines as stipulated in the enforcement manual/ enforcement circular.



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### SECTION – II

#### APPROVAL OF FOREIGN AIRCRAFT MAINTENANCE ORGANISATION – ISSUE / RENEWAL

#### 1. Approval process of FAMO - Foreign Aircraft Maintenance Organization (145.B.15) holding FAA / EASA / UK-CAA / TC approval.

##### 1.1 Applicability:

This CAP is applicable to FAMO holding FAA Part 145 repair station approval and/or EASA / UK-CAA / TC Part 145 approval for the approval of a foreign AMO for maintaining Bahraini registered aircraft or component (Engine and APU) for installation on Bahrain registered aircraft except as required in ANTR M (M.A. 501).

##### 1.2 Conditions:

1.2.1 The foreign approved maintenance organisation must hold a valid certificate of approval as a FAA Part 145 repair station and/or an EASA Part 145 and a valid Certificate of Approval issued by BCAA for performing work on maintaining Bahrain registered aircraft. The Certificate of Approval issued by BCAA shall be limited to the scope covered under approvals held by the FAMO under FAA/ EASA / UK-CAA / TC and the authorisation that the BCAA may grant on the relevant BCAA MOE Supplement. These approvals / authorisations may also have additional limitations to the Foreign AMO granted by BCAA through MOE supplements and subject to the scope contracted / intended to be contracted by the Bahraini aircraft operator / owner / ANTR M organisation.

1.2.2 For engine or APU, the airworthiness release certificates acceptable to BCAA are:

1.2.2.1 EASA / UK-CAA / TC Form 1 issued by the EASA / UK-CAA / TC Part 145 maintenance organisation approved by the BCAA. An EASA Form 1 must not be used for aircraft maintenance release.

1.2.2.2 FAA Form 8130-3 issued by the FAA Part 145 Repair Station approved by the BCAA. A FAA Form 8130-3 must not be used for aircraft maintenance release.

1.2.3 For the release/ return to service of Bahrain registered aircraft, the Certificate of Approval must be quoted in the release to service statement.

1.2.4 The FAMO should have an effective working independent quality monitoring (audit) system to ensure that it remains in compliance with the standard to which it is held Approval (FAA FAR Part 145; or EASA Part 145, or UK CAA Part 145 or TC Part 21 as applicable) was issued and with the conditions specified in paragraph 1.2.1 above.

1.2.5 The FAMO must have a “BCAA MOE Supplement” to their applicable FAA Repair Station Manual; or EASA Part 145 Maintenance Organisation Exposition (MOE), as appropriate, to address the additional conditions required by this CAP. The following items shall be addressed in MOE / Supplement should be in conformity with the format as given under the Appendix-4 to this CAP:

*Note: An example of a BCAA MOE Supplement is included as **Appendix-4** to this CAP.*

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- 1.2.6 The FAMO accepts that BCAA may access the Maintenance Organisation's facilities during its normal working hours to verify compliance.
- 1.2.7 The approval issued by the Competent Authority (i.e., EASA / FAA / UK-CAA / TC) and recognised by BCAA, if found suspended / cancelled / revoked, the approval granted by the BCAA deemed to be suspended / cancelled / revoked with effect from the date of such action by EASA / FAA / UK-CAA / TC. The withdrawal of suspension / cancellation / revoking action by the competent authority, will not entitle the Foreign AMO to exercise the privilege of the approval granted by BCAA, and the Foreign AMO shall apply to BCAA for restoration / revalidation of the approval granted earlier by BCAA. The additional limitations if any imposed by the competent authority stands applied automatically to the approval granted by BCAA, which is not applicable in case of extension / enhancement to the scope of approval / limitation. The extension / enhancement to the scope of approval shall be entertained upon adherence to the requirement stipulated under the "changes to the scope of organisation".

### 1.3 Approval Process

- 1.3.1 Applications of foreign firms holding approval under EASA / FAA / UK-CAA / TC, seeking approval under ANTR 145 shall submit application Form ALD/AIR/F056. The form shall be accompanied with the following documents:

- a) BCAA form ALD/AIR/F018 along with signed resume for post holders / Key Management Personnel [Guidelines for completion of BCAA Form ALD/AIR/F018 is given in **Appendix-3**]. The Key Management Personnel / Post Holders as accepted by the foreign authorities and mentioned in the approved MOE is considered acceptable in place of the ALD/AIR/F018.

*Note 1: The Post Holder(s) as approved / accepted by the organisation holding approval from FAA / EASA / CAA-UK / TC shall be referred in MOE supplement and a copy each of the approved / accepted key management personnel form is retained in BCAA records.*

*Note 2: It is the responsibility of the organisation to notify the changes to such approved / accepted post holders along with the copy of relevant document(s).*

- b) Applicable fee in accordance with the Schedule of Charges published under CAP-18
- c) Compliance checklist of ANTR 145 assessment & audit checklists Attached as Appendix-7 to this CAP, along with evidences in support of the requirements.
- d) In the case of a FAA FAR Part 145 Repair Station, a copy of the Air Agency Certificate and associated Operations Specification together with controlled copy of the Repair Station Manual (RSM); In the case of an EASA Part 145 maintenance organisation, copy of Certificate of Approval and associated Approval Schedule together with controlled copy of the Maintenance Organisation Exposition (MOE).
- e) Reserved
- f) If the Organisation holds approval under FAA / EASA / UK-CAA / TC regulation, then a MOE supplement as per Appendix-4.



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- g) Reserved
- h) Reserved
- i) Reserved
- j) Reserved
- k) Reserved
- l) Statement of intent from the aircraft owners / operators / CAMO for seeking maintenance support.
- m) FAA/EASA / UK-CAA / TC and National Authority approval and approved Capability List.
- n) Reserved
- o) The FAMO's Internal Audit / Assessment Report from the Quality Manager (Post Holder), preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements.
- p) The FAMO's facility assessment audit carried out by the Quality Manager (Post Holder) of Aircraft Owner / Operator / ANTR M (CAMO) organisation and recommendation (preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements).
- q) Resolution of the audit findings.

1.3.2 The five-phase assessment / inspection / audit process as derived in Section -I shall be applied subject to be in mutual agreement with respect to application of minimum required phases or combining of phase activities in a suitable manner to show and ensure compliance to the approval requirement. The approval will, in normal circumstances be issued only upon completion of required onsite audit and ensuring compliance to the ANTR 145 requirements. However, under the discretion of the Director of Aeronautical Licensing, the approval may be issued based on the assessment of the application and documents referred above in Para 1.3, prior to the certification audit / approval process for a period of One year subject to the condition that a formal assessment / inspection / audit carried out at a later date but not later than 12 months from the date of issue of such approval, following the procedure defined in Para 5 of the Section-I, in a manner given in preceding portion of this paragraph. The AMO is subjected to the routine periodic audit as part of the scheduled surveillance programme defined in Paragraph 9 of Section-I.

### 1.4 Approval for additional line stations and type rating capability

- 1.4.1 Approval to extend the privileges to the approved line stations of a FAMO that complies with paragraph 1.2 holding either FAA FAR Part 145 Certificate or EASA / UK-CAA / TC Part 145 approval may be granted by the BCAA provided that the FAMO is able to demonstrate to the BCAA its capability to provide maintenance to Bahrain registered aircraft at the particular line station in accordance with the applicable requirements under ANTR 145. Documentary evidence of the following shall be submitted to BCAA to obtain the approval:



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- a) Completed and signed BCAA Application Form ALD/AIR/F056 indicating the proposed line station(s);
- b) Letter of Intent from the Bahrain Aircraft Owner / Operator / ANTR M (CAMO);
- c) Proposed amendment to the BCAA MOE Supplement, for approval, indicating the particular line station where the authorisation will be exercised and the type of aircraft that is intended to be provided with line maintenance support services;
- d) Reserved
- e) Reserved
- f) Reserved;
- g) Reserved;
- h) Reserved;
- i) The FAMO's Internal Audit / Assessment Report from the Quality Manager (Post Holder), preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements.
- j) The AMO's line station facility assessment audit carried out by the Quality Manager (Post Holder) of Aircraft Owner / Operator / ANTR M (CAMO) organisation and recommendation (preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements).
- k) Any other requirement that the BCAA may prescribe.

1.4.1.1 BCAA on examination of the proposal and supporting documents as above in Paragraph 1.4.1, and upon satisfactory preliminary assessment, may grant approval to include the proposed line station for performing maintenance on the Bahrain Registered Aircraft. In this case, the physical inspection / Audit of the line station shall be carried out at the earliest available opportunity but not later than 24 months from the date of issue of such approval and thereafter, the line station is scheduled as part of the routine surveillance programme defined in Paragraph 9 of Section-I.

1.4.2 Approval for additional type rating to the approved scope of work of a FAMO that complies with paragraph 1.2 holding either FAA FAR Part 145 Certificate or EASA / FAA / UK-CAA / TC Part 145 Approval may be granted by the BCAA, provided that, it is able to demonstrate to the BCAA its compliance with the applicable requirements under ANTR 145. Approval of additional type rating to the existing scope of approval requires application and assessment / inspection / audit process as defined under Paragraph 1.3 shall be applied.

1.4.3 Renewal of the approval of the AMO will be processed as per Paragraph 7 of Section-I to this CAP.

1.4.4 Changes to the AMO will be processed as per Paragraph 1.3 & 1.4 of Section-II to this CAP.





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### 2. Approval process of Foreign Aircraft Maintenance Organization (145.B.15) holding approvals other than from FAA / EASA / UK-CAA / TC.

#### 2.1 Applicability:

This CAP is applicable to FAMO holding National Aviation Authority's Repair Station / AMO approval for maintaining Bahraini registered aircraft or component (Engine and APU) for installation on Bahrain registered aircraft except as required in ANTR M (M.A. 501).

#### 2.2 Conditions:

2.2.1 The foreign aircraft maintenance organisation must hold a valid certificate of approval as a NAA's Repair Station, and a valid Certificate of Approval issued by BCAA for performing work on maintaining Bahrain registered aircraft. The Certificate of Approval issued by BCAA will indicate the scope and activities and as mentioned in the BCAA approved MOE. These approvals / authorisations should be in line with the scope contracted / intended to be contracted by the Bahraini aircraft operator / owner / ANTR M organisation.

2.2.2 For engine or APU, the airworthiness release certificates acceptable to BCAA are:

2.2.2.1 BCAA Form 1 issued by the ANTR 145 maintenance organisation approved by the BCAA. The BCAA Form 1 must not be used for aircraft maintenance release.

2.2.3 For the release/ return to service of Bahrain registered aircraft, the Certificate of Approval must be quoted in the release to service statement.

2.2.4 The FAMO should have an effective working independent quality monitoring (audit) system to ensure that it remains in compliance with the standard to which it is holding Approval issued and with the conditions specified in paragraph 1.2.1 above.

2.2.5 The FAMO must have a "BCAA approved MOE".

*Note: The MOE must meet the requirement as per ANTR 145.A.70, AMC 145.A.70 & GM 145.A.70.*

2.2.6 The FAMO accepts that BCAA may access the Maintenance Organisation's facilities during its normal working hours to verify compliance.

2.2.7 The approval issued by the NAA, if found suspended / cancelled / revoked, the approval granted by the BCAA deemed to be suspended / cancelled / revoked with effect from the date of such action by NAA. The withdrawal of suspension / cancellation / revoking action by the NAA, will not entitle the Foreign AMO to exercise the privilege of the approval granted by BCAA, and the Foreign AMO shall apply to BCAA for restoration / revalidation of the approval granted earlier by BCAA. The additional limitations if any imposed by the NAA stands applied automatically to the approval granted by BCAA, which is not applicable in case of extension / enhancement to the scope of approval / limitation. The extension / enhancement to the scope of approval shall be entertained upon adherence to the requirement stipulated under the "changes to the scope of organisation".

*Note: It is the obligation of the AMO to notify the BCAA with details, the action of suspension / cancellation / revoking by the NAA.*





## CIVIL AVIATION PUBLICATIONS

### 2.3 Approval Process

Applications of foreign firms holding approval under NAA, seeking approval under ANTR 145 shall submit application Form ALD/AIR/F056. The form shall be accompanied with the following documents:

- a) BCCA form ALD/AIR/F018 along with signed resume for post holders / Key Management Personnel [Guidelines for completion of BCAA form ALD/AIR/F018 is given in **Appendix-3**]

*Note: The evaluation / interview as necessary may be carried out for the acceptance of Post Holders and other personnel as applicable and BCAA form ALD/AIR/F018 are generated.*

- b) Applicable fee in accordance with the Schedule of Charges published under CAP-18
- c) Compliance checklist of ANTR 145 / assessment & audit checklists as per Section – I & II of Attached Appendix-7 (ALD/AIR/F168a & ALD/AIR/168b) to this CAP along with evidence in support of the requirements.
- d) A copy of the NAA's Certificate of Approval, associated Approval Schedule, and Capability List is any together with controlled copy of the MOE.
- e) Reserved
- f) A MOE prepared in accordance with the ANTR 145.A.70, AMC 145.A.70 & GM 145.A.70.
- g) Reserved
- h) Reserved
- i) Schedule of Events describing the list of activities, and/or facility acquisitions, which must be accomplished or made ready, including the dates on which they will be ready for the BCAA to inspect. The schedule should be realistic and contains sufficient flexibility to allow for unforeseen contingencies. A sample format of schedule of events is placed at **Appendix-1**.
- j) Statement of interest from the aircraft owners / operators / CAMO (ANTR M) for seeking maintenance support.
- k) Reserved
- l) The FAMO's Internal Audit / Assessment Report from the Quality Manager (Post Holder), preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements.
- m) The FAMO's facility assessment audit carried out by the Quality Manager (Post Holder) of Aircraft Owner / Operator / ANTR M (CAMO) organisation and recommendation (preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements).



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The five-phase assessment / inspection / audit process as derived in Section - I shall be applied during a mutually agreed schedule of events to conform compliance with the approval requirement prior to grant of approval. The phase activities may also be combined in a suitable manner. The approval may be issued based on the assessment of the application and documents referred above in Para 1.3 and a formal assessment / inspection / audit carried out by BCAA team following the procedure defined in Para 5 of the Section-I, in a manner given in preceding portion of this paragraph.

### 2.4 Approval for additional line stations and type rating capability

2.4.1 Extension to the privileges to the approved line stations of a FAMO that complies with paragraph 2.2 holding NAA and BCAA approval, may be granted by the BCAA provided that the FAMO is able to demonstrate to the BCAA its capability to provide maintenance to Bahrain registered aircraft at the particular line station in accordance with the applicable requirements under ANTR 145. Documentary evidence of the following shall be submitted to BCAA to obtain the approval:

- a) Completed and signed BCAA Application Form ALD/AIR/F056 indicating the proposed line station(s);
- b) Letter of Intent from the Bahrain Aircraft Owner / Operator / CAMO (ANTR M);
- c) Proposed amendment to the MOE (Issued under BCAA) for approval, indicating the particular line station where the approval will be exercised and the type of aircraft that is intended to be provided with line maintenance support services;
- d) Reserved
- e) Reserved
- f) Reserved
- g) Reserved
- h) Reserved
- i) The FAMO's Internal Audit / Assessment Report from the Quality Manager (Post Holder), preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements.
- j) The AMO's line station facility assessment audit carried out by the Quality Manager (Post Holder) of Aircraft Owner / Operator / ANTR M (CAMO) organisation and recommendation (Preferably using the checklists given in Section – I & II of Appendix-7 to this CAP, along with evidence in support of the requirements).
- k) Any other requirement that the BCAA may prescribe.

2.4.1.1 BCAA on examination of the proposal and supporting documents as above in Paragraph 2.4.1, and upon satisfactory preliminary assessment, may grant approval to include the proposed line station for performing maintenance on the Bahrain Registered Aircraft. In this case, the physical inspection / Audit of the line station shall be carried out at the earliest available opportunity but not later than 24 months from the date of issue of such approval, following the procedure defined in Para 5 of the Section-I, in a manner given in preceding portion of this paragraph. and thereafter, the line station is scheduled as part of the routine surveillance programme defined in Paragraph 9 of Section-I.



## CIVIL AVIATION PUBLICATIONS

- 2.4.2 Approval for additional type rating to the approved scope of work of a FAMO that complies with paragraph 2.2 and holding approval issued by BCAA, may be granted, provided that, it is able to demonstrate to the BCAA its compliance with the applicable requirements under ANTR 145. Approval of additional type rating to the existing scope of approval requires application and assessment / inspection / audit process as defined under Paragraph 6.3 shall be applied.
- 2.4.3 Renewal of the approval of the AMO will be processed as per Paragraph 7 of Section-I to this CAP.

Refer to the following chapters of Section-I for the activities mentioned therein with respect to the organisations covered under the Section-II.1 & II.2 of this CAP.

- a. Paragraph 6 for Change to ANTR 145 organisation approval (ANTR145.A.85)
- b. Paragraph 7 for Renewal of an approval (ANTR 145.A.90)
- c. Paragraph 8 for Records of ANTR 145 Approved Organisation
- d. Paragraph 9 for Surveillance/ Audit
- e. Paragraph 10 for Suspension / Cancellation / Revocation of Approvals.

Note: Foreign Organisations not holding approvals (Base and / or Line) either issued by EASA/ FAA / UK-CAA / TC and / or by National Aviation Authorities shall follow the process as defined under the Section-I to this CAP



## CIVIL AVIATION PUBLICATIONS

### Appendix-1

#### Sample format for Schedule of Events:

| Sl. No. | Events  | Event Starting Day                    |        | Event Completion Day |        | Target | Remarks |
|---------|---|---------------------------------------|--------|----------------------|--------|--------|---------|
|         |   | Planned                               | Actual | Planned              | Actual |        |         |
| 1       | <b>Pre-Application Phase</b>  |                                       |        |                      |        |        |         |
|         | Submission of Intent letter by the Prospective AMO.                                   |                                       |        |                      |        |        |         |
|         | Pre-Application Meeting   | Within 2 weeks from the intent letter |        |                      |        |        |         |
| 2       | <b>Formal Application Phase</b>   |                                       |        |                      |        |        |         |
|         | Submission of formal application and its supporting documents by the Prospective AMO. | D - 90                                |        |                      |        |        |         |
|         | 1 <sup>st</sup> Review Meeting  |                                       |        | D - 75               |        |        |         |
| 3       | <b>Document Evaluation Phase</b>  | D - 80                                |        | D - 15               |        |        |         |
|         | 2 <sup>nd</sup> Review Meeting  |                                       |        | D - 50               |        |        |         |
| 4       | <b>Inspection and Demonstration Phase</b>   | D - 50                                |        | D - 10               |        |        |         |
|         | 3 <sup>rd</sup> Review Meeting  |                                       |        | D - 40               |        |        |         |
|         | 4 <sup>th</sup> Review Meeting  |                                       |        | D - 30               |        |        |         |
|         | Final Review Meeting  |                                       |        | D - 15               |        |        |         |
| 5       | <b>Certification Phase</b>  |                                       |        |                      |        |        |         |
|         |   | D - 10                                |        | D - 5                |        |        |         |

#### Notes:

1. D – is the estimated day for grant of approval as per the “Standards of Services”. It is again an indicative period and subject to change due to the Organisation’s preparedness for the ANTR 145 approval process.
2. The number Review Meetings may vary depending upon the scope and again organisation’s preparedness.



## CIVIL AVIATION PUBLICATIONS

### Appendix-2

#### Instruction for Filling Application Form (ALD/AIR/F056)- Page – 1

| Item No. | Description   | Instructions  |
|----------|---|---|
|          | Application for   | Please Tick the appropriate Heading   |
| 1        | Registered Commercial Name of the applicant   | <p>Please enter the full <b>name of the company</b> as it appears on the Certificate of Incorporation/ Registration or similar legal document stating the name of the company.</p> <p>A copy of the Certificate of Incorporation/ Registration or similar legal document stating the name of the company shall be provided together with an Initial application or an application for name change.</p>  |
|          | Also mention the Trading Name if it is different  | If the organisation is using a Trade name differing from the registered company name, otherwise enter “Not applicable”.   |
| 2        | Address requiring approval  | <p>Enter the address of the Principal Place of Business (PPB) as per ANTR 145 regulation i.e., the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised.</p> <p>Enter the address(es) of any additional site(s) used by the organisation, where ANTR 145 functions are exercised, where the organisation is performing maintenance or having offices (eg. Office of the Accountable Manager, Records Archive, additional Base Maintenance facilities, etc.).</p> <p>Enter the address(es) of the line maintenance location(s). All the line stations shall be listed where the organizations applying to A1, A2, A3 &amp; A4 ratings. [The information cell may be duplicated to add as many additional sites as necessary]</p> |
|          | Contact Details   | Please mention the official telephone number, Fax and Email of Accountable Manager, Quality manager, Organisation general email and Nodal Official, if any.   |
| 3        | Scope of approval relevant to the application<br>(Indicate only in the case of issue or variation)<br>(Applicable only in the case of a new ANTR-145 Applicant) | <p>Please describe the scope of the application. In case of an initial application basically the maintenance organisation shall summarise the requested ratings without specifying the A/C, engine/APU types e.g.:</p> <ul style="list-style-type: none"> <li>- A1 line and base maintenance; A2 line maintenance only</li> <li>- B1; C2; C14</li> <li>- Specialized activities in the course of maintenance.</li> </ul> <p>In case of application for revision of initial application, only indicate the relevant change.</p>  |



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|   |  |  |
|---|--|--|
| 4 | Fee as per schedule of charges                                       | (Indicate the value and the transaction reference No.)   |
|   | Name, Position, and signature of the (proposed*) Accountable Manager | Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved.<br><b>Important note:</b> Please do not forget to sign the application form, unsigned applications will not be accepted. |
|   | Place & Date   | Enter the date of signature and the place in which the Accountable Manager* office is located.<br>Note: In case of a new ANTR 145 Applicant or in case of a change of Accountable the signature of the proposed Accountable Manager is required.                                 |

### Instruction for Filling Application Form (ALD/AIR/F056) - Page – 2

| Description                       | Instructions  |
|-----------------------------------|---|
| <b>Aircraft Rating Limitation</b> | <p><b>A1 rating:</b> Quote the requested aircraft type(s) as defined in Appendix I to AMC to ANTR 66 as amended time-to-time.</p> <p><b>A2 rating:</b> Quote the requested aircraft type(s) as defined in Appendix I to AMC to ANTR 66 as amended time-to-time.</p> <p><b>A3 rating:</b> Quote the requested aircraft type(s) as defined in Appendix I to AMC to ANTR 66 as amended time-to-time.</p> <p><b>A4 rating:</b> Quote the requested Aircraft series or type(s) - other than A1, A2, A3 ratings.</p> <p><b>Line &amp; Base:</b> For each aircraft type the maintenance organisation must define the type of maintenance by marking Yes or No in the column Base and/or Line maintenance activity.</p> <p>The definition to be included within the column “Limitation” of the Application Form (ALD/AIR/F056) is the one addressed within the column No. 5 “type rating endorsement” of Appendix I to AMC to ANTR 66 as amended time-to-time.</p> <p>For example, when an organisation applies for an A1 rating (A319), the limitation of the Application Form (ALD/AIR/F056) must only address the A319 and NOT the Airbus A318/A319/A320/A321.</p> |
|                                   | <p><b>B1 rating:</b> Quote the requested engine type(s) as defined in the engine TCDS.</p> <p><b>B2 rating:</b> Quote requested engine manufacturer or group, or type as defined by the OEM</p> <p><b>B3 rating:</b> Quote the requested APU type(s) as defined by the OEM. The B rating is required for maintenance of engines according to the Engine shop Maintenance Manual.</p>  |



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### Cont.. Instruction for Filling Application Form (ALD/AIR/F056) - Page – 2

| Description  | Instructions  |
|--|---|
| <b>Components other than Complete Engines or APU's</b> | <b>For the Cx ratings:</b> The requested class C rating shall be ticked.<br>The Cx rating is required for maintenance of components according to the Component Maintenance Manual.  |
| <b>Specialized Services</b>                            | Quote specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the “course of maintenance” under any rating (Ax, Bx or Cx).<br><br>These activities do not need to be mentioned if contracted to another ANTR 145 AMO (as listed in MOE Part 5, chapter 5.4). |



## CIVIL AVIATION PUBLICATIONS

### Appendix-3

#### Guideline for filling BCCA form ALD/AIR/F018 - Post Holders / Key Management Personnel

##### 1. Management personnel

1.1. The Management Personnel may be classified as following:

a) **The Accountable Manager** [145.A.30 (a)]:

Shall be the person having the corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by ANTR 145;

b) **The nominated personnel** [145.A.30 (b) & (c)]:

Shall be the group of people who is/are responsible for ensuring that the maintenance organisation complies with ANTR 145. In any case these personnel shall directly report to the Accountable Manager. This / These manager(s) may delegate ANTR 145 functions to other manager(s) working directly under their respective responsibility;

c) **The deputy nominated personnel** [145.A.30 (b) 4]:

Shall be the group of persons who are nominated to deputise any particular nominated personnel in case of lengthy absence of the said person.

d) **Other Manager(s)** [AMC 145.A.30 (b) 8]:

Depending either on the size of the maintenance organisation or on the decision of the Accountable Manager, the maintenance organisation may appoint additional managers for any ANTR 145 function(s). This manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related ANTR 145 function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence, a manager can be only assigned duties (not responsibilities) of the nominated personnel to whom he/she reports.

e) **The Responsible NDT Level III:**

Shall be the person designated by the maintenance organisation to ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the non-destructive test in accordance with the European or equivalent Standard.

##### 2. Management personnel requiring BCAA form ALD/AIR/F018.

2.1. The following table summarises the various cases when ALD/AIR/F018 is required, recommended, or not required in order for the management personnel to be acceptable to the Competent Authority.





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| Management personnel                 | BCAA Form ALD/AIR/F018<br><b>Required</b> | BCAA Form ALD/AIR/F018<br><b>Recommended</b> | BCAA Form ALD/AIR/F018<br><b>Not Required</b> |
|--------------------------------------|---|--|---|
| Accountable Manager & her/his deputy |   | <b>X</b>                                     |   |
| Nominated Personnel                  | <b>X</b>                                  |  |   |
| NDT Level III                        |   | <b>X</b>                                     |   |
| Other Manager(s)                     |   |  | <b>X</b>                                      |
| Deputy nominated personnel           |   |  | <b>X*</b>                                     |

*\*The MOE procedure shall make clear who deputise for any particular nominated personnel in the case of lengthy absence of the said person. In any case it is the responsibility of the maintenance organisation to ensure that the deputy personnel demonstrate an equivalent level of qualifications and experience of the nominated personnel.*

*Note: A deputy Accountable Manager or deputy nominated person is not intended to replace the post holder for an indefinite period of time. This particularly applies when the Accountable Manager or a nominated person leaves the maintenance organisation; in such a case the new post holder has to be appointed in a reasonable period of time to be agreed with the competent authority (refers to ANTR 145.B.35).*

### 3. Acceptance of the Post Holders - BCAA Form ALD/AIR/F018

#### 3.1. Review of the documental evidences

The **BCAA Form ALD/AIR/F018** is aimed to demonstrate that the post holder is a person holding the minimum knowledge, background, and experience according to the Minimum requirements for post holder given below which is relevant to the position he/she holds. The **BCAA Form ALD/AIR/F018** are reviewed by the Chief of Airworthiness. However, the Accountable Manager's acceptance is done by the USCA or by virtue of proposed Accountable Manager's signature in exposition statement.

#### 3.2. Interview

The **BCAA Form ALD/AIR/F018** approval / acceptance process may be complemented by an interview of the proposed post holder(s) by the Chief of Airworthiness. In the case of Accountable Manager, it is prerogative of the USCA.

The objective of the interview is to ensure through sample checks that the requirements of the Minimum requirements for **BCAA Form ALD/AIR/F018** post holder is met with particular reference to the following areas:

- An acceptable working knowledge/understanding of the maintenance organisation procedures and the ANTR 145 requirements as applicable;
- An acceptable level of English language proficiency.

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- 3.3. During initial approval process, a meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in Minimum requirements for **BCAA Form ALD/AIR/F018** post holder.

3.4. **Change of BCAA Form ALD/AIR/F018 post holder.**

In case of change of **BCAA Form ALD/AIR/F018** post holder, the decision to run an interview is at the discretion of the Chief of Airworthiness and its USCA in the case of Accountable Manager, based upon his knowledge and the confidence with the quality system of the maintenance organisation.

However, the interview is to be considered mandatory in case of Post Holders. The Key Management Personnel / Post Holders as accepted by the foreign authorities and mentioned in the approved MOE is considered acceptable in place of the ALD/AIR/F018.

3.5. **Formal acceptance of the BCAA Form ALD/AIR/F018 post holder (s).**

Once the Chief of Airworthiness is satisfied by:

- a) the **BCAA Form ALD/AIR/F018** documental evidences;
- b) the interview where applicable;
- c) the **BCAA Form ALD/AIR/F056**;
- d) the MOE,

He/she will recommend the acceptance of the **BCAA Form ALD/AIR/F018** post holders and formally notify the maintenance organisation in written along with signed copy of the **BCAA Form ALD/AIR/F018**.

*Note: The evidences associated to the **BCAA Form ALD/AIR/F018** are to be kept in the relevant file by the Assessment / Inspection / Investigation Team.*

4. Instruction for Filling up of **BCCA Form ALD/AIR/F018** for the Post Holders

| Item No. | Description                              | Instructions   |
|----------|--|--|
| 1        | Name of the Organisation                 | Please enter the full <b>name of the company</b> as it appears on the Certificate of Incorporation/ Registration or similar legal document stating name of the company. A copy of the Certificate of Incorporation/ Registration or similar legal document stating name of the company shall be provided together with an Initial application or an application for name change. |
| 2        | ANTR 145 (AMO) Organisation Approval No. | Not applicable in the case of Initial Issue of AMO. For any change of Post Holder proposals, mention the existing AMO approval No. as printed on the AMO approval certificate.   |



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|   |  |  |
|---|--|--|
| 3 | Name of the nominated management person  | Enter the Name of the person proposed to hold the position   |
| 4 | Position   | Enter the position for which the person indicated in item (3) is proposed for approval   |
| 5 | Qualifications relevant to the item (4) position                               | Enter the qualifications held by the person indicated in item (3) which are relevant to the item (4) position and evidences to be provided.  |
| 6 | Work experience relevant to the item (4) position                              | List the previous work experiences of the person indicated in item (3) which are relevant to the item (4) position in the following format:<br>Period from / to, Position covered, Responsibilities, Company/Organisation details.   |
|   | Signature & Date   | Signature of the person indicated in item (3) intended to be held and the date of signing the form.  |
|   | Name of the Accountable Manager / Signatory Authority                          | The nominated person at (3) is for the post of Accountable manager, this nomination must be proposed by the Owner / Signatory Authority of the organisation.   |
|   | Signature of the Accountable Manager / Signatory Authority of the organisation | The nominated person at (3) is for the post of Accountable manager, this form must be certified by the Owner / Signatory Authority of the organisation.<br>The nominated person is for the post of other than Accountable Manager, this form must be certified by the Accountable Manager whose position is accepted in principle. |

**Note 1:** Attach a detailed Resume / Curriculum Vitae dated & signed by the person indicated in item (3)

**Note 2:** Attach the relevant evidence to this Form (eg.: Aircraft type training courses, training certificates, etc.) or attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (3)



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### Minimum Requirement for BCAA Form ALD/AIR/F018 Post Holder

| Management Personnel<br>BCCA Form ALD/AIR/F018<br>– (Position) |  | Knowledge – BCCA Form ALD/AIR/F018 - Qualification relevant to the Position  |   |  |   | Background and Experience<br>BCCA Form ALD/AIR/F018 – (Work<br>Experience)  |   |
|--|--|--|---|--|---|---|---|
|  |  | ANTR 145 Environment   |   | ANTR 145 Product(s)  |   | Requirement   | Provide Evidence of   |
|  |  | Requirement  | Provide Evidence of   | Requirement  | Provide Evidence of   |   |   |
| Accountable<br>Manager (*)                                     | 145.A.30.(a)   | Establish the Safety and<br>Quality Policy<br>145.A.30 (a) (2)<br>Basic Understanding of<br>ANTR 145.A.30.(b)2<br>HF Training AMC<br>145.A.30(e) | Quality principles<br>MOE Training<br>ANTR 145 &<br>HF Training   | Not Required   | Not Required  | Not Required  | Not Required  |
| Base Maintenance<br>Manager (BMM) /<br>Dy. BMM                 | Nominated persons<br>145.A.30.(b) & (c) Deputies<br>145.A.30.(b).(4) | Working Knowledge of<br>ANTR 145.A.30 (b) (3)<br>F T S - Appendix to AMC<br>145.A.30(e) of ANTR 145<br>HF Training<br>AMC 145.A.30(e)            | Comprehensive<br>knowledge of the MOE<br>Comprehensive<br>knowledge of ANTR<br>145 and any associated<br>requirement and<br>procedure<br>(@)<br>Knowledge of<br>maintenance standard<br>(#)<br>Fuel tank safety<br>training<br>Phase 1 Awareness<br>(**)<br>HF Initial Training<br>(GM 145.A.30(e))<br>(@)<br>Knowledge of EWIS<br>when relevant<br>(@) | Relevant knowledge<br>of 145.A.30 (b) (3)  | Knowledge of a sample of aircraft<br>type(s)/component(s) maintained,<br>demonstrated by training course<br>(£)<br>or by an assessment performed by<br>the component authority<br>(@) | Background<br>and<br>satisfactory<br>experience<br>related to<br>aircraft or<br>component<br>maintenance<br>145.A.30 (b)<br>(3) | Practical experience and<br>expertise in the<br>application of aviation<br>safety standards and<br>safe maintenance<br>practices, and five years<br>relevant work<br>experience of which at<br>least two years should<br>be from the aeronautical<br>industry in an<br>appropriate position |
| Line Maintenance<br>Manager (LMM) /<br>Dy. LMM                 |  |  |   |  | Above requirement<br>Plus, Quality system and auditing<br>technique training  |   |   |
| Workshop<br>Manager (WM) /<br>Dy. WM                           |  |  |   | Through Knowledge<br>of materials,<br>components, NDT<br>methods/Techniques<br>used by the<br>employer | Level 3 certification on at least<br>one NDT method listed in the<br>scope of the work of the<br>organisation<br>(\$)   | EN 4179 /<br>(Table 3) /<br>NAS 410<br>Standards  | Experience requirement<br>provided in EN 4179<br>/NAS 410 Standards   |
| Quality Manager<br>(QM) / Dy. QM                               |  |  |   |  |   |   |   |
| Responsible Level<br>3 for NDT                                 | AMC 145.A.30 (f)(2)  | EN 4179/ NAS 410<br>Standards,<br>Thorough knowledge of<br>written instructions, codes,<br>standards   |   |  |   |   |   |

See Notes below:

- (\*) In a small organisation where the Accountable Manager is also having the role of any other management personnel as defined by AMC 145.A .30 (b) (2), the requirements applicable to those personnel shall apply (eg. Accountable Manager being also the Line maintenance manager).



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- (\*\*) Applicable only to ANTR 145 approved maintenance organizations involved in the maintenance of large aeroplanes (as defined in Appendix to AMC 145.A.30(e) of ANTR 145 and 145.B .10(3)) and fuel system components in stalled on such aeroplanes when the maintenance data are affected by CDCCL.
- (@) These courses could be imparted by the ANTR145 organisation, or by an ANTR 147 organisation, or by any other organisation accepted by the BCAA.
- (\$) He / She shall demonstrate at least one method examination.
- (#) Can be demonstrated by experience and /or appropriate training.
- (£) "relevant sample " means that those courses should cover typical systems embodied in those aircraft / components being within the scope of approval.



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### Appendix-4

#### Sample Document for MOE Supplement

### COVER PAGE

Foreign Aircraft Maintenance Organisation Name and Facility Address: -

.....

.....

Organisation's \*EASA / \*FAA / \*UK-CAA / \*TC / \*NAA Approval No.:

.....

(\*) delete as appropriate.

BCAA Certificate of Approval No.: .....



## CIVIL AVIATION PUBLICATIONS

### Bahrain CAA MOE Supplement

This MOE Supplement specimen is required to be prepared by maintenance organisations seeking Bahrain CAA approval.

The Maintenance Organisation Exposition (MOE) / Repair Station Manual (RSM) of such organisations (EASA / UK-CAA / TC Part 145 / NAA and/or CFR 49 FAR Part 145) must be acceptable to Bahrain CAA in general in order to be supplemented by the MOE Supplement.

The potential organisations may use this specimen as guidance, they may alter the content, however, the alterations must be acceptable to Bahrain CAA.

A draft copy of the supplement must be forwarded to Bahrain CAA for comments and final approval.

The approval of the MOE Supplement will be by way of Bahrain CAA stamping and signing the List of Effective Pages.

### PREAMBLE

This Supplement does not form part of the (\*EASA / UK-CAA / TC / \*\*FAA / NAA) \_\_\_\_\_ (*Specify authority details*) approved \*Maintenance Organisation Exposition (MOE) \_\_\_\_\_ (*Specify MOE Reference*); \*\*Repair Station Manual (RSM) \_\_\_\_\_ (*Specify RSM Reference*).

This Bahrain CAA Supplement, together with the \* EASA/ UK-CAA / TC Requirements Part-145 / NAA Maintenance Organisation's Exposition (MOE) / \* FAA Requirements Part-145 Repair Station Manual (RSM), (*Strike out whichever are not applicable*) forms the basis of approval by Bahrain Civil Aviation Affairs (Bahrain CAA) for maintenance, alternations, or modifications carried out by this organisation on aircraft and / or aircraft components (Engine / APU) under the regulatory control of Bahrain CAA.

Maintenance carried out in accordance with the above established \*MOE/RSM (*Strike out whichever are not applicable*) and this Supplement is approved as being in compliance with Article 38 of Civil Aviation Law 14 of 2013.

A comparison chart of the ANTR 145 requirement with the organisation's MOE sections/parts reference is given in this Supplement.

Whenever references are made to the NAA, EASA / UK-CAA / TC or FAA in the MOE, it shall also mean Bahrain CAA, unless otherwise stated in this Supplement.

Notes:

1. This Specimen Supplement gives guidance on the subjects which need to be addressed and translated into working procedures to ensure compliance with ANTR 145 as revised time-to-time. The Supplement must be customized to satisfy FAMO procedures.





## CIVIL AVIATION PUBLICATIONS

### ISSUE RECORD

The Quality Manager is responsible for ensuring that all copies of this manual are amended to the latest issue.

Incorporation of an issue must be recorded by inserting the issue number, signing in the appropriate column, and adding the date of inserting the issue.

| ISSUE /<br>REVISION<br>NUMBER | SECTION | INSERTED BY | DATE<br>INSERTED |
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### DISTRIBUTION LIST

The following is a distribution list for this Supplement. Copies of this Supplement, together with the MOE, may be distributed to customers and other parties on request but such external distribution shall be subjected to the approval of the Quality Manager and shall not form part of the controlled circulation.

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## CIVIL AVIATION PUBLICATIONS

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## CIVIL AVIATION PUBLICATIONS

### 1. CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

- 1.1 This Supplement, together with the MOE document reference (company MOE reference No.) defines the organisation and procedures upon which Bahrain Civil Aviation Affairs (Bahrain CAA) approval of **(company name)** Aircraft / Component Maintenance Organisation is based.
- 1.2 These procedures are approved by the undersigned and must be complied with, as applicable, when work orders are being progressed under the terms of Bahrain CAA's ANTR 145 approval.
- 1.3 It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by Bahrain CAA from time to time where these new or amended regulations are in conflict with these procedures.
- 1.4 It is understood that Bahrain CAA will approve this organisation whilst Bahrain is satisfied that the procedures are being followed and work standards maintained. It is further understood that Bahrain CAA reserves the right to suspend, vary or cancel the approval of the organisation if Bahrain CAA has evidence that procedures are not followed, or standards not upheld.
- 1.5 It is stated that this ANTR 145 organisation shall allow access to BCAA, the premises of the organisation to conduct investigation associated with the BCAA approval whenever required.
- 1.6 The ..... (*Company Title of the person*) has been delegated as the Accountable Manager for BCAA ANTR 145 functions.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(To be signed by the CEO / the Signatory) (To be signed by the Accountable Manager)

For and on Behalf of (company name)

For and on Behalf of (company name)

## CIVIL AVIATION PUBLICATIONS

### 2. THE SAFETY POLICY

The safety policy of ----- (*Organisation Name*) is to **maintain highest standards of safety in respect to personnel, products, and services at all times.**

To ensure that the products released from the organisation always meet the safety requirements of personnel and public who uses it.

#### 2.1 Objective of the Safety Policy

- To recognise **safety as a prime consideration** at all times for all the staff.
- To ensure that safety standards are not reduced by commercial imperatives.
- To apply **human factors principles.**
- To **maintain safety standards and practices throughout the organisation** as specified in the maintenance data, associated technical literature and as per safety placards displayed.
- To **encourage a culture of open reporting of all issues related to safety** and suggest procedural/system improvements.
- To provide safety awareness training for management and staff.

### 3 THE QUALITY POLICY

The Quality Policy of ----- (*Organisation Name*) is to ensure highest level of quality work and services for its customers while remaining competitive in terms of cost and time schedules.

#### 3.1 Objectives of the Quality Policy

- To establish a quality system to produce products meeting airworthiness standards.
- To recognize that compliance with procedures, standard practices, quality systems and regulations is the primary motive of all employees.
- To ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt.
- To **recognise the need for all personnel to co-operate with internal / external and regulatory audits.**
- To **encourage personnel to report all maintenance related errors/incidents.**
- To use only approved and specified materials, tools, and equipment.
- To use always current and updated technical literature.
- To engage appropriately qualified, competent, and trained personnel for performing maintenance activities.
- To train all organisation staff to be aware of human factors and provide continuous training.
- To be responsible and obliged to comply with this policy, to strive to both maintain and improve quality standards at every opportunity.
- To satisfy itself that the Maintenance through its management, facilities and technical procedures is maintaining the operator's aircraft and/or aircraft components in a safe and airworthy manner.
- To maintain a quality feedback system by Quality Assurance Section, which ensures that all findings resulting from the independent quality audits of (**company name**) are properly investigated. To ensure that through feedback system findings are corrected in a timely manner, thus, enabling Quality Assurance Manager to be informed of safety issues and the extent of compliance with ANTR 145 at all times.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

(To be signed by the Accountable Manager)



## CIVIL AVIATION PUBLICATIONS

For and on Behalf of (company name)

### 4. MANAGEMENT PERSONNEL

A list of management personnel is given in the MOE (MOE section, part \_\_\_\_\_ etc.) for which Bahrain CAA Form ALD/AIR /F018 are submitted.

### 5. DUTIES AND RESPONSIBILITIES OF MANAGEMENT PERSONNEL

5.1 The duties and responsibilities of the management personnel are given in (MOE section, part \_\_\_\_\_ etc.) of the MOE.

5.2 Whenever reference is made to the NAA, EASA / UK-CAA / TC or FAA in the MOE, it shall also mean Bahrain CAA, unless otherwise stated. Hence, each manager is responsible to Bahrain CAA for their respectively areas.

### 6. MANAGEMENT ORGANISATION CHART

As depicted in EASA Part-145, MOE Section \_\_\_\_\_, Chapter\_\_\_\_\_.

### 7. SCOPE OF WORK

To list the ratings and classes granted by Bahrain CAA, as shown on Page 2 of the Approval Certificate.

**(Ratings and classes to be listed here)**

#### 7.1 BCAA Approval Limitations

This section should clearly mention the scope of work approved by BCAA based on the \*EASA/ UK-CAA / TC Part-145 / \*FAA FAR Part 145 / \*NAA Approval it held (*Strike out whichever are not applicable*), the maintenance contract or agreement made with Bahrain Owner / Operator or ANTR M or ANTR 145 organisation.

The BCAA approval is valid only within the geographical locations of operation where the holder is approved under \*EASA/ UK-CAA / TC IR Part-145 / \*FAA FAR Part 145 / \*NAA, (*Strike out whichever are not applicable*) unless otherwise so authorized by the BCAA.

### 8. LIST OF CERTIFYING STAFF

8.1 Refer to MOE Part \_\_\_\_\_, Chapter \_\_\_\_\_, for the "List of Certifying Staff".

8.2 Certifying Staff performing work on a Bahrain CAA registered aircraft / component shall be conversant with the latest Bahrain CAA requirements and in particular the content of Bahrain CAA Supplement. A training record to prove the implementation of this commitment will be maintained.

### 9. MANPOWER RESOURCES

9.1 The manpower resources policy is given in Part \_\_\_\_\_, Chapter \_\_\_\_\_, of the MOE.

### 10. CHANGES TO THE APPROVED MAINTENANCE ORGANISATION

10.1 The Quality Manager shall notify Bahrain CAA as soon as practicable of any of the following changes:





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- a) The name of the organisation
- b) The location of the organisation
- c) Additional locations of the organisation
- d) The accountable manager
- e) Any of the senior persons specified in ANTR 145 A.30.
- f) The facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

### 11. SUPPLEMENT AMENDMENT PROCEDURES

- 11.1 The Quality Manager is responsible for amending this Supplement and submitting the amendments to BAHRAIN CAA for approval.
- 11.2 Whenever the Part-145 MOE is amended, the Quality Manager shall ensure that the changes affecting Bahrain CAA Supplement are also addressed simultaneously for Bahrain CAA approval.
- 11.3 No change to the Supplement definitions, or its operation, will be made or incorporated until formal notification and ratification had been received from Bahrain CAA.
- 11.4 For the Bahrain CAA requirement, the total exposition comprise the following parts:
  - Part 1 Management
  - Part 2 Maintenance Procedures
  - Part 3 Quality System Procedures
  - Part 5 AppendicesBahrain CAA SUP Bahrain CAA Supplement to the MOE
- 11.5 Bahrain CAA approval of the Supplement will be made by stamping the List of Effective Pages of the Supplement.

### 12. SUBCONTRACT CONTROL PROCEDURE

- 12.1 No complete aircraft or full engine maintenance will be subcontracted to another organisation unless that organisation holds the relevant Bahrain CAA maintenance organisation approval.
- 12.2 Aircraft/Engine components may only be subcontracted to another organisation that is approved under EASA/ UK-CAA / TC Part-145 or FAA FAR Part-145 or any other regulation approved by Bahrain CAA, subject to operator's acceptance.

### 13. MAINTENANCE REQUIREMENTS

In general, this supplement should mention the procedure likely to be followed using the methodology / procedure, that is considered to be different from that of the EASA / FAA / UK-CAA / TC / NAA (*Strike out whichever are not applicable*) approved MOE / RSM to meet the requirements of ANTR 145 if any. Following are the activities should be included, but not limited to, which are required to be addressed in this supplement.



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### 13.1 Work Orders/Contracts

Procedure of the organisation with respect to generation and handling of work orders / contracts should be referenced here. The organization must ensure that the maintenance contract is understood by both parties. This Section should state that the method / procedure of ensuring that the work orders / contracts are detailed and clear, and the received work orders are clearly understood for the contracted maintenance work to be performed on Bahrain Aircraft Owner / Operator of ANTR M or ANTR 145 organisation. A clear undertaking or accomplishment procedure should include, but not limited to inspections, repairs, modifications, overhauls, applicable airworthiness directives and parts to be replaced.

### 13.2 Airworthiness Directives

Procedure of the organisation to comply with applicable mandatory Airworthiness Directives (ADs) should be referenced / defined here. The procedure should also refer to the AD compliance through the work order under contract.

### 13.3 Major Repairs and Major Modifications

Procedure of the organisation to carryout major repair and major modification on Bahrain Registered aircraft / aircraft components.

*Note: The procedure for major repairs and major modifications must be derived to meet the respective regulation stipulated at ANTR M / ANTR 145.*

### 13.4 Airworthiness Release Certificate

Procedure of the organisation in acceptance of the Airworthiness Release Certificate in accordance with the Part 21, Subpart-K of the respective regulation for installation of components on Bahrain Registered aircraft / aircraft components.

## 14. RELEASE TO SERVICE PROCEDURE

14.1 The maintenance documentation in use and the procedure for completion is given in Part \_\_\_\_\_, Chapter \_\_\_\_\_ of the MOE.

14.2 A certificate of release to service (CRS) shall be issued by an appropriately authorised certifying staff when satisfied that all required maintenance had been properly carried out in accordance with the procedures specified in MOE Part \_\_\_\_, Chapter \_\_\_\_ to \_\_\_\_, and this Supplement.

14.3 The CRS shall contain the following statement:

“Certifies that the work specified, except as otherwise specified, was carried out in accordance with ANTR-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service”.

14.4 The Bahrain CAA CRS statement and the approval number must be shown on all documentation's used for work certification, in accordance with ANTR 145 A.50.



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14.5 Wherever Bahrain CAA CRS statement is shown, the organisation's approval number must also be shown.

14.6 Refer to Attachment 1 for BCAA Form 1 (Form ALD/AIR/F033) specimen.

### 15. MAINTENANCE TASKS ALTERNATE MEANS OF COMPLIANCE

15.1 In the event of a need to seek alternate means of compliance or deviation from any maintenance tasks, application shall be made to the Quality Manager (or equivalent appointment) of the customer/operator for written authorisation.

### 16. REPORTING OF UNAIRWORTHY CONDITIONS

16.1 (**company name**) will report to Bahrain CAA, the aircraft type certificate holder, and the operator, of any condition of the aircraft or aircraft component that could seriously hazard the aircraft.

16.2 The report shall be made in accordance with Bahrain CAA Mandatory Occurrence Reporting (MOR) scheme CAP 05 and shall contain all pertinent information about the condition known.

16.3 Report shall be made as soon as is practicable but, in any case, within three days of identifying the condition to which the report relates.

### 17. CERTIFYING STAFF QUALIFICATION AND TRAINING PROCEDURE

17.1 The Certifying Staff Qualification and Training Procedures are given in Part \_\_\_\_, of the MOE.

### 18. COMPANY AUTHORISATION PROCEDURE

18.1 The Company Authorisation procedure is given in the (**company's manual name**).

### 18. AIRCRAFT OR AIRCRAFT COMPONENT MAINTENANCE TASKS EXEMPTION PROCESS CONTROL

18.1 In the event of a need to seek alternate means of compliance from any Bahrain CAA requirement, internal application will be made to the Quality Manager (*Quality Post Holder*) who will process the application to Bahrain CAA. (**Company name**) will not implement any exemption request until specific and formal approval has been obtained from Bahrain CAA.

18.2 Instances in which Concession shall be sought from Bahrain CAA requirement include:

- i) Performing work outside (**company name**) approved facilities.
- ii) Performing work outside (**company name**) scope of work
- iii) Introduction of new Bahrain CAA requirements that (**company name**) cannot meet within the compliance period.
- iv) Any deviation from the Exposition Document procedures.



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18.3 The Quality Manager (*Quality Post Holder*) shall liaise with Bahrain CAA for all concession matters requiring Bahrain CAA approval.

18.4 In all cases the customer/operator will be in the communication loop.

## 19. ACCEPTANCE/INSPECTION OF AIRCRAFT COMPONENTS AND MATERIALS

19.1 The acceptance and inspection of aircraft components and materials is described in Part \_\_\_\_\_, Chapter \_\_\_\_\_ of the MOE.

19.2 Acceptance of Components from External Sources:

Material and components repaired, overhauled, inspected, tested, calibrated, or manufactured by an approved repair or fabrication facility will be accompanied by a properly certified Bahrain CAA Form One, EASA/ UK-CAA / TC Form One and/or FAA Form 8130.

## 20. MAINTENANCE DOCUMENTATION IN USE AND ITS COMPLETION

20.1 The maintenance documentation in use and the procedures for completion, is given in Part \_\_\_\_\_, Chapter \_\_\_\_\_, and \_\_\_\_\_ of the MOE.

## 21. SAFETY MANAGEMENT SYSTEM (SMS)

21.1 The Safety Management System (SMS) is given in Part \_\_\_\_\_, Chapter \_\_\_\_\_, and \_\_\_\_\_ of the MOE / SMS Manual.



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### 22. COMPARISON CHART OF MOE CROSS REFERENCES TO ANTR 145

| <b>Bahrain CAA<br/>ANTR 145</b> | <b>MANAGEMENT DESCRIPTION</b>   |  |
|---------------------------------|---|--|
| 1.1                             | Corporate commitment by the accountable manager   |  |
| 1.2                             | Quality Policy  |  |
| 1.3                             | Management Personnel  |  |
| 1.4                             | Duties and responsibilities of the management personnel   |  |
| 1.5                             | Management Organisation Chart   |  |
| 1.6                             | List of Certifying Staff  |  |
| 1.7                             | Manpower resources  |  |
| 1.8                             | General description of the facilities at each address intended to be approved.  |  |
| 1.9                             | Organisations intended scope of work  |  |
| 1.10                            | Notification procedure to the Bahrain CAA regarding changes to the organisation's activities/approval/location/personnel. |  |
| 1.11                            | Exposition amendment procedures including, if applicable, delegated procedures.   |  |



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### BCAA FORM 1

|  |                |   |         |                           |                         |                                    |
|--|----------------|---|---------|---------------------------|-------------------------|------------------------------------|
| 1. Civil Aviation Affairs<br>Kingdom of Bahrain  |                | 2. <b>AUTHORISED RELEASE CERTIFICATE</b><br>BCAA Form 1   |         |                           | 3. Form Tracking Number |                                    |
| 4. Organisation Name and Address   |                |   |         |                           |                         |                                    |
| 6. Item  | 7. Description | 8. Part No.   | 9. Qty. | 10. Serial No.            | 11. Status/Work         |                                    |
| 12. Remarks  |                |   |         |                           |                         |                                    |
| 13a. Certifies that the items identified above were manufactured in conformity to:<br><br><input type="checkbox"/> approved design data and are in condition for safe operation<br><input type="checkbox"/> non-approved design data specified in block 12.  |                | 14a. <input type="checkbox"/> ANTR 145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12<br><br>Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with ANTR 145 and in respect to that work the items are considered ready for release to service. |         |                           |                         |                                    |
| 13b. Authorised Signature  |                | 13c. Approval/Authorisation Number  |         | 14b. Authorised Signature |                         | 14c. Certificate/Approval Ref. No. |
| 13d. Name  |                | 13e. Date (dd mmm yyyy)   |         | 14d. Name                 |                         | 14e. Date (dd mmm yyyy)            |
| <b>USER/INSTALLER RESPONSIBILITIES</b><br><br>This certificate does not automatically constitute authority to install the item(s).<br><br>Where the user/installer performs work in accordance with regulations of an airworthiness authority different that the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.<br><br>Statements in blocks 13a and 14a do not constitute installation certification. In all cases the aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown. |                |   |         |                           |                         |                                    |



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### Appendix-5

#### **General guidance to the inspectors of BCAA & Auditors of the ANTR 145 Organisations with respect to approval issue / renewal process of the organisation.**

These are only a guidance and not replacement to the ANTR 145 requirement and showing compliance to each part of the ANTR 145 as applicable is an obligation and responsibility of the Organisation wishes to obtain and / or continue holding the granted approval.

#### **1. Quality Management**

##### **1.1 General**

Good Quality Management is an essential ingredient of AMO. Whilst the Quality manager being a postholder he/she must be approved / accepted by the BCAA. The highest standard of quality of aircraft maintenance is very much dependent on the competence of the personnel who complete the tasks. Thus, responsibility for quality control management is best vested in a competent production work force which completes the tasks and is qualified to accept responsibility for certification of them, in accordance with prescribed procedures. A capable quality manager and a robust quality management system will make AMO perform well to the requirements of ANTR 145.

##### **1.2 Quality Definitions**

The definitions of quality, quality control and quality assurance are;

- (a) quality of a product or service is the degree to which it meets the requirements of the customer, including the relevant airworthiness requirements;
- (b) quality control is a management system for programming and coordinating the ongoing efforts of the various groups in an organisation to permit the completion of aircraft maintenance in accordance with the requirements of the airworthiness authority and any specific requirements / documented procedure of the organisation or customer; and
- (c) quality assurance is the overall authority for the supervision of quality standards to verify that the standards are appropriately complied with and, if necessary, to initiate corrective and preventive actions for improvement of the system functioning.

##### **1.3 Quality Assurance**

No system of quality management is complete without an element of quality assurance. This provides, through an independent audit system, the necessary feedback to the management of the approved organisation to ensure that:

- (a) through product sampling, the requirements of the customer, including those related to airworthiness, are being satisfied;



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- (b) the procedures of the organisation are being complied with and that they remain appropriate for the undertakings of the organisation; and
- (c) the organisation remains in compliance with the requirements and conditions of the approval granted by the airworthiness authority.

The maintenance organization's systems for quality control and assurance should take into account all of the facilities and procedures utilized to ensure continuing airworthiness, where activities take place affecting the airworthiness of the aircraft and product quality for subjects not directly related to airworthiness. Quality control should therefore be effective throughout the maintenance of aircraft and quality auditing should ensure that control is being properly applied and achieving satisfactory results.

### 1.4 Quality Staff

In recognition of the key importance of this activity in continuing airworthiness, it is essential for the manager of the quality department to have direct access to the Accountable Manager on quality issues. The organisation's quality control policies and systems should be described in the approved maintenance exposition, together with the quality assurance audit programme in respect of product, facility, and procedures.

Staff assigned to quality control and assurance duties should be:

- (a) sufficiently experienced in the company systems and procedures and technically knowledgeable of the aircraft being maintained so as to enable them to perform their duties satisfactorily;
- (b) experienced in the techniques of quality control and assurance or receive suitable training before taking up their duties; and
- (c) given clearly defined terms of reference and responsibility within the organisation and having reporting lines to senior management.

### 1.5 Quality Audits

The department responsible for quality control and assurance should arrange for independent quality audit checks to be carried out in accordance with the audit programme. Emphasis should be placed on the company systems employed to achieve and ensure airworthiness, their suitability and effectiveness.

All quality checks should be recorded and assessed, and any criticisms forwarded to the person responsible for the particular facility or procedure for corrective action. There should be a feedback system for confirming to the quality assurance staff that corrective and preventive action has been taken and to ensure that people concerned with any deficiency are made aware of both the adverse report and the outcome.

*Note: Refer to AMCs to ANTR 145.A.65*

## 2. Maintenance Organisation Exposition

The maintenance organization's exposition specified in ANTR 145 should provide clear guidance to personnel on how the activities included in the airworthiness authority approval are

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managed, on their personal responsibilities and on how compliance with the appropriate continuing airworthiness requirements is achieved. It should also include a statement of the organisation's policies and objectives.

*Note: Refer to AMCs to ANTR 145.A.70 for the content of the Exposition*

The approved maintenance organisation must provide a maintenance organization's exposition, which is an integral part of the approval of the organisation. The exposition and the subsequent amendments to the exposition must therefore be approved by the CAA.

The purpose of the exposition and MOE procedures for an approved maintenance organisation is threefold:

- (a) to provide to the personnel the necessary information to enable them to fulfil their various roles in complying with the terms and conditions of the approval and the relevant airworthiness requirements;
- (b) to provide airworthiness management for the maintenance activities undertaken by the organisation; and
- (c) to substantiate to the BCAA how the activities included in the approval and the relevant airworthiness requirements will be satisfied.

Compliance with its contents will assure compliance with the requirements of ANTR 145, which is a pre-requisite to obtaining and retaining an approved maintenance organisation certificate. The Exposition must be made available to the certifying staff person(s) specified under ANTR 145.A.30 (b) who should be reasonably familiar with its contents. The organisation should specify in the MOE who should amend the exposition particularly in the case where there are several parts.

The quality manager should be responsible for monitoring the amendment of the MOE, unless otherwise agreed by the BCAA, including associated procedures manuals and submission of the proposed amendments to the BCAA. However, the BCAA may agree via a procedure stated in the amendment section of the MOE that some defined class of amendments may be incorporated without prior approval by the BCAA.

The MOE should cover four main parts:

- (a) Those parts specified in the AMC to ANTR 145.A.70(a).
- (b) The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard.
- (c) The quality system procedures including the methods of qualifying mechanics inspection, certifying staff and quality audit personnel.
- (d) Contracted operator procedures and paperwork.

### 3. Personnel

- 3.1 AMO approval can only be granted to an organisation headed by an Accountable Manager, who is responsible to the BCAA for ensuring compliance with the terms and conditions of the

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approval. Such Person shall have Corporate & Financial Authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by ANTR 145. This approach provides a guarantee to the BCAA that responsibility for corrective action for any deficiencies identified by the BCAA is vested at the highest level in the organization's management structure, thus ensuring that the necessary executive authority (including finance, where applicable) will be available. This might not be the case, for example, if the approval is vested only in the inspection department of an organisation. When the Accountable Manager is not the Chief Executive Officer the BCAA will need to be assured that such an Accountable Manager has direct access to Chief Executive Officer and has a sufficiency of "maintenance funding" allocation.

BCAA may reject an Accountable Manager where there is clear evidence that they previously held a senior position in any approved organisation and abused that position by not complying with the particular requirements.

Formal acceptance of the Accountable Manager is indicated via approval of the Maintenance Organisation Exposition containing the Accountable Manager's commitment statement. The interview may be conducted for the nominated Accountable Manager by the Under Secretary to the Civil Aviation Affairs, as required before acceptance.

Even though a form ALD/AIR/F018 is not mandatory for the Accountable Manager, the submission of such a form is recommended by BCAA.

- 3.2 The organisation should employ sufficient personnel to plan, perform, supervise, and inspect the activities included in the approval. It is important to determine that such organisations have the necessary personnel to match the anticipated workload without any reduction in the standards accepted by the Airworthiness Inspection Section.

Nominated Persons/Post Holder positions shall be depicted in the organisation's Maintenance Organisations Exposition (MOE). Examples of the positions are: Base Maintenance Manager, Line Maintenance Manager, Workshop Manager, Quality Manager, Planning Manager etc.

An organisation applying for an initial application or application for change of Nominated Persons/Post-Holder shall provide BCAA with form ALD/AIR/F018, for any person nominated under 145.A.30.(b).

In addition to the required forms, the organisation shall provide a draft of the original or revised MOE (as applicable) to the BCAA.

Before proposing a Nominated Person/Post-Holder to BCAA, the AMO must ensure that:

- 1) The person is compliant with the requirements addressed in the relevant subsection of ANTR 145.A.30(b).
- 2) The person has completed the training, as specified by ANTR 145.A.30(e) and expanded upon in associated AMC 145.A.30(e). Examples of such training are human factors & human performance and fuel tank safety.
- 3) The form ALD/AIR/F018 is to be signed by the Accountable Manager attesting that the information provided is accurate in respect of Nominated Person/Post-Holder and in compliance with the organization's MOE requirements.

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- 4) The evidences of the training and/or experience as required by the ANTRs are to be included in the application.

*Note: A Nominated Person/Post-Holder previously accepted by BCAA for a different position or in a different Maintenance Organisation cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new application.*

*Note: Refer to AMCs to ANTR 145.A.30*

### 3.3 Acceptance of Nominated Persons / Post Holders

#### 3.3.1 Review of the Documental Evidence

The form ALD/AIR/F018 is aimed to demonstrate that the Nominated Person/Post-Holder meets the minimum knowledge, background and experience required by the ANTRs which are relevant to the position he/she is nominated for. The form ALD/AIR/F018 is to be reviewed by the assigned Inspector.

#### 3.3.2 Interview

The Nominated Persons/Post Holder acceptance process may be complemented by an interview of the proposed Nominated Person/Post-Holder by a board headed by Chief of Airworthiness Inspection with assigned inspector as member. The interview is conducted also to the newly nominated post holders for the changes if any to the existing post holders requested by the organization.

The objective of the interview is to ensure the competence of the Nominated Persons/Post Holder, with particular reference to the following areas:

- a) Relevant knowledge, background and satisfactory experience related to the proposed position within Maintenance Organisation;
- b) Working knowledge of the BCAA ANTRs, as applicable to proposed position.
- c) Acceptable spoken and written knowledge of English language.

Once the assigned certification team is satisfied by:

- i) the form ALD/AIR/F018 & attached documental evidences;
- ii) the interview where applicable;
- iii) the MOE,

The interview will typically be conducted at BCAA. If the nominated post holder is located at a location other than Bahrain and could not be held due to valid reasons, the interview may be conducted via teleconference.

The team will recommend the acceptance of the Nominated Persons/Post-Holders to the Chief Airworthiness Inspection.

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Upon acceptance of this recommendation, the Chief Airworthiness Inspection will formally notify the AMO by letter of the BCAA's acceptance. A signed copy of the Form ALD/AIR/F018 will be attached.

- 3.4 The AMO is required to establish the competence of maintenance personnel in accordance with a procedure and to a level acceptable to the BCAA. Aircraft maintenance is an integrated activity, involving technical records, planning, supervision, quality control or quality assurance personnel, mechanics, and specialist technicians such as non-destructive test personnel. Procedures should exist to ensure that these people are assessed for competence in relation to their particular role within the organisation.

An aircraft cannot be released to service following scheduled or unscheduled maintenance unless certifications are made by appropriately licensed and approved personnel that the tasks have been completed satisfactorily and in accordance with the procedures described in the maintenance organisation's exposition.

*Note: Refer to ANTR 145.A.35 & AMCs*

- 3.5 Withdrawal of BCAA Acceptance of Nominated Persons/Post-Holder

The BCAA may determine that a Nominated Persons/Post-Holder no longer meets the requirements to hold a specified position.

Should this determination be made, the Chief Airworthiness Inspection will formally advise the AMO by letter of the BCAA's decision to withdraw the Nominated Person's/Post-Holder's authority.

The letter will inform the organisation that it is to appoint an individual to temporarily carry out the duties of the Nominated Persons/Post-Holder and provide a date by which the organisation is to submit application for a new Nominated Person/Post-Holder.

## 4. Training policy

The maintenance organisation must ensure that all maintenance personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. Air transport is an industry which must adapt to technology in a constant state of evolution. Training provided to personnel engaged in aircraft maintenance needs to mirror this state of change.

It is strongly recommended that policies for initial and refresher training be considered in the assessment for approval by the airworthiness authority. Consideration should be given to the needs of mechanics, quality control and quality assurance personnel, supervisors, planners, and technical records personnel as well as of those persons signing a maintenance release.

The training policy / procedure shall also identify the training needs of a person / group of persons on any capacity, depending upon their position, level, exiting qualification, skill, competence, scope of work assigned and analysis of the level of knowledge required to be imparted as part of initial and subsequent continual training programme.

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It is important to note that training should not be limited to providing knowledge of the products which are maintained by the organisation. There is a need to ensure that all personnel are given training on the company procedures associated with the approval.

Where the organisation utilizes specialized techniques such as non-destructive inspection or novel methods of repair, appropriate training should be provided. Human Factors aspects are recognized to be an essential element in any aviation activity. The training programme is required to include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.

*Note: Guidance material relating to such training may be found in the Human Factors Training Manual (ICAO Doc 9683).*

### 5. Maintenance release

A maintenance release shall be completed and signed to certify that the maintenance work performed has been completed satisfactorily and in accordance with procedures described in the maintenance organisation's procedures manual. It is necessary before flight at the completion of any package of maintenance specified by the customer in accordance with such customer's responsibility. This package of maintenance may include any one or a combination of the following elements:

- (a) A check or inspection from the operator's aircraft maintenance programme;
- (b) Implementation of Airworthiness Directives, Components Overhauls, repairs, modifications, engine changes, aircraft component replacements and defects rectification.

This maintenance release should not be confused with the action that must be taken by the operator to give evidence that the aircraft is airworthy and fit to undertake a specific flight. In all the cases, this maintenance release to service (for the aircraft or for the component) means only that the work ordered by the customer (being most of the time the aircraft operator) has been completed satisfactory by the approved maintenance organisation.

It does not mean that the work ordered by the customer was sufficient to ensure the airworthiness of the aircraft or the component. The responsibility to get the aircraft airworthy or to install onboard only airworthy components remains with the aircraft operator. A maintenance release shall contain a certification including:

- (a) the basic details of the maintenance carried out;
- (b) date such maintenance was completed;
- (c) when applicable, the identity of the approved maintenance organisation; and
- (d) the identity of the person or persons signing the release.

### 6. Qualification of persons

The Aviation Permits and Licensing Section requirements for the licensing of a person signing the maintenance release and of certifying personnel employed by the organisation are provided in ANTR 66. Possession of an Aircraft Maintenance Licence demonstrates a level of knowledge and experience which may be appropriate as a basic qualification. All certifying personnel should be familiar with the relevant company systems and procedures and have appropriate knowledge



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of the aircraft or component being maintained. It is important that compliance with this requirement is determined before any approval is granted.

*Note: Refer to AMCs to ANTR 145.A.35*

### 7. Facility requirements

Facilities appropriate to the planned work must be available and include access equipment and protection from adverse weather conditions. Specialized workshops should be segregated to ensure that environmental or work area contamination is unlikely to occur. Because aircraft maintenance is document-intensive, adequate office facilities should be available for personnel engaged in the management of quality, planning and technical records.

Storage facilities should be provided for parts, equipment, tools, and material. Storage conditions should be such that unauthorized access to serviceable parts is prevented and that there is complete segregation of serviceable and unserviceable parts. The facilities should provide security and prevent deterioration and damage to stored items. The Storage Facility shall also have a well-established setup and procedure for receiving, handling, storing and distribution of ESDS items.

*Note: Refer to AMCs to ANTR 145.A.25*

### 8. Equipment, tools, material, and airworthiness and maintenance data

Equipment, tools, material, and airworthiness and maintenance data should be available for completion of the scope of activities included in the approval granted by the BCAA. For maintenance organisations that are not also aircraft operators, it is not uncommon to expect some specialized equipment, tools, and data in respect of a particular variant of an aircraft type to be provided by the operator. If the BCAA accepts an arrangement of this nature, Inspectors and the Operator's auditor should ensure that the activity is controlled by proper contractual arrangement between the maintenance organisation and the operator.

The approved maintenance organisation should show that all tools and equipment as specified in the approved data can be made available when needed. Much of the tooling and equipment associated with aircraft maintenance is subject to periodic calibration. The calibration procedures and actual standards should be traceable to international standards acceptable to BCAA.

All tools and equipment that are required to be controlled in terms of servicing or calibration should be clearly identified and listed in a control register including any personal tools and equipment that the organisation agrees can be used. Where the manufacturer specifies a particular tool and equipment, then that tool or equipment should be used, unless otherwise agreed by the BCAA in a particular case via a procedure specified in the approved maintenance organisation's procedures manual.

The control of these tools and equipment requires that the approved maintenance organisation has a procedure to inspect/maintain and, where appropriate, calibrate such items on a regular basis and indicate to users that the item is within any inspection or service calibration time-limit. A master list of tool / equipment calibration describing the acceptable method of calibration, intervals of calibration, agency recognized for such calibration must be prepared and approved by the Quality Manager in consultation with the Maintenance Manager. A clear system of labelling all tooling, equipment and test equipment is therefore necessary to give information on when the next inspection or service or calibration is due and if the item is unserviceable for any





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other reason where it may not be obvious. A register should be maintained for all precision tools and equipment together with a record of calibrations and standards used.

The AMO's tool & equipment control system should derive suitable procedures for maintenance of all general tools and aircraft maintenance support equipment and ensure its continued serviceability on a regular basis in accordance with the documented procedure and traceability. Its periodicity, method of checking / testing must be documented and approved by the Quality Manager in consultation with the Maintenance Manager.

All procedures, systems used for administering the above activity must be identified and cross referred to in MOE.

*Note: Refer to AMCs to ANTR 145.A.40*

### 9. Contracted Work

It is accepted practice for operators to contract their maintenance requirements to approved maintenance organisations. It is acceptable to permit approved maintenance organisations to subcontract work to organisations which are either not approved by the airworthiness authority or not approved for the activities under consideration.

In the acceptance of this practice, consideration should be given to the following points;

- (a) the organisation has its approval extended to include the subcontracted work; it assesses the competence of the subcontractor;
- (b) the approved organisation retains responsibility for quality control and release of subcontracted activities, according to the appropriate airworthiness requirements; and
- (c) necessary procedures should be in place for the control of subcontracted activities, together with terms of reference for the personnel responsible for their management.

### 10. Supplier Evaluation and control procedure by AMO

#### 10.1 Evaluation General

This paragraph mainly regards the component and material supplier's evaluation carried out by the approved maintenance organisation and the control exercised by this approved maintenance organisation on approved or non-approved contractors. The ultimate goal of the approved maintenance organisation is to make sure that:

- (a) the received component/material from its supplier is airworthy and/or
- (b) the contracted maintenance work has been performed according to its own standards.

This component may come from a supplier (without any maintenance work contracted) or from a contractor (approved or not) in this latter case generally a maintenance task has been ordered.

#### 10.2 Assessment of the Suppliers (no maintenance services are provided).

The approved maintenance organisation should assess its suppliers (questionnaire, audit etc.), implement procedures in order to retain/withdraw the authorization to use such suppliers, and establish special instructions concerning the expected component/part release document

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(airworthiness tag, conformity statement). These documents may depend on the supplier origin (manufacturer, retailer, airline, distributors, maintenance workshop etc.).

### 10.3 Assessment of the Approved Subcontractors (maintenance services provided by these approved maintenance organisations also called approved workshops).

Before using those approved contractors, the maintenance organisation should describe how the following items are satisfactorily dealt with (not an exhaustive list of items):

- (a) the approved workshops reference list (only those included in this list can be contracted to work)
- (b) the control of the scope of activity of the approved workshops towards the maintenance services sought by the approved maintenance organisation
- (c) the means internally implemented so that only those approved workshops could be used as workshops (checking the list of the approved workshops chosen from lists issued by the CAA)

### 10.4 Assessment of the Unapproved Subcontractors (maintenance services are provided by these unapproved maintenance organisations).

The quality assurance system of the approved maintenance organisation should include all the subcontracted activities. All human resources, the means and the procedures used by the subcontractor should have been treated (and controlled) in the same way as the ones coming from the approved maintenance organisation (those human resources, means and procedures are supposed to have already been accepted by the Authority in the framework of its approval). Special attention should be paid to the release to service procedure. The maintenance release is finally signed under the approval of the approved maintenance organisation. The internal control activity of the subcontracting activities should be audited by the approved maintenance organisation.

## 11. Inspection and acceptance of aircraft components and material

This paragraph mainly concerns the compliance of materials in general (equipment, components, standard parts, materials) received from suppliers/subcontractors (external sources). This paragraph refers to the acceptance of materials stated as compliant ones.

The approved maintenance organisation may obtain component/material from various sources:

- (a) from suppliers/distributors (purchase/hiring new materials or used /maintained materials);
- (b) from other approved maintenance organisations (maintained components);
- (c) from unapproved workshops but under cover of its own quality system (maintained components); or
- (d) from maintenance workshops of the approved maintenance organisation (internally maintained components).

In all these cases, the approved maintenance organisation which receives the product should define and implement receiving procedures for components, standard parts, materials, new components or used maintained components.

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The reception procedures should, at a minimum, include the following:

- (a) authorization procedure for receiving control and acceptance including that of ESDS items;
- (b) process of administrative control of the components and materials;
- (c) identification of the type of acceptable documents depending on the situation (e.g., new/used components, materials, ingredients, standard parts, approved subcontracting, non-approved subcontracting under cover of the organisation, standard exchange, maintenance by a workshop of the organisation, serviceable removed component...).
- (d) Procedure of physical control including that of ESDS items;
- (e) Procedure of acceptance (identification of the material, marking, tagging, register, taking into account the storage limits, the life limits, the storage specificity, record of the acceptance); and
- (f) Procedure for treatment of suspected unapproved parts ("bogus parts").

### 12. Safety Management

ANTR Volume III, Part 19 requires AMOs to establish a safety management system in order to achieve an acceptable level of safety in the maintenance of the aircraft. The organisation is required to establish a SMS in accordance with a SMS manual. As part of their safety programme, a maintenance organisation must implement a safety management system acceptable to the CAA that, as a minimum:

- (a) identifies safety hazards;
- (b) ensures that remedial action necessary to maintain an acceptable level of safety is implemented;
- (c) provides for continuous monitoring and regular assessment of the safety level achieved; and
- (d) aims to make continuous improvement to the overall level of safety.

A safety management system must clearly define lines of safety accountability throughout a maintenance organisation, including a direct accountability for safety on the part of senior management.

### 13. Internal Audit / INSPECTOR AUDIT

#### 13.1 General

The AMO / BCAA shall determine by whom, and how the audit shall be conducted. For example, for a large organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation. In all cases AMO shall conduct the audit of the proposed facility covering all aspects and submit the report as mentioned in chapter 13 to BCAA. BCAA shall communicate its plan with the operator, in order for the operator in liaison with the organisation to make all arrangements necessary for the BCAA audit, including travel, accommodation and inspector(s) per diem.

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It is recommended that the audit is carried out on a product line type basis in that, for example, in the case of an organisation with Airbus A310 and A320 ratings, the audit be concentrated on one type only for a full compliance check and dependent upon the result, the second type may only require a sample check against those activities seen to be weak on compliance for the first type.

BCAA auditing inspector / team should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. Normally this is the quality manager. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit. The auditing inspector shall inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

The following lists are not exhaustive but include the principal audit checks which need to be considered, especially on the initial inspection. Inspections for renewal may be conducted on the quality control and assurance section to determine the same level of auditing.

### I. Aircraft Related checks:

Ensure that a system / procedure established for

- (a) ensuring compliance with maintenance programme and mandatory continuing airworthiness requirements and ensuring that only work instructions reflecting the latest amendment standards are used;
- (b) completion of work instructions including the transfer of defects to additional worksheets, their control, and final collation.
- (c) taking action in respect of items carried forward, not completed during the particular inspection or maintenance task;
- (d) compliance with manufacturer's and the organisation's standard specifications and procedures;
- (e) ensuring standards of inspection and workmanship;
- (f) identifying the corrosion prevention and control treatments and other protective processes;
- (g) ensuring aircraft maintenance which is not limited to the normal working day; procedures adopted during shift changeover of personnel to ensure continuity of inspection and responses; and
- (h) taking precautions to ensure that, on completion of any work or maintenance, all aircraft are checked for loose tools and miscellaneous small items such as split pins, wire, rivets, nuts, bolts, and other debris, and for general cleanliness and housekeeping.
- (i) ensuring adequacy of aircraft maintenance data / manuals and other technical information appropriate to each aircraft type, including engines, propellers and other equipment, and the continuing receipt of revisions and amendments, availability of continuing airworthiness data, (e.g., Airworthiness Directives, life limits, etc.);
- (j) assessment of manufacturers service information, determining its application to aircraft types maintained and the recording of compliance or embodiment;
- (k) maintenance of a register of maintenance data / manuals and technical literature held within the organisation, their locations and current amendment status; and
- (l) assurance that all the organisation's manuals and documents, both technical and procedural, are kept up to date.
- (m) ensuring the adequacy of stores and storage conditions for rotatable components, small parts, perishable items, flammable fluids, engines, and bulky assemblies in accordance with the specifications adopted by the organisation;
- (n) for examining incoming components, materials, and items for conformity with order, release documentation and procurement from sources approved by the organisation;

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- (o) the “batch recording” of goods received and identification of raw materials, the acceptance of part life items into stores, requisition procedures for issue of items from stores;
- (p) labelling, including the use of serviceable/unserviceable/repairable labels and their certification and final disposal after installation, and labelling procedures for components which are serviceable but “part life” only;
- (q) internal release procedure to be used when components are to be forwarded to other locations within the organisation;
- (r) the procedure to be adopted for the release of goods or overhauled items to other organisations (this procedure should also cover items being sent away for rectification or calibration);
- (s) the requisitioning of tools together with the system for ensuring that the location of tools, and their calibration and maintenance status, is known at all times; and
- (t) control of shelf life and storage conditions in the stores; control of the free issue dispensing of standard parts, identification, and segregation.

### II. Maintenance Facilities related checks

Ensure that a system / procedure established for

- (a) determining the standards of cleanliness and adherence to that standards, state of repair facility commensurate to the scope of work undertaken, and correct functioning of hangars support system, hangar facilities and special equipment and the maintenance of mobile equipment;
- (b) determining and ensuring the adequacy and functioning of special services and techniques including welding, non-destructive inspection (NDI), weighing, painting;
- (c) ensuring availability of serviceable viewer/printer equipment provided for use with microfiche, microfilm, and compact disk, ensuring that regular maintenance takes place, and an acceptable standard of screen reproduction and printed copy is achieved;
- (d) ensuring the adequacy of special tools and equipment appropriate to each type of aircraft, including engines, propellers and other equipment;
- (e) ensuring the calibration and maintenance of tools and measuring equipment; and
- (f) ensuring the availability of conducive environment related to the scope of work and its controls.

### III. Control Procedures

Checks on the organisation’s general airworthiness control procedures for

- (a) monitoring the practices of the organisation in respect of scheduling or pre-planning maintenance tasks to be carried out in the open air and adequacy of the facilities provided;
- (b) operation of the system for service difficulty reporting required by the BCAA;
- (c) authorization of personnel to issue maintenance releases in respect of inspections and maintenance tasks; the effectiveness and adequacy of training, including continuation training and the recording of personnel experience, training, and qualifications for grant of authorization;
- (d) the effectiveness of technical instructions issued to maintenance personnel;
- (e) the adequacy of personnel in terms of qualifications, numbers and ability in all areas required to support the activities included in the approval granted by the airworthiness authority;
- (f) the effectiveness and completeness of the quality audit programme;
- (g) maintaining logbooks and other required records and ensuring that these documents are assessed in accordance with the BCAA requirements;
- (h) ensuring that repairs are only carried out in accordance with approved repair schemes and practices;
- (i) control of sub-contractors;
- (j) control of activities sub-contracted to it, such as management of the operator’s maintenance programme;



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- (k) monitoring “Exemption process control” and monitoring “Concession control for deviation from organisation’s procedures”.
- (l) effective liaison between the AMO and the operator’s CAMO; and
- (m) follow-up internal reporting/occurrences.







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### Appendix-7

#### ANTR 145 Compliance Checklist and Audit and Audit Checklist

#### ANTR 145 COMPLIANCE CHECKLIST

|                     |                           |  |
|---------------------|---------------------------|--|
| Organisation Name:  | ANTR 145 Approval Number: |  |
| Address             |                           |  |
| Contact Name:       | Tel No:                   |  |
| MOE Reference:      |                           |  |
| Compiled by: (Org): | Date:                     |  |

This document comprises the compliance check list to record that the organisation complies with the requirements of ANTR 145 and any other additional BCAA requirements for the approval of maintenance management.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appointment: \_\_\_\_\_

Form: ALD/AIR/F168a





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### ANTR 145 COMPLIANCE CHECKLIST

This document comprises two major sections (Section – I, ANTR-145 compliance checklist & Section – II, Audit check list). This document is used to record that the organisation complies with the requirements of ANTR-145 and any other additional BCAA requirements for the approval of maintenance management.

- I. **The ANTR-145 compliance checklist (Section-I) is initiated by the maintenance organisation seeking approval (initial) and during the occasions listed below:**
  1. Initial approval (Complete)
  2. Enhancement to the scope / terms of approval (Relevant portions of the applicable regulation)
  3. Enhancement to the capability and its approval, either direct or indirect method of approval (Relevant portions of the applicable regulation)
  4. Changes to the facilities, equipment, tools, material (Relevant portions of the applicable regulation)
  5. Changes and / or addition of locations (Relevant portions of the applicable regulation)
  6. Changes to ANTR 21, 66, 145 & ANTR PART-M, as applicable (Relevant portions of the applicable regulation)
  7. Changes to the expositions & procedures (Relevant portions of the applicable regulation)
  8. Renewal of the Organisation approval (Relevant portions of the regulation, revised since last issue / renewal)
- II. **The audit check list (Section-II) is initiated by the maintenance organisation seeking approval (initial) and during the occasions listed below.**
  1. Initial approval
  2. Enhancement to the scope / terms of approval
  3. Enhancement to the capability and its approval, either direct or indirect method of approval
  4. Changes to the facilities, equipment, tools, material
  5. Changes and / or addition of locations
  6. Changes to ANTR 21, 66, 145 & ANTR PART-M, as applicable
  7. Changes to the expositions & procedures
  8. Renewal of the Organisation approval

The application for grant of approval/enhancement or variation to the existing scope of approval/terms of references and/or during any of the occasions mentioned above shall accompany the completed compliance checklist / audit check list and all necessary supporting documents for examination by BCAA.



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### Section – I to Appendix-7

This Appendix contains the following parts:

1. Part-1, Organisation Details

To be submitted by the applicant seeking approval or renewal of approval under ANTR-145, regulation

2. Part-2, Preliminary Details (BCAA Use)

3. Part-3, Compliance Check List

To be submitted by the organisation to the BCAA duly filled in details at column 4 & 5 and countersigned at each page by the Quality Manage -Post Holder.

4. Signing of Compliance Check List is indicative that the respective AMCs / GMs related to the regulation are complied.
5. The organisation is privileged to develop and / or add details to this Check List to strengthen their activity. However, for the sake of uniformity, it is preferred to retain the same format.

6. Part-4, Finding Summary

If any findings require attention either by the organisation or BCAA, the same shall be reflected along with the corrective action plan of the organisation

The findings, rectification & corrective action by the organisation is recorded here and certified by the Quality Manger.

On submission by the organisation, the compliance checklist is verified by the BCAA during the audits and suitable remarks of acceptance is recorded by BCAA against the findings, rectification & corrective action of the organisation.

If any additional findings observed by BCAA during the audit the same may be recorded in the form attached as “Appendix II” to Section-B of ANTR-145 Organisation approval / renewal recommendation report”



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### PART-1 – Organisation Details (To be filled in by the applicant)

|  |  |
|--|--|
| Registered Name of the Applicant   |  |
| Trading Name (if different)  |  |
| Address Requiring approval<br><br>Telephone No.<br>Fax No.<br>Email address:<br>Website details if any |  |
| Approval Status  | <input type="checkbox"/> 145 with CAMO <input type="checkbox"/> 145 without CAMO |
| Subpart-G Approval Number (If the approval is held)  |  |
| Is the organization holding AOC or a standalone ANTR 145 organisation                                  |  |
| AOC Number (If Applicable)   |  |
| Maintenance Organisation Exposition reference (If applicable)  |  |
| Scope of Approval sought:  | Attach duly filled in form as per Appendix III Class & Ratings                   |
| Name & Position of Accountable Manager   |  |
| Contact details of Accountable Manager   |  |
| Name of Quality Manager  |  |
| Contact details of Quality Manager   |  |
| Name of Base Maintenance Manager   |  |
| Contact details of Base Maintenance Manager  |  |
| Name of Line Maintenance Manager   |  |
| Contact details of Line Maintenance Manager  |  |
| Details of other Post Holders if any   |  |



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|  |  |
|--|--|
| Compiled by: Details of the responsible person / post holder compiled the compliance checklist:<br><br>Name: |  |
| Position:<br><br>Signature:  |  |
| Date of Application  |  |

### Instructions for completion

When completing this document, it is important to make a positive statement showing how the organisation complies with any relevant part of the ANTR-145 requirement.

Column-1: ANTR-145 Reference

Column-2: ANTR-145 requirements

Column-3: Mention Org's MOE & MOE procedure reference giving the details of compliance procedure

Column-4:

- (a) Give the status of applicability of the respective regulation. If applicable give the org's method of compliance.
- (b) If the status of the respective regulation is not applicable, mention N/A and give reason.
- (c) If certain functions are subcontracted, give references to the contract reference and interface manual references

Column-5: Reserved for BCAA's Use. Give the status of the Org's compliance action

Column-6: Reserved for BCAA's remarks / Finding References.

If additional information is required to demonstrate compliance, please attach an appropriately referenced continuation sheet.

Where the term 'The Owner' is used this also means 'The Operator'.

Once completed please submit this document to the Airworthiness Section of Aeronautical Licensing Directorate, Bahrain CAA.

When this Compliance Checklist has been completed and accepted by Bahrain CAA, a copy should be maintained by both the organisation and BCAA in their respective approval process file.

**Additional Information if any:** May attach additional sheets with the cross reference to the compliance checklist reference (Column-3 & 4) for any additional information with respect to the method of compliance by organisation.



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| Sl. No. | Documents Requirement  | Status / Remarks<br>Sat / Un-sat / N/A |
|---------|--|--|
| 1       | Receipt of application and is it complete in all respect?  |  |
| 2       | Receipt of requisite fees  |  |
| 3       | Approval Certificate in the case of variation to the existing approval.  |  |
| 4       | Submitted - Draft Maintenance Organisation Exposition (MOE) along with associated procedures / relevant amendments to MOE procedures.  |  |
| 5       | Whether the format and the contents of the Maintenance Organisation Exposition (MOE) along with associated procedures / relevant amendments to MOE procedures are consistent with the requirements of ANTR- 145 and the extent of approval sought? |  |
| 6       | Submitted - Compliance report of ANTR-145 and relevant supporting documents (as applicable).   |  |
| 7       | Details of the post holder present during the audit / surveillance   |  |
| 8       | Submitted - Form for acceptance of nominated post holders (as applicable)-<br>1. Base Maintenance Manager(s)<br>2. Line Maintenance Manager(s)<br>3. Quality Manager<br>4. Other Post Holders if any   |  |
| 9       | Whether the nominated post holders meet the requirements?  |  |
| 10      | Submitted - Organisation's internal assessment report and recommendation along with its supporting document.   |  |
| 11      | Interaction with the proposed / nominated Accountable Manager.   |  |
| 12      | Application Reviewed by (BCAA USE):<br>Name:<br><br>Position:<br><br>Signature with Date:  |  |

### PART-2 (BCAA USE)

Instruction to the BCAA Inspector:

1. This check list is used to collect all preliminary documents and data related to the application filed by an organisation.
2. Give status of the application and the supporting documents as listed in the remarks column.

Use the recommendation report form (ALD/AIR/F015) after the compliance checklist for filing the findings and rectification actions and final recommendations.



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### PART-3 Compliance Checklist (Once duly completed, Submit to BCAA along with Part-1)

| ANTR 145<br><br>1 | Requirement<br><br>2  | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
| 145.1             | <b>ANTR 145.1 General</b><br><br>For the purpose of this ANTR-145, the competent authority shall be BCAA for organisations having their principal place of business either in Bahrain or located in a third country<br><br>Organisations involved in the maintenance of aircraft and components for installation thereon, shall be approved, upon their request, by BCAA in accordance with the requirements of ANTR.   |   |  |               |    |   |
| 145.A.15          | <b>ANTR 145.A.15 Application</b><br><br>An application for the issue or change of an approval shall be made to the BCAA using application form ALD/AIR/F056. Applications should be accompanied by a compliance checklist to ANTR 145 (See Appendix-7 to CAP 14).   |   |  |               |    |   |
| 145.A.20          | <b>ANTR 145.A.20 Terms of approval</b><br><br>The organisation shall specify the scope of work deemed to constitute approval in its exposition (Appendix II to this Part contains a table of all classes and ratings).  |   |  |               |    |   |
| 145.A.25          | <b>ANTR 145.A.25 Facility requirements</b><br><br>The organisation shall ensure that:<br><br>(a) Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialised workshops and bays are segregated as appropriate, to ensure that environmental and work area contamination is unlikely to occur.<br><br>1. For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance;<br><br>2. For component maintenance, component workshops are large enough to accommodate the components on planned maintenance. |   |  |               |    |   |



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|-------------------|--|---|--|---------------|----|---|
|                   |  |   |  | Satisfactory  |    |   |
|                   |  |   |  | Yes           | No |   |
|                   | <p>(b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.</p> <p>(c) The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired:</p> <p>1. temperatures must be maintained such that personnel can carry out required tasks without undue discomfort.</p> <p>2. dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/componentsurface contamination is evident. Where dust/other airborne contamination results in visible surfacecontamination, all susceptible systems are sealed until acceptable conditions are re-established.</p> <p>3. lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner.</p> <p>4. noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.</p> <p>5. where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.</p> <p>6. the working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore, the working environment for line maintenance is such</p> |   |  |               |    |   |



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|----------|---|--------------------------|---|--------------|----|-------------------------------------|
| 1        | 2   | 3                        | 4                                       | Satisfactory |    |                                     |
|          |   |                          |   | Yes          | No |                                     |
|          | <p>that the particular maintenance or inspection task can be carried out without undue distraction. Therefore, where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance, or inspection tasks must be suspended until satisfactory conditions are re-established.</p> <p>(d) Secure storage facilities are provided for components,equipment, tools, and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment, and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorised personnel.</p>  |                          |   |              |    |                                     |
| 145.A.30 | <p><b>ANTR 145.A.30 Personnel requirements</b></p> <p>(a) The organisation shall appoint an accountable manager who has corporate Authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part. The accountable manager shall:</p> <p>1. ensure that all necessary resources are available to accomplish maintenance in accordance with ANTR 145.A.65(b) to support the organisation approval.</p> <p>2. establish and promote the safety and quality policy specified in ANTR 145.A.65(a).</p> <p>3. demonstrate a basic understanding of this ANTR 145</p> <p>(b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with this Part. Such person(s) shall ultimately be responsible to the accountable manager.</p> <p>1. The person or persons nominated shall represent the maintenance management structure of the organisation and be responsible for all functions specified in this ANTR 145.</p> |                          |   |              |    |                                     |





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|----------|--|--------------------------|---|--------------|----|-------------------------------------|
| 1        | 2  | 3                        | 4                                       | Satisfactory |    |                                     |
|          |  |                          |   | Yes          | No |                                     |
|          | <p>2. The person or persons nominated shall be identified and their credentials submitted using Form ALD/AIR/F018 (Appendix IV to ANTR 145).</p> <p>3. The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this ANTR 145.</p> <p>4. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.</p> <p>(c) The accountable manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system as required by ANTR 145.A.65(c). The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.</p> <p>(d) The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the approval. In addition, the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.</p> <p>(e) The organisation shall establish and control the competence of personnel involved in any maintenance, development of maintenance programmes, airworthiness reviews, management and/or quality audits in accordance with a procedure and to a standard agreed by the Authority. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation. 'Human factors' means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance.</p> |                          |   |              |    |                                     |



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|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | <p>'Human performance' means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.</p> <p>(f) The organisation shall ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the International or equivalent Standard recognised by the Authority. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with officially recognised Standards. By derogation to this paragraph those personnel specified in paragraphs (g) and (h)(1) and (h)(2), qualified under ANTR 66 in category B1 or B3 in accordance with ANTR 66, may carry out and/or control colour contrast dye penetrant tests (See AMC 145.A.30 f)).</p> <p>(g) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall in the case of aircraft line maintenance, have appropriate aircraft type rated certifying staff qualified as category B1 and B2, and B3 certifying staff in accordance with ANTR 66 and ANTR 145.A.35. In addition, such organisations may also use appropriately task trained certifying staff holding the privileges described in ANTR 66.A.20(a)(1) and ANTR 66.A.20(a)(3)(ii) and qualified in accordance with ANTR 66 and 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for category B1, B2 and B3 certifying staff as appropriate (See AMC 145 A.30(g)).</p> <p>(h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j) shall:</p> <p>1. in the case of base maintenance of large aircraft, have appropriately licensed certifying staff qualified as category C in accordance with ANTR 66 and ANTR 145.A.35. In addition, the organisation shall have sufficient licensed staff qualified as category B1 and B2 in accordance with ANTR 66 and ANTR 145.A.35 to support the category C certifying staff.</p> <p>(i) B1 and B2 support staff shall ensure that all relevant tasks or inspections have been carried out to the</p> |   |  |               |    |   |



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|----------|---|--------------------------|---|--------------|----|-------------------------------------|
| 1        | 2   | 3                        | 4                                       | Satisfactory |    |                                     |
|          |   |                          |   | Yes          | No |                                     |
|          | <p>required standard before the category C certifying staff issues the certificate of release to service.</p> <p>(ii) The organisation shall maintain a register of any such B1 and B2 support staff.</p> <p>(iii) The category C certifying staff shall ensure that compliance with paragraph (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.</p> <p>2. in the case of base maintenance of aircraft other than large/complex motor-powered aircraft have either:</p> <p>(i) appropriate aircraft type rated certifying staff qualified as category B1 and B2 as appropriate in accordance with ANTR 66 and ANTR 145.A.35 or,</p> <p>(ii) appropriate aircraft type rated certifying staff qualified in category C assisted by B1 and B2, support staff as specified in paragraph 145.A.35.(a)(i).</p> <p>(i) Component certifying staff shall comply with ANTR 66 and 145.A.35.</p> <p>(j) By derogation to paragraphs (g) and (h), in relation to the obligation to comply with ANTR 66, the organisation may use certifying staff qualified in accordance with the following provisions:</p> <p>1. For organisation facilities located outside the State, certifying staff may be qualified in accordance with the national aviation regulations of the State in which the organisation facility is registered subject to the conditions specified in Appendix IV to this ANTR 145.</p> <p>2. For line maintenance carried out at a line station of an organisation which is located outside the State, the certifying staff may be qualified in accordance with the</p> |                          |   |              |    |                                     |



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|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | <p>national aviation regulations of the State in which the line station is based, subject to the conditions specified in Appendix IV to ANTR 145.</p> <p>3. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certification authorisation to the aircraft commander and/or the flight engineer on the basis of the flight crew licence held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that such aircraft commander or flight engineer can accomplish the airworthiness directive to the required standard.</p> <p>4. In the case of aircraft operating away from a supported location the organisation may issue a limited certification authorisation to the commander and/or the flight engineer on the basis of the flight crew licence held subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in an exposition procedure.</p> <p>5. In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation:</p> <p>(i) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction, and systems; or</p> <p>(ii) to any person with not less than five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.</p> |   |  |               |    |   |



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|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | All such cases as specified in this subparagraph shall be reported to the Authority within seven days of the issuance of such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.   |   |  |               |    |   |
| 145.A.35          | <b>ANTR 145.A.35     Certifying staff and support staff</b><br><br>(a)     In addition to the appropriate requirements of ANTR 145.A.30(g) and (h), the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this must be accomplished before the issue or re-issue of the certification authorisation.<br><br>(i)     ‘Support staff’ means those staff holding ANTR-66 aircraft maintenance licence in category B1, B2 with the appropriate aircraft ratings, working in a base maintenance environment while not necessarily holding certifications privileges.<br><br>(ii)    Relevant aircraft and/or components’, means those aircraft or components specified in the particular certification authorisation.<br><br>(iii)  ‘Certification authorisation’ means the authorisation issued to certifying staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.<br><br>(b)     Excepting those cases listed in ANTR 145.A.30(j) and ANTR 66.A.20(a)3(ii) the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and except for the category A license and any type rating listed on the aircraft maintenance licence as required in ANTR 66, subject to the licence remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with ANTR 66. |   |  |               |    |   |



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| 1        | 2   | 3                        | 4                                       | Satisfactory |    |                                     |
|          |   |                          |   | Yes          | No |                                     |
|          | <p>(c) The organisation shall ensure that all certifying staff and category B1 and B2 support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two-year period. For the purpose of this paragraph ‘involved in actual relevant aircraft or component maintenance’ means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular certification authorisation.</p> <p>(d) The organisation shall ensure that all certifying staff and support staff receive sufficient continuation training in each two-year period to ensure that such staff has up-to-date knowledge of relevant technology, organisation procedures and human factor issues.</p> <p>(e) The organisation shall establish a programme for continuation training for certifying staff and support staff, including a procedure to ensure compliance with the relevant requirements of ANTR 145.A.35 as the basis for issuing certification authorisations under this ANTR 145 to certifying staff, and a procedure to ensure compliance with ANTR 66.</p> <p>(f) Except where any of the unforeseen cases of ANTR 145.A.30(j)(5) apply, the organisation shall assess all prospective certifying staff for their competence, qualification, and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under this ANTR 145.</p> <p>(g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).</p> <p>(h) The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorisation. Where codes</p> |                          |   |              |    |                                     |



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|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | <p>are used to define scope, the organisation shall make a code translation readily available. 'Authorised person' means the officials of the Authority who has responsibility for the oversight of the maintained aircraft or component.</p> <p>(i) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.</p> <p>(j) The organisation shall maintain a record of all certifying staff and support staff, which shall contain:</p> <p>1. the details of any aircraft maintenance licence held under ANTR 66; and</p> <p>2. all relevant training completed and</p> <p>3. the scope of the certification authorisations issued, where relevant, and</p> <p>4. particulars of staff with limited or one-off certification authorisations.</p> <p>The organisation shall retain the record for at least three years after the certifying staff or support staff have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish staff referred to in this point with a copy of their personal record on leaving the organisation.</p> <p>The certifying staff referred to in this paragraph shall be given access on request to their personal records as detailed above.</p> <p>(k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.</p> <p>(l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.</p> |   |  |               |    |   |



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|------------------|---|--------------------------|---|--------------|----|-------------------------------------|
| 1                | 2   | 3                        | 4                                       | Satisfactory |    |                                     |
|                  |   |                          |   | Yes          | No |                                     |
|                  | <p>(m) The minimum age for certifying staff and support staff is 21 years.</p> <p>(n) The holder of a category A aircraft maintenance licence may only exercise certification privileges on a specific aircraft type following the satisfactory completion of the relevant category A aircraft task training carried out by an organisation appropriately approved in accordance with ANTR 145 or ANTR 147. This training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment carried out by the organisation.</p> <p>(o) The holder of a category B2 aircraft maintenance licence may only exercise the certification privileges described in ANTR 66.A.20(a)(3)(ii) following the satisfactory completion of,</p> <p>(i) the relevant category A aircraft task training and</p> <p>(ii) 6 months of documented practical experience covering the scope of the authorisation that will be issued. The task training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment. Task training and examination/assessment shall be carried out by the maintenance organisation issuing the certifying staff authorisation. The practical experience shall be also obtained within such maintenance organization.</p> |                          |   |              |    |                                     |
| ANTR 66 / CAP 09 | Has the AMO defined the procedure for ensuring compliance to the requirement of ANTR 66 / CAP 09 for issue / renewal of AML of their employees?   |                          |   |              |    |                                     |
| ANTR 66 / CAP 09 | Has the AMO defined the procedure for ensuring compliance to fulfil the OJT requirement in accordance with ANTR 66 / CAP 09 of their employees? If not in-house, how do they administer the OJT tasks for their employees   |                          |   |              |    |                                     |
| CAP 09           | Has the organisation established procedures to utilise the AML issued by other ICAO contracting states under BCAA validation as provisioned in CAP-09 and the requirements stipulated therein?  |                          |   |              |    |                                     |





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|----------------------------|---|---|--|---------------|----|---|
|                            |   |   |  | Satisfactory  |    |   |
|                            |   |   |  | Yes           | No |   |
| Annex IV<br>to ANTR<br>145 | <p>Has the foreign AMOs defined the procedure to utilise the privileges of the AML issued by their national regulation (not qualified under ANTR66 of BCAA) and additional requirement stipulated under Annex IV to ANTR-145 for certification of aircraft registered under BCAA and components installed therein?</p> <p>Has the AMO defined the procedure for training, qualifying, authorising a support / certifying staff for conducting taxiing operation of aircraft?</p> <p>Has the AMO defined the procedure for training, qualifying, authorising a support / certifying staff for conducting weighment of aircraft and subsequent weight balance document preparation?</p> <p>Has the AMO defined the procedure for utilising the certifying personnel of manufacturers and/or other AMOs in the case of unforeseen situations and/or for any specific repairs / modifications etc.?</p> |   |  |               |    |   |
| 145.A.36                   | <p><b>ANTR 145.A.36 Records of airworthiness review staff</b></p> <p>The organisation shall record all details concerning the airworthiness review staff and maintain a current list of all the airworthiness review staff together with their scope of approval as part of the organisation's exposition pursuant to point 145.A.70(a)6.</p> <p>The organisation shall retain the record for at least three years after the staff referred to in this point have ceased employment (or engagement as a contractor or volunteer) with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall provide the staff referred to in this point with a copy of their personal record on leaving the organisation.</p> <p>The staff referred to in this point shall be given access on request to their personal records.</p>   |   |  |               |    |   |
| 145.A.40                   | <p><b>ANTR 145.A.40 Equipment and tools</b></p> <p>(a) The organisation shall have available and use the necessary equipment, tools, and material to perform the approved scope of work.</p> <p>1. Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or</p>   |   |  |               |    |   |



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|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | <p>equipment, unless the use of alternative tooling or equipment is agreed by the Authority via procedures specified in the exposition.</p> <p>2. Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.</p> <p>3. An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking as required for the proper inspection of the aircraft.</p> <p>(b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.</p> |   |  |               |    |   |
| 145.A.42          | <p><b>ANTR 145.A.42 Components</b></p> <p>(a) All components shall be classified and appropriately segregated into the following categories:</p> <p>1. Components which are in a satisfactory condition, released on a BCAA Form 1 or equivalent and marked in accordance with ANTR 21 Subpart Q.</p> <p>2. Unserviceable components which shall be maintained in accordance with this section.</p> <p>3. Unsalvageable components which are classified in accordance with ANTR 145.A.42 (c).</p> <p>4. Standard parts used on an aircraft, engine, propeller, or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data and accompanied by evidence of conformity traceable to the applicable standard.</p>   |   |  |               |    |   |



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|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | <p>5. Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.</p> <p>(b) Components, standard parts, and materials for installation</p> <p>1. The organisation shall establish procedures for the acceptance of components, standard parts, and materials for installation to ensure that components, standard parts, and materials are in satisfactory condition and meet the applicable requirements of point (a).</p> <p>2. The organisation shall establish procedures to ensure that components, standard parts, and materials shall only be installed on an aircraft or a component when they are in satisfactory condition, meet the applicable requirements of point (a) and the applicable maintenance data specifies the particular component, standard part, or material.</p> <p>3. Prior to installation of a component, the organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable [See AMC 145.A.42 (a) &amp; (b)] and components referred to in point ANTR 21.A.307(c) [21.A.307(c) of the EASA Part-21] shall only be installed if considered eligible for installation by the aircraft owner on its own aircraft.</p> <p>4. The organisation may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition (See AMC 145.A.42(c)).</p> <p>(c) Segregation of components</p> <p>(i) Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts, and materials.</p> |   |  |               |    |   |



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|-------------------|--|---|--|---------------|----|---|
|                   |  |   |  | Satisfactory  |    |   |
|                   |  |   |  | Yes           | No |   |
|                   | (ii) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to ANTR 21 or an approved equivalent organisation (See AMC 145.A.42 (a)(3))..  |   |  |               |    |   |
| 145.A.45          | <p><b>ANTR 145.A.45 Maintenance data</b></p> <p>(a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. 'Applicable' means relevant to any aircraft, component or process specified in the organisation's approval class rating schedule and in any associated capability list.</p> <p>In the case of maintenance data provided by an operator or customer, the organisation shall hold such data when the work is in progress, with the exception of the need to comply with ANTR 145.A.55(c).</p> <p>(b) For the purposes of this Part, applicable maintenance data shall be any of the following:</p> <ol style="list-style-type: none"><li>Any applicable requirement, procedure, operational directive, or information issued by the Authority of country of manufacturer, manufacturer, TC or STC holder, BCAA;</li><li>Any applicable airworthiness directive issued by the Authority, of country of manufacturer, TC or STC holder, BCAA;</li><li>Instructions for continuing airworthiness, issued by Authority of country of manufacturer, type certificate holders, supplementary type certificate holders, manufacturer and any other organisation required to publish such data by ANTR 21 and in the case of aircraft or components from third countries the airworthiness data mandated by BCAA.</li><li>Any applicable standard, such as but not limited to, maintenance standard practices recognised by BCAA/the Authority as a good standard for maintenance;</li></ol> |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2   | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|--|---|--|---------------|----|---|
|                   |  |   |  | Satisfactory  |    |   |
|                   |  |   |  | Yes           | No |   |
|                   | <p>5. Any applicable data issued in accordance with paragraph (d).</p> <p>(c) The organisation shall establish procedures to ensure that if found, any inaccurate, incomplete, or ambiguous procedure, practice, information, or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.</p> <p>(d) The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.</p> <p>(e) The organisation shall provide a common work card or worksheet system to be used throughout relevant parts of the organisation. In addition, the organisation shall either transcribe accurately the maintenance data contained in paragraphs (b) and (d) onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.</p> <p>Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.</p> |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2   | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|--|---|--|---------------|----|---|
|                   |  |   |  | Satisfactory  |    |   |
|                   |  |   |  | Yes           | No |   |
|                   | (f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.<br><br>(g) The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date, or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.                          |   |  |               |    |   |
| 145.A.47          | <b>ANTR 145.A.47 Production planning</b><br><br>(a) The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.<br><br>(b) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.<br><br>(c) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel. |   |  |               |    |   |
| 145.A.48          | <b>Performance of maintenance</b><br><br>The organisation shall establish procedures to ensure that:<br><br>(a) after completion of maintenance a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted;<br><br>(b) an error capturing method is implemented after the performance of any critical maintenance task;<br><br>(c) the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised; and,  |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2  | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | (d) damage is assessed, and modifications and repairs are carried out using data specified in ANTR. M.A.304.  |   |  |               |    |   |
| 145.A.50          | <b>ANTR 145.A.50 Certification of maintenance</b><br><br>(a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the organisation when it has been verified that all maintenance ordered has been properly carried out by the organisation in accordance with the procedures specified in ANTR 145.A.70, taking into account the availability and use of the maintenance data specified in ANTR 145.A.45 and that there are no non-compliances which are known to endanger flight safety.<br><br>(b) A certificate of release to service shall be issued before flight at the completion of any maintenance.<br><br>(c) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.<br><br>(d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate BCAA Form 1 referred to in Appendix I to ANTR 145 constitutes the component certificate of release to service except if otherwise specified in point M.A.502 of ANTR M. When an organisation maintains a component for its own use, an BCAA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.<br><br>(e) By derogation to paragraph (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate. |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2  | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | (f) By derogation to paragraph (a) and ANTR 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the meantime under paragraph (a) and ANTR 145.A.42.  |   |  |               |    |   |
| 145.A.55          | <b>ANTR 145.A.55 Maintenance and Airworthiness Review records</b><br><br>(a) The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for issuance of the certificate of release to service, including subcontractor's release documents and for the issue of any airworthiness review certificate.<br><br>(b) The organisation shall provide a copy of each certificate of release to service to the aircraft owner or operator, together with a copy of any detailed maintenance record associated with the work carried out and necessary to demonstrate compliance with point M.A.305 of ANTR M.<br><br>(c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for three years from the date on which the aircraft or component to which the work relates was issued with a certificate of release to service. In addition, it shall retain a copy of all the records to the issue of airworthiness review certificates for three years from the date of issue and shall provide a copy of them to the owner of the aircraft.<br><br>1. The records under this paragraph shall be stored in a manner that ensures protection from damage, alteration, and theft. |   |  |               |    |   |





## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2   | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|--|---|--|---------------|----|---|
|                   |  |   |  | Satisfactory  |    |   |
|                   |  |   |  | Yes           | No |   |
|                   | <div>2. 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.</div> <div>3. When an organisation approved under this ANTR-145 terminates its operations, all retained maintenance records from the period of three years preceding the termination of operations of the organisation shall be distributed to the last owner or customer of respective aircraft or component or shall be stored in a way specified by BCAA [AMC 145.A.55 &amp; GM 145.A.55].</div>   |   |  |               |    |   |
| 145.A.60          | <b>ANTR 145.A.60 Occurrence reporting</b> <div>(a) The organisation shall report to the Authority, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.</div> <div>(b) The organisation shall establish an internal occurrence reporting system as detailed in the exposition to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under paragraph (a). This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information, as necessary.</div> <div>(c) The organisation shall make such reports in accordance with BCAA Occurrence Report requirements and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation.</div> <div>(d) Where the organisation is contracted by an operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.</div> |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145 | Requirement   | MOE / MOE Procedures Ref | Compliance / comments / remarks by org. | BCAA Use 5   |    | BCAA Remarks / Finding Ref Number 6 |
|----------|---|--------------------------|---|--------------|----|-------------------------------------|
| 1        | 2   | 3                        | 4                                       | Satisfactory |    |                                     |
|          |   |                          |   | Yes          | No |                                     |
|          | (e) The organisation shall produce and submit such reports as soon as practicable but, in any case, within 72 hours of the organisation identifying the condition to which the report relates.  |                          |   |              |    |                                     |
| 145.A.65 | <p><b>ANTR 145.A.65 Safety and quality policy, maintenance procedures and quality system</b></p> <p>(a) The organisation shall establish a safety and quality policy for the organisation to be included in the exposition under ANTR 145.A.70.</p> <p>The organisation shall establish procedures agreed by Bahrain CAA taking into account human factors and human performance to ensure good maintenance practices and compliance with the applicable requirements established in 145.A.25 to 145.A.95. The procedure under this requirement shall:</p> <p>1. ensure that a clear work order or contract has been agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out so that aircraft and components may be released to service in accordance with 145.A.50; [see AMC 145.A.65(b)] and,</p> <p>2. cover all aspects of carrying out the maintenance activity, including the provision and control of specialised services and lay down the standards to which the organisation intends to work.</p> <p>(c) The organisation shall establish a quality system that includes the following:</p> <p>1. Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under this Part or a person with appropriate technical knowledge and proven satisfactory audit experience; and</p> |                          |   |              |    |                                     |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2   | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|--|---|--|---------------|----|---|
|                   |  |   |  | Satisfactory  |    |   |
|                   |  |   |  | Yes           | No |   |
|                   | <div>2. A quality feedback reporting system to the person or group of persons specified in ANTR 145.A.30(b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1).</div> <div>(d) A maintenance organisation shall implement a safety management system acceptable to the Authority that, as a minimum:<div>1. identifies safety hazards;</div><div>2. ensures that remedial action necessary to maintain an acceptable level of safety is implemented;</div><div>3. provides for continuous monitoring and regular assessment of the safety level achieved; and</div><div>4. aims to make continuous improvement to the overall level of safety.</div></div> <div>(e) A safety management system shall clearly define lines of safety accountability throughout a maintenance organisation, including a direct accountability for safety on the part of senior management.</div> |   |  |               |    |   |
| 145.A.70          | <div>ANTR 145.A.70 Maintenance organisation exposition</div> <div>(a) 'Maintenance organisation exposition' means the document or documents that contain the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with this Part. The organisation shall provide the Authority with a maintenance organisation exposition, containing the following information:<div>1. A statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals define the organisation's compliance with this Part and will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement;</div></div>   |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2   | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|--|---|--|---------------|----|---|
|                   |  |   |  | Satisfactory  |    |   |
|                   |  |   |  | Yes           | No |   |
|                   | <div>2. the organisation's safety and quality policy as specified by ANTR 145.A.65;</div> <div>3. the title(s) and name(s) of the persons nominated under ANTR 145.A.30(b);</div> <div>4. the duties and responsibilities of the persons nominated under ANTR 145.A.30(b), including matters on which they may deal directly with the Authority on behalf of the organisation;</div> <div>5. an organisation chart showing associated chains of responsibility between the persons nominated under ANTR 145.A.30(b);</div> <div>6. a list of certifying staff support staff and if applicable, airworthiness review staff, with their scope of approval;</div> <div>7. a general description of manpower resources;</div> <div>8. a general description of the facilities located at each address specified in the organisation's approval certificate;</div> <div>9. a specification of the organisation's scope of work relevant to the extent of approval;</div> <div>10. the notification procedure of ANTR 145.A.85 for organisation changes;</div> <div>11. the maintenance organisation exposition amendment procedure;</div> <div>12. the procedures and quality system established by the organisation under ANTR 145.A.25 to ANTR 145.A.90 and any additional procedure followed in accordance with ANTR M;</div> <div>13. a list of operators to which the organisation provides an aircraft maintenance service;</div> <div>14. a list of subcontracted organisations, where applicable, as specified in ANTR 145.A.75(b);</div> |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2  | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | <p>15. a list of line stations, where applicable, as specified in ANTR 145.A.75(d);</p> <p>16. a list of contracted organisations, where applicable.</p> <p>(b) The exposition shall be amended as necessary to remain an up-to-date description of the organisation The exposition and any subsequent amendment shall be approved by the Authority.</p> <p>(c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure provided the amendment process is approved by the Authority.</p>   |   |  |               |    |   |
| 145.A.75          | <p><b>ANTR 145.A.75 Privileges of the organisation</b></p> <p>In accordance with the exposition, the organisation shall be entitled to carry out the following tasks:</p> <p>(a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;</p> <p>(b) Arrange for maintenance of any aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this Part and is limited to the work scope under procedures laid down in ANTR 145.A.65(b). This work scope shall not include a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;</p> <p>(c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition;</p> <p>(d) Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations;</p> |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2  | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | (e) Issue certificates of release to service in respect of completion of maintenance in accordance with ANTR 145.A.50.  |   |  |               |    |   |
| 145.A.80          | <b>ANTR 145.A.80 Limitations on the organisation</b><br><br>The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.  |   |  |               |    |   |
| 145.A.85          | <b>ANTR 145.A.85 Changes to the organisation</b><br><br>The organisation shall notify the Authority of any proposal to carry out any of the following changes before such changes take place to enable the Authority to determine continued compliance with this Part and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity:<br><br>1. the name of the organisation;<br><br>2. the main location of the organisation;<br><br>3. additional locations of the organisation;<br><br>4. the accountable manager;<br><br>5. any of the persons nominated under ANTR 145.A.30(b);<br><br>6. the facilities, equipment, tools, material, procedures, work scope, certifying staff and airworthiness review staff that could affect the approval. |   |  |               |    |   |
| 145.A.90          | <b>ANTR 145.A.90 Continued validity</b><br><br>(a) An approval once issued shall remain valid for the period specified in the approval certificate subject to:<br><br>1. the organisation remaining in compliance with this ANTR in accordance with the provisions related to the handling of findings as specified under ANTR 145.A.B.50; and<br><br>2. the BCAA being granted access to the organisation to determine continued compliance with this ANTR, and  |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

| ANTR 145<br><br>1 | Requirement<br><br>2  | MOE / MOE<br>Procedures<br>Ref<br><br>3 | Compliance / comments / remarks by org.<br><br>4 | BCAA Use<br>5 |    | BCAA<br>Remarks /<br>Finding<br>Ref Number<br>6 |
|-------------------|---|---|--|---------------|----|---|
|                   |   |   |  | Satisfactory  |    |   |
|                   |   |   |  | Yes           | No |   |
|                   | 3. the certificate not being surrendered or revoked.<br><br>(b) Upon surrender or revocation, the approval shall be returned to the Authority.  |   |  |               |    |   |
| 145.A.95          | <b>ANTR 145.A.95 Findings</b><br><br>(a) A level 1 finding is any significant non-compliance with ANTR 145 requirements which lowers the safety standard and hazards seriously the flight safety.<br><br>(b) A level 2 finding is any non-compliance with the ANTR 145 requirements which could lower the safety standard and possibly hazard the flight safety.<br><br>(c) After receipt of notification of findings, according to ANTR 145.B.50, the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Authority within a period agreed with this Authority. |   |  |               |    |   |
|                   |   |   |  |               |    |   |



## CIVIL AVIATION PUBLICATIONS

### PART-4 Finding Summary

| ANTR 145<br>Requirement<br>Ref. | Detailed Findings | Level | Clearance |           |
|---------------------------------|-------------------|-------|-----------|-----------|
|                                 |                   |       | Date      | Rep. Ref. |
|                                 |                   |       |           |           |
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## CIVIL AVIATION PUBLICATIONS

### RECOMMENDATIONS

### CONCLUSION

### AIRWORTHINESS INSPECTOR COMMENTS

Date: \_\_\_\_\_

Sign: \_\_\_\_\_



## CIVIL AVIATION PUBLICATIONS

### Section – II to Appendix-7

#### ANTR 145 –Organisation Approval (Issue / Renewal) – Audit Check List

##### *Instructions for completion*

When completing this document, it is important to make a positive statement showing how the organisation complies with any relevant part of the ANTR-145 requirement.

- Column-1: ANTR-145 Reference  
Column-2: Serial No. of the item of Audit  
Column-3: Item of Audit (based on ANTR-145 requirements)  
Column-4: Mention Org's MOE & MOE procedure reference giving the details of compliance procedure  
Column-5:  
(a) Give the status of applicability of the respective regulation. If applicable give the org's method of compliance.  
(b) If the status of the respective regulation is not applicable, mention N/A and give reason.  
(c) If certain functions are subcontracted, give references to the contract reference and interface manual references  
Column-6:  
Reserved for BCAA's comments. Give the status of the Org's compliance action.  
Column-7: Reserved for BCAA's remarks.

If additional information is required to demonstrate compliance, please attach an appropriately referenced continuation sheet.

Where the term 'The Owner' is used this also means 'The Operator'.

Once completed please submit this document to the Airworthiness Section of Aeronautical Licensing Directorate, Bahrain CAA.

When the Compliance Check List has been completed and accepted by Bahrain CAA, a copy should be maintained by both the organisation and BCAA in their respective approval process file.

**Additional Information if any:** May attach additional sheets with the cross reference to the compliance checklist reference (Column-1, 4 & 5) for any additional information with respect to the method of compliance by organisation.

The organisation is privileged to develop and / or add details to this Check List to strengthen their activity. However, for the sake of uniformity, it is preferred to retain the same format.



### CIVIL AVIATION PUBLICATIONS

| ANTR-145<br>Reference            | Sl.<br>No. | Items of Audit   | MOE / MOE<br>Procedure<br>Ref. | Applicable/ Not<br>Applicable &<br>reason for N/A.<br>If applicable,<br>Comments of<br>the Org. on the<br>applicable<br>items | BCAA's Comments | (BCAA<br>USE) Sat/<br>Un-Sat/<br>NA/ NR |
|----------------------------------|------------|--|--------------------------------|---|-----------------|---|
| (1)                              | (2)        | (3)  | (4)                            | (5)   | (6)             | (7)                                     |
| 145.A.1<br>General               | 1          | Is the organisation holds the approval granted by BCAA for the maintenance of Aircraft, Equipment, Components installed on the Aircraft registered under the Kingdom of Bahrain?                                   |                                |   |                 |   |
| 145.A.10<br>Scope                | 1          | Is the organisation developed a demonstration to show compliance to the approval requirement?  |                                |   |                 |   |
|                                  | 2          | Is the organisation hold the approval certificate, terms of approval and are valid?  |                                |   |                 |   |
|                                  | 3          | Check that the works performed are in accordance with the terms of approval. Specific to the location of the facility either or both Base & Line and including that of additional components maintenance facility. |                                |   |                 |   |
|                                  | 4          | Check that the works performed are in accordance with detailed capability list is attached to MOE and is approved either direct or indirect method of approval.  |                                |   |                 |   |
|                                  | 5          | Is the organisation approved to perform work through contracted / sub-contracted organisation? Check that the contracted works are performed in accordance with the MOE procedures and quality system.             |                                |   |                 |   |
| 145.A.15<br>Application          | 1          | Has the organisation submitted an application for the issue or change of an approval using application form ALD/AIR/F056 (Appendix III) and this compliance checklist?   |                                |   |                 |   |
|                                  | 2          | Has the organisation submitted ALD/AIR/F018 and interview conducted for approval / acceptance of post holders / key management personnel of the AMO?   |                                |   |                 |   |
| 145.A.20<br>Terms of<br>Approval | 1          | Check the "Certificate of Approval". Verify whether the Certificate enlisted all Line stations / Bases   |                                |   |                 |   |
|                                  | 2          | Check the Classes, Rating and Scope of Approval given in the Certificate. Verify the capability List for the extent of work.   |                                |   |                 |   |
|                                  | 3          | Is the maintenance organisation approval displayed in a prominent place / holder's principle place of business?  |                                |   |                 |   |
|                                  | 4          | Does the MOE mentions the Class / Ratings / Scope / Capability (if not presented as a separate document)   |                                |   |                 |   |



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| 145.A.25(a)<br>Facility<br>Requirement                        | 1 | Check for availability of suitable hanger to accommodate the aircraft. Alternately, check for evidence supporting hanger space will be allotted by another organisationas & when required. Check the Aircraft hangar visit plan to ensure availability.   |  |  |  |  |
|   | 2 | Check availability of appropriately licenced personnel and skilled technicians covering the aircraft being maintained both in LINE & BASE facility.   |  |  |  |  |
|   | 3 | Check availability of the following updated documents (as applicable to the Line or Base maintenance or workshops) for reference and use:<br>Maintenance Manual;<br>Trouble Shooting Manual;<br>List of Circulars issued by QC department;<br>Set of approved schedules including Special inspection schedules;<br>Working Sheets;<br>Copy of certified Minimum Equipment List;<br>Quality Procedures;<br>Advisory Circulars related to the scope of work handled |  |  |  |  |
|   | 4 | Has the organisation established to assess the requirement and has provided all necessary general tools, special tools, maintenance support equipment, N2 cylinders, Pr. Regulators, ground power units, Tools calibrations, spares, consumables etc. commensurate to the scope of approval of the line station?  |  |  |  |  |
|   | 5 | Has the organisation established to assess the requirement and has provided all necessary general tools, special tools, maintenance support equipment, N2 cylinders, Pr. Regulators, ground power units, Tools calibrations, spares, consumables etc. commensurate to the scope of approval of the Base Facility?   |  |  |  |  |
|   | 6 | Has the organisation established to assess the requirement and has provided all necessary general tools, special tools, maintenance support equipment, Tools calibrations, spares, consumables etc. commensurate to the scope of approval of the workshop including that of the specialised workshops to the standards established by the component manufactures?   |  |  |  |  |
|   | 7 | Has the organisation established a tool control system to monitor and to ensure avoid FOD ingestions into aircraft systems?   |  |  |  |  |
| 145.A.25(b)<br>Facility<br>Requirement -<br>accommodati<br>on | 1 | Check for availability of office accommodation / workstations for the planned workto their personnel (such as but not limited to management staff / support staff / certifying staff / technical staff / stores staff, etc.)  |  |  |  |  |



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| 145.A.25(c)<br>Facility<br>Requirement<br>– working<br>environment | 1 | Check for the protection of hanger - free from dust, noise, wind pollution and rain, adequate lighting as necessary for performance of the approved scope. Is the hangar maintained neat and clean?  |  |  |  |  |
|  | 2 | Availability of aircraft docking mechanism and their locks and all safety barriers available and serviceable.  |  |  |  |  |
|  | 3 | Environmental control- separate waste containers (for solid and liquid) provided, maintained, and used correctly.  |  |  |  |  |
|  | 4 | Fire extinguishers- correct type/ quantity/condition and located in designated area with valid test/service date. (For the correct type & quantity, check the evidence of recommendation if any received from the local fire / disaster management organisations by the AMO) |  |  |  |  |
| 145.A.25(c)<br>Facility<br>Requirement<br>– working<br>environment | 1 | Pneumatic supply-reliable and tapping points conveniently located and with oil/water ways and lubrication container maintained.  |  |  |  |  |
|  | 2 | Waste oil, fuel, hydraulic oil, and soiled rags properly disposed into waste containers provided. (Check the AMO has established waste disposal system as per local government directives)   |  |  |  |  |
|  | 3 | Hanger is provided with proper electrical grounding points. They are marked properly, and the resistance check is carried out at regular intervals. Resistance value and due date of inspection are painted on the points. Check records.                                    |  |  |  |  |
|  | 4 | Check for docking assistance line marking on the hanger floor.   |  |  |  |  |
|  | 5 | Check the electrical wiring in the hanger for the followings:<br>a) Condition;<br>b) Loose/improper connection;<br>c) Insulation;  |  |  |  |  |
|  | 6 | Check whether the electrical mains for easy access for selecting OFF during electrical emergency situation.  |  |  |  |  |
|  | 7 | Check that mechanism for handling Electrostatic Sensitive Devices (ESD) at the hangar floor  |  |  |  |  |
|  | 8 | Check for arrangement for hanger facility at Line Stations for minor scheduled work or defect rectification which necessitates hangar facility   |  |  |  |  |
|  | 9 | Check the availability of system / procedure / mechanism for maintenance of hangar equipment (such as but not limited to docking, trestles, stands, work bench, tool trolleys, safety / emergency equipment etc.) and availability of such facility                          |  |  |  |  |



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|  | 10 | Check for availability of specialised workshops (NDT/Welding, etc.)/ component workshops, and its facility requirement commensurate to the scope of work  |  |  |  |  |
|  | 11 | Check the availability of system / procedure / mechanism for maintenance of work equipment.   |  |  |  |  |
|  | 12 | Check for availability of office accommodation / workstations for the planned work to their personnel (such as but not limited to management staff / support staff / certifying staff / technical staff / stores staff, etc.)   |  |  |  |  |
|  | 13 | Availability of Standards and procedure to maintain working environment conducive for the staff performing maintenance activity in hangar & shops, commensurate to the scope of work  |  |  |  |  |
|  | 14 | Availability of the specific working environment and availability of Standards and procedure to maintain that specific environment conditions as required by the maintenance data of aircraft / component manufacturer, commensurate to the scope of work   |  |  |  |  |
|  | 15 | Arrangements to make available the working environment for line maintenance such that the particular maintenance or inspection task can be carried out without undue distraction and with the acceptable level of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination.   |  |  |  |  |
| 145.A.25(d)<br>Facility<br>Requirement -<br>stores | 16 | Availability of store facility with adequate and appropriate racks & bins, suitable environment with control mechanism to maintain the desired level.   |  |  |  |  |
|  | 17 | Availability of secured storage facilities for components, equipment, tools, and material with the appropriate provision to ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment, and tools.   |  |  |  |  |
|  | 1  | Availability of standards and procedure to maintain the conditions of storage in accordance with the manufacturer's instructions and / or organisation procedure to prevent deterioration and damage of stored items.   |  |  |  |  |
|  | 2  | Procedure for restricting the access rights to storage facilities to authorised personnel (See AMC 145.A.25(d)) and monitoring.   |  |  |  |  |
|  | 3  | Availability of Organisation's stores procedure manual with respect to facility, storage, environment control, stores personnel authorisation, incoming inspection, acceptance standards, identification, traceability, issue of items, return of issued items back to stores, flammable goods / material storage recommendations, stores stock tallying etc. |  |  |  |  |
| 145.A.30(a)<br>Personnel<br>Requirements           | 1  | Availability Accountable Manager with corporate authority in the organization and his financial authority to make available all necessary resources to accomplish maintenance and to promote documented safety & quality policy   |  |  |  |  |



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|  | 2 | Presence of MOE statement of Accountable Manager signed by both CEO and nominated Accountable Manager, if applicable.  |  |  |  |  |
|  | 3 | Is a letter of acceptance or the Key Management Personnel acceptance form duly signed by BCAA and available in records?  |  |  |  |  |
|  | 4 | Is the Accountable Manager's Qualification, Experience, Credentials and knowledge / understanding to ANTR-145 requirement is evidenced in records and considered appropriate?  |  |  |  |  |
|  | 5 | Duties & responsibilities of AM is defined in MOE  |  |  |  |  |
| 145.A.30(b)<br>Personnel<br>Requirements | 1 | Are the post holders / responsible managers appointed and accepted / approved by BCAA?<br>The appointed post holders / Responsible Managers / Key Management Personnel are as follows: (But not limited to)<br>1. Quality Manager<br>2. Quality Assurance Manager<br>3. Base Maintenance Manager<br>4. Line Maintenance Manager<br>5. Workshop Maintenance Manager<br>6. SMS manager<br>7. Training Manager<br>Note: The type of post holders and number appointed may vary depending upon the scope of approval, size, and complexity of the organisation. However, the MOE Organisation structure should reflect all such area / Post Holders Title. |  |  |  |  |
|  | 2 | Is the Key Management Personnel acceptance form for the above post holders duly signed by BCAA and available in records?   |  |  |  |  |
|  | 3 | Is the Terms of Reference issued to the accepted post holders / Responsible Managers / Key Management Personnel by the Accountable Manager and their individual duties & responsibilities defined in MOE?  |  |  |  |  |
|  | 4 | Is the qualification, experience requirements are derived in MOE for the Accountable Manager / other Post Holders / Responsible Managers / Key Management Personnel as the case may be?  |  |  |  |  |
|  | 5 | Is the procedure defined in MOE for managing the oversight functions of a Post Holders / Responsible Managers / Key Management Personnel during their long absence?  |  |  |  |  |
|  | 6 | Is the use of company titles / designations against the corresponding Post Holders / Responsible Managers / Key Management Personnel defined in MOE  |  |  |  |  |



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|  | 7 | Is the organisation structure defining the reporting hierarchy?   |  |  |  |  |
|  | 8 | Is organisation chart shows all managers / staff administering the designated duties under the Post Holders / Responsible Managers / Key Management Personnel   |  |  |  |  |
|  | 9 | Is the policy in MOE defines the reporting system in the case of Post Holders / Responsible Managers / Key Management Personnel   |  |  |  |  |
| 145.A.30(c)<br>Personnel<br>Requirements | 1 | Has the Accountable Manager appointed a person responsible for Quality and got the acceptance from BCAA? Is the person given direct access to the Accountable Manager to brief on the matters related to quality and compliance?    |  |  |  |  |
|  | 2 | If the MOE defines the procedure for identifying gap in the Quality System and associated feedback of compliance matters and involvement of Accountable Manager. Verify compliance and documentary evidence.                        |  |  |  |  |
|  | 3 | Is the provision incorporated for all Post holders to report to the Accountable Manager to inform/ discuss the quality and compliance matter?   |  |  |  |  |
| 145.A.30(d)<br>Personnel<br>Requirements | 1 | MOE procedure of maintenance man hour estimation taking in to account various functions – planning, production, inspection in accordance with the approval. Three monthly review and readjustment. Verify Compliance with evidence. |  |  |  |  |
|  | 2 | MOE procedure of maintenance man hour supervising, quality monitoring, documentation etc. as per scope of approval. Verify Compliance with evidence   |  |  |  |  |
|  | 3 | MOE procedure of maintenance man hour estimation taking into account of planned absentee (training, vacations, etc.)  |  |  |  |  |
|  | 4 | MOE procedure for review and reporting the shortfall of manpower to accountable manager. Verify?  |  |  |  |  |
|  | 5 | Check the MOE procedure related to maintenance man-hour planning, that should exclude all maintenance activities carried out outside the scope of the CAR-145 approval. Verify?   |  |  |  |  |
|  | 6 | Has the MOE defines the Company employee and contract employee ratio? How the ratio defined including the limitations any and maintained? Verify?   |  |  |  |  |
|  | 7 | Methodology derived to calculate man-hour before the aircraft hangar visit planned? Check base maintenance man hour plan during the Aircraft Hangar visit plan  |  |  |  |  |
|  | 8 | Review man hour availability allotted for quality functions and adequacy of manpower in quality department.   |  |  |  |  |
|  | 9 | Practice of reviewing man hour plan every 3 months, and action for deviation of planned man hours vis -a-vis actual man hour.   |  |  |  |  |





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|  | 10 | Has the procedure established to identify the Significant deviation from the maintenance man-hour plan for reporting to the departmental manager, the quality manager, and the accountable manager for review? Significant deviation means more than a 25% shortfall in available man-hours during a calendar month for any one of the functions specified in ANTR 145.A.30(d). |  |  |  |  |
|  | 11 | Has the system & procedure established on training of contract employees in company policies and procedures   |  |  |  |  |
|  | 12 | Has the system & procedure established for giving feedback to the Accountable Manager by independent quality auditing staff, the non-compliance?  |  |  |  |  |
| 145.A.30(e) -<br>Personnel<br>Requirements | 1  | Has the procedure established for the qualification, experience requirement, competency assessment of personnel involved in any maintenance, certification, stores, welding, structural repair, development of maintenance programme, airworthiness review, management and/or quality audits etc. and method of evaluation of all personnel involved in these activities?       |  |  |  |  |
|  | 2  | MOE procedure for adequate initial and recurrent training to be provided as per the job function of all staff and records to ensure continued competence  |  |  |  |  |
|  | 3  | Has the AMO established procedure to train their staff within 6 months of recruitment?  |  |  |  |  |
|  | 4  | Has the AMO established procedure to train the contracted staff immediately on recruitment?   |  |  |  |  |
|  | 5  | MOE procedure to release the staff after duly assessment of knowledge, competency, and related maintenance organisation procedures, as applicable to their duties   |  |  |  |  |
|  | 6  | Check the MOE procedure for the criteria of assessment to manager, supervisors, mechanics specialised services, certifying staff, support staff etc.  |  |  |  |  |
|  | 7  | Check the syllabus & criteria of initial training on human factors in MOE for all personnel and for new employee and feedback to quality department for planning recurring training.<br>Verify the compliance and records   |  |  |  |  |
|  | 8  | MOE procedure for training on fuel tank safety and EWIS for technical personnel of organisation. Verify the compliance and records  |  |  |  |  |



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|  | 9  | <p>Is the defined procedure in MOE cater for understanding of application of human factors and human performance issues appropriate to that person's function in the organisation in addition of competency assessment. Are the following personnel being trained for initial &amp; continuation?</p> <ul style="list-style-type: none"> <li>- Post-holders, managers, supervisors;</li> <li>- Certifying staff, support staff, and mechanics;</li> <li>- Technical support personnel such as, planners, engineers, technical record staff;</li> <li>- Quality control/assurance staff;</li> <li>- Specialised services staff;</li> <li>- Human factors staff/ human factors trainers;</li> <li>- Store department staff, purchasing department staff;</li> <li>- Ground equipment operators;</li> <li>- Contract staff in the above categories.</li> </ul> <p>Verify Compliance.</p> |  |  |  |  |
|  | 10 | <p>Has the system &amp; procedure established to conduct training need analysis for their staff in performing their duties?</p>   |  |  |  |  |
| 145.A.30(f) -<br>Personnel<br>Requirements | 1  | <p>Has the system &amp; procedure established for competency assessment, approval and qualification / training and standards of NDT specialist? Are they appropriately qualified &amp; trained for the particular non-destructive test (including that of the new methods such as thermography, shearography etc. as applicable), in accordance with international standard or equivalent Standard acceptable to BCAA? Are the standards referred in MOE Verify Compliance?</p>   |  |  |  |  |
|  | 2  | <p>Has the system &amp; procedure established for competency assessment, approval and qualification and standards of personnel engaged in following specialised task shall be appropriately qualified in accordance with recognized Standards?</p> <p>specialized services:</p> <ol style="list-style-type: none"> <li>1. Structural repair specialist</li> <li>2. Battery Charging</li> <li>3. Boroscope Inspection</li> <li>4. Engine condition monitoring</li> <li>5. Aircraft performance monitoring</li> <li>6. Shop activities – Calibration and Bench Check</li> </ol> <p>Is the standards referred in MOE?</p> <p>Verify Compliance</p>   |  |  |  |  |



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|                                      | 3 | Has the system & procedure established for competency assessment, approval, training etc. for other technique of NDT non-destructive inspection such as delamination coin tapping? Verify Compliance.   |  |  |  |  |
|                                      | 4 | Has the procedure established for record keeping of personnel qualification, training, experience, licensing, authorising and competency assessment   |  |  |  |  |
| 145.A.30(g) - Personnel Requirements | 1 | Has procedure established for task trained certifying staff to carry out minor scheduled line maintenance and simple defect rectification? Verify compliance and records Note: Minor schedules and simple defects required to be defined in the MOE.    |  |  |  |  |
|                                      | 2 | Has procedure established for minor scheduled line maintenance up to and including a weekly check specified in AMP and requirements for its certifications? Verify Compliance.  |  |  |  |  |
|                                      | 3 | Has procedure established for certification of minor inspection where weekly check not specified in AMP, such check to be considered equivalent to weekly? Verify Compliance.   |  |  |  |  |
|                                      | 4 | Has procedure established for describing the scope of simple defect rectification listed in this Para, and issuing CRS for these tasks after appropriate task training? Periodicity of updating the simple defect lists. Verify Compliance.             |  |  |  |  |
|                                      | 5 | Has procedure established for requirements of certifying staff (B1, B2, as appropriate) at out station for line maintenance certification/ defect rectification Periodicity of updating the simple defect lists? Verify Compliance.                     |  |  |  |  |
|                                      | 6 | Has procedure established for limited scope of scheduled and non-scheduled line maintenance (defect rectification) to only those tasks that can be certified by the available certifying staff category? Verify Compliance.                             |  |  |  |  |
| 145.A.30(h) - Personnel Requirements | 1 | Has the system & procedure established for ensuring qualification, experience and assessing competency of support staff, certifying staff & Category C staff to perform inspection, certification of task, issue CRS in base maintenance as applicable? |  |  |  |  |
|                                      | 2 | Has the MOE procedures defined the responsibility of Category C staff before issue of CRS   |  |  |  |  |
| 145.A.30(i) - Personnel Requirements | 1 | Has the procedures established for ensuring qualification, experience and assessing competency of component certifying staff?   |  |  |  |  |



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| 145.A.30(j) -<br>Personnel<br>Requirements        | 1  | Has the procedure established for ensuring compliance to the certification requirement in the case of certification of line or base maintenance scope with respect to Appendix IV to ANTR 145?  |  |  |  |  |
|   | 2  | Has the procedure established for ensuring compliance to the training requirement for acceptance of certifying staff holding local license & ratings but not holding license in accordance with ANTR 66?  |  |  |  |  |
|   | 3  | Has the system & procedure established to qualify and train the flight crew holding type rating and to issue limited certification authorisation, authorising them to certify repetitive pre-flight Ads which specifically states that the flight crew may carry out such ADs?  |  |  |  |  |
|   | 4  | Has the system & procedure established to qualify and train the flight crew holding type rating to ensure that they can perform the tasks to the required standards, and to issue limited certification authorisation, authorising them to certify certain specified tasks, in the case of aircraft operating away from a supported location? |  |  |  |  |
|   | 5  | Has the organisation established procedure in MOE for issue or certification authorization to its employees holding equivalent type authorizations on aircraft of similar technology, construction, and systems to certify at stations away from base in the case of unforeseen situations / circumstances?                                   |  |  |  |  |
|   | 6  | Has the organisation established procedure in MOE for issue one off certification authorization to the employees not employed by them but holding equivalent type authorizations on aircraft available at that location during unforeseen situations / circumstances?   |  |  |  |  |
|   | 7  | Has the organisation established system & procedure, issuing the one-off authorisation to ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation at the earliest available opportunity  |  |  |  |  |
|   | 8  | Has the MOE describes the procedure to report to BCAA the issuances of authorisations mentioned above within 7 days of such issuance.   |  |  |  |  |
|   | 9  | Has the AMO established a documented procedure for certification by outsourced base maintenance activity?   |  |  |  |  |
|   | 10 | Has the AMO established a documented procedure for certification by outsourced line maintenance activity?   |  |  |  |  |
| 145.A.35(a)<br>Certifying<br>Staff and<br>Support | 1  | Has the AMO established procedures in MOE to ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with organisation procedures have received training and successfully assessed to issue authorization.   |  |  |  |  |



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|   | 2 | Has the AMO established procedures regarding ensuring competency assessment and other requirements before the issue or re-issue of authorization to certifying staff to issue CRS at base maintenance  |  |  |  |  |
|   | 3 | Has the AMO established procedures regarding ensuring competency assessment and other requirements for support staff holding Category B1/ B2 licence with appropriate type rating at base maintenance  |  |  |  |  |
|   | 4 | Has the MOE describes the procedure for personal files of certifying and support staff for the retention of the following documents.<br>a. Approved Examination results.<br>b. <b>BCAA</b> endorsement<br>c. Evidence for Company examination.<br>d. Copy of Certification Authorisation<br>e. Evidence of recent experience.  |  |  |  |  |
| 145.A.35(b)<br>Certifying<br>Staff and<br>Support | 1 | Has the MOE procedure clearly described the issuing of certification authorisation to certifying staff for other than those listed in ANTR 145.A.30(j) and ANTR 66.A.20(a)3(ii) except for the Cat A license and any type rating listed on the AML required by ANTR 66 subject to the license remaining valid throughout the validity period of authorisation and certifying staff remaining in compliance with ANTR 66? Verify for compliance |  |  |  |  |
| 145.A.35(c)<br>Certifying<br>Staff and<br>Support | 1 | Has the MOE described the procedure to ensure that the certification privilege to certifying staff and support staff are having at least 6 months of actual relevant aircraft or component maintenance experience in any consecutive two years period? Verify for compliance.  |  |  |  |  |
| 145.A.35(d)<br>Certifying<br>Staff and<br>Support | 1 | Has the AMO derived policy & procedure to ensure currency of continuation training to the certifying staff and support staff maintained every two years and this training covers the elements of aircraft technology, company procedures and human performance. Verify compliance.   |  |  |  |  |
| 145.A.35(e)<br>Certifying<br>Staff and<br>Support | 1 | Has organisation established a detailed programme for continuation training for certifying staff and support staff, including a procedure to ensure compliance with the relevant requirements of ANTR 145.A.35 as the basis for issuing certification authorisations and procedure to ensure compliance with ANTR 66 (See AMC 145.A.35(e)). \  |  |  |  |  |
|   | 2 | Has the AMO identifies the shortcomings in the training needs, conducting training need analysis and involvement of quality system? Has the AMO documented the necessary procedure for the same?   |  |  |  |  |



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|   | 3 | Has the AMO established the system & procedure to include the topics on defects, incidents, errors in maintenance, non-adherence to the procedures and of human factor required to be addressed during the continuation trainings. Do they have a mechanism to review the training needs once in every two years before scheduling the continuation training?   |  |  |  |  |
|   | 4 | Has the AMO documented the training schedules and maintains List of certifying staff and support staff for various training conducted. Records of conducting training as per the schedule. e.g., attendance sheets, handouts, instructor evaluation sheets, etc. Verify personal files for evidence of attending the training.  |  |  |  |  |
| 145.A.35(f)<br>Certifying Staff and Support | 1 | HAS the AMO established procedure for issue of certification authorisation 45.A.30(j)(5)) to the prospective certifying staff after assessing their competency, qualification, and capability in line with AMCs 1,2,3&4 of 145.A.30(e) etc. Verify compliance   |  |  |  |  |
|   | 2 | HAS AMO established procedure for reassessment of certifying staff prior to revalidate Certification Authorization. Verify evidence.  |  |  |  |  |
|   | 3 | Has the AMO established procedure of obtaining assessment sheets from other organizations, if certifying personnel are hired - Eg., Structural work, NDT, maintenance contracts, etc.   |  |  |  |  |
| 145.A.35(g)<br>Certifying Staff and Support | 1 | Is the format of Certification Authorisation documented and which includes the scope, limitations, validity, and other conditions of Para AMC 145.35 (a) (b) and (d)? Certification Authorisation in the form of Hard Copy or Electronic form and procedure for administering such method.  |  |  |  |  |
| 145.A.35(h)<br>Certifying Staff and Support | 1 | Is the format of Certification Authorisation documented indicates the scope, limitations, validity, and other conditions clearly and codes used if any, the translation available for ready reference?  |  |  |  |  |
| 145.A.35(i)<br>Certifying Staff and Support | 1 | Has the MOE procedure defined the responsibility of the quality system for issue of certification authorisation to certifying staff and assigned the responsibility to QM or any designated person by QM?<br>Verify for compliance.   |  |  |  |  |
| 145.A.35(j)<br>Certifying Staff and Support | 1 | Has the AMO defined the record keeping system for their certifying staff/ support staff and the preservation period of minimum 3 years?<br>1. details of any aircraft maintenance licence held under ANTR 66 and<br>2. all relevant training completed.<br>3. the scope of the certification authorisations issued, where relevant,<br>4. particulars of staff with limited or one-off certification authorisations.<br>Verify compliance & Records |  |  |  |  |



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|   | 2 | Has the MOE defined the procedure on certifying / support Staff's access rights and to provide a copy of their records on request.<br>Verify compliance & Records   |  |  |  |  |
| 145.A.35(k)<br>Certifying<br>Staff and<br>Support | 1 | Has the AMO defined the procedure of providing a copy of the Certification Authorisation to their certifying staff on request? Is there any record system maintained for showing compliance?  |  |  |  |  |
| 145.A.35(l)<br>Certifying<br>Staff and<br>Support | 1 | Has MOE defined the policy / procedure and the circumstances which requires showing or submitting of Certification Authorization to the BCAA / authorities within 24 hours of receiving intimation to that effect?  |  |  |  |  |
| 145.A.35(m)<br>Certifying<br>Staff and<br>Support | 1 | Has the MOE defined the policy / procedure to ensure the minimum age requirement for a certifying / support staff?  |  |  |  |  |
| 145.A.35(n)<br>Certifying<br>Staff and<br>Support | 1 | Has the AMO defined the criteria on utilisation of Category A maintenance license holders and certification limitation policy. Has the policy clearly defined with respect to ensuring completion of required theoretical & practical task training on the intended task and issue of authorisation with suitable limitation? Verify compliance.  |  |  |  |  |
| 145.A.35(o)<br>Certifying<br>Staff and<br>Support | 1 | Has the AMO defined the criteria on utilisation of Category B2 maintenance license holders and certification limitation policy in relation to ANTR-66.A.20(a)(3)(ii). Has the policy clearly defined with respect to ensuring completion of required theoretical & practical task training on the intended task and issue of authorisation with suitable limitation? Verify compliance. |  |  |  |  |
|   | 2 | Has the AMO defined the procedure for ensuring compliance to the requirement of ANTR 66 / CAP 09 for issue / renewal of AML of their employees?   |  |  |  |  |
|   | 3 | Has the AMO defined the procedure for ensuring compliance to fulfil the OJT requirement in accordance with ANTR 66 / CAP 09 of their employees? If not in-house, how do they administer the OJT tasks for their employees   |  |  |  |  |
|   | 4 | Has the organisation established procedures to utilise the AML issued by other ICAO contracting states under BCAA validation as provisioned in CAP-09 and the requirements stipulated therein?  |  |  |  |  |
|   | 5 | Has the foreign AMOs defined the procedure to utilise the privileges of the AML issued by their national regulation (not qualified under ANTR66 of BCAA) and additional requirement stipulated under Annex IV to ANTR-145 for certification of aircraft registered under BCAA and components installed therein?   |  |  |  |  |
|   | 6 | Has the AMO defined the procedure for training, qualifying, authorising a support / certifying staff for conducting taxiing operation of aircraft   |  |  |  |  |



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|   | 7 | Has the AMO defined the procedure for training, qualifying, authorising a support / certifying staff for conducting weighment of aircraft and subsequent weight balance document preparation?   |  |  |  |  |
|   | 8 | Has the AMO defined the procedure for utilising the certifying personnel of manufacturers and / or other AMOs in the case of unforeseen situations and / or for any specific repairs / modifications etc.   |  |  |  |  |
| 145.A.36<br>Records of<br>Airworthiness<br>Review Staff | 1 | Has the MOE procedure defined the procedure on record keeping requirement for the Airworthiness Review Staff (either employed or contracted) and their current list with their scope of approval. Further procedure on record retention method, preservation period, security etc. Verify compliance.   |  |  |  |  |
|   | 2 | Has the MOE provisioned to record the list and details of Airworthiness Review Staff  |  |  |  |  |
| 145.A.40(a)<br>Equipment,<br>tools, and<br>Materials    | 1 | Has the organisation developed a documented system of analysing the requirement of tools, equipment, and materials to perform the scope of work undertaken? This requirement of analysis shall be performed as part of the aircraft hangar visit plan to ensure that all necessary tools, equipment, and materials are made available to perform the intended maintenance work. |  |  |  |  |
|   | 2 | Has the organisation derived a list of tools, equipment and materials which are specifically recommended by the manufacturer for maintenance and how its availability is ensured before undertaking maintenance?  |  |  |  |  |
|   | 3 | Has the organisation derived the procedure for the use of alternate tools (if permitted to do so by the manufacture). Has the procedure developed and approved by BCAA for the use of alternate tools & equipment?  |  |  |  |  |
|   | 4 | Has the AMO defined the requirement for fabrication of alternate tools & equipment? The requirement shall cover the personnel qualification for tool & equipment fabrication and certification, fabrication methodology, tool qualifying procedure etc.   |  |  |  |  |
|   | 5 | Has the AMO derived a procedure to procure and / or make available the tools & equipment which are not required on permanent basis?   |  |  |  |  |
|   | 6 | Has the AMO prepared the tool inventory and derived a procedure for accounting / traceability of tools/equipment issued for maintenance and its return/receipt? Tool Talley procedure on completion of the task / maintenance work at the end of day or shift to avoid foreign object ingestion on to aircraft critical operating systems?                                      |  |  |  |  |
|   | 7 | Has AMO derived the procedure for loaning in / loaning out of tools / equipment and its control?  |  |  |  |  |





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|  | 8 | Has the AMO developed periodic inspection requirements for the general tools, maintenance support equipment such as docking system, slings, cranes, lighting, fire extinguishing system and ground support equipment such as GPU/Hydraulic rigs/pneumatic rigs/air supply system etc.  |  |  |  |  |
| 145.A.40(b)<br>Equipment,<br>tools, and<br>Materials | 1 | Has the AMO identified the calibration standards for the tools, special tools and equipment requiring periodic calibration? Are these standards traceable to international standards?  |  |  |  |  |
|  | 2 | Has the AMO's Quality department prepared a master list of tools, Special tools & equipment requiring periodic calibration as part of the quality procedure and shared to the engineering and stores for compliance? The master list shall mention the calibration standards identified against each tool, special tool & equipment. |  |  |  |  |
|  | 3 | Are the calibration certificates / labels / correction cards are made available together with the tools/special tools/equipment calibrated while using them.   |  |  |  |  |
|  | 4 | Has the AMO derived a procedure to develop a data base for such tools and to track the calibration periodicity, standards required to be applied and calibration due dates?  |  |  |  |  |
| 145.A.42(a)<br>Components                            | 1 | Has the AMO derived the procedure on acceptance of components, parts, and raw materials? Carryout random verification.   |  |  |  |  |
|  | 2 | Has the AMO defined the procedure for classification of components?  |  |  |  |  |
|  | 3 | Has the AMO defined the requirement for verification of statement of conformity and its traceability when using standard part raw materials?   |  |  |  |  |
| 145.A.42(b)<br>Components                            | 1 | Has the AMO derived the procedure for ensuring for eligibility of components to be installed on aircraft and acceptance of different airworthiness standards & modification / repairs?   |  |  |  |  |
|  | 2 | Has the AMO established procedure to ensure component eligibility in accordance with the applicable maintenance data   |  |  |  |  |
|  | 3 | Has the AMO derived procedure and got the procedure approved for the fabrication of any restricted range of parts?   |  |  |  |  |
| 145.A.42(c)<br>Components                            | 1 | Has the AMO derived a fool proof system & procedure for segregation of serviceable, unserviceable, and unsalvageable components, parts, and materials  |  |  |  |  |
|  | 2 | AMO derived a fool proof system & procedure for identification & segregation of life limited parts, methods adopted to make it permanently unusable and to avoid re-entry into component supply system?  |  |  |  |  |



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| 145.A.45(a)<br>Maintenance<br>Data | 1 | Has the AMO established a system & procedure to make available the current and applicable maintenance data for performing maintenance on aircraft and components commensurate with the scope of approval of organisation?   |  |  |  |  |
|                                    | 2 | Has the AMO established a procedure to hold applicable maintenance data while performing maintenance on aircraft & components, in case, the maintenance data is provided by the customer / operator?  |  |  |  |  |
| 145.A.45(b)<br>Maintenance<br>Data | 1 | Has AMO established procedure to ensure the maintenance data being possessed / held / used (either procured self or supplied by customer/operator) are to the latest update? How do they monitor on routine basis and update the maintenance data? Is the system / method / procedure derived is satisfactory? Verify.  |  |  |  |  |
|                                    | 2 | Is the technical publication division is ensuring procurement of / make available the following maintenance data (not limited to) as applicable at both Base & Line Stations as necessary:<br>1. TC<br>2. STC<br>3. AMM<br>4. AFM<br>5. CMM<br>6. EMM<br>7. MPD<br>8. MMEL/MEL<br>9. WBM<br>10. WDM<br>11. SRM<br>12. SSID / CPCP<br>13. NDT<br>14. IPC<br>15. Ads<br>16. SBs<br>17. FIM/TSM<br>18. AMP,<br>19. Applicable ANTRs<br>20. Applicable CAPs<br>21. Applicable Airworthiness Advisories<br>etc. (list as applicable) |  |  |  |  |
| 145.A.45(c)<br>Maintenance<br>Data | 1 | Has organisation established procedures to ensure that the inaccurate, incomplete, or ambiguous procedure, practice, information, or maintenance instruction if any found / contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data and corrective action applied?   |  |  |  |  |



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| 145.A.45(d)<br>Maintenance<br>Data | 1 | Is the system established by the AMO to modify maintenance instructions is satisfactory and approved by BCAA?  |  |  |  |  |
|                                    | 2 | Is the system of modifying maintenance instructions demonstrated are equivalent to or higher to the standards of the maintenance data originator?  |  |  |  |  |
|                                    | 3 | What is the system of informing such modifications to the type certificate holder / originator of the maintenance data and follow up action for its acceptance / rejection if any?   |  |  |  |  |
|                                    | 4 | Has the AMO ensured that the modification to the maintenance instructions are not applied on engineering design of repairs and modifications   |  |  |  |  |
| 145.A.45(e)<br>Maintenance<br>Data | 1 | Is the procedure established by AMO for creating & providing work card or work sheet system satisfactory?  |  |  |  |  |
|                                    | 2 | Are the work cards / work sheets prepared are in conformity with the requirement of maintenance data? Are they accurate transcription of the maintenance data or they are referred to the tasks contained in maintenance data? |  |  |  |  |
|                                    | 3 | Are the complex maintenance tasks transcribed onto work cards / work sheets with clear stages subdivided to ensure accomplishment of the maintenance task?   |  |  |  |  |
|                                    | 4 | Are these work cards / worksheets prepared by the AMO are approved by any responsible person(s) of the AMO?  |  |  |  |  |
|                                    | 5 | Has the AMO established a system / procedure to safeguard these prepared and approved work cards / worksheets from unauthorised alterations?   |  |  |  |  |
|                                    | 6 | Has the AMO established the procedure to use the work card / work sheet system developed by the operator and if so, the established procedure ensures compliance to maintenance requirements?                                  |  |  |  |  |
|                                    | 7 | Has the AMO established system / procedure to ensure cross referring to the main work order and completion of all work cards/worksheets to the satisfaction of certifying personnel?   |  |  |  |  |
|                                    | 8 | Has the AMO established procedure to update and maintain the backup of the developed work cards / work sheets with traceability system.  |  |  |  |  |
| 145.A.45(f)<br>Maintenance<br>Data | 1 | Has the AMO established the procedure to ensure that the maintenance data provided to the maintenance personnel are current / up to date   |  |  |  |  |
|                                    | 2 | Has the AMO established a procedure for the maintenance personnel to ensure that the maintenance carried out are to the current / latest maintenance data?   |  |  |  |  |
|                                    | 3 | Are the maintenance personnel given access to the applicable maintenance data at the place of work   |  |  |  |  |



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| 145.A.45(g)<br>Maintenance<br>Data              | 1 | Is the system of confirming to the latest status of maintenance data supplied by the operator established and commitment to this effect from operator is available?  |  |  |  |  |
|   | 2 | Is the work order generated by either the AMO or the operator specifies the maintenance data amendment status?   |  |  |  |  |
| 145.A.47(a)<br>Production<br>planning           | 1 | Has the AMO established an appropriate & documented procedure to plan for all necessary personnel, tools, equipment, material, maintenance data and facilities to ensure the safe completion of maintenance task commensurate to the scope of work and its complexity.                       |  |  |  |  |
| 145.A.47(b)<br>Production<br>planning           | 1 | Has the AMO established documented procedure for organising the shifts with due consideration to the human factor limitations while planning the maintenance task?   |  |  |  |  |
| 145.A.47(c)<br>Production<br>planning           | 1 | Has the <del>MAO</del> AMO established a documented procedure for handling task handover and / or personnel changeover during shift change? Is the method adopted in these changeovers gives provision to record status of the work?   |  |  |  |  |
| 145.A.48(a)<br>Performance<br>of<br>maintenance | 1 | Has the AMO established a documented procedure to ensure that the aircraft / components are clear of tools, equipment, and extraneous parts / materials, after completion of any maintenance activity and before closing of the panels / covers / cowls etc., and certification of the task? |  |  |  |  |
| 145.A.48(b)<br>Performance<br>of<br>maintenance | 1 | Has the AMO established procedure for identification of Critical Maintenance Tasks before releasing the work orders to the line or base maintenance and to capture any error induced while performance of the Critical Maintenance Task.   |  |  |  |  |
|   | 2 | Has the AMO derived a training programme to familiarise / make the personnel related to maintenance, store, hangar & maintenance support services, etc., aware of the critical maintenance tasks and their consequences and impact on aircraft flight safety?                                |  |  |  |  |
| 145.A.48(c)<br>Performance<br>of<br>maintenance | 1 | Is the error capturing system established by the AMO also caters for the appropriate corrective / rectification action? Is the established procedure helps in identification of repeated errors in maintenance and minimising the same?  |  |  |  |  |
|   | 2 | Has the AMO established a documented procedure for identifying the tasks requiring independent inspection and personnel requirement for carrying out such inspection?  |  |  |  |  |
| 145.A.48(d)<br>Performance<br>of<br>maintenance | 1 | Has the established procedure for damage assessment and the repair / modification carried out are in accordance with the data specified in M.A.304?  |  |  |  |  |



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| 145.A.50(a) & (b)<br>Certification of maintenance | 1 | Has the AMO established a documented procedure for issue of certificate of release to service before flight / after completion of any maintenance by appropriately authorised Certifying staff?   |  |  |  |  |
|   | 2 | Has the organisation established procedure to ensure adherence to requirement as specified in 145.A.70, by the certifying staff taking into account the availability and use of appropriate, applicable & current maintenance data?   |  |  |  |  |
|   | 3 | Is the CRS format in accordance with the ANTR 145?  |  |  |  |  |
| 145.A.50(c)<br>Certification of maintenance       | 1 | Has the AMO documented the procedure for reporting to owner / operator regarding any new defects or incomplete maintenance work orders identified during the Maintenance of aircraft and obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order.  |  |  |  |  |
| 145.A.50(d)<br>Certification of maintenance       | 1 | Check the procedure for issue of authorised release Certificate or airworthiness approval tag identified as BCAA Form 1 after completion of any maintenance on a component. Has the AMO defined the procedure in the case of use components for their own use after completion of maintenance? Is the procedure of constitutes the intent of component release requirement? |  |  |  |  |
|   | 2 | Check the procedure for issue of CRS for used components removed from aircraft which have been withdrawn from service from the BCAA registered aircraft.  |  |  |  |  |
|   | 3 | Has the AMO defined the procedure for issue of CRS for used components removed from aircraft involved in abnormal occurrence / incident / accident / lightning strike / heavy landing etc.  |  |  |  |  |
|   | 4 | Has the AMO issues CRS for the components not maintained by ANTR 145 organisation. If so the detailed procedure for acceptance derived / used are approved?   |  |  |  |  |
|   | 5 | Has the AMO developed a procedure to issue CRS to new but unused components in storage without the BCAA Form 1 manufactured by organisation acceptable to BCAA?   |  |  |  |  |
|   | 6 | Has the AMO developed procedure to issue CRS for components removed from serviceable aircraft registered under BCAA?  |  |  |  |  |
|   | 7 | Has the AMO developed procedure to issue CRS for components removed from serviceable aircraft not registered under BCAA?  |  |  |  |  |
|   | 8 | Has the AMO established a procedure to identify and record defects in aircraft technical log system?  |  |  |  |  |
|   | 9 | Has the AMO established procedure to identify major and minor defects?  |  |  |  |  |



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|   | 10 | Has the AMO established procedure for defect analysis and root cause analysis for rectification and preventive action?   |  |  |  |  |
|   | 11 | Has the AMO established a procedure for intimation of major defects to BCAA and to the design / manufacture and their state including that of the defect investigation report whether completed are sought advisories to complete the investigation for resolution?  |  |  |  |  |
|   | 12 | Verify that the defects are taken into reliability programme?  |  |  |  |  |
|   | 13 | Has the MEL invoked items are rectified within the prescribed time period?   |  |  |  |  |
|   | 14 | Has a system established by AMO to avoid release of aircraft with multiple MEL items invoked?  |  |  |  |  |
| 145.A.50(e)<br>Certification of maintenance | 1  | Has the AMO defined the procedure to release the aircraft within the approved limitations, when they are unable to complete all maintenance ordered?   |  |  |  |  |
|   | 2  | To cater for the above scenario, has the AMO defined the procedure and made the certifying staff aware of their responsibilities to check with quality and if agreed, to enter such fact in the aircraft certificate of release to service before the issue of such certificate?   |  |  |  |  |
| 145.A.50(f)<br>Certification of maintenance | 1  | Has the organisation developed a documented procedure to use the component not having appropriate release certificate but otherwise in compliance with all applicable maintenance and operational requirement and to remove such from service upon the prescribed time limit unless an appropriate release certificate has been obtained |  |  |  |  |
| 145.A.55(a)<br>Maintenance records          | 1  | Has the AMO documented a procedure to list down the inspection required to be carried out on an aircraft for the given work order and these work orders are indexed for traceability in accordance with GM 145.A.55(a)?  |  |  |  |  |
|   | 2  | Has the AMO documented a procedure to ensure recording of details of maintenance work carried out by the appropriate staff assigned with such responsibility?  |  |  |  |  |
|   | 3  | Has the AMO documented a procedure to ensure retention of records necessary to prove that all requirements have been fulfilled for issuance of CRS, include that of subcontracted release document and issue / recommend for Airworthiness Review certificate.   |  |  |  |  |
|   | 4  | Is the procedure documented by the AMO with respect to reconstruction of all necessary records in the event of accidental damage / loss?   |  |  |  |  |
| 145.A.55(b)<br>Maintenance records          | 1  | Has the AMO documented the procedure to provide the owner / operator a copy each of the CRS and detailed maintenance record associated with the work carried out and all the necessary compliance documents in support of ANTR M.A.305?  |  |  |  |  |



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| 145.A.55(c)<br>Maintenance records  | 1 | Has the AMO developed a secured facility for retention and preservation of records, and they are protected from rain, fire, flood, insects, damage, theft, known natural calamities, etc. and the procedures to that effect documented?   |  |  |  |  |
|                                     |   | Are these records preserved for three years from the date on which the aircraft or component to which the work relates was issued with CRS and the records related to ARC issue / recommendation?   |  |  |  |  |
|                                     | 2 | Has the AMO developed a facility and system / procedure with respect to data back up? Are these hardware used to ensure backup are stored in a different location from that containing the working data with a suitable environment that ensures good condition?  |  |  |  |  |
|                                     | 3 | Has the AMO derived a procedure and devised a method in conformity with the CAMO / Owner / Operator contract for handing over / transfer of all retained maintenance records related to aircraft / components from the period of three (3) years (or the period as agreed by the contract but not less than that required by ANTRs) preceding the termination of operations of the AMO? |  |  |  |  |
| 145.A.60(a)<br>Occurrence reporting | 1 | Has the AMO established the procedure to identify the unsafe conditions that hazards seriously the flight safety?   |  |  |  |  |
|                                     | 2 | Has the AMO established hazard management system which covers all areas of maintenance?   |  |  |  |  |
|                                     | 3 | Has the organisation established a procedure to identify the reportable occurrences?  |  |  |  |  |
|                                     | 4 | Has the organisation established a procedure to report to the Authority, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified?  |  |  |  |  |
| 145.A.60(b)<br>Occurrence reporting | 1 | Has the AMO established a documented procedure to collect the information on occurrences caused internally, serious, and reportable?  |  |  |  |  |
|                                     | 2 | Has the AMO established a system of free & frank reporting culture?   |  |  |  |  |
|                                     | 3 | Has the AMO established an internal occurrence reporting system, enabling the AMO to collect and evaluate for corrective / preventive action?   |  |  |  |  |
|                                     | 4 | HAS the established internal occurrence reporting system identified the adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences? and a method to circulate the information as necessary?  |  |  |  |  |
|                                     | 5 | Has the AMO established system / appropriate method to inform all concerned on the Para above, within / outside the organisation?   |  |  |  |  |
|                                     | 6 | Is the system established by the AMO is a closed loop?  |  |  |  |  |



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| 145.A.60(c)<br>Occurrence reporting   | 1 | Has the AMO ensures making occurrence reports in accordance with BCAA occurrence reporting requirements and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation?              |  |  |  |  |
| 145.A.60(d)<br>Occurrence reporting   | 1 | Are the occurrence reports sent to the aircraft / component owner or operator and its effects on them, in case of contracted maintenance?   |  |  |  |  |
| 145.A.60(e)<br>Occurrence reporting   | 1 | Is the organisation submitting the reports of reportable occurrences to BCAA, the country of manufacture, design organisation and state of design within the prescribed time period (72 hours)?   |  |  |  |  |
| 145.A.65(a)<br>Safety and quality policy, maintenance procedures and quality system | 1 | Has the Quality & Safety policy signed and included in the latest MOE?  |  |  |  |  |
|   | 2 | Is the quality policy MOE defines the safety management system, human factor application, human factor performance consideration, error reporting system, compliance monitoring and quality audit cooperation?                                    |  |  |  |  |
|   | 3 | Has the contract procedures established between AMO & the operator, clearly specifies the maintenance & release requirements?   |  |  |  |  |
| 145.A.65(b)<br>Safety and quality policy, maintenance procedures and quality system | 1 | Has the AMO specified the standards for the specialised services for NDT  |  |  |  |  |
| 145.A.65(c)<br>Safety and quality policy, maintenance procedures and quality system | 1 | Has the AMO quality system established the independent audit system?  |  |  |  |  |
|   | 2 | Is the independent audit system catering for routine sampling checks on the maintenance processes?  |  |  |  |  |
|   | 3 | Is the independent audit system addresses the random audit concept for ensuring the standards of maintenance carried out are in accordance with the requirement   |  |  |  |  |
|   | 4 | Has the AMO established an annual audit system covering all aspects of ANTR 145? Is the Annual Audit planned to be progressive or onetime as single operation? If it is progressive, is the audit plan derived suitably to carry out and monitor? |  |  |  |  |
|   | 5 | Is the audit plan derived giving due consideration to GM 145.A.65(c)(1)?  |  |  |  |  |
|   | 6 | Is the AMO using sampling audit method of product lines? If so, how is it ensured that the findings and rectification action is applied to all other product line of similar area and monitored for compliance?                                   |  |  |  |  |
|   | 7 | Has the sampling audit method ensured at least one product is audited on each product line?   |  |  |  |  |





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|    |  | Is the sampling audit method ensures that both product and procedure audit are carried out in combined manner when selecting a sampling audit method?   |  |  |  |  |
| 8  |  | Is the AMO eligible for contracting independent audit element of the quality system? If so, is the audit being carried out (ANTR 145.A.65(c)(1)) twice in every 12 months period?   |  |  |  |  |
| 9  |  | Has the AMO covers the line stations on their annual audit plan?  |  |  |  |  |
| 10 |  | Are the findings communicated to the respective persons/departments for rectification within the target dates?  |  |  |  |  |
| 11 |  | Is the AMO organise and conducts regular meetings with the departments concerned to check the progress on the rectification action?   |  |  |  |  |
| 12 |  | Are the feedback meetings are headed by the Accountable Manager or delegated to the Quality Manager? If the day-to-day meetings are held by the Quality Manager, is there a procedure made for the Accountable Manager to attend the meetings at least twice in a year? |  |  |  |  |
| 13 |  | Is the AMO procedure cater for proper investigation of audit findings and corrective / preventive action applied in a timely manner?  |  |  |  |  |
| 14 |  | Has the AMO derived the procedure for extending the audit finding compliance period / time frame? Is the procedure approved by BCAA?  |  |  |  |  |
| 15 |  | Has the AMO derived a procedure to apply for extension from the time frame for compliance to the audit findings of BCAA?  |  |  |  |  |
| 16 |  | Has the AMO established procedure to analyse the audit findings and increased the frequency of audit to address the week areas?   |  |  |  |  |
| 17 |  | Has the AMO established the qualification, experience, training, repetitive training criteria for their audit personnel?  |  |  |  |  |
| 18 |  | How the organisation ensured that the audits are not carried out by the persons, responsible for the functions they have been assigned with?  |  |  |  |  |
| 19 |  | Has the AMO established the procedure to retain the records of audit reports, findings, rectification action, resolutions applied for the period of 2 years after the date of closing of the findings?  |  |  |  |  |
| 20 |  | Has the AMO established procedure to forward all the report of audit, findings, rectification / resolutions to the BCAA as & when the audits are carried out on their organisation and contracted organisations?  |  |  |  |  |



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| 145.A.70<br>Maintenance<br>organisation<br>exposition | 1 | Check that the MOE contents are in accordance with the AMC 145.A.79(a) and GM 145.A.70(a)  |  |  |  |  |
|   | 2 | Does the Manual of Procedure (or equivalent document for a foreign approval) contain a commitment statement signed by the accountable manager on behalf of the organisation  |  |  |  |  |
|   | 3 | Does the manual state the names of the key management personnel and their positions?   |  |  |  |  |
|   | 4 | Does the manual contain a current chart showing lines of responsibility?   |  |  |  |  |
|   | 5 | Does the manual contain a statement of the current duties and responsibilities of the key management positions?  |  |  |  |  |
| 145.A.75(a)<br>Privileges of<br>the<br>organisation   | 1 | The scope of approval mentioned in MOE is in accordance with the certificate of approval & terms of approval issued by the BCAA?   |  |  |  |  |
|   | 2 | Is the scope of line, base & location mentioned clearly in MOE?  |  |  |  |  |
| 145.A.75(b)<br>Privileges of<br>the<br>organisation   | 1 | Are the authorisations issued to the certifying staff are commensurate to the AMO's limitation?  |  |  |  |  |
|   | 2 | Has the procedure defined in MOE for approval of other organisation, not approved under ANTR 145 and subsequent quality monitoring by the AMO?   |  |  |  |  |
|   | 3 | Is the AMO limit the work scope to other organisation as approved in previous paragraph when awarding certain work and monitoring of such work process?  |  |  |  |  |
|   | 4 | Is the AMO ensures to not to include base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module? Refer to fundamentals of sub-contracting under ANTR 145, stipulated in AMC 145.A.75(b)                    |  |  |  |  |
| 145.A.75(c)<br>Privileges of<br>the<br>organisation   | 1 | Has the AMO defined the procedure and conditions to provide maintenance to the aircraft or any component for which it is approved, at any location, when such need arises due to un-serviceability of the aircraft or for supporting occasional line maintenance in MOE? |  |  |  |  |
| 145.A.75(d)<br>Privileges of<br>the<br>organisation   | 1 | Has the AMO defined the procedure and conditions to provide maintenance to the aircraft or any component for which it is approved, at a location identified as a line maintenance location capable of supporting minor maintenance and lists such location in MOE?       |  |  |  |  |



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| 145.A.75(e)<br>Privileges of<br>the<br>organisation | 1 | Has the AMO defined the procedure for certificate of release to service in accordance with ANTR 145.A.50 specifying the conditions and limitations if any?  |  |  |  |  |
| 145.A.80<br>Limitations on<br>the<br>organisation   | 1 | Has the AMO established a procedure to ensure compliance with the requirements regarding facility, equipment, tooling, materials, maintenance data, certifying staff etc., before undertaking the maintenance activity and drawn a limitation if any on exercising the privileges as approved?  |  |  |  |  |
|   | 2 | What is the policy and procedure committed by the AMO for exercising the privilege of the approved scope of the organisation if for any reason, the AMO did not exercise the privileges on any specific aircraft type / components in the preceding 6 months?   |  |  |  |  |
| 145.A.85<br>Changes to<br>the<br>organisation       | 1 | Has the organisation defined the policy and developed procedure to identify and activate immediate action required in the case of any changes to the organisation in terms of (1) the name of the organisation; (2) the main location of the organisation; (3) additional locations of the organisation; (4) the accountable manager; (5) any of the persons nominated under ANTR 145.A.30(b); (6) the facilities, equipment, tools, material, procedures, work scope, capability, certifying staff and airworthiness review recommendation staff that could affect the approval. |  |  |  |  |
| 145.A.90<br>Continued<br>validity                   | 1 | What is the system established by the AMO to ensure continued compliance to the ANTR-145 requirement for maintaining the continued validity of the scope of approval granted to the AMO?  |  |  |  |  |
| 145.A.95<br>Findings                                | 1 | Has the AMO defined the Level 1 finding and the corrective / preventive action procedure before releasing the aircraft / components to service?   |  |  |  |  |
|   | 2 | Has the AMO defined the Level 2 finding and the corrective / preventive action procedure?   |  |  |  |  |
|   | 3 | Is the corrective / preventive action procedure containing the provisions to carry out root cause analysis of the findings? The root cause analysis must contain at least the following elements (not limited to):<br>1. Lack of organisation's policy / Requirements<br>2. Lack of documented system / procedure<br>3. Existing system / procedure ineffective.<br>4. Non-compliance to the Regulatory / organisation's requirement<br>5. Inadequate infrastructure<br>6. Inadequate manpower,   |  |  |  |  |



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|--|---|---|--|--|--|--|
|  | 3 | 7.Lack of training / Responsibility not defined, 8.<br>Personnel nonadherence to the requirement  |  |  |  |  |
|  | 4 | Has the AMO mentioned the situation / circumstances requiring extension to the prescribed time period and the procedure documented for obtaining such extension for rectification / closure action of the respective finding.<br><br>Has the AMO included the risk assessment procedure as part of the application for extension? |  |  |  |  |

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### RECOMMENDATIONS

### CONCLUSION

### AIRWORTHINESS INSPECTOR COMMENTS

Date: \_\_\_\_\_

Sign: \_\_\_\_\_