



CIVIL AVIATION RULES AND STANDARDS

FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

PART 6 — APPROVED MAINTENANCE ORGANIZATIONS

NOVEMBER 2019

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Part 6 - Approved Maintenance Organizations

AMENDMENTS

Number	Date	Description
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01	November 2017	Definitions transferred to ECARAS Part 1
02	November 2019	6.5.1.7 (a) rewritten, (c) (7) added
02	November 2019	6.5.1.8 (b) & (e) added and the paragraphs rearranged
02	November 2019	IS: 6.2.1.3 new AMO Certificate template added

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6.1 GENERAL

6.1.1.1 APPLICABILITY

- (a) Part 6 prescribes the requirements for issuing approvals to organizations for the maintenance preventive maintenance, and modifications of aircraft and aeronautical products and prescribes the general operating rules for an Approved Maintenance Organization (AMO).

6.1.1.2 DEFINITIONS

- (a) Definitions are contained in ECARAS Part 1.

6.1.1.3 ABBREVIATIONS

- (a) The following abbreviations are used in Part 6.
 - (1) AAT – Approved Airworthiness Tag.
 - (2) AMO – Approved Maintenance Organization.
 - (3) AMT – Aviation Maintenance Technician.
 - (4) ARS – Aviation Repairman Specialist.
 - (5) ECAA – Ethiopian Civil Aviation Authority
 - (6) ECARAS – Ethiopian Civil Aviation Rules and Standards
 - (7) NDT – Non-Destructive Testing.
 - (8) PAH - Production Approval Holder.
 - (9) TSO – Technical Standard Order.

6.1.1.4 EXEMPTION AUTHORITY

- (a) The Authority may, upon consideration of the circumstances of a particular maintenance organization, issue an exemption providing relief from specified sections of this Part, provided that the Authority finds that the circumstances presented warrant the exemption and that a level of safety will be maintained equal to that provided by the rule from which the exemption is sought.
- (b) An exemption may be terminated or amended at any time by the Authority.
- (c) A request for exemption must be made in accordance with the requirements in ECARAS Part 1.
- (d) Each approved maintenance organization that receives an exemption must have a means of notifying the appropriate management, certifying staff, and personnel of the exemption.

6.2 CERTIFICATION OF A MAINTENANCE ORGANISATION AND CONTINUED VALIDITY

6.2.1.1 APPLICABILITY

- (a) This section prescribes the requirements for the certification of a maintenance organization and continued validity of the certificate.

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6.2.1.2 GENERAL

- (a) No person may operate as an approved maintenance organization without, or in violation of, an approved maintenance organization certificate, ratings or operations specifications issued under this part.
- (b) The certificate and operations specifications issued to an approved maintenance organization must be available on the premises for inspection by the public and the Authority.
- (c) The approval of an AMO by the Authority shall be dependent upon the applicant demonstrating compliance with the requirements of this part including the safety management requirements of subpart 6.4.1.6 of this Part.

6.2.1.3 APPROVED MAINTENANCE ORGANIZATION CERTIFICATE

- (a) The AMO certificate shall consist of two documents:-
 - (1) A one page certificate signed by the Authority; and
 - (2) A multi-page operations specifications signed by the Accountable Manager and the Authority containing the terms, conditions, and authorizations.
- (b) An approved maintenance organization may perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof only for which it is rated and within the terms, conditions, and authorizations placed in its operations specifications
- (c) The AMO certificate shall contain the following items and be in a format as shown in IS: 6.2.1.3—
 - (1) The certificate number specifically assigned to the AMO;
 - (2) The name and location (main place of business) of the AMO;
 - (3) The date of issue and period of validity;
 - (4) The ratings issued to the AMO; and
 - (5) Authority signature.
- (d) The AMO operations specifications shall contain
 - (1) The certificate number specifically assigned to the AMO;
 - (2) The class or limited ratings issued in detail, including special approvals and limitations issued;
 - (3) The date issued or revised;
 - (4) Accountable manager and Authority signatures; and
 - (5) The certificate issued to each certificated maintenance organization must be available in the premises for inspection by the public and the Authority.

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6.2.1.4 ADVERTISING

- (a) No approved maintenance organization may advertise as a approved maintenance organization until an approved maintenance organization certificate has been issued to that facility.
- (b) No approved maintenance organization may make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.
- (c) Whenever the advertising of an approved maintenance organization indicates that it is certificated, the advertisement must clearly state the approved maintenance organization's certificate number.

6.2.1.5 APPLICATION FOR AN AMO CERTIFICATE

- (a) The Authority will require an applicant for approval of a maintenance organization to submit the following:-
 - (1) An application in a form and a manner prescribed by the Authority, as contained in IS:6.2.1.5;
 - (2) The Maintenance Procedures Manual in duplicate;
 - (3) A list of the maintenance functions to be performed for it, under contract, by another AMO;
 - (4) A list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than Ethiopia;
 - (5) Documentation of the maintenance organization's Quality System; and
 - (6) Any additional information the Authority requires the applicant to submit.
- (b) An application for the amendment of an existing AMO certificate shall be made on a form and in Manner prescribed by the authority. The application shall be signed by the accountable manager of the AMO. If applicable, the AMO shall submit the required amendment to the Maintenance Procedures Manual to the Authority for approval.

6.2.1.6 ISSUANCE OF AN AMO CERTIFICATE

- (a) An applicant may be issued an AMO certificate if, after investigation, the Authority finds that the applicant:-
 - (1) Meets the applicable rules and standards and standards for an AMO certificate, and
 - (2) Is properly and adequately equipped for the performance of maintenance of aircraft or aeronautical product for which it seeks approval
 - (3) Has paid fees and charges prescribed by the authority

6.2.1.7 DURATION AND RENEWAL OF AMO CERTIFICATE

- (a) A certificate or rating issued to an approved maintenance organization located either inside or outside the Ethiopia is effective from the date of issue until:-

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- (1) The last day of the 12th month after the date on which it was issued;
 - (2) The approved maintenance organization surrenders the certificate; or
 - (3) The Authority suspends or revokes the certificate.
- (b) The holder of a certificate that expires or is surrendered, suspended, or revoked by the Authority must return the certificate and operations specifications to the Authority within 5 working days of expiration, surrender or receipt from the Authority of notice of suspension or revocation
- (c) An approved maintenance organization that applies for a renewal of its approved maintenance organization certificate for aircraft registered in Ethiopia must submit its request for renewal no later than 45 days before the approved maintenance organization's current certificate expires. If a request for renewal is not made within this period, the approved maintenance organization must follow the application procedure prescribed by the Authority.

6.2.1.8 CONTINUED VALIDITY OF APPROVAL

- (a) Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the approval certificate, the continued validity of approval is dependent upon:-
- (1) The AMO remaining in compliance with this Part;
 - (2) The Authority being granted access to the organization's facilities to determine continued compliance with this Rules and Standards; and
 - (3) The payment of any charges prescribed by the Authority.

6.2.1.9 CHANGES TO THE AMO AND CERTIFICATE AMENDMENTS

- (a) To enable the Authority to determine continued compliance with this Part, the AMO shall provide written notification to the Authority either prior to, or within a time period determined by the Authority to be as soon as practicable after, any of the following changes:-
- (1) The name of the organization;
 - (2) The location of the organization;
 - (3) The housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the AMO rating or ratings; and/or
 - (4) The addition, amendment or deletion of ratings held by the AMO, whether granted by the Authority or held through an AMO certification issued by another contracting State;
 - (5) Additional locations of the organization;
 - (6) The accountable manager; or

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- (7) The list of management personnel identified as described in the Maintenance Procedures Manual.
- (8) Items in the Maintenance Procedures Manual
- (b) The Authority will amend the AMO certificate if the AMO notifies the Authority of a change in
 - (1) Location or housing and facilities;
 - (2) Additional locations of the organization;
 - (3) Rating, including deletions;
 - (4) Name of the organization with same ownership; or
 - (4) Ownership.
 - (5) Items in the Maintenance Procedures Manual
- (c) The Authority may amend the AMO certificate if the AMO notifies the Authority of a change in:-
 - (1) The accountable manager; or
 - (2) The list of management personnel identified as described in the Maintenance Procedure Manual.
 - (3) Items in the Maintenance Procedures Manual
- (d) When the Authority issues an amendment to an AMO certificate because of new ownership of the AMO, the Authority will assign a new certificate number to the amended AMO certificate.
- (e) The Authority may:-
 - (1) Prescribe, in writing, the conditions under which the AMO may continue to operate during any period of implementation of the changes noted in subparagraph (a); and
 - (2) Hold the AMO certificate in abeyance if the Authority determines that approval of the AMO certificate should be delayed; the Authority will notify the AMO certificate holder, in writing, of the reasons for any such delay.
- (f) If changes are made by the AMO to the items listed in subparagraph (a) without notification to the Authority and amendment of the AMO certificate by the Authority, the AMO certificate may be suspended, or revoked, by the Authority.

6.2.1.10 RATINGS OF THE AMO

- (a) The following ratings are issued under this Subpart:-
 - (1) Airframe ratings.
 - (i) Class 1: Composite construction of small aircraft.
 - (ii) Class 2: Composite construction of large aircraft.

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- (iii) Class 3: All-metal construction of small aircraft.
- (iv) Class 4: All-metal construction of large aircraft.
- (2) Power plant ratings.
 - (i) Class 1: Piston engines of 400 horsepower or less.
 - (ii) Class 2: Piston engines of more than 400 horsepower.
 - (iii) Class 3: Turbine engines.
- (3) Propeller ratings.
 - (i) Class 1: Fixed-pitch and ground-adjustable propellers of wood, metal or composite construction.
 - (ii) Class 2: Other propellers, by make.
- (4) Avionics/radio ratings.
 - (i) Class 1: Communication equipment: Radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic inter-crew signalling devices, and similar equipment; but not including equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications radio equipment.
 - (ii) Class 2: Navigational equipment: A radio system used in aircraft for en-route, approach navigation, to include the flight director system, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance measuring equipment operated on pulsed radio frequency principles.
 - (iii) Class 3: Pulsed equipment: Any aircraft electronic system operated on pulsed radio frequency principles.
- (5) Instrument ratings.
 - (i) Class 1: Mechanical: Any diaphragm, bourdon tube, aneroid, optical, or mechanically driven centrifugal instrument that is used on aircraft or to operate aircraft, including tachometers, airspeed indicators, pressure gauges, drift sights, magnetic compasses, altimeters, or similar mechanical instruments.
 - (ii) Class 2: Electrical: Any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges, or similar electrical instruments.
 - (iii) Class 3: Gyroscopic: Any instrument or system using gyroscopic principles and

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motivated by air pressure or electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros, and their parts, and flux gate and gyrosyn compasses.

- (iv) Class 4: Electronic: Any instruments whose operation depends on electron tubes, transistors, electronic displays, or similar devices including capacitance type quantity gauges, system amplifiers, and engine analyzers.
- (6) Accessory ratings.
 - (i) Class 1: Mechanical. The accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation, including aircraft brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic servo units.
 - (ii) Class 2: Electrical. The accessories that depend on electrical energy for operation, and generators, including starters, voltage regulators, electric motors, electrically driven fuel pumps, magnetos, or similar electrical accessories.
 - (iii) Class 3: Electronic. The accessories that depend on the use of an electron tube transistors, or similar device, including supercharger, temperature, air conditioning controls, or similar electronic controls.

6.2.1.11 AMO LIMITED RATINGS.

- (a) Whenever the Authority finds it appropriate, it may issue a limited rating to an AMO that maintains or alters only a particular type of airframe, power plant, propeller, radio, instrument, or accessory, or parts thereof, or performs only specialized maintenance requiring equipment and skills not ordinarily found in an AMO. Such a rating may be limited to a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.
- (b) Limited ratings are issued for:-
 - (1) Airframes of a particular make and model;
 - (2) Power plants of a particular make and model
 - (3) Propellers of a particular make and model;
 - (4) Radio equipment of a particular make and model;
 - (5) Instruments of a particular make and model;
 - (6) Accessories of a particular make and model;
 - (7) Landing gear components;
 - (8) Floats, by make;
 - (9) Nondestructive inspection, testing, and processing;
 - (10) Emergency equipment;

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- (11) Rotor blades, by make and model;
 - (12) Aircraft fabric work; and
 - (13) Any other purpose for which the Authority finds the applicant's request appropriate.
- (c) Specialized service ratings. A specialized service rating may be issued to a maintenance organization to perform specific maintenance or processes. The operating specifications of the approved maintenance organization must identify the specification used in performing that specialized service. The specification may be:-
- (1) A civil or military specification that is currently used by industry and approved by the Authority; or
 - (2) A specification developed by the approved maintenance organization and approved by the Authority.

6.2.1.12 QUALITY SYSTEM

- (a) The AMO shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft. compliance with all relevant requirements of this Part. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.
- (b) The quality system, and the quality manager, shall be acceptable to the **Authority**.
- (c) Each AMO shall ensure that the quality system includes a quality assurance programme that contains procedures designed to monitor compliance with required aircraft and aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft and aircraft components.
- (d) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.
- (e) The quality system shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager that ensures, as necessary, proper and timely corrective action is taken in response to reports resulting from the independent audits.
- (f) The AMO's quality system shall be sufficient to review all maintenance procedures, as described in the Maintenance Control Manual and the Maintenance Procedures Manual, in accordance with an approved program once a year.
- (g) The AMO's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be seen by visiting Authority staff on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.
- (h) If the AMO is a small organization, the independent audit part of the quality system may be contracted to another organization approved under this part or a person with appropriate technical knowledge and proven satisfactory audit experience such as ISO 9000 qualification.

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- (i) Where the AMO is part of an AOC under Part 9, the AOC holder's quality management system may be combined with the requirements of an AMO and submitted for acceptance to the Authority.
- (j) Each AMO shall describe the quality system in relevant documentation as outlined in IS: 6.2.1.12.

6.2.1.13 SUSPENSION OR REVOCATION

The Authority may suspend or revoke an AMO certificate if it is established that a certificate holder has not met, or no longer meets the requirements of Part 6.

6.2.1.14 LOCATION OF THE AMO

- (a) Principal place of business. An applicant for, or holder of, a certificated AMO under this Part shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.
- (b) Additional fixed locations. An AMO may have additional fixed locations without certificating each facility as a stand-alone AMO, which may be approved by the Authority provided that –
 - (1) All of the facilities are localized and within a defined area, and
 - (2) All locations operate under the approval of the AMO certificate and operations specifications.
- (c) Foreign locations of AMOs. An AMO approved by the Authority may be located in a country outside Ethiopia and is subject to all the applicable requirements of this Part.

6.3 HOUSING, FACILITIES, EQUIPMENT, MATERIALS AND DATA

6.3.1.1 GENERAL

- (a) An approved maintenance organization must provide, housing, facilities, equipment, materials, and data in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the approved maintenance organization holds.

6.3.1.2 HOUSING AND FACILITY REQUIREMENTS

- (a) Housing for the facilities, equipment, materials, and personnel shall be provided appropriate for all planned work ensuring, in particular, protection from weather.
- (b) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.
- (c) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.
- (d) Specialized workshops and bays shall be segregated, as appropriate, to insure that environmental and work area contamination is unlikely to occur.
- (e) Storage facilities shall be provided for parts, equipment, tools, and material.
- (f) Storage conditions shall provide security for serviceable parts, segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.

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- (g) An AMO with an airframe rating shall provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.
- (h) An AMO may perform maintenance, preventive maintenance, or alterations on articles outside of its housing if it provides suitable facilities that are acceptable by the Authority.
- (i) See IS: 6.3.1.2 for detailed requirements pertaining to housing and facilities.

6.3.1.3 EQUIPMENT, TOOLS, MATERIAL

- (a) The AMO shall have available the necessary equipment, tools, and material to perform the approved scope of work and these items shall be under full control of the AMO. The availability of equipment and tools means permanent availability except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.
- (b) The Authority may exempt an AMO from possessing specific tools and equipment for maintenance or repair of an aircraft or aeronautical product specified in the AMO's approval, if these items can be acquired temporarily, by prior arrangement, and be under full control of the AMO when needed to perform required maintenance or repairs.
- (c) The AMO shall use the equipment, tools, and material that are recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and acceptable to the Authority.
- (d) The AMO shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.
- (e) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard traceable to the National Standards recognized by the Authority.
- (f) The AMO shall keep all records of calibrations and the standards used for calibration.
- (g) The IS: 6.3.1.3 contains detailed requirements pertaining to tools, equipment, and test equipment.

6.4 ADMINISTRATION

6.4.1.1 PERSONNEL REQUIREMENTS

- (a) A management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the AMO is in compliance with these rules and standards, shall be nominated.
- (b) The person or persons nominated as manager shall represent the maintenance management structure of the AMO, and be responsible for all functions specified in Part 6.
- (c) Nominated managers shall be directly responsible to an accountable manager who shall be acceptable to the Authority.
- (d) The AMO shall employ sufficient personnel to plan, perform, supervise and inspect and release the

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work in accordance with the approval.

- (e) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.
- (f) Each supervisor in the AMO shall hold an AMT license issued in accordance with Part 2, Personnel Licensing.
- (g) The person signing maintenance release or an approval for return to service shall be qualified in accordance with Part 2, as appropriate to the work performed and shall be acceptable to the Authority.
- (h) An AMO that uses Aviation Repairman Specialists (ARS) shall ensure that each ARS is employed by the AMO and is licensed in accordance with Part 2.
- (i) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial, recurrent, and specialized training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority. The training program established by the AMO shall include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.
- (j) See IS: 6.4.1.1 for detailed personnel requirements.

6.4.1.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED AND REMEDIAL TRAINING

- (a) An AMO shall have an employee training program approved by the Authority that consists of indoctrination, initial, recurrent training, specialized and remedial training.
- (b) An AMO shall develop and update its training program based on the job tasks associated with its scope of operating authority and capabilities.
- (c) The training program shall ensure that each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.
- (d) An AMO shall submit revisions of its training program to the Authority for approval.
- (e) An AMO shall document, in a form and manner acceptable to the Authority, the individual employee training required under this section. These training records must be retained for a minimum of two years.
- (f) An AMO training program shall meet the detailed requirements contained in the IS: 6.4.1.2.

6.4.1.3 DANGEROUS GOODS TRAINING PROGRAMME

- (a) An AMO shall have a dangerous goods training program for its employees, whether full time, part time, or temporary or contracted, who are engaged in the following activities:
 - (1) Loading, unloading or handling of dangerous goods;
 - (2) Design, manufacture, fabrication, inspection, marking, maintenance, reconditions, repairs or tests of a package, container or packaging component that is represented, marked, certified, or

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- sold as qualified for use in transporting dangerous goods;
- (3) Preparation of hazardous materials for transport;
 - (4) Responsibility for the safety of transportation of dangerous goods;
 - (5) Operation of a vehicle used to transport dangerous goods; or
 - (6) Supervision of any of the above listed items.
- (b) An AMO employee shall not perform or directly supervise a job function listed in item (a) above unless he or she has received the approved dangerous goods training.
- (c) The AMO training shall ensure that its dangerous goods training:-
- (1) Ensures that each employee performing or directly supervising any of the job functions specified in item (a) above is trained to comply with all applicable procedures; and
 - (2) Enables the trained person to recognize items that contain, or may contain, dangerous goods regulated under these rules and standards.
- (d) The dangerous goods training of the AMO shall be approved by the Authority and shall contain the items in IS: 6.4.1.3.
- (e) An AMO shall document, in a form and manner acceptable to the Authority, the individual employee training required under this section. These training records shall be retained for a minimum of two years.

6.4.1.4 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS IN AN AMO

- (a) No person may assign, nor shall any person perform maintenance functions for aircraft, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.
- (b) No person may schedule a person performing maintenance functions for aircraft for more than 12 consecutive hours of duty.
- (c) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft may be continued on duty for:-
 - (1) Up to 16 consecutive hours; or
 - (2) 20 hours in 24 consecutive hours.
- (d) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of 10 hours.
- (e) The AMO shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day's period.

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6.4.1.5 RECORDS OF MANAGEMENT, SUPERVISORY, INSPECTION AND CERTIFYING STAFF

- (a) The AMO shall maintain a roster of all management, supervisory, inspection and certifying staff, which includes details of the scope of their authorization.
- (b) Certifying staff shall be notified in writing of the scope of their authorization.
 - (1) The authorization document shall be in a style that makes its scope clear to certifying staff and any authorized person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.
 - (2) Certifying staff are not required to carry the authorization document at all times but shall produce it within a reasonable time of a request from an authorized person.
- (c) See IS: 6.4.1.5 for detailed requirements pertaining to records of management, supervisory, inspection and certifying staff.

6.4.1.6 SAFETY MANAGEMENT SYSTEM (SMS)

- (a) Approved maintenance organizations providing services to operators of airplanes or helicopters engaged in international commercial air transport and registered in Ethiopia shall establish and implement a Safety Management System (SMS) that is acceptable to Ethiopian Civil Aviation Authority which includes as a minimum:
 - (1) a process to identify actual and potential safety hazards and assess the associated risks;
 - (2) Process to develop and implement remedial action necessary to maintain an acceptable level of safety;
 - (3) Provision for continuous monitoring and regular assessment of the appropriateness and effectiveness of safety management activities; and
 - (4) Aims to make continuous improvement to the overall level of safety.
- (b) The Safety Management System shall clearly define lines of safety accountability throughout a maintenance organization, including a direct accountability for safety to the upper levels of senior management.
- (c) Appoints a Manager accountable for promoting safety policy.

6.5 AMO OPERATING RULES

6.5.1.1 MAINTENANCE PROCEDURES MANUAL

- (a) An AMO Maintenance Procedures Manual and any subsequent amendments thereto shall be approved by the Authority prior to use.
- (b) The AMO Maintenance Procedures Manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements needed for an approval of an aircraft or aeronautical product for return to service.

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- (c) The Maintenance Procedures Manual and any other manual it identifies must:
- (1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
 - (2) Be in a form that is easy to revise and contain a system which allows personnel to determine current revision status;
 - (3) Have the date of the last revision printed on each page containing the revision;
 - (4) Not be contrary to any applicable Ethiopian Civil Aviation Rules and Standards or the AMO's specific operating provisions; and
 - (5) Include a reference to appropriate Ethiopian Civil Aviation Rules and Standards.
- (d) The AMO shall provide an approved Maintenance Procedures Manual for use by the organization, containing the following information:-
- (1) A statement signed by the accountable manager confirming that the maintenance organization Maintenance Procedures Manual and any associated manuals define the AMO's compliance with this Rules and Standards and will be complied with at all times.
 - (2) A procedure to establish and maintain a current list of the titles and names of the management personnel accepted by the Authority. The list of personnel may be separate from the Maintenance Procedures Manual but must be kept current and available for review by the Authority when requested.
 - (3) A list which describes the duties and responsibility of the management personnel and the matters on which they may deal directly with the Authority on behalf of the AMO.
 - (4) An organization chart showing associated chains of responsibility of the management personnel.
 - (5) A procedure to establish and maintain a current roster of certifying personnel.
 - (6) A description of the procedures used to establish the competence of maintenance personnel.
 - (7) A general description of manpower resources.
 - (8) A description of the method used for the completion and retention of the maintenance records.
 - (9) A description of the procedure for preparing the maintenance release and the circumstances under which the release is to be signed.
 - (10) A description, when applicable, of additional procedures for complying with an AOC holder's maintenance procedures and requirements.
 - (11) A description of the procedures for complying with the service information reporting requirement contained in section 6.5.1.10.
 - (12) A description of the procedure for receiving, amending and distributing within the maintenance

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organization all necessary airworthiness data from the type certificate holder or the type design organization.

- (13) A general description of the facilities located at each address specified in the AMO's approval certificate.
 - (14) A general description of the AMO's scope of work relevant to the extent of approval.
 - (15) The notification procedure for AMO to use when requesting the approval of changes to the organization of the AMO from the Authority.
 - (16) The amendment procedure for the AMO Maintenance Procedures Manual, including the submission to the Authority.
 - (17) The AMO's procedures, acceptable to the Authority, to ensure good maintenance practices and compliance with all relevant requirements in this subsection.
 - (18) The AMO's procedures to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products. Compliance monitoring must include a feedback system to the person or group of persons specified in 6.4.1.1, and ultimately to the accountable manager to ensure, as necessary, corrective action. Such a system shall be acceptable to the Authority.
 - (19) A list of operators, if appropriate, to which the AMO provides an aircraft maintenance service.
 - (20) A list of organizations performing maintenance on behalf of the AMO.
 - (21) A list of the AMO's line maintenance locations and procedures, if applicable.
 - (22) The maintenance organization shall ensure that the procedures manual is amended as necessary to keep the information contained therein up to date.
 - (23) Copies of all amendments to the procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.
- (e) See IS: 6.5.1.1 for detailed requirements concerning the Maintenance Procedures Manual and a sample Maintenance Procedures Manual format.
 - (f) The maintenance organization shall ensure that the procedures manual is amended as necessary to keep the information contained therein up to date.
 - (g) Copies of all amendments to the procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued

6.5.1.2 MAINTENANCE PROCEDURES AND QUALITY ASSURANCE SYSTEM

- (a) The AMO shall establish procedures acceptable to the Authority to ensure good maintenance practices and compliance with all relevant requirements of this Rules and Standards by providing a system of inspection to ensure that all maintenance is properly performed such that aircraft and aeronautical products may be properly released to service.
- (b) The Approved Maintenance Organization shall ensure compliance with paragraph (a) by either:
 - (1) establishing an independent quality assurance system to monitor compliance with and

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- adequacy of the procedures; or
- (2) providing a system of inspection to ensure that all maintenance is properly performed.

- (c) The maintenance inspection procedures shall cover all aspects of maintenance activity and describe standards to which the AMO intends to work. The aircraft/aircraft component design standards, AMO standards, and aircraft operator standards must be taken into account.
- (d) AMO's using an independent quality assurance system shall include the audit procedures listed in the AMO Procedures Manual at IS 6.5.1.1.

6.5.1.3 CAPABILITY LIST

- (a) Each approved maintenance organization must prepare and retain a current capability list approved by the Authority. The approved maintenance organization may not perform maintenance, preventive maintenance, or modifications on an article until the article has been listed on the capability list in accordance with this Part.
- (b) The capability list must identify each article by make and model, part number, or other nomenclature designated by the article's manufacturer.
- (c) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the approved maintenance organization's certificate, and only after the approved maintenance organization has performed a self-evaluation in accordance with 6.5.1.1(d)(18). The approved maintenance organization must perform the self-evaluation described in this paragraph to determine that the maintenance organization has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this part. If the approved maintenance organization makes that determination, it may list the article on the capability list.
- (d) The document of the evaluation described in paragraph (c) of this section must be signed by the accountable manager and must be retained on file by the approved maintenance organization.
- (e) Upon listing an additional article on its capability list, the maintenance organization must submit the amended capability list together with the self-evaluation document for approval by the Ethiopian Civil Aviation Authority.
- (f) The capability list(s) must be available in the premises for inspection by the public and the Authority.
- (g) The self-evaluations must be available in the premises for inspection by the Authority.
- (h) The AMO shall retain the capability list(s) and self-evaluation(s) for two years from the date accepted by the accountable manager.

6.5.1.4 CONTRACT MAINTENANCE

- (a) An AMO may contract a maintenance function pertaining to an article to an outside source provided:-
 - (1) The Authority approved the maintenance function to be contracted to the outside source; and
 - (2) The AMO maintains and makes available to the Authority in a format acceptable to the Authority, the following information:-
 - (i) The maintenance functions contracted to each outside facility, and

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- (ii) The name of each outside facility to whom the AMO contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.
- (b) An AMO may contract a maintenance function pertaining to an article to an unlicensed person provided:-
 - (1) The unlicensed person follows a quality control system equivalent to the system followed by the AMO;
 - (i) The AMO remains directly in charge of the work performed by the unlicensed person; and
 - (ii) The AMO verifies, by test and/or inspection, that the work has been performed satisfactorily by the unlicensed person and that the article is airworthy before approving it for return to service.
- (c) An AMO may not provide only approval for return to service of a complete type-certificated product following contract maintenance, preventive maintenance, or alterations.
- (d) A list of contracted maintenance by the AMO shall be approved by the Authority.

6.5.1.5 PRIVILEGES OF THE APPROVED MAINTENANCE ORGANISATION

- (a) The AMO shall carry out the following tasks as permitted by and in accordance with the AMO Maintenance Procedures Manual:-
 - (1) Maintain any aircraft or aeronautical product for which it is rated at the location identified in the approval certificate;
 - (2) maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
 - (3) Perform the activities in support of a specific AOC holder where that AOC has requested the services of the AMO at locations other than the location identified on the AMO certificate and the AMO has been rated to maintain the aircraft of that specific AOC holder at the requested location in the AMO operating provisions approved by the Authority; and
 - (4) Issue an approval for return to service or a maintenance release in respect of subparagraphs (a) (1), (2), and (3) of this subsection upon completion of maintenance in accordance with limitations applicable to the AMO.
- (b) An AMO may not contract out the maintenance, preventive maintenance, modification or alteration of a complete type-certificated product, and it may not provide only approval for return to service of a product following contract maintenance.
- (c) The AMO may maintain or alter any article, for which it is rated at a place other than the AMO, if:-
 - (1) The function would be performed in the same manner as when performed at the AMO and in accordance with this Subpart;
 - (2) All necessary personnel, equipment, material, and technical and/or approved standards are

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available at the place where the work is to be done; and

- (3) The Maintenance Procedures Manual of the AMO sets forth approved procedures governing work to be performed at a place other than the AMO.

6.5.1.6 LIMITATIONS ON THE AMO

- (a) The AMO shall maintain an aircraft or aeronautical product for which it is approved only when all necessary housing, facilities, equipment, tools, material, approved technical data and certifying staff are available.

6.5.1.7 CERTIFICATE OF RELEASE TO SERVICE OF AN AIRCRAFT, PART, COMPONENT OR ASSEMBLY

- (a) A maintenance release shall be completed and signed by appropriately authorized certifying staff to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedure described in the maintenance organization's procedures manual.
- (b) A certificate of release is required at the completion of any maintenance on an aircraft part, component or assembly when off the aircraft.
- (c) The release to service to be used for release of an aircraft or aeronautical part, component or assembly shall adhere to the following items.
 - (1) The certificate of release to service shall contain the following statement: Certifies that the work specified was carried out in accordance with current rules and standards and in respect to that work the aircraft/aircraft component is considered approved for release to service."
 - (2) The certificate of release to service shall reference the data specified in the manufacturer's maintenance instructions or instructions for continued airworthiness.
 - (3) Where instructions include a requirement to insure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of GO/NO gauges. It is not normally sufficient to state that the dimension or the test figure is within tolerance.
 - (4) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
 - (5) When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarize the maintenance as long as there is a cross-reference to the work package containing full details of maintenance carried out. Dimensional information shall be retained in the work package record.
 - (6) The person issuing the release to service shall use a full signature and preferably a certification stamp except in the case where a computer release to service system is used. In this latter case, the Authority will need to be satisfied that only the particular person can electronically issue the release to service.
 - (7) One such method of compliance with item (c)(6) is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) which is keyed into the computer and known only to the individual.

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- (d) An aeronautical product which has been maintained off the aircraft requires the issue of a certificate of release to service (ECAA/AWS/OF/007) for such maintenance and another certificate of release to service of the aircraft in regard to maintenance being properly accomplished on the aircraft. The release to service of the aircraft will typically be made by the AMO in the aircraft technical log maintenance records section.
- (e) When a part of component is released to service, the AMO shall complete ECAA/AWS/OF/007 as contained in IS: 6.5.1.7.

6.5.1.8 MAINTENANCE RECORDS

- (a) The AMO shall record, in a form acceptable to the Authority, all details for maintenance work performed.
- (b) The maintenance organization shall retain detailed maintenance records to show that all requirements for the signing of a maintenance release have been met.
- (c) The AMO shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs/modifications performed.
- (d) The AMO shall retain a copy of all detailed maintenance records and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was released from the AMO after the signing of the maintenance release.
- (e) Records kept in accordance with this subpart shall be maintained in a form and format that ensures readability, security and integrity of the records at all times.
 - (1) The form and format of the records may include, for example, paper records, film records, electronic records or any combination thereof.
 - (2) Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used to control maintenance and/or record details of maintenance work carried out shall have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorized personnel to alter the database.
- (f) Each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft/aeronautical product shall make an entry in the maintenance record of that equipment:
 - (1) A description and reference to data acceptable to the Authority of work performed.
 - (2) The date of completion of the work performed.
 - (3) The name of the person performing the work if other than the person specified in this subsection.
 - (4) If the work performed on the aircraft/aeronautical product has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work.
 - (5) The authorized signature, the AMO certificate number, and kind of license held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof.
 - (6) The signature constitutes the approval for return to service only for the work performed.

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- (7) In addition to the entry required by this paragraph, major repairs and major modifications shall be entered on a form, and the form disposed of by the person performing the work, in the manner prescribed by the Authority in Part 5: 5.7.1.1.
- (g) No person shall describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless:-
 - (1) Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and
 - (2) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a TSO.
- (h) No person may describe in any required maintenance entry or form, an aircraft or other aeronautical product as being rebuilt unless it has been:-
 - (1) Disassembled, cleaned, inspected as permitted;
 - (2) Repaired as necessary; and
 - (3) Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approved oversized or undersized dimensions.
- (i) No person may approve for return to service any aircraft or aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or modification unless:-
 - (1) The appropriate maintenance record entry has been made; and
 - (2) The repair or modification form authorized by or furnished by the Authority has been executed in a manner prescribed by the Authority;
- (j) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.
- (k) Maintenance record entries for inspections. The person approving or disapproving for return to service an aircraft/aeronautical product, after any inspection performed in accordance with this Rules and Standards, shall make an entry in the maintenance record of that equipment containing the following information:-
 - (1) The type of inspection and a brief description of the extent of the inspection;
 - (2) The date of the inspection and aircraft total time in service;
 - (3) The authorized signature, the AMO certificate number, and kind of license held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
 - (4) If the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition;

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- (5) If the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator; and
- (6) If an inspection is conducted under an inspection program provided for in this Rules and Standards, the entry shall identify the inspection program accomplished, and contains a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.
- (l) Listing of discrepancies. If the person performing any inspection required by this Rules and Standards finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives, or other approved data upon which its airworthiness depends, that person shall give the owner or lessee a signed and dated list of those discrepancies.

6.5.1.9 AIRWORTHINESS DATA- INSTRUCTIONS FOR CONTINUED AIRWORTHINESS

- (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft/aeronautical product design organization, and any other approved design organization in the State of Manufacture or State of Design, as appropriate. The Authority may classify data from another Authority or organization as mandatory and may require the AMO to hold such data.
- (b) Where the AMO modifies airworthiness data specified in paragraph (a) to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to the Maintenance Procedures Manual for any such proposed modifications for acceptance.
- (c) All airworthiness data used by the AMO shall be kept current and made available to all personnel who require access to that data to perform their duties.
- (d) The IS: 6.5.1.9 contains detailed requirements concerning airworthiness data.

6.5.1.10 REPORTING OF UNAIRWORTHY CONDITIONS

- (a) The AMO shall report to the Authority and the aircraft design organization of the State of Design any identified condition / service difficulty reporting or occurrence reporting / that could present a serious hazard to the aircraft.
- (b) Reports shall be made on a form and in a manner prescribed by the Authority and contain all pertinent information about the condition known to the AMO. The report shall contain at least the following items:-
 - (1) Aircraft registration number.
 - (2) Type, make and model of the article.
 - (3) Date of the discovery of the failure, malfunction, or defect.
 - (4) Time since last overhaul, if applicable.

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- (5) Apparent cause of the failure, malfunctions, or defects.
- (6) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.
- (c) Where the AMO is contracted by an AOC holder to carry out maintenance, that AMO shall report to the AOC holder any condition affecting the aircraft or aeronautical product.
- (d) Reports shall be made as soon as practicable, but in any case within three days of the AMO identifying the condition to which the report relates.

6.5.1.11 AUTHORITY TO CONDUCT INSPECTIONS

- (a) Each approved maintenance organization must allow the Authority to inspect that approved maintenance organization and any of its contract maintenance facilities at any time to determine compliance with this part. Arrangements for maintenance, preventive maintenance, or modifications by a contractor must include provisions for inspections of the contractor by the Authority.

6.5.1.12 AMO PERFORMANCE STANDARDS

- (a) Each certificated approved maintenance organization that performs any maintenance, preventive maintenance, modifications for an air operator certificated under Part 9 having an approved maintenance program under Part 9.3.2.11 shall perform that work in accordance with the AOC holder's manuals.
- (b) Except as provided in paragraph (a), each approved maintenance organization shall perform its maintenance and modification operations in accordance with the applicable standards in Part 5, Airworthiness. It shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.
- (c) In addition, each approved maintenance organization with an avionics rating shall comply with those sections in Part 5 that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating. It shall use test apparatus, shop equipment, performance standards, test methods, modifications, and calibrations that conform to the manufacturer's specifications or instructions, approved specification, and if not otherwise specified, to accepted good practices of the aircraft avionics industry.

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IS: 6.2.1.3 APPROVED MAINTENANCE ORGANISATION CERTIFICATE

ECAA FORM: AWS-006

APPROVED MAINTENANCE ORGANIZATION CERTIFICATE		
ISSUING AUTHORITY: ETHIOPIAN CIVIL AVIATION AUTHORITY		
Approval reference No:	Organization Name: Registered Address: Telephone: Email:	Expiration date:
CLASS(ES) AND RATING(S) AUTHORIZED		
CLASS	RATING	LIMITATIONS
Aircraft Maintenance		
Engine Maintenance		
Component Maintenance		
Specialized Maintenance		
<p><u>Terms of Approval</u></p> <p>This certificate certifies that _____ is authorized to engage in activities specified in the Terms of Approval annexed hereto, subject to the compliance with the _____ and the latest maintenance organization's procedures manual.</p> <p>Locations of maintenance facilities: As per _____ of the latest Maintenance organization's procedure manual.</p> <p>This Certificate shall remain valid during the period of validity specified above unless it is surrendered, superseded, suspended or revoked.</p>		
Name : _____		Date of original issue: _____
Title: _____		
Signature: _____		Date of current issue: _____

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	Company Name <p style="text-align: center;">ETHIOPIAN CIVIL AVIATION AUTHORITY</p>	Document No. <p style="text-align: center;">ECAA/AWS/OF/023</p>
Document Title: <p style="text-align: center;">Application For Approved Maintenance Organization Certificate And Ratings</p>		Issue No. <p style="text-align: center;">1</p>
		Page No. <p style="text-align: center;">Page 26 of 3</p>

Ethiopian Civil Aviation Authority	Application for Approved Maintenance Organisation Certificate and/or Ratings
1. Approved Maintenance Organisation Name, Number, Location and Address	
a. Official Name of Approved Maintenance Organisation:	Number:
b. Location where business is conducted:	
c. Official Mailing Address of Approved Maintenance Organisation (Number, Street, City, State, & Postal Code)	
d. Doing Business As:	
2. Reasons for Submission	
<input type="checkbox"/> Original Application for Certificate and Rating <input type="checkbox"/> Change in Rating <input type="checkbox"/> Change in Location or Housing and Facilities <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Other (Specify) _____ _____ _____	
3. Ratings Applied for:	
<input type="checkbox"/> Airframe <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	<input type="checkbox"/> Powerplant <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3
<input type="checkbox"/> Propeller <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2	<input type="checkbox"/> Avionics/ Radio <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3
<input type="checkbox"/> Instrument <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	<input type="checkbox"/> Accessories <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3
<input type="checkbox"/> Limited <input type="checkbox"/> Airframe <input type="checkbox"/> Powerplant <input type="checkbox"/> Propeller <input type="checkbox"/> Instruments	<input type="checkbox"/> Accessories <input type="checkbox"/> Landing Gear <input type="checkbox"/> Floats <input type="checkbox"/> Avionics/radio
<input type="checkbox"/> Rotor Blades <input type="checkbox"/> Fabric <input type="checkbox"/> Emergency Equip. <input type="checkbox"/> Non-Dest. Test <input type="checkbox"/> Other	<input type="checkbox"/> Specialised Service (List Process Specification(s)) _____ _____ _____
4. List of Maintenance Functions contracted to an outside Maintenance Organisation:	
5. Applicants Certification	
Name of Owner (Include name(s) of individual Owner, all partners, or corporation name given the state, province, or country and date of incorporation)	
I hereby certify that I have been authorised by the approved maintenance organisation identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.	
Date:	Authorised Signature:
Print Name of Authorised Signature:	Title:

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For CAA Use Only	Record of Action Approved Maintenance Organization Inspection	For CAA Use Only			
<p>6. Remarks (Identify by item number. Include deficiencies found and ratings denied)</p>					
<p>Findings – Recommendations</p> <p>A. AMO was found to comply with requirements of Part 6.</p> <p>B. AMO was found to comply with requirements of Part 6, except for deficiencies listed in Item 6. C. Recommend Certificate with rating applied for on application be issued.</p> <p>D. Recommend Certificate with rating applied for on application (EXCEPT those listed in Item 6) be issued.</p>		<p>8. Date of Inspection</p>			
<p>9. ECAA Office</p>	<p>Signature(s) of Inspector(s)</p>	<p>Printed Names of Inspectors</p>			
<p>10. Supervising or Assigned Inspector</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; vertical-align: top;"> <p>ACTION TAKEN</p> <p>APPROVED As shown on certificate issued on date shown</p> <p>DISAPPROVED</p> </td> <td style="width: 25%; vertical-align: top;"> <p>CERTIFICATE ISSUED</p> <p>Number</p> <p>Date</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Inspector's Signature</p> <p>Inspector's Printed Name</p> <p>Title</p> </td> </tr> </table>			<p>ACTION TAKEN</p> <p>APPROVED As shown on certificate issued on date shown</p> <p>DISAPPROVED</p>	<p>CERTIFICATE ISSUED</p> <p>Number</p> <p>Date</p>	<p>Inspector's Signature</p> <p>Inspector's Printed Name</p> <p>Title</p>
<p>ACTION TAKEN</p> <p>APPROVED As shown on certificate issued on date shown</p> <p>DISAPPROVED</p>	<p>CERTIFICATE ISSUED</p> <p>Number</p> <p>Date</p>	<p>Inspector's Signature</p> <p>Inspector's Printed Name</p> <p>Title</p>			

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IS: 6.2.1.12 QUALITY SYSTEM

- (a) In order to show compliance with 6.2.1.12, an AMO shall establish its quality system in accordance with the instruction and information contained in the following paragraphs.

1.0. General

1.1 Terminology

- (a) The terms used in the context of the requirement for an AMO's quality system have the following meaning:
 - (1) **Accountable Manager.** The person acceptable to the Authority who has corporate authority for ensuring that all maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the AMO.
 - (2) **Quality assurance.** Quality assurance, as distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systemic actions which are required to provide adequate confidence that a product or service satisfies quality requirements.

1.2 Quality Policy

- 1.2.1 An AMO shall establish a formal, written quality policy statement that is a commitment by the accountable manager as to what the quality system is intended to achieve. The quality policy should reflect the achievement and continued compliance with the Rules and Standards together with any additional standards specified by the AMO.
- 1.2.2 The accountable manager is an essential part of the AMO management organization. The term "accountable manager" is intended to mean the Chief Executive/President/Managing Director/ General Manager, etc. of the AMO, who by virtue of his or her position has overall responsibility (including financial) for managing the organization.
- 1.2.3 The accountable manager will have overall responsibility for the AMO quality system, including the frequency, format and structure of the internal management evaluation activities as prescribed in paragraph 3.9 below.

1.3 Purpose of the Quality System

- 1.3.1 The quality system shall enable the AMO to monitor compliance with these rules and standards, the AMO's manual system, and any other standards specified by the AMO, or the Authority, to ensure safe operations and airworthy aircraft.

1.4 Quality Manager

- 1.4.1 The function of the quality manager to monitor compliance with, and the adequacy of, procedures required to ensure safe operational practices and airworthy aircraft as required by these rules and standards may be carried out by more than one person by means of different, but complementary, quality assurance programs.
- 1.4.2 The primary role of the quality manager is to verify, by monitoring activity in the field of, maintenance, that the standards required by the Authority, and any additional requirements defined by the AMO, are being carried

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out under the supervision of the relevant required management personnel.

- 1.4.3 The quality manager should be responsible for ensuring that the quality assurance programme is properly established, implemented and maintained.
- 1.4.4 The quality manager shall:
 - (a) Report to the accountable manager;
 - (b) Not be one of the required management personnel; and
 - (c) Have access to all parts of the AMO's, and as necessary, any sub-contractor's organization.
- 1.4.5 In the case of small/very small AMO's, the posts of the Accountable Manager and quality manager may be combined.

2.0 Quality System

2.1 Introduction

- 2.1.1 The AMO's quality system shall ensure compliance with and adequacy of operational and maintenance activities requirements, standards, and procedures.
- 2.1.2 The AMO should specify the basic structure of the quality system applicable to the operation.
- 2.1.3 The quality system should be structured according to the size and complexity of the organization to be monitored.

2.2 Scope

- 2.1.4 As a minimum, the quality system should address the following:
 - (a) The provisions of these rules and standards;
 - (b) The AMO's additional standards and operating practices;
 - (c) The AMO's quality policy;
 - (d) The AMO's organizational structure;
 - (e) Responsibility for the development, establishment and management of the quality system;
 - (f) Documentation, including manuals, reports and records;
 - (g) Quality procedures;
 - (h) Quality assurance program;
 - (i) The required financial, material and human resources;
 - (j) Training requirements.
- 2.2.2 The quality system should include a feedback system to the accountable manager to ensure that corrective

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actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

2.3 Relevant Documentation

2.3.1 Relevant documentation includes the relevant part of the organization's manual system.

2.3.2 In addition, relevant document should include the following:

- (a) Quality policy;
- (b) Terminology;
- (c) Specified maintenance standards;
- (d) A description of the organization;
- (e) The allocation of duties and responsibilities;
- (f) Operational procedures to ensure regulatory compliance;
- (g) Accident prevention and flight safety programme;
- (h) The quality assurance programme, reflecting:
 - (1) Schedule of the monitoring process;
 - (2) Audit procedures;
 - (3) Reporting procedures;
 - (4) Follow-up and corrective action procedures;
 - (5) Recording system;
 - (6) The training syllabus; and
 - (7) Document control.

3.0 Quality Assurance Programme

3.1 Introduction

3.1.1 The quality assurance programme shall include all planned and systematic actions necessary to provide confidence that all maintenance is conducted in accordance with all applicable requirements, standards and procedures.

3.1.2 When establishing a quality assurance programme, consideration shall be given to at least the following:

- (a) Quality inspection;

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- (b) Audit;
- (c) Auditors;
- (d) Auditor's independence;
- (e) Audit scope;
- (f) Audit scheduling;
- (g) Monitoring and corrective action; and
- (h) Management evaluation.

3.2 Quality Inspection

3.2.1 The primary purpose of a quality inspection is to observe a particular event/action/document, etc. in order to verify whether established procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

3.2.2 Typical subject areas for quality inspections are:

- (1) Facilities size and segregation;
- (2) Office accommodation;
- (3) Work environment;
- (4) Storage;
- (5) Management changes;
- (6) Staff numbers and man-hour plan;
- (7) Competence process;
- (8) Qualifying certifying staff;
- (9) Records of certifying staff;
- (10) Issue of authorizations;
- (11) Adequate equipment;
- (12) Equipment control and calibration;
- (13) Approved data held;
- (14) Modified maintenance data;
- (15) Data availability;
- (16) Data up to date;

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- (17) Aircraft release;
- (18) Release document contents;
- (19) Release control;
- (20) Details on work documents;
- (21) Operator's copy of release;
- (22) Record retention;
- (23) Reporting unairworthy findings;
- (24) Clear work orders;
- (25) Procedures per Maintenance Procedures Manual;
- (26) Suppliers and subcontractors;
- (27) Acceptance of parts;
- (28) Parts control in stores;
- (29) Use of tools;
- (30) Cleanliness standards;
- (31) Control of repairs;
- (32) Aircraft Maintenance Programme completion;
- (33) Airworthiness directive control;
- (34) Control of modifications;
- (35) Control of working documents;
- (36) Base maintenance defects;
- (37) Defective parts to stores;
- (38) Parts to outside contractors;
- (39) Computer maintenance systems;
- (40) Engine running;
- (41) Aircraft procedures;
- (42) Line maintenance control parts;

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- (43) Line servicing control;
- (44) Line defect control;
- (45) Aircraft Technical Log – Maintenance Records section completion;
- (46) Pool and loan parts;
- (47) Return defective parts to base;
- (48) Product maintenance exemption control;
- (49) Procedures deviation control;
- (50) Special services control (NDI);
- (51) Contractors working teams;
- (52) Product audit;
- (53) Privileges and locations control;
- (54) Limitation control; and
- (55) Control of changes.

3.2.3 Acceptable methods for quality inspections for maintenance include:

- (a) Product sampling - the part inspection of a representative sample of the aircraft fleet;
- (b) Defect sampling - the monitoring of defect rectification performance; and
- (c) Concession sampling - the monitoring of any concession to not carry out maintenance on time;

3.3 Audit

3.3.1 An audit is a systematic, and independent comparison of the way in which an operation is being conducted against the way in which the published operational procedures say it **must** be conducted.

3.3.2 Audits shall include at least the following quality procedures and processes:

- (a) A statement explaining the scope of the audit;
- (b) Planning and preparation;
- (c) Gathering and recording evidence; and
- (d) Analysis of the evidence.

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3.3.3 Techniques that contribute to an effective audit are:

- (a) Interviews or discussions with personnel;
- (b) A review of published documents;
- (c) The examination of an adequate sample of records;
- (d) The witnessing of the activities that make up the operation; and
- (e) The preservation of documents and the recording of observations.

3.4. Auditors

3.4.1 An AMO shall decide, depending upon the complexity of the organization, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team shall have relevant maintenance experience.

3.4.2 The responsibilities of the auditors shall be clearly defined in the relevant documentation.

3.5 Auditor's Independence

3.5.1 Auditors shall not have any day-to-day involvement in the area of the maintenance activity that is to be audited. An AMO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors. An AMO whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organization or from an external source under the terms of an agreement acceptable to the Authority. In all cases the AMO shall develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of operation and/or maintenance conducted by the operator.

3.5.2 The AMO's quality assurance programme shall identify the persons within the company who have the experience, responsibility and Authority to:

- (a) Perform quality inspections and audits as part of ongoing quality assurance;
- (b) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- (c) Initiate or recommend solutions to concerns or findings through designated reporting channels;
- (d) Verify the implementation of solutions within specific timescales; and
- (e) Report directly to the quality manager.

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3.6 Audit Scope

3.6.1 AMO's are required to monitor compliance with the operational and maintenance procedures they have designed to ensure safe operations, airworthy aircraft and the serviceability of both operational and safety equipment. In doing so they shall as a minimum, and where appropriate, monitor:

- (a) Organization;
- (b) Plans and company objectives;
- (c) AMO certification (AMO/Operations specifications)
- (d) Supervision;
- (e) Manuals, logs, and records;
- (f) Duty time limitations, rest requirements, and scheduling;
- (g) Maintenance programmes and continued airworthiness;
- (h) Airworthiness directives management;
- (i) Maintenance accomplishment;
- (j) Defect deferral;
- (k) Dangerous goods;
- (l) Security;
- (m) Training.

3.7 Audit Scheduling

3.7.1 A quality assurance program shall include a defined audit schedule and a periodic review cycle area by area. The schedule shall be flexible, and allow unscheduled audits when trends are identified. Follow-up audits shall be scheduled when necessary to verify that corrective action was carried out and that it was effective.

3.7.2 An AMO shall establish a schedule of audits to be completed during a specified calendar period. All aspects of the operation shall be reviewed within every 12 month period in accordance with the programme unless an extension to the audit period is accepted as explained below. An AMO may increase the frequency of audits at its discretion but shall not decrease the frequency without the agreement of the Authority. Audit frequency shall not be decreased beyond a 18 month period interval.

3.7.3 When an AMO defines the audit schedule, significant changes to the management, organization, operation, or technologies shall be considered as well as changes to the regulatory requirements.

3.8 Monitoring and Corrective Action

3.8.1 The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy and maintenance standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The AMO **shall** establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity shall be aimed at eliminating the causes of unsatisfactory performance.

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- 3.8.2. Any non-compliance identified as a result of monitoring shall be communicated to the manager responsible for taking corrective action or, if appropriate, the accountable manager. Such non-compliance shall be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.
- 3.8.3 The quality assurance programme shall include procedures to ensure that corrective actions are taken in response to findings. These quality procedures shall monitor such actions to verify their effectiveness and that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The accountable manager shall have the ultimate responsibility for resourcing the corrective active action and ensuring, through the quality manager, that the corrective action has re-established compliance with the standard required by the Authority, and any additional requirements defined by the operator.
- 3.8.4 Corrective action. Subsequent to the quality inspection/audit, the AMO shall establish:
- (a) The seriousness of any findings and any need for immediate corrective action;
 - (b) The origin of the finding;
 - (c) What corrective actions are required to ensure that the non-compliance does not recur;
 - (d) A schedule for corrective action;
 - (e) The identification of individuals or departments responsible for implementing corrective action;
 - (f) Allocation of resources by the accountable manager, where appropriate.
- 3.8.5 The quality manager shall:
- (a) Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;
 - (b) Verify the corrective action includes the elements outlined in paragraph 3.8.4 above;
 - (c) Monitor the implementation and completion of corrective action;
 - (d) Provide management with an independent assessment of corrective action; implementation and completion; and
 - (e) Evaluate the effectiveness of corrective action through follow-up process.
- 3.9 Management Evaluation**
- 3.9.1 A management evaluation is a comprehensive, systematic, documented review by the management of the quality system, policies and procedures, and shall consider:
- (a) The results of quality inspections, audits and any other indicators; and
 - (b) The overall effectiveness of the management organization in achieving stated objectives.

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3.9.2 A management **shall** identify and correct trends, and prevent, where possible, future non-conformities. Conclusions and recommendations made as a result of an evaluation shall be submitted in writing to the responsible manager for action. The responsible manager shall be an individual who has the Authority to resolve issues and take action.

3.9.3 The accountable manager shall decide upon the frequency, format and structure of internal management evaluation activities.

3.10 Recording

3.10.1 Accurate, complete and readily accessible records documenting the results of the quality assurance programme shall be maintained by the AMO. Records are essential data to enable an operator to analyze and determine the root causes of non-conformity, so that areas of non-compliance can be identified and addressed.

3.10.2 The following records shall be retained for a period of 5 years:

- (a) Audit schedules;
- (b) Quality inspection and audit reports;
- (c) Responses to findings;
- (d) Corrective action reports;
- (e) Follow-up and closure reports; and
- (f) Management evaluation reports.

4.0 Quality Assurance Responsibility for Sub-Contractors

4.1 Sub-Contractors

4.1.1 AMO's may decide to sub-contract out certain activities to external agencies for the provision of services related to areas such as:

- (a) Maintenance;
- (b) Training; and
- (c) Manual preparation.

4.1.2 The ultimate responsibility for the product or service provided by the sub-contractor always remains with the AMO. A written agreement shall exist between the AMO and the sub-contractor clearly defining the safety related services and quality to be provided. The sub-contractor's safety related activities relevant to the agreement shall be included in the AMO's quality assurance programme.

4.1.3 The AMO shall ensure that the sub-contractor has the necessary authorization/approval when required and commands the resources and competence to undertake the task.

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5.0. Quality System Training

5.1 General

5.1.1 An AMO shall establish effective, well planned and resourced quality related briefing for all personnel.

5.1.2 Those responsible for managing the quality system shall receive training covering:

- (a) An introduction to the concept of the quality system;
- (b) Quality management;
- (c) The concept of quality assurance;
- (d) Quality manuals;
- (e) Audit techniques;
- (f) Reporting and recording; and
- (g) The way in which the quality system will function in the company.

5.1.3 Time shall be provided to train every individual involved in quality management and for briefing the remainder of the employees. The allocation of time and resources shall be governed by the size and complexity of the AMO.

5.2 Sources of Training

5.2.1 Quality management courses are available from the various National or International Standards Institutions, and an AMO shall consider whether to offer such courses to those likely to be involved in the management of quality systems. AMO's with sufficient appropriately qualified staff shall consider whether to carry out in-house training.

6.0 Organizations with 20 or Less Full-Time Employees

6.1 Introduction

6.1.1 The requirement to establish and document a quality system and to employ a quality manager applies to all AMO's. References to large and small operators elsewhere in these rules and standards are governed by aircraft capacity (i.e. more or less than 20 seats) and by mass (i.e. greater or less than 10 tonnes maximum take-off mass). Such terminology is not relevant when considering the scale of an operation and the quality system required. In the context of quality systems therefore, operators shall be categorized according to the number of full time staff employees.

6.2 Scale of Operation

6.2.1 AMO's who employ 5 or less full time staff are considered to be "very small" while those employing between 6 and 20 full time employees are regarded as "small" operators as far as quality systems are concerned. Full-time in this context means employed for not less than 35 hours per week excluding vacation periods.

6.2.2 Complex quality systems could be inappropriate for small or very small operators and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. It is therefore accepted that such operators/AMO may tailor their quality systems to suit the size and complexity of their operation and allocate resources accordingly.

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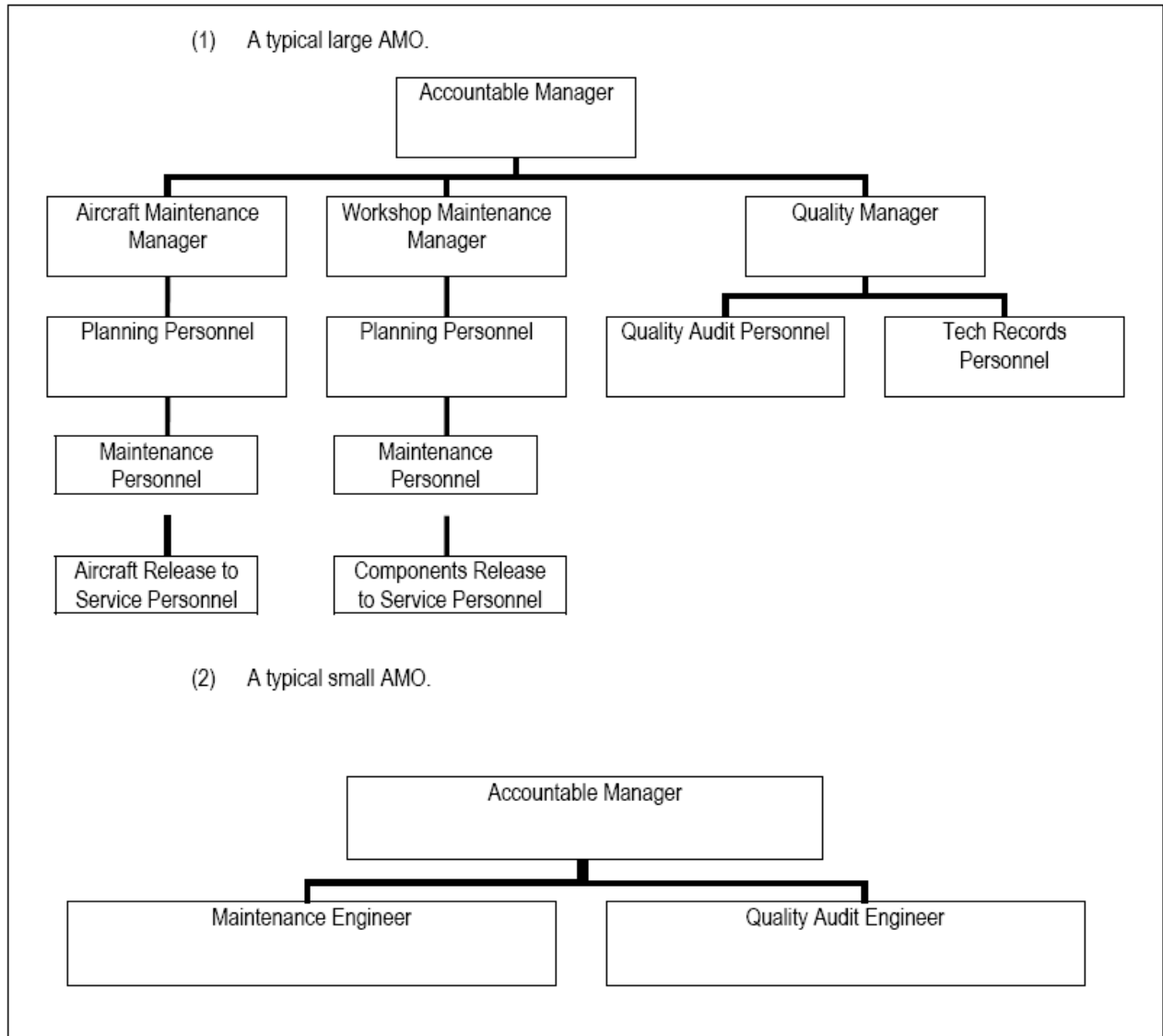
6.3 Quality System for Small/Very Small AMO's

- 6.3.1 For small and very small AMO's it may be appropriate to develop a quality assurance programme that employs a checklist. The checklist shall have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist content and achievement of the quality assurance shall be undertaken.
- 6.3.2 The "small" AMO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and or qualified organizations to perform the quality audits on behalf of the quality manager.
- 6.3.3 If the independent quality audit function is being conducted by external auditors, the audit schedule shall be shown in the relevant documentation.
- 6.3.4 Whatever arrangements are made, the operator retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

Quality System – Organization Examples

- (a) The following diagrams illustrate two typical examples of AMO Quality organizations.

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IS: 6.3.1.2 HOUSING AND FACILITY REQUIREMENTS

- (a) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.
- (b) Where the hangar is not owned by the AMO, it is recommended to:
 - (1) Establish proof of authorization to use hangar;
 - (2) Demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance program;
 - (3) Update the aircraft hangar visit plan on a regular basis;
 - (4) Ensure, for aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;
 - (5) Ensure aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust, etc.;
 - (6) Ensure workshop floors are sealed to minimize dust generation; and
 - (7) Demonstrate access to hangar accommodation for usage during inclement weather for minor scheduled work and/or lengthy defect rectification.
- (c) Aircraft maintenance staff shall be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.
- (d) Hangars used to house aircraft together with office accommodation shall be such as to insure a clean, effective and conformable working environment.
 - (1) Temperatures shall be maintained at a comfortable level;
 - (2) Dust and any other airborne contamination shall be kept to a minimum and not permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident;
 - (3) Lighting shall be such as to insure each inspection and maintenance task can be carried out; and
 - (4) Noise levels shall not be permitted to rise to the point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel shall be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
- (e) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions.)

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- (f) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination; the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.
- (g) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.
- (h) Storage facilities for serviceable aircraft components shall be clean, well ventilated and maintained at an even dry temperature to minimize the effects of condensation.
- (i) Manufacturer and standards recommendations shall be followed for specific aircraft components.
- (j) Storage racks shall provide sufficient support for large aircraft components such that the component is not distorted.
- (k) All aircraft components, wherever practicable, shall remain packaged in protective material to minimize damage and corrosion during storage.

IS: 6.3.1.3 EQUIPMENT, TOOLS, AND MATERIAL

- (a) All applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness shall be traceable to the Ethiopia National Standards.
- (b) Except as provided in paragraph (a), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the country of manufacture may be used if approved by the Authority.
- (c) Where the manufacturer specifies a particular tool, equipment, or test equipment then that tool, equipment, or test equipment shall be used unless the manufacturer has identified the use of an equivalent.
- (d) Except as provided in paragraph (c), tools, equipment, or test equipment other than that recommended by the manufacturer will be acceptable based on at least the following:
 - (1) The AMO shall have a procedure in the Maintenance Procedures Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer.
 - (2) The AMO shall have a program to include:
 - (i) A description of the procedures used to establish the competence of personnel that make the determination of equivalency to tools, equipment, or test equipment.
 - (ii) Conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment, or test equipment proposed.
 - (iii) Ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the manufacturer's recommended tools, equipment, or test equipment.

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- (iv) Ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations, and checking all parameters of the aircraft or aeronautical product undergoing maintenance or calibration.
- (3) The AMO shall have full control of the equivalent tool, equipment, or test equipment (i.e. ownership, lease, etc.)
- (e) An AMO approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft may be properly inspected.
- (f) The AMO shall have a procedure to inspect/service and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any inspection or service or calibration time limit.
- (g) The AMO shall have a procedure if it uses a standard (primary, secondary or transfer standards) for performing calibration, to ensure that standard cannot be used to perform maintenance.
- (h) A clear system of labeling all tooling, equipment and test equipment shall be used to give information on when the next inspection or service or calibration is due, and give status information if the item is unserviceable for any other reason where it may not be obvious.
- (i) A clear system of labeling all tooling, equipment, and test equipment shall be used to give information on when such tooling, equipment, and test equipment is not used for product acceptance and/or for making a finding of airworthiness.
- (j) A register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.
- (k) Inspection, service, or calibration on a regular basis shall be in accordance with the equipment manufacturers' instructions except where the AMO can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

IS: 6.4.1.1 PERSONNEL REQUIREMENTS

- (a) The AMO functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the size of the AMO.
- (b) The AMO shall have, dependent upon the extent of approval, the following:
 - (1) A base maintenance manager.
 - (2) A line maintenance manager.
 - (3) A workshop manager and a quality manager, all of whom shall report to the accountable manager. In small AMOs, one or more of the above positions may be combined subject to approval by the Authority.
- (c) The Accountable Manager shall be responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO's approval.

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- (d) The Base Maintenance Manager shall be responsible for:
 - (1) Ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to specified design and quality standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (e) The Line Maintenance Manager shall be responsible for:
 - (1) Ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (f) The Workshop Manager shall be responsible for:
 - (1) Ensuring that all work on aircraft components is performed to required standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (g) The Quality Manager shall be responsible for:
 - (1) Monitoring the AMO's compliance with Part 6 of this Rules and Standards; and
 - (2) Requesting remedial action as necessary by the base maintenance manager/line maintenance manager/workshop manager or the accountable manager, as appropriate.
- (h) The AMO may adopt any title for managerial positions, but shall identify to the Authority the titles and persons chosen to carry out these functions.
- (i) Where an AMO chooses to appoint managers for all or any combination of the identified functions because of the size of the undertaking, these managers shall report ultimately through either the Base Maintenance Manager or Line Maintenance Manager or Workshop Manager or Quality Manager, as appropriate, to the accountable manager.
- (j) The managers specified in this subsection shall be identified and their credentials submitted to the Authority. To be accepted, such managers shall have relevant knowledge and satisfactory experience related to aircraft/aircraft component maintenance as appropriate in accordance with these rules and standards.
- (k) The AMO shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.
- (l) If an AMO is approved for base maintenance, the plan shall relate to the aircraft hangar visit plan.
- (m) Man-hour plans shall regularly be updated.
- (n) Quality monitoring compliance function man-hours shall be sufficient to meet the requirement of 6.2.1.12(b).

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- (o) Planners, mechanics, supervisors and certifying staff shall be assessed for competence by "on the job" evaluation or by examination relevant to their particular role within the AMO before unsupervised work is permitted.
- (p) To assist in the assessment of competence, job descriptions are recommended for each position. The assessment shall establish that:
 - (1) Planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no Authority to deviate from the aircraft maintenance program.
 - (2) Mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.
 - (3) Supervisors are able to ensure that all required maintenance tasks are carried out and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed by the quality organization.
 - (4) Certifying staff are able to determine when the aircraft or aircraft component is and is not ready for release to service.
- (q) In the case of planners, supervisors, and certifying staff, knowledge of AMO procedures relevant to their particular role shall be demonstrated.
- (r) Training of certifying staff shall be performed by the AMO or by an institute selected by the AMO. In either case, the AMO shall establish the curriculum and standards for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to insure that the trainee has a reasonable chance of successfully completing any course.
- (s) Examinations shall be set at the end of each training course.
- (t) Initial training shall cover:
 - (1) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain;
 - (2) Specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system/structural defects; and
 - (3) Company procedures relevant to the certifying staff's tasks.
- (u) Continuation training shall cover changes in AMO procedures and changes in the standard of aircraft and/or aeronautical products maintained.
- (v) The training program shall include details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods.
- (w) The training program established for maintenance personnel and certifying staff by the AMO shall include training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew.

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IS: 6.4.1.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED AND REMEDIAL TRAINING

- (a) Each AMO shall provide indoctrination training for employees that include at least 40 hours of instruction in at least the following subjects:
 - (1) Rules and standards of Ethiopia – particularly those associated with AMO maintenance functions and Authority as reflected on the certificate and operations specifications;
 - (2) Company manuals, policies, procedures and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance (including inspection), preventive maintenance, and alteration procedures established to show compliance with Part 6;
 - (3) Dangerous goods requirements of 6.4.1.3, including other local, and national laws requiring training for different categories of employees;
 - (4) Maintenance human factors – the elements should focus on aviation maintenance and safety related issues;
 - (5) Computer systems and software – as applicable to the approved maintenance organization's maintenance activities including inspection, preventive maintenance and alteration systems and procedures; and
 - (6) Facility security - which shall include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organizational security structure.

- (b) Initial Training. Each AMO shall provide initial training for employees that includes at least 80 hours of instruction in at least the following subjects consistent with the specific employee position and assigned job activities:
 - (1) General review;
 - (2) Specific job or task training;
 - (3) Shop safety;
 - (4) Records and recordkeeping;
 - (5) Materials and parts;
 - (6) Test equipment, including ground support equipment;
 - (7) Tools;
 - (8) Maintenance human factors, and
 - (9) Any other items as required by the Authority.

- (c) Recurrent training. Each AMO shall provide recurrent training for employees that include at least 8 hours of instruction in the subjects below:

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- (1) Refresher of subjects covered in initial training;
 - (2) New items introduced in the AMO since completion of initial training; and
 - (3) Any other items required by the Authority.
- (d) Specialized training. Each AMO shall provide specialized training, including initial and recurrent, for employees whose duties require a specific skill. Examples of specialized skills include: flame and/or plasma spray operations, special inspection or test techniques, special machining operations, complex welding operations, aircraft inspection techniques or complex assembly operations.
- (e) Remedial training. Each AMO shall provide remedial training to rectify an employee's demonstrated lack of knowledge or skill by providing information as soon as possible. In some instances, remedial training may consist of an appropriately knowledgeable person reviewing procedures with an employee through on-the-job training. Remedial training should be designed to fix an immediate knowledge or skill deficiency and may focus on one individual. Successful remedial training shall show an individual what occurred, why it occurred, and in a positive manner, how to prevent it from occurring again.
- (f) Each AMO, in developing training for employees, shall take into account the various training, experience, and skill levels of its employees as follows:
- (1) Employees that hold an AMT license;
 - (2) Employees with experience performing similar tasks at another AMO;
 - (3) Employees with applicable military aviation maintenance experience; and
 - (4) Employees with no prior skills, experience, or knowledge.
- (g) Each AMO shall have procedures to determine the frequency of recurrent training and the need for specialized and remedial training.
- (h) Each AMO shall assess the competency of its employees for performing his or her assigned duties after completion of initial, recurrent, specialized and remedial training. This assessment of competency shall be appropriately documented in the employee's training records and shall be done by any of the following methods, depending upon the size of the AMO, its capabilities and experience of its employees:
- (1) Written test;
 - (2) Completion of a training course;
 - (3) Skill test;
 - (4) Group exercise;
 - (5) On the job assessment; or
 - (6) Oral examination in the working environment.

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IS: 6.4.1.3 DANGEROUS GOODS TRAINING PROGRAMME

- (a) Dangerous goods training, at a minimum, shall include at least 8 hours instruction in at least the following:
 - (1) General awareness/familiarization training —designed to provide familiarity with the requirements of this Part and the dangerous goods rules and standards in Part 9 and to enable the employee to recognize and identify dangerous goods.
 - (2) Function-specific training —concerning the specific requirements of this Part and the dangerous goods rules and standards in Part 9, or exemptions or special permits issued, relating to the specific functions the employee performs.
 - (3) Safety training concerning—
 - (i) Emergency response.
 - (ii) Measures to protect the employee from the hazards associated with the dangerous goods to which they may be exposed in the work place, including specific measures the employer has implemented to protect employees from exposure.
 - (iii) Methods and procedures for avoiding accidents, such as the proper procedures for handling packages containing dangerous goods.
 - (4) Security; awareness training —addressing the security risks associated with dangerous goods transportation and methods designed to enhance transportation security. This training must also include a component covering how to recognize and respond to possible security threats.
 - (5) In-depth security training —must include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organizational security structure.
 - (6) Any other training required by the Authority.

IS: 6.4.1.5 RECORDS OF MANAGEMENT, SUPERVISORY, INSPECTION AND CERTIFYING STAFF

- (a) The following minimum information shall be kept on record in respect of each management, supervisory, inspection, and certifying person:
 - (1) Name;
 - (2) Date of birth;
 - (3) Basic training;
 - (4) Type training;
 - (5) Continuation training;

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- (6) Experience;
 - (7) Qualifications relevant to the approval;
 - (8) Scope of the authorization;
 - (9) Date of first issue of the authorization;
 - (10) Expiration date of the authorization (if appropriate); and
 - (11) Identification number of the authorization.
- (b) Records of these individuals shall be controlled.
 - (c) The number of persons authorized to access the system shall be limited to minimize the possibility of records being altered in an unauthorized manner and to limit confidential records from become accessible to unauthorized persons.
 - (d) A certifying person shall be given reasonable access on request to his or her records.
 - (e) The Authority is authorized to and may investigate the records system for initial and continued approval, or when the Authority has cause to doubt the competence of a particular certifying person.
 - (f) The AMO shall keep the record of these individuals for at least two years after that person has ceased employment with the AMO or after withdrawal of his or her authorization. Upon request, the certifying staff shall be furnished with a copy of their record on leaving the AMO.

IS: 6.5.1.1 MAINTENANCE PROCEDURES MANUAL

- (a) AMO personnel shall be familiar with those parts of the manuals that are relevant to the maintenance work they perform.
- (b) The AMO shall specify in the Maintenance Procedures Manual who **shall** amend the manual, particularly in the case where the manual consists of several parts.
- (c) The Quality Manager shall be responsible for—
 - (1) Monitoring the amendment of the Maintenance Procedures Manual, including associated procedures manuals.
 - (2) Submitting proposed amendments to the Authority for approval, unless the Authority has agreed, via a procedure stated in the amendment section of the Maintenance Procedures Manual, that some defined class of amendments may be incorporated without approval by the Authority.
- (d) The Maintenance Procedures Manual shall address at least five main areas—
 - (1) Management;
 - (2) Maintenance procedures; including line maintenance procedures;

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- (3) Quality system procedures;
 - (4) Documentation;
 - (5) Examples of standard documents/lists; and
 - (6) Other.
- (e) Sample Maintenance Procedures Manual Format. The manual may be put together in any subject order so long as all applicable subjects are covered.

Part 1 - Management

- 1.1 Corporate commitment by the accountable manager.
- 1.2 Management personnel.
- 1.3 Duties and responsibilities of the management personnel.
- 1.4 Management Organization Chart.
- 1.5 List of certifying staff.

Note: A separate document may be referenced.

- 1.6 Manpower resources.
- 1.7 General description of the facilities at each address intended to be approved.
- 1.8 Organizations intended scope of work.
- 1.9 Notification procedure to the Authority regarding changes to the organization's activities/approval/location/personnel
- 1.10 Manual amendment procedures.

Part 2 - Maintenance Procedures

- 2.1 Supplier evaluation procedure.
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance.
- 2.4 Acceptance of tools and equipment.
- 2.5 Calibration of tools and equipment.
- 2.6 Use of tooling and equipment by staff (including alternate tools).
- 2.7 Cleanliness standards of maintenance facilities.

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- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff.
- 2.9 Repair procedure.
- 2.10 Aircraft maintenance program compliance.
- 2.11 Airworthiness Directives procedure.
- 2.12 Optional modification procedure.
- 2.13 Maintenance documentation in use and completion of same.
- 2.14 Technical record control.
- 2.15 Rectification of defects arising during base maintenance.
- 2.16 Release to service procedure.
- 2.17 Records for the AOC holder.
- 2.18 Reporting of defects to the Authority /Operator/Manufacturer.
- 2.19 Return of defective aircraft components to store.
- 2.20 Defective components shipped to outside contractors.
- 2.21 Control of computer maintenance record systems.
- 2.22 Reference to specific maintenance procedures such as:
 - Engine running procedures;
 - Aircraft pressure run procedures;
 - Aircraft towing procedures; and/or
 - Aircraft taxiing procedures.

Part L2 - Additional Line Maintenance Procedures

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
- L2.2 Line maintenance procedures related to servicing/fuelling/de-icing, etc.
- L2.3 Line maintenance control of defects and repetitive defects.
- L2.4 Line procedure for completion of technical log.
- L2.5 Line procedure for pooled parts and loan parts.
- L2.6 Line procedure for return of defective parts removed from aircraft.

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Part 3 - Quality System Procedures

- 3.1 Quality audit of organization procedures.
- 3.2 Quality audit of aircraft.
- 3.3 Quality audit remedial action procedure.
- 3.4 Certifying staff qualification and training procedures.
- 3.5 Certifying staff records.
- 3.6 Quality audit personnel.
- 3.7 Qualifying inspectors.
- 3.8 Qualifying mechanics.
- 3.9 Exemption process control.
- 3.10 Concession control for deviation from organizations' procedures.
- 3.11 Qualification procedure for specialized activities such as non-destructive testing, welding, etc.
- 3.12 Control of manufacturers' working teams.

Part 4 - Documentation

- 4.1 Contracted air operators.
- 4.2 Air operator procedures and paperwork.
- 4.3 Air operator record completion.

Part 5 - Examples of documents; lists

- 5.1 Sample of documents, such as technical record control or rectification of defects.
- 5.2 List of subcontractors.
- 5.3 List of line maintenance locations.
- 5.4 List of contracted organizations.

Part 6 – Other sections as the Authority may approve.

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IS: 6.5.1.7 CERTIFICATION OF RELEASE TO SERVICE OF AN AIRCRAFT, PART, COMPONENT OR ASSEMBLY

ECAA FORM: AWS-007

1. Ethiopia	2. ECAA FORM:AWS007 Authorized Release Certificate/Airworthiness Approval Tag Ethiopian Civil Aviation Authority				3. System Tracking Ref., No.	
4. Organization Name and Address:					5. Work Order, Contract or Invoice Number	
6. Item	7. Description	8. Part #	9. Eligibility <small>(Installer must check eligibility with applicable technical data)</small>	10. Quantity	11. Serial/Batch #	12. Status/Work
13. Remarks						
14. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in condition for safe operation <input type="checkbox"/> non-approved design data specified in block 13				19. <input type="checkbox"/> Part 5.7.1.2 Release to Service <input type="checkbox"/> other regulation specified in Block 13 Certifies that unless otherwise specified in block 13 (or attached), the work identified in Block 12 and described in block 13, above was accomplished in accordance with ECAA airworthiness rules and standards and in respect to that work, the item(s) is (are) approved for return to service.		
15. Authorised Signature:		16. Approval/ Authorisation No.		20. Authorised Signature		21. Approval/Certificate Number:
17. Name (Typed or Printed):		18. Date (m/d/y):		17. Name (Typed or Printed):		23. Date (m/d/y):

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LINE-BY-LINE INSTRUCTIONS FOR COMPLETION OF ECAA FORM: AWS 007:

- (a) Block 1. **Ethiopia** (Pre-printed).
- (b) Block 2. The Authority, Airworthiness Approval Tag, and **Ethiopian Civil Aviation** (Pre-printed).
- (c) Block 3. System Tracking Reference Number.
 - (1) Fill in the unique number established by the Authority **-approved numbering** system.
 - (2) If the form is computer-generated, it may be produced as programmed by the computer.

NOTE: Shippers must establish a numbering system for traceability in order to fill out block 3 of the form. This system must also provide a means of cross-referencing the number(s) and product(s) being shipped.

- (d) Block 4. Organization.
 - (1) Fill in the full name and address of the AMO or individual shipping the product(s)/part(s) as applicable:
 - (i) Company name and address.
 - (ii) Production Approval Holder (PAH) approval or certificate numbers as issued by the **Authority** of the State of Manufacturer, when applicable (e.g., production certificate number, approved maintenance organization certificate numbers, air operator certificate number.

Note: Production certificates are issued to manufacturing companies by an **Authority**. The ECARAS presume that **Ethiopia is not** a State of Manufacturer or Design. However, aircraft registered in **Ethiopia** will likely be repaired, altered or rebuilt using parts and components exported from the State of Manufacturer. Companies performing the repair, alteration, rebuild and export will be certificated by the State of Manufacturer as a production approval holder. The PAH is required by the State of Manufacturer to use the airworthiness approval tag and certify their work in blocks 14 – 18 as described in this Part. Consequently State's which will not be filling out block 14-18 will need to be familiar with all the uses of this form in order to properly accept parts and components. Production certificates are described in 14 CFR: 21, Subpart G.

- (2) When a supplier has direct ship authorization from a PAH, the following information shall be entered:
 - (i) PAH name and address.
 - (ii) PAH approval or certificate number.
 - (iii) C/o Supplier name and address.

NOTE: If an individual product/part is produced as a spare by a supplier, the supplier must have either direct ship Authority or hold a production approval (TSO authorization) for all products/parts shipped. If the supplier holds its own production approval, and the products/parts were manufactured and are being shipped under that approval, the information required in paragraph (1) above shall be listed.

- (e) Block 5. Work Order, Contract, or Invoice Number.

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- (1) Fill in the contract, work order, or invoice number related to the shipment list, or maintenance release, and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in Blocks 6 through 12, the respective blocks may be left blank if an original or true copy, of the list is attached to the form. In this case, the following statement should be entered in Block 13: "This is the certification statement for the products/parts listed on the attached document dated __, containing pages __through ____."
 - (2) In addition, the shipment list must cross-reference the number located in Block 3. The shipment list may contain more than one item; but it is the responsibility of the shipper to determine if the CAA of the importing jurisdiction will accept bulk shipments under a single Authority ECAA FORM: AWS 007. If the CAA does not permit bulk shipments under a single form, Blocks 6 through 12 of each form must be filled in for each product shipped.
- (f) Block 6. Item. When ECAA FORM: AWS007 is issued a single item number or multiple item numbers may be used for the same part number. Multiple items shall be numbered in sequence. If a separate listing is used, enter "List Attached."

NOTE: The blank form can be computer-generated. However, the format cannot be changed, nor can any words be added or deleted. Pre-printing of some information is permissible, i.e.; the information in blocks 1, 2, 3, 4, and 19. The size of blocks may be varied slightly, but the form must remain readily recognizable. The form may also be reduced in overall size to facilitate placement of the wording on the back of the form onto the face of the document.

- (g) Block 7. Description. Enter the name or description of the product/part as shown on the design data. For products/parts that do not have design data available, the name as referenced in a part catalog, overhaul manual, etc., can be used.
- (h) Block 8. Part Number. Enter each part number of the product.
- (i) Block 9. Eligibility. State the aircraft, aircraft engine, or propeller make and model on which the parts manufacture approval is eligible for installation. If a part is eligible for installation on more than one model enter the words "to be verified by installer or TBV by installer." Where parts are TSO articles, state "TSO Article N/A" since eligibility for installation for TSO articles is determined at the time of installation.

NOTE: For TSO articles Authority ECAA FORM: AWS 007 does not constitute Authority to install a product on a particular aircraft, aircraft engine, or propeller. The user or installer is responsible for confirming that the product is eligible for installation by reference to overhaul manuals, service bulletins, etc., as applicable. While the information in Block 9 is optional, it shall be filled out whenever possible.

- (j) Block 10. Quantity. State the quantity of each product/part shipped.-
- (k) Block 11. Serial /Batch Number. State the serial number or equivalent (identified on the part) on the form for each product/part shipped. If a serial number or equivalent is not required on the part, enter "N/A."
- (l) Block 12. Status/work. Enter "Newly Overhauled" for those products that have not been operated or placed in service since overhaul. Enter "PROTOTYPE" for products/parts submitted to support type certification programs. Other permissible/appropriate terms to describe the status of the product/part include: "INSPECTED", "REPAIRED," "REBUILT," or "ALTERED."
- (m) Block 13. Remarks. Enter any information or references to support documentation necessary for the user or installer to make a final determination of airworthiness of the products/parts listed in Block 7.

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Each statement must specify which item identified in Block 6 is related. Examples of information to be supplied are as follows:

- (1) Any restrictions (e.g., prototype only).
 - (2) Alternative approved part number.
 - (3) Compliance or non-compliance with airworthiness directives or service bulletins.
 - (4) Information on life-limited parts.
 - (5) Manufacturing, cure, or shelf-life data.
 - (6) Drawing and revision level.
 - (7) When used for conformity the word "CONFORMITY" must be entered in capital letters. In addition, an explanation of the products/parts use, e.g., pending approved data, type certificate pending, for test only, etc., shall be provided. Information concerning a conformity inspection such as design data, revision level, date, project number.
 - (8) When used for spare parts identify whether the parts are from the original manufacturer or another approved source and are made to the TSO. In addition, if the Airworthiness Approval Tag is for spare parts or sub components of a Authority approved replacement part, the TSO authorization shall be listed in Block 13.
 - (9) When used for return to service this block shall contain the data required by 5.7.1.2.
- (n) Blocks 14, 15, 16, 17 and 18: Must not be used for maintenance tasks by Part 6 approved maintenance organizations. These blocks are specifically reserved for release/certification of newly manufactured items in accordance with certification procedures of products and parts of the State of Design or State of Manufacture (e.g. 14 CFR Part 21).
- (o) Block 19. Return to Service. The information is already pre-printed in the block.
- (p) Block 20. Signature. Signature of the individual authorized by the air agency, air carrier, or the manufacturer in accordance with 5.6.1.5 (a)(2), (3), and (4). The approval signature shall be manually applied at the time and place of issuance.
- (q) Block 21. Certificate number. Enter the AMO or air operator operating certificate number. For manufacturers returning to service after rebuilding products/parts the production approval number shall be entered.
- (r) Block 22. Name. The typed or printed name of the individual identified in Block 20.
- (s) Block 23. Date. The date the Authority ECAA FORM: AWS007 is signed and the product is returned to service. This does not need to be the same as the shipping date, which may occur at a later date.

IS: 6.5.1.9 AIRWORTHINESS DATA

- (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from

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the Authority, the aircraft/aeronautical product design organization, and any other approved design organization in the State of Manufacture or State of Design, as appropriate. Some examples of maintenance-related documents are:

- (1) Civil Aviation rules and standards.
 - (2) Associated advisory material.
 - (3) Airworthiness directives.
 - (4) Manufacturers' maintenance manuals.
 - (5) Repair manuals.
 - (6) Supplementary structural inspection documents.
 - (7) Service bulletins.
 - (8) Service letters.
 - (9) Service instructions.
 - (10) Modification leaflets.
 - (11) Aircraft maintenance program.
 - (12) NDT Manual, etc.
-
- (b) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.
 - (c) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained and for supervisors, mechanics, and certifying staff to study.
 - (d) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work program to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.