



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

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GENERAL NOTICE

No. 212 Proposed Civil Aviation Regulations: Part 145 - Organisations: Aircraft
Maintenance Organisations.....

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General Notice

MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 212

1997

PROPOSED CIVIL AVIATION REGULATIONS :

PART 145 - ORGANISATIONS : AIRCRAFT MAINTENANCE

ORGANISATIONS

The Ministry of Works, Transport and Communication recently initiated the project to update the current Namibian aviation legislation. There are two main reasons for updating the aviation legislation, namely, the current legislation does not adequately reflect the policies of Namibia for the aviation sector and does not reflect recent developments within SADC. The project further aims to enhance the safety of civil aviation by ensuring that the Namibian legislation complies with the minimum

standards prescribed by the International Civil Aviation Organization.

Part of the short-term legislative reform involves the updating of the regulations made under the Aviation Act, 1962 (Act 74 of 1962).

Due to the nature and extensive range of subjects which need to be regulated, this part of the project will be executed in phases and regulations will be published accordingly. The proposed structure of the Civil Aviation Regulations is set out in Schedule 1.

All the definitions for the proposed civil aviation regulations will be contained and published in Part 1. The definitions for each Part will however be published with each set of proposed regulations, to facilitate the interpretation thereof. The definitions associated with the proposed regulations on aircraft maintenance organisations are set out in Schedule 2.

The Director : Civil Aviation invites all interested parties to comment on the proposed structure of the Civil Aviation Regulations, the proposed definitions associated with the proposed regulations, as well as the proposed regulations on Aircraft Maintenance Organisations set out in Schedule 3. The proposed regulations represent Part 145 of the proposed structure.

The proposed regulations on Aircraft Maintenance Organisations make provision for certain information to be contained in a document called Document NA-CATS-ATO. The compilation of the document does not form part of this project, but it is envisaged as a document that will contain all the technical standards regarding aircraft maintenance organisations.

Comments or representations should be lodged in writing and should reach the

Ministry not later than **90 days** from the date of publication of this notice.

Correspondence should be addressed to:

The Director : Civil Aviation

Ministry of Works, Transport and Communication

Department of Transport

Private Bag 12003

WINDHOEK

Attention : Mr Louis Lourens

Telephone : 208-2159

Fax : 238-884

Upon expiry of the aforementioned 90 day period, all comments which have been received will be evaluated for possible incorporation into the proposed regulations on Aircraft Maintenance Organisations and if necessary, a workshop will be held to finalise the proposed regulations.

SCHEDULE 1
NAMIBIAN CIVIL AVIATION REGULATIONS STRUCTURE

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SCHEDULE 2

Definitions

In these regulations, unless the context otherwise indicates -

"aeroplane" means a power-driven heavier-than-air aircraft deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions on flight;

"aircraft component" means any component part of an aircraft including a complete airframe or power plant and any operational or emergency equipment fitted to or provided in an aircraft;

"balloon" means a non-power-driven lighter-than-air aircraft;

"Document NA-CATS-AMO" means a document on the Namibian Civil Aviation Technical Standards relating to Aircraft Maintenance Organisations, which is published by the Director in terms of the Act;

"glider" means a non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight, excluding a hang glider;

"hand glider" means a non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight and which is capable of being carried, foot launched and landed solely by the energy and use of the pilot's legs;

“maintenance”, means all work done in accordance with manufacturers’ recommendations and approved maintenance schedules and includes inspection, adjustment, replacement, rectification, repair, modification, overhaul, manufacturing and testing;

“rating” means an authorisation entered on or associated with a licence and forming part of such licence, stating special conditions, privileges or limitations relating to such licence;

“rotorcraft” means a power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors;

“the Act” means the Aviation Act, 1962 (Act 74 of 1962).

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SUBPART 1**GENERAL****Applicability**

145.01.1 (1) This Part shall apply to the approval and operation of organisations for the maintenance of aircraft and aircraft components.

(2) An aircraft maintenance organisation located outside Namibia may be approved by the Director if -

- (a) the Director is satisfied that a need exists for such approval; and
- (b) the aircraft maintenance organisation complies with the provisions of this Part.

Requirement for approval

145.01.2 (1) No organisation shall perform maintenance on or release to service -

- (a) an aircraft used or intended to be used for flight operations; or
- (b) an aircraft component fitted or intended to be fitted to the aircraft,

except under the authority of, and in accordance with the provisions of, an aircraft

maintenance organisation approval with the appropriate rating issued under this Part.

(2) No organisation other than the holder of an aircraft maintenance organisation approval with the appropriate rating issued under this Part, shall carry out -

- (a) the overhaul of an aircraft component;
- (b) maintenance on an aircraft or aircraft component where the relevant airworthiness data require the use of a jig which is -
 - (i) approved or certified by the manufacturer; or
 - (ii) approved by the Director;
- (c) maintenance on an aircraft component where the maintenance involves the disturbance of any part of the component which is supplied as a bench tested unit, except where -
 - (i) the disturbance is for the replacement or adjustment of a part or parts normally replaceable or adjustable in service; and
 - (ii) subsequent functioning of the part or parts disturbed can be proved without the use of test apparatus which is additional to the test apparatus used for normal functioning checks;

- (d) maintenance on an aircraft engine where the maintenance involves -
 - (i) dismantling and assembly of a piston engine except where this is to obtain access to the piston or cylinder assembly;
 - (ii) dismantling and assembly of any main casing or main rotating assembly of a turbine engine, except where this is for replacement of a main casing or rotating assembly, whether comprising the whole or part of a rotating system, and the maintenance manual for the engine provides instruction for the replacement, and the removal from the engine is achieved solely by disconnecting the flanges of main casings; or
 - (iii) disturbance of reduction gear;
- (e) aircraft propeller balancing other than *in situ* dynamic propeller balancing in accordance with the aircraft manufacturer's instructions; and
- (f) maintenance on a rotorcraft where the maintenance involves the dismantling of any transmission gearbox, except where this is for the separation of casings to obtain access for the purpose of internal inspection in accordance with the rotorcraft manufacturer's instructions.

(3) No organisation shall release to service an aircraft or aircraft component which has undergone the maintenance referred to in subregulation (2), except under the authority of, and in accordance with the provisions of, an aircraft maintenance organisation approval with the appropriate rating issued under this Part.

(4) The provisions of subregulations (2) and (3) shall not apply in respect of any amateur-built aircraft, microlight aeroplane, gyroplane, airship, glider or free balloon, unless it is used in commercial operations.

Display of aircraft maintenance organisation approval

145.01.3 The holder of an aircraft maintenance organisation approval shall display the approval in a prominent place, generally accessible to the public at such holder's principal place of business and, if a copy of the approval is displayed, shall produce the original approval to an authorised officer, inspector or authorised person if so requested by such officer, inspector or person.

Advertisements

145.01.4 Any advertisement by an organisation indicating that it is an aircraft maintenance organisation, shall -

- (a) reflect the number of the aircraft maintenance organisation approval issued by the Director; and
- (b) contain a reference to the category under which and the aircraft or aircraft component for which the organisation is rated.

Safety inspections and audits

145.01.5 (1) An applicant for the issuing of an aircraft maintenance organisation approval shall permit an authorised officer, inspector or authorised person to carry out such safety inspections and audits which may be necessary to verify the validity of any application made in terms of this Part.

(2) The holder of an aircraft maintenance organisation approval shall permit an authorised officer, inspector or authorised person to carry out such safety inspections and audits, including safety inspections and audits of its partners or subcontractors, which may be necessary to determine compliance with the appropriate requirements prescribed in this Part.

Suspension and cancellation of aircraft maintenance organisation approval and appeal

145.01.6 (1) An authorised officer, inspector or authorised person may suspend for a period not exceeding 30 days, an aircraft maintenance organisation approval issued under this Part, if -

- (a) after a safety inspection and audit carried out in terms of regulation 145.01.5, it is evident that the holder of the approval does not comply with the requirements prescribed in this Part, and such holder fails to remedy such non-compliance within 30 days after receiving notice in writing from the authorised officer, inspector or authorised person to do so; or
- (b) the authorised officer, inspector or authorised person is

prevented by the holder of the approval, or any of its partners or subcontractors, to carry out a safety inspection and audit in terms of regulation 145.01.5; or

- (c) the suspension is necessary in the interests of aviation safety.

(2) The authorised officer, inspector or authorised person who has suspended an approval in terms of subregulation (1), shall deliver a report in writing to the Director, stating the reasons why, in his or her opinion, the suspended approval should be cancelled.

(3) The authorised officer, inspector or authorised person concerned shall submit a copy of the report referred to in subregulation (2), to the holder of the approval which has been suspended, and shall furnish proof of such submission for the information of the Director.

(4) The holder of an approval who feels aggrieved by the suspension of the approval may appeal against such suspension to the Director, within 30 days after such holder becomes aware of such suspension.

(5) An appellant shall deliver an appeal in writing, stating the reasons why, in his or her opinion, the suspension should be varied or set aside.

(6) The appellant shall submit a copy of the appeal and any documents or records supporting such appeal, to the authorised officer, inspector or authorised person concerned and shall furnish proof of such submission for the information of the Director.

(7) The authorised officer, inspector or authorised person concerned may, within 30 days of receipt of the copy of the appeal referred to in subregulation (6), deliver his or her written reply to such appeal to the Director.

(8) The Director may -

- (a) adjudicate the appeal on the basis of the documents submitted to him or her; or
- (b) order the appellant and the authorised officer, inspector or authorised person concerned to appear before him or her, either in person or through a representative, at a time and place determined by him or her, to give evidence.

(9) The Director may confirm, vary or set aside the suspension referred to in subregulation (1).

(10) The Director shall -

- (a) if he or she confirms the suspension in terms of subregulation (9); or
- (b) if an approval is suspended in terms of subregulation (1) and the holder thereof does not appeal against such suspension in terms of subregulation (4),

cancel the approval concerned.

Categories of ratings

145.01.7 The categories of ratings for an aircraft maintenance organisation approval are -

- (a) Category A ratings and Category B ratings for all types of aircraft, either singly or in the classes as prescribed in Document NA-CATS-AMO;
- (b) Category B ratings for rotorcraft only, excluding the engine or engines, either singly or in the classes as prescribed in Document NA-CATS-AMO;
- (c) Category C ratings for all types of engines, excluding engines to be installed in rotorcraft, and Category D ratings for all types of engines, either singly or in the classes as prescribed in Document NA-CATS-AMO;
- (d) Category E ratings for all types of rotorcraft, either singly or in the classes as prescribed in Document NA-CATS-AMO;
- (e) Category W ratings for all types of -
 - (i) electrical installations in all types of aircraft, excluding radio apparatus installations, either singly or in the classes as prescribed in Document NA-CATS-AMO;

- (ii) instrument installations in all types of aircraft, either singly or in the classes as prescribed in Document NA-CATS-AMO; and
- (iii) radio apparatus installations in all types of aircraft, either singly or in the classes as prescribed in Document NA-CATS-AMO; and
- (f) Category X ratings for aircraft equipment, instruments, components, accessories, auxiliaries or parts, either singly or in the classes as prescribed in Document NA-CATS-AMO.

Privileges of approved aircraft maintenance organisation

145.01.8 (1) The holder of an aircraft maintenance organisation approval with the appropriate rating shall ensure that the privileges of such rating are not exercised unless the aircraft maintenance organisation has the necessary facilities, current technical data, tools, equipment, materials and competent personnel to perform the work in accordance with all current requirements regarding the maintenance and airworthiness of the particular type of aircraft, airframe, engine, aircraft component or other equipment.

(2) Notwithstanding anything to the contrary contained in the Regulations, the holder of an approval with the appropriate rating may, in circumstances where -

- (a) no appropriately licensed and rated aircraft maintenance engineer; or

- (b) no other approved and appropriately rated aircraft maintenance organisation,

is available, rectify any defect in a similar type of aircraft for which the approval is rated.

(3) Where a defect referred to in subregulation (2) is rectified, the holder of the approval shall notify the Director in writing, within 48 hours from the moment the defect is rectified, of the reasons for, and nature of, such rectification.

(4) Where a defect in an aircraft which is not similar to the type of aircraft for which the approval is rated, is rectified, the holder of such approval shall obtain the prior written permission from the Director to effect such rectification.

Limitations on approved aircraft maintenance organisation

145.01.9 (1) The holder of an aircraft maintenance organisation approval may only maintain an aircraft or aircraft component for which it is approved.

(2) The holder of an approval shall not maintain an aircraft or aircraft component for which it is approved unless such holder has available all the facilities, equipment, tooling, airworthiness data and certifying personnel necessary to maintain the aircraft or aircraft component in accordance with its manual of procedure and the requirements prescribed in this Part.

Register of approvals

145.01.10 (1) The Director shall maintain a register of all aircraft maintenance organisation approvals issued in terms of the regulations in this Part.

(2) The register shall contain the following particulars:

- (a) The full name of the holder of the approval;
- (b) the postal address of the holder of the approval;
- (c) the date on which the approval was issued;
- (d) particulars of the rating issued to the holder of the approval; and
- (e) the nationality of the holder of the approval.

(3) The particulars referred to in subregulation (2) shall be recorded in the register within seven days from the date on which the approval is issued by the Director.

(4) The register shall be kept in a safe place at the office of the Director.

(5) A copy of the register shall be furnished by the Director, on payment of the appropriate fee as prescribed in Part 187, to any person who requests the copy.

Designation of airworthiness representatives

145.01.11 (1) The Director may designate an airworthiness representative to perform the functions as prescribed in Document NA-CATS-AMO.

(2) The conditions and requirements for and the rules, procedures and standards connected with a designation referred to in subregulation (1) shall be as prescribed in Document NA-CATS-AMO.

(3) The Director shall sign and issue to each designated airworthiness representative a document which shall state the full name of such airworthiness representative and contain a statement that -

(a) such airworthiness representative has been designated in terms of subregulation (1); and

(b) such airworthiness representative is empowered to perform the functions referred to in subregulation (1).

SUBPART 2**APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION****(CATEGORY A RATING)****Manual of procedure**

145.02.1 An applicant for the issuing of an aircraft maintenance organisation approval with a Category A rating shall provide the Director with its manual of procedure which shall -

- (a) comply with the requirements prescribed in this Subpart;
and
- (b) contain the information as prescribed in Document NA-CATS-AMO.

Quality assurance system

145.02.2 (1) The applicant shall establish a quality assurance system for the control and supervision of the maintenance of aircraft and aircraft components, covered by the application.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document NA-CATS-AMO.

Accommodation and facilities

145.02.3 The applicant shall satisfy the Director that -

- (a) it has adequate accommodation and facilities for all maintenance to be performed by the aircraft maintenance organisation, ensuring in particular, protection from the weather;
- (b) specialised work areas are segregated as appropriate to ensure that environmental and work area contamination does not occur;
- (c) appropriate office accommodation is provided for the administration of the maintenance performed and, in particular, for the administration of the organisation's quality, planning and technical records;
- (d) the working environment is appropriate for each task carried out and, in particular, complies with any special requirements specified in the applicable airworthiness data;
- (e) storage facilities are provided for parts, equipment, tools and materials required by the organisation;
- (f) the storage facilities referred to in paragraph (e) provide security for serviceable parts, segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items; and
- (g) it has established procedures to ensure compliance with the requirements prescribed in paragraphs (d), (e) and (f).

Personnel requirements

145.02.4 (1) The applicant shall engage, employ or contract -

- (a) a senior person identified as the accountable manager who has the authority within the aircraft maintenance organisation to ensure that all activities undertaken by such organisation are carried out according to the appropriate requirements prescribed in this Subpart;
- (b) a competent person who is responsible for quality assurance, and who has direct access to the accountable manager referred to in paragraph (a) on matters affecting airworthiness and aviation safety; and
- (c) adequate personnel to plan, perform, supervise, inspect and certify all maintenance undertaken by such organisation.

(2) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel involved in planning, performing, supervising, inspecting or certifying the maintenance undertaken by the organisation.

(3) The applicant shall ensure that -

- (a) the personnel in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated responsibilities; and

- (b) there is full and efficient coordination between departments and within departments in respect of airworthiness matters.

Equipment, tools and material

145.02.5 The applicant shall satisfy the Director that it has -

- (a) the equipment, tools and material necessary to perform adequately the approved scope of work as required by the applicable airworthiness data, its manual of procedure and the regulations in this Part; and
- (b) established a procedure to control and, where necessary, calibrate tools and other equipment at a frequency and to a standard to ensure serviceability, accuracy and traceability.

Application for approval or amendment thereof

145.02.6 An application for the issuing of an aircraft maintenance organisation approval with a Category A rating, or an amendment thereof, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) accompanied by -
 - (i) the appropriate fee as prescribed in Part 187; and

- (ii) the manual of procedure referred to in regulation 145.02.1.

Issuing of approval

145.02.7 (1) The Director shall issue an aircraft maintenance organisation approval with a Category A rating, if the applicant complies with the requirements prescribed in regulations 145.02.1 to 145.02.5 inclusive.

(2) The Director shall issue the approval on the appropriate form as prescribed in Document NA-CATS-AMO.

Privileges

145.02.8 (1) The privileges of an aircraft maintenance organisation approval with a Category A rating shall be limited to aircraft for which the approval is rated and shall be -

- (a) to release to service an aircraft, excluding its engine or engines;
- (b) to certify in the manner prescribed in the Regulations -
 - (i) work which the maintenance schedule relating to an aircraft authorises the holder of the approval to certify;
 - (ii) the assembly of an aircraft and any adjustment or minor modification of an aircraft; and

(iii) the installation or replacement of completed subassemblies, equipment, instruments and minor components of an aircraft, excluding its engine or engines; and

(b) to release to service an aircraft, excluding its engine or engines, for a test flight.

(2) For the purpose of subregulation (1)(b)(iii), a completed subassembly comprises a unit built up of individual components to form a complete unit which may include a wing, aileron, landing gear shockstrut, wheel, complete landing gear, tailplane, fin, rudder and elevator.

Period of validity

145.02.9 (1) An aircraft maintenance organisation approval with a Category A rating shall be valid for the period determined by the Director, which period shall not exceed five years, calculated from the date of issuing or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of regulation 145.01.5.

(3) The holder of an approval which expires, shall forthwith surrender the approval to the Director.

(4) The holder of an approval which is suspended, shall forthwith produce the approval upon suspension thereof, to the authorised officer, inspector or

authorised person concerned for the appropriate endorsement.

(5) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval to the Director.

Transferability

145.02.10 (1) Subject to the provisions of subregulation (2), an aircraft maintenance organisation approval with a Category A rating, shall not be transferable.

(2) A change in ownership of the holder of an approval with a Category A rating, shall be deemed to be a change of significance referred to in regulation 145.02.12.

Renewal of approval

145.02.11 (1) An application for the renewal of an aircraft maintenance organisation approval with a Category A rating, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) be accompanied by -
 - (i) the appropriate fee as prescribed in Part 187; and
 - (ii) the manual of procedure referred to in regulation 145.02.1.

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Changes in quality assurance system

145.02.12 (1) If the holder of an aircraft maintenance organisation approval with a Category A rating desires to make any change in the quality assurance system referred to in regulation 145.02.2, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, such holder shall apply to the Director for the approval of such change.

(2) The provisions of regulation 145.02.6 shall apply *mutatis mutandis* to an application for the approval of a change in the quality assurance system.

(3) An application for the approval of a change in the quality assurance system shall be granted by the Director if the applicant satisfies the Director, upon submission of appropriate proposed changes to its manual of procedure, that it will continue to comply with the provisions of regulations 145.02.1 to 145.02.5 inclusive, after the implementation of such approved change.

Duties of holder of approval

145.02.13 (1) The holder of an aircraft maintenance organisation approval with a Category A rating shall -

(a) hold at least one complete and current copy of its manual of procedure referred to in regulation 145.02.1, at each workplace specified in the manual of procedure;

- (b) comply with all procedures detailed in the manual of procedure;
- (c) make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and
- (d) continue to comply with the appropriate requirements prescribed in this Part.

(2) The holder of an approval with a Category A rating shall ensure that -

- (a) all persons who will be directly in charge of any maintenance or inspection performed on behalf of the aircraft maintenance organisation;
- (b) all personnel who are authorised to issue on behalf of the aircraft maintenance organisation certificates of release to service and certificates relating to the maintenance of an aircraft,

are appropriately licensed and rated in terms of Part 66.

Record of certifying personnel

145.02.14 (1) The holder of an aircraft maintenance organisation with a Category A rating shall maintain a record of all certifying personnel, which record

shall include particulars of the scope of their authorisation.

(2) The holder of an approval with a Category A rating shall provide its certifying personnel with evidence of the scope of their authorisation.

(3) The record referred to in subregulation (1) shall be retained by the holder of the approval for a period of five years from the date on which the certifying personnel member ceases to be authorised by such holder.

Maintenance records

145.02.15 (1) The holder of an aircraft maintenance organisation approval with a Category A rating shall keep adequate records of all maintenance performed by the aircraft maintenance organisation.

(2) The records referred to in subregulation (1) shall -

- (a) indicate the name of each person who performed the work;
- (b) indicate the name of each person who inspected the work;
and
- (c) be retained for at least five years from the date on which the aircraft or aircraft component to which the work relates, was released to service.

(3) The holder of an approval with a Category A rating shall provide a copy of each certificate of release to service to the operator of the aircraft, together

with a copy of any specific airworthiness data used for repairs or modifications carried out.

(4) The holder of an approval with a Category A rating shall establish a procedure for recording maintenance details and for the retention of such maintenance records.

Reports on defects or non-airworthy conditions

145.02.16 (1) The holder of an aircraft maintenance organisation approval with a Category A rating shall report to the Director any defect or condition of an aircraft or aircraft component which may hazard the aircraft, within 48 hours from the moment the defect or condition to which the report relates, has been identified.

(2) The holder of an approval with a Category A rating shall establish a procedure for reporting such defects or conditions to the Director.

(3) Where the holder of an approval with a Category A rating is contracted to perform maintenance, such holder shall inform the operator or owner of the aircraft of any such defect or condition.

Airworthiness data

145.02.17 (1) The holder of an aircraft maintenance organisation approval with a Category A rating shall -

- (a) keep all airworthiness data necessary to support the maintenance work performed by the aircraft maintenance organisation; and

- (b) make the airworthiness data available to all personnel who need access to such data to discharge their allocated responsibilities.

(2) The airworthiness data referred to in subregulation (1) shall include all relevant data issued by -

- (a) the Director; and
- (b) the holder of a type certificate issued -
 - (i) in terms of Part 21; or
 - (ii) by an appropriate authority.

(3) The Director may classify in Document NA-CATS-AMO, data issued by an appropriate authority or the holder of a type certificate as mandatory, in which case the holder of an approval with a Category A rating shall keep such data.

(4) The holder of an approval with a Category A rating shall establish a procedure to control and amend the data referred to in subregulations (1), (2) and (3).

(5) If the holder of an approval with a Category A rating intends to produce its own airworthiness data, additional to the data referred to in subregulation (1), such holder shall establish a procedure for producing and controlling such additional data.

SUBPART 3
APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION
(CATEGORY B RATING)

Manual of procedure

145.03.1 An applicant for the issuing of an aircraft maintenance organisation approval with a Category B rating shall provide the Director with its manual of procedure which shall -

- (a) comply with the requirements prescribed in this Subpart;
and
- (b) contain the information as prescribed in Document NA-CATS-AMO.

Quality assurance system

145.03.2 (1) The applicant shall establish a quality assurance system for the control and supervision of the maintenance of aircraft and aircraft components, covered by the application.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document NA-CATS-AMO.

Accommodation and facilities

145.03.3 The applicant shall satisfy the Director that -

- (a) it has adequate accommodation and facilities for all maintenance to be performed by the aircraft maintenance organisation, ensuring in particular, protection from the weather;
- (b) specialised work areas are segregated as appropriate to ensure that environmental and work area contamination does not occur;
- (c) appropriate office accommodation is provided for the administration of the maintenance performed and, in particular, for the administration of the organisation's quality, planning and technical records;
- (d) the working environment is appropriate for each task carried out and, in particular, complies with any special requirements specified in the applicable airworthiness data;
- (e) storage facilities are provided for parts, equipment, tools and materials required by the organisation;
- (f) the storage facilities referred to in paragraph (e) provide security for serviceable parts, segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items; and
- (g) it has established procedures to ensure compliance with the requirements prescribed in paragraphs (d), (e) and (f).

Personnel requirements

145.03.4 (1) The applicant shall engage, employ or contract -

- (a) a senior person identified as the accountable manager who has the authority within the aircraft maintenance organisation to ensure that all activities undertaken by such organisation are carried out according to the appropriate requirements prescribed in this Subpart;
- (b) a competent person who is responsible for quality assurance, and who has direct access to the accountable manager referred to in paragraph (a) on matters affecting airworthiness and aviation safety; and
- (c) adequate personnel to plan, perform, supervise, inspect and certify all maintenance undertaken by such organisation.

(2) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel involved in planning, performing, supervising, inspecting or certifying the maintenance undertaken by the organisation.

(3) The applicant shall ensure that -

- (a) the personnel in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated

responsibilities; and

- (b) there is full and efficient coordination between departments and within departments in respect of airworthiness matters.

Equipment, tools and material

145.03.5 The applicant shall satisfy the Director that it has -

- (a) the equipment, tools and material necessary to perform adequately the approved scope of work as required by the applicable airworthiness data, its manual of procedure and the regulations in this Part; and
- (b) established a procedure to control and, where necessary, calibrate tools and other equipment at a frequency and to a standard to ensure serviceability, accuracy and traceability.

Application for approval or amendment thereof

145.03.6 An application for the issuing of an aircraft maintenance organisation approval with a Category B rating, or an amendment thereof, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) accompanied by -

- (i) the appropriate fee as prescribed in Part 187; and
- (ii) the manual of procedure referred to in regulation 145.03.1.

Issuing of approval

145.03.7 (1) The Director shall issue an aircraft maintenance organisation approval with a Category B rating, if the applicant complies with the requirements prescribed in regulations 145.03.1 to 145.03.5 inclusive.

(2) The Director shall issue the approval on the appropriate form as prescribed in Document NA-CATS-AMO.

Privileges

145.03.8 The privileges of an aircraft maintenance organisation approval with a Category B rating shall be limited to aircraft for which the approval is rated and shall be -

- (a) to certify in the manner prescribed in the Regulations -
 - (i) any overhaul, repair or modification of an aircraft, excluding its engine or engines, except -
 - (aa) the overhaul, repair or modification of such item, equipment or apparatus which is to be certified by the holder of an approval with a Category X rating; and

- (bb) the installation and testing of such instrument, electrical equipment or radio apparatus which is to be certified by the holder of an approval with a Category W rating; and
 - (ii) the manufacturing of components and parts in accordance with the appropriate approved specifications as prescribed in Document NA-CATS-AMO, if the manufacturing of the components and parts are necessary for the holder of the approval to complete a repair, modification or overhaul which it will certify;
- (b) in respect of rotorcraft for which the approval is rated under Category A, to release to service a rotorcraft, excluding its engine or engines; and
 - (c) in respect of rotorcraft for which the approval is rated under Category E, to release to service a rotorcraft, excluding its engine or engines.

Period of validity

145.03.9 (1) An aircraft maintenance organisation approval with a Category B rating shall be valid for the period determined by the Director, which period shall not exceed five years, calculated from the date of issuing or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of regulation 145.01.5.

(3) The holder of an approval which expires, shall forthwith surrender the approval to the Director.

(4) The holder of an approval which is suspended, shall forthwith produce the approval upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement.

(5) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval to the Director.

Transferability

145.03.10 (1) Subject to the provisions of subregulation (2), an aircraft maintenance organisation approval with a Category B rating, shall not be transferable.

(2) A change in ownership of the holder of an approval with a Category B rating, shall be deemed to be a change of significance referred to in regulation 145.03.12.

Renewal of approval

145.03.11 (1) An application for the renewal of an aircraft maintenance organisation approval with a Category B rating, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) be accompanied by -
 - (i) the appropriate fee as prescribed in Part 187; and
 - (ii) the manual of procedure referred to in regulation 145.03.1.

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Changes in quality assurance system

145.03.12 (1) If the holder of an aircraft maintenance organisation approval with a Category B rating desires to make any change in the quality assurance system referred to in regulation 145.03.2, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, such holder shall apply to the Director for the approval of such change.

(2) The provisions of regulation 145.03.6 shall apply *mutatis mutandis* to an application for the approval of a change in the quality assurance system.

(3) An application for the approval of a change in the quality assurance system shall be granted by the Director if the applicant satisfies the Director, upon submission of appropriate proposed changes to its manual of procedure, that it

will continue to comply with the provisions of regulations 145.03.1 to 145.03.5 inclusive, after the implementation of such approved change.

Duties of holder of approval

145.03.13 (1) The holder of an aircraft maintenance organisation approval with a Category B rating shall -

- (a) hold at least one complete and current copy of its manual of procedure referred to in regulation 145.03.1, at each workplace specified in the manual of procedure;
- (b) comply with all procedures detailed in the manual of procedure;
- (c) make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and
- (d) continue to comply with the appropriate requirements prescribed in this Part.

(2) The holder of an approval with a Category B rating shall ensure that -

- (a) all persons who will be directly in charge of any maintenance or inspection performed on behalf of the aircraft maintenance organisation;

- (b) all personnel who are authorised to issue on behalf of the aircraft maintenance organisation certificates of release to service and certificates relating to the maintenance of an aircraft,

are appropriately licensed and rated in terms of Part 66.

Record of certifying personnel

145.03.14 (1) The holder of an aircraft maintenance organisation with a Category B rating shall maintain a record of all certifying personnel, which record shall include particulars of the scope of their authorisation.

(2) The holder of an approval with a Category B rating shall provide its certifying personnel with evidence of the scope of their authorisation.

(3) The record referred to in subregulation (1) shall be retained by the holder of the approval for a period of five years from the date on which the certifying personnel member ceases to be authorised by such holder.

Maintenance records

145.03.15 (1) The holder of an aircraft maintenance organisation approval with a Category B rating shall keep adequate records of all maintenance performed by the aircraft maintenance organisation.

(2) The records referred to in subregulation (1) shall -

- (a) indicate the name of each person who performed the work;

(b) indicate the name of each person who inspected the work;
and

(c) be retained for at least five years from the date on which the aircraft or aircraft component to which the work relates, was released to service.

(3) The holder of an approval with a Category B rating shall provide a copy of each certificate of release to service to the operator of the aircraft, together with a copy of any specific airworthiness data used for repairs or modifications carried out.

(4) The holder of an approval with a Category B rating shall establish a procedure for recording maintenance details and for the retention of such maintenance records.

Reports on defects or non-airworthy conditions

145.03.16 (1) The holder of an aircraft maintenance organisation approval with a Category B rating shall report to the Director any defect or condition of an aircraft or aircraft component which may hazard the aircraft, within 48 hours from the moment the defect or condition to which the report relates, has been identified.

(2) The holder of an approval with a Category B rating shall establish a procedure for reporting such defects or conditions to the Director.

(3) Where the holder of an approval with a Category B rating is contracted to perform maintenance, such holder shall inform the operator or owner of the aircraft of any such defect or condition.

Airworthiness data

145.03.17 (1) The holder of an aircraft maintenance organisation approval with a Category B rating shall -

- (a) keep all airworthiness data necessary to support the maintenance work performed by the aircraft maintenance organisation; and
- (b) make the airworthiness data available to all personnel who need access to such data to discharge their allocated responsibilities.

(2) The airworthiness data referred to in subregulation (1) shall include all relevant data issued by -

- (a) the Director; and
- (b) the holder of a type certificate issued -
 - (i) in terms of Part 21; or
 - (ii) by an appropriate authority.

(3) The Director may classify in Document NA-CATS-AMO, data issued by an appropriate authority or the holder of a type certificate as mandatory, in which case the holder of an approval with a Category B rating shall keep such data.

(4) The holder of an approval with a Category B rating shall

establish a procedure to control and amend the data referred to in subregulations (1), (2) and (3).

(5) If the holder of an approval with a Category B rating intends to produce its own airworthiness data, additional to the data referred to in subregulation (1), such holder shall establish a procedure for producing and controlling such additional data.

SUBPART 4

APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION

(CATEGORY C RATING)

Manual of procedure

145.04.1 An applicant for the issuing of an aircraft maintenance organisation approval with a Category C rating shall provide the Director with its manual of procedure which shall -

- (a) comply with the requirements prescribed in this Subpart;
and
- (b) contain the information as prescribed in Document NA-CATS-AMO.

Quality assurance system

145.04.2 (1) The applicant shall establish a quality assurance system for the control and supervision of the maintenance of aircraft and aircraft components, covered by the application.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document NA-CATS-AMO.

Accommodation and facilities

145.04.3 The applicant shall satisfy the Director that -

- (a) it has adequate accommodation and facilities for all maintenance to be performed by the aircraft maintenance organisation, ensuring in particular, protection from the weather;
- (b) specialised work areas are segregated as appropriate to ensure that environmental and work area contamination does not occur;
- (c) appropriate office accommodation is provided for the administration of the maintenance performed and, in particular, for the administration of the organisation's quality, planning and technical records;
- (d) the working environment is appropriate for each task carried out and, in particular, complies with any special requirements specified in the applicable airworthiness data;
- (e) storage facilities are provided for parts, equipment, tools and materials required by the organisation;
- (f) the storage facilities referred to in paragraph (e) provide security for serviceable parts, segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items; and
- (g) it has established procedures to ensure compliance with the requirements prescribed in paragraphs (d), (e) and (f).

Personnel requirements

145.04.4 (1) The applicant shall engage, employ or contract -

- (a) a senior person identified as the accountable manager who has the authority within the aircraft maintenance organisation to ensure that all activities undertaken by such organisation are carried out according to the appropriate requirements prescribed in this Subpart;
- (b) a competent person who is responsible for quality assurance, and who has direct access to the accountable manager referred to in paragraph (a) on matters affecting airworthiness and aviation safety; and
- (c) adequate personnel to plan, perform, supervise, inspect and certify all maintenance undertaken by such organisation.

(2) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel involved in planning, performing, supervising, inspecting or certifying the maintenance undertaken by the organisation.

(3) The applicant shall ensure that -

- (a) the personnel in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated

responsibilities; and

- (b) there is full and efficient coordination between departments and within departments in respect of airworthiness matters.

Equipment, tools and material

145.04.5 The applicant shall satisfy the Director that it has -

- (a) the equipment, tools and material necessary to perform adequately the approved scope of work as required by the applicable airworthiness data, its manual of procedure and the regulations in this Part; and
- (b) established a procedure to control and, where necessary, calibrate tools and other equipment at a frequency and to a standard to ensure serviceability, accuracy and traceability.

Application for approval or amendment thereof

145.04.6 An application for the issuing of an aircraft maintenance organisation approval with a Category C rating, or an amendment thereof, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) accompanied by -

- (i) the appropriate fee as prescribed in Part 187; and
- (ii) the manual of procedure referred to in regulation 145.04.1.

Issuing of approval

145.04.7 (1) The Director shall issue an aircraft maintenance organisation approval with a Category C rating, if the applicant complies with the requirements prescribed in regulations 145.04.1 to 145.04.5 inclusive.

(2) The Director shall issue the approval on the appropriate form as prescribed in Document NA-CATS-AMO.

Privileges

145.04.8 The privileges of an aircraft maintenance organisation approval with a Category C rating shall be limited to engines for which the approval is rated and shall be -

- (a) to release to service an engine installed in an aeroplane;
- (b) to certify in the manner prescribed in the Regulations -
 - (i) work which the maintenance schedule relating to an aeroplane authorises the holder of the approval to certify;
 - (ii) the installation of an engine in an aeroplane;

- (iii) any adjustment or minor modification of an aeroplane engine and the replacement of external components and of piston and cylinder assemblies;
 - (iv) the overhaul and testing of spark plugs; and
 - (v) any installation and maintenance, other than the overhaul, major modification or major repair, of propellers and the reassembly of variable-pitch propellers which may have been dismantled for transport purposes; and
- (c) to release to service an aeroplane engine for a test flight.

Period of validity

145.04.9 (1) An aircraft maintenance organisation approval with a Category C rating shall be valid for the period determined by the Director, which period shall not exceed five year, calculated from the date of issuing or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of regulation 145.01.5.

(3) The holder of an approval which expires, shall forthwith surrender the approval to the Director.

(4) The holder of an approval which is suspended, shall forthwith

produce the approval upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement.

(5) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval to the Director.

Transferability

145.04.10 (1) Subject to the provisions of subregulation (2), an aircraft maintenance organisation approval with a Category C rating, shall not be transferable.

(2) A change in ownership of the holder of an approval with a Category C rating, shall be deemed to be a change of significance referred to in regulation 145.04.12.

Renewal of approval

145.04.11 (1) An application for the renewal of an aircraft maintenance organisation approval with a Category C rating, shall be -

(a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and

(b) be accompanied by -

(i) the appropriate fee as prescribed in Part 187; and

(ii) the manual of procedure referred to in regulation 145.04.1.

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Changes in quality assurance system

145.04.12 (1) If the holder of an aircraft maintenance organisation approval with a Category C rating desires to make any change in the quality assurance system referred to in regulation 145.04.2, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, such holder shall apply to the Director for the approval of such change.

(2) The provisions of regulation 145.04.6 shall apply *mutatis mutandis* to an application for the approval of a change in the quality assurance system.

(3) An application for the approval of a change in the quality assurance system shall be granted by the Director if the applicant satisfies the Director, upon submission of appropriate proposed changes to its manual of procedure, that it will continue to comply with the provisions of regulations 145.04.1 to 145.04.5 inclusive, after the implementation of such approved change.

Duties of holder of approval

145.04.13 (1) The holder of an aircraft maintenance organisation approval with a Category C rating shall -

- (a) hold at least one complete and current copy of its manual of procedure referred to in regulation 145.04.1, at each

workplace specified in the manual of procedure;

- (b) comply with all procedures detailed in the manual of procedure;
- (c) make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and
- (d) continue to comply with the appropriate requirements prescribed in this Part.

(2) The holder of an approval with a Category C rating shall ensure that -

- (a) all persons who will be directly in charge of any maintenance or inspection performed on behalf of the aircraft maintenance organisation;
- (b) all personnel who are authorised to issue on behalf of the aircraft maintenance organisation certificates of release to service and certificates relating to the maintenance of an aircraft,

are appropriately licensed and rated in terms of Part 66.

Record of certifying personnel

145.04.14 (1) The holder of an aircraft maintenance organisation with

a Category C rating shall maintain a record of all certifying personnel, which record shall include particulars of the scope of their authorisation.

(2) The holder of an approval with a Category C rating shall provide its certifying personnel with evidence of the scope of their authorisation.

(3) The record referred to in subregulation (1) shall be retained by the holder of the approval for a period of five years from the date on which the certifying personnel member ceases to be authorised by such holder.

Maintenance records

145.04.15 (1) The holder of an aircraft maintenance organisation approval with a Category C rating shall keep adequate records of all maintenance performed by the aircraft maintenance organisation.

(2) The records referred to in subregulation (1) shall -

- (a) indicate the name of each person who performed the work;
- (b) indicate the name of each person who inspected the work;
and
- (c) be retained for at least five years from the date on which the aircraft or aircraft component to which the work relates, was released to service.

(3) The holder of an approval with a Category C rating shall provide

a copy of each certificate of release to service to the operator of the aircraft, together with a copy of any specific airworthiness data used for repairs or modifications carried out.

(4) The holder of an approval with a Category C rating shall establish a procedure for recording maintenance details and for the retention of such maintenance records.

Reports on defects or non-airworthy conditions

145.04.16 (1) The holder of an aircraft maintenance organisation approval with a Category C rating shall report to the Director any defect or condition of an aircraft or aircraft component which may hazard the aircraft, within 48 hours from the moment the defect or condition to which the report relates, has been identified.

(2) The holder of an approval with a Category C rating shall establish a procedure for reporting such defects or conditions to the Director.

(3) Where the holder of an approval with a Category C rating is contracted to perform maintenance, such holder shall inform the operator or owner of the aircraft of any such defect or condition.

Airworthiness data

145.04.17 (1) The holder of an aircraft maintenance organisation approval with a Category C rating shall -

- (a) keep all airworthiness data necessary to support the maintenance work performed by the aircraft maintenance organisation; and

(2) The airworthiness data referred to in subregulation (1) shall include all relevant data issued by -

- (a) the Director; and
- (b) the holder of a type certificate issued -
 - (i) in terms of Part 21; or
 - (ii) by an appropriate authority.

(3) The Director may classify in Document NA-CATS-AMO, data issued by an appropriate authority or the holder of a type certificate as mandatory, in which case the holder of an approval with a Category C rating shall keep such data.

(4) The holder of an approval with a Category C rating shall establish a procedure to control and amend the data referred to in subregulations (1), (2) and (3).

(5) If the holder of an approval with a Category C rating intends to produce its own airworthiness data, additional to the data referred to in subregulation (1), such holder shall establish a procedure for producing and controlling such additional data.

SUBPART 5**APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION****(CATEGORY D RATING)****Manual of procedure**

145.05.1 An applicant for the issuing of an aircraft maintenance organisation approval with a Category D rating shall provide the Director with its manual of procedure which shall -

- (a) comply with the requirements prescribed in this Subpart;
and
- (b) contain the information as prescribed in Document NA-CATS-AMO.

Quality assurance system

145.05.2 (1) The applicant shall establish a quality assurance system for the control and supervision of the maintenance of aircraft and aircraft components, covered by the application.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document NA-CATS-AMO.

Accommodation and facilities

145.05.3 The applicant shall satisfy the Director that -

- (a) it has adequate accommodation and facilities for all maintenance to be performed by the aircraft maintenance organisation, ensuring in particular, protection from the weather;
- (b) specialised work areas are segregated as appropriate to ensure that environmental and work area contamination does not occur;
- (c) appropriate office accommodation is provided for the administration of the maintenance performed and, in particular, for the administration of the organisation's quality, planning and technical records;
- (d) the working environment is appropriate for each task carried out and, in particular, complies with any special requirements specified in the applicable airworthiness data;
- (e) storage facilities are provided for parts, equipment, tools and materials required by the organisation;
- (f) the storage facilities referred to in paragraph (e) provide security for serviceable parts, segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items; and
- (g) it has established procedures to ensure compliance with the requirements prescribed in paragraphs (d), (e) and (f).

Personnel requirements

145.05.4 (1) The applicant shall engage, employ or contract -

- (a) a senior person identified as the accountable manager who has the authority within the aircraft maintenance organisation to ensure that all activities undertaken by such organisation are carried out according to the appropriate requirements prescribed in this Subpart;
- (b) a competent person who is responsible for quality assurance, and who has direct access to the accountable manager referred to in paragraph (a) on matters affecting airworthiness and aviation safety; and
- (c) adequate personnel to plan, perform, supervise, inspect and certify all maintenance undertaken by such organisation.

(2) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel involved in planning, performing, supervising, inspecting or certifying the maintenance undertaken by the organisation.

(3) The applicant shall ensure that -

- (a) the personnel in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated

responsibilities; and

- (b) there is full and efficient coordination between departments and within departments in respect of airworthiness matters.

Equipment, tools and material

145.05.5 The applicant shall satisfy the Director that it has -

- (a) the equipment, tools and material necessary to perform adequately the approved scope of work as required by the applicable airworthiness data, its manual of procedure and the regulations in this Part; and
- (b) established a procedure to control and, where necessary, calibrate tools and other equipment at a frequency and to a standard to ensure serviceability, accuracy and traceability.

Application for approval or amendment thereof

145.05.6 An application for the issuing of an aircraft maintenance organisation approval with a Category D rating, or an amendment thereof, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) accompanied by -

- (i) the appropriate fee as prescribed in Part 187; and
- (ii) the manual of procedure referred to in regulation 145.05.1.

Issuing of approval

145.05.7 (1) The Director shall issue an aircraft maintenance organisation approval with a Category D rating, if the applicant complies with the requirements prescribed in regulations 145.05.1 to 145.05.5 inclusive.

(2) The Director shall issue the approval on the appropriate form as prescribed in Document NA-CATS-AMO.

Privileges

145.05.8 The privileges of an aircraft maintenance organisation approval with a Category D rating shall be limited to engines for which the approval is rated and shall be -

- (a) to release to service an engine; and
- (b) to certify in the manner prescribed in the Regulations -
 - (i) any overhaul, repair or modification of an engine or its accessories, except the overhaul, repair or modification of the ignition equipment, other than the spark plugs, and of the propeller, starter and generator which is to be certified by the holder of

an approval with a Category X rating; and

- (ii) the manufacturing of components and parts in accordance with the appropriate approved specifications as prescribed in Document NA-CATS-AMO, if the manufacturing of the components and parts are necessary for the holder of the approval to complete a repair, modification or overhaul which it will certify.

Period of validity

145.05.9 (1) An aircraft maintenance organisation approval with a Category D rating shall be valid for the period determined by the Director, which period shall not exceed five years, calculated from the date of issuing or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of regulation 145.01.5.

(3) The holder of an approval which expires, shall forthwith surrender the approval to the Director.

(4) The holder of an approval which is suspended, shall forthwith produce the approval upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement.

(5) The holder of an approval which is cancelled, shall, within 30

days from the date on which the approval is cancelled, surrender such approval to the Director.

Transferability

145.05.10 (1) Subject to the provisions of subregulation (2), an aircraft maintenance organisation approval with a Category D rating, shall not be transferable.

(2) A change in ownership of the holder of an approval with a Category D rating, shall be deemed to be a change of significance referred to in regulation 145.05.12.

Renewal of approval

145.05.11 (1) An application for the renewal of an aircraft maintenance organisation approval with a Category D rating, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) be accompanied by -
 - (i) the appropriate fee as prescribed in Part 187; and
 - (ii) the manual of procedure referred to in regulation 145.05.1.

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Changes in quality assurance system

145.05.12 (1) If the holder of an aircraft maintenance organisation approval with a Category D rating desires to make any change in the quality assurance system referred to in regulation 145.05.2, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, such holder shall apply to the Director for the approval of such change.

(2) The provisions of regulation 145.05.6 shall apply *mutatis mutandis* to an application for the approval of a change in the quality assurance system.

(3) An application for the approval of a change in the quality assurance system shall be granted by the Director if the applicant satisfies the Director, upon submission of appropriate proposed changes to its manual of procedure, that it will continue to comply with the provisions of regulations 145.05.1 to 145.05.5 inclusive, after the implementation of such approved change.

Duties of holder of approval

145.05.13 (1) The holder of an aircraft maintenance organisation approval with a Category D rating shall -

- (a) hold at least one complete and current copy of its manual of procedure referred to in regulation 145.05.1, at each workplace specified in the manual of procedure;
- (b) comply with all procedures detailed in the manual of procedure;

- (c) make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and
- (d) continue to comply with the appropriate requirements prescribed in this Part.

(2) The holder of an approval with a Category D rating shall ensure that -

- (a) all persons who will be directly in charge of any maintenance or inspection performed on behalf of the aircraft maintenance organisation;
- (b) all personnel who are authorised to issue on behalf of the aircraft maintenance organisation certificates of release to service and certificates relating to the maintenance of an aircraft,

are appropriately licensed and rated in terms of Part 66.

Record of certifying personnel

145.05.14 (1) The holder of an aircraft maintenance organisation with a Category D rating shall maintain a record of all certifying personnel, which record shall include particulars of the scope of their authorisation.

(2) The holder of an approval with a Category D rating shall provide its certifying personnel with evidence of the scope of their authorisation.

(3) The record referred to in subregulation (1) shall be retained by the holder of the approval for a period of five years from the date on which the certifying personnel member ceases to be authorised by such holder.

Maintenance records

145.05.15 (1) The holder of an aircraft maintenance organisation approval with a Category D rating shall keep adequate records of all maintenance performed by the aircraft maintenance organisation.

(2) The records referred to in subregulation (1) shall -

- (a) indicate the name of each person who performed the work;
- (b) indicate the name of each person who inspected the work;
and
- (c) be retained for at least five years from the date on which the aircraft or aircraft component to which the work relates, was released to service.

(3) The holder of an approval with a Category D rating shall provide a copy of each certificate of release to service to the operator of the aircraft, together with a copy of any specific airworthiness data used for repairs or modifications carried out.

(4) The holder of an approval with a Category D rating shall establish a procedure for recording maintenance details and for the retention of such maintenance records.

Reports on defects or non-airworthy conditions

145.05.16 (1) The holder of an aircraft maintenance organisation approval with a Category D rating shall report to the Director any defect or condition of an aircraft or aircraft component which may hazard the aircraft, within 48 hours from the moment the defect or condition to which the report relates, has been identified.

(2) The holder of an approval with a Category D rating shall establish a procedure for reporting such defects or conditions to the Director.

(3) Where the holder of an approval with a Category D rating is contracted to perform maintenance, such holder shall inform the operator or owner of the aircraft of any such defect or condition.

Airworthiness data

145.05.17 (1) The holder of an aircraft maintenance organisation approval with a Category D rating shall -

- (a) keep all airworthiness data necessary to support the maintenance work performed by the aircraft maintenance organisation; and
- (b) make the airworthiness data available to all personnel who need access to such data to discharge their allocated responsibilities.

(2) The airworthiness data referred to in subregulation (1) shall include all relevant data issued by -

- (a) the Director; and
- (b) the holder of a type certificate issued -
 - (i) in terms of Part 21; or
 - (ii) by an appropriate authority.

(3) The Director may classify in Document NA-CATS-AMO, data issued by an appropriate authority or the holder of a type certificate as mandatory, in which case the holder of an approval with a Category D rating shall keep such data.

(4) The holder of an approval with a Category D rating shall establish a procedure to control and amend the data referred to in subregulations (1), (2) and (3).

(5) If the holder of an approval with a Category D rating intends to produce its own airworthiness data, additional to the data referred to in subregulation (1), such holder shall establish a procedure for producing and controlling such additional data.

SUBPART 6**APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION****(CATEGORY E RATING)****Manual of procedure**

145.06.1 An applicant for the issuing of an aircraft maintenance organisation approval with a Category E rating shall provide the Director with its manual of procedure which shall -

- (a) comply with the requirements prescribed in this Subpart;
and
- (b) contain the information as prescribed in Document NA-CATS-AMO.

Quality assurance system

145.06.2 (1) The applicant shall establish a quality assurance system for the control and supervision of the maintenance of aircraft and aircraft components, covered by the application.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document NA-CATS-AMO.

Accommodation and facilities

145.06.3 The applicant shall satisfy the Director that -

- (a) it has adequate accommodation and facilities for all maintenance to be performed by the aircraft maintenance organisation, ensuring in particular, protection from the weather;
- (b) specialised work areas are segregated as appropriate to ensure that environmental and work area contamination does not occur;
- (c) appropriate office accommodation is provided for the administration of the maintenance performed and, in particular, for the administration of the organisation's quality, planning and technical records;
- (d) the working environment is appropriate for each task carried out and, in particular, complies with any special requirements specified in the applicable airworthiness data;
- (e) storage facilities are provided for parts, equipment, tools and materials required by the organisation;
- (f) the storage facilities referred to in paragraph (e) provide security for serviceable parts, segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items; and
- (g) it has established procedures to ensure compliance with the requirements prescribed in paragraphs (d), (e) and (f).

Personnel requirements

145.06.4 (1) The applicant shall engage, employ or contract -

- (a) a senior person identified as the accountable manager who has the authority within the aircraft maintenance organisation to ensure that all activities undertaken by such organisation are carried out according to the appropriate requirements prescribed in this Subpart;
- (b) a competent person who is responsible for quality assurance, and who has direct access to the accountable manager referred to in paragraph (a) on matters affecting airworthiness and aviation safety; and
- (c) adequate personnel to plan, perform, supervise, inspect and certify all maintenance undertaken by such organisation.

(2) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel involved in planning, performing, supervising, inspecting or certifying the maintenance undertaken by the organisation.

(3) The applicant shall ensure that -

- (a) the personnel in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated

responsibilities; and

- (b) there is full and efficient coordination between departments and within departments in respect of airworthiness matters.

Equipment, tools and material

145.06.5 The applicant shall satisfy the Director that it has -

- (a) the equipment, tools and material necessary to perform adequately the approved scope of work as required by the applicable airworthiness data, its manual of procedure and the regulations in this Part; and
- (b) established a procedure to control and, where necessary, calibrate tools and other equipment at a frequency and to a standard to ensure serviceability, accuracy and traceability.

Application for approval or amendment thereof

145.06.6 An application for the issuing of an aircraft maintenance organisation approval with a Category E rating, or an amendment thereof, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) accompanied by -

- (i) the appropriate fee as prescribed in Part 187; and
- (ii) the manual of procedure referred to in regulation 145.06.1.

Issuing of approval

145.06.7 (1) The Director shall issue an aircraft maintenance organisation approval with a Category E rating, if the applicant complies with the requirements prescribed in regulations 145.06.1 to 145.06.5 inclusive.

(2) The Director shall issue the approval on the appropriate form as prescribed in Document NA-CATS-AMO.

Privileges

145.06.8 The privileges of an aircraft maintenance organisation approval with a Category E rating shall be limited to rotorcraft for which the approval is rated and shall be -

- (a) to release to service a rotorcraft;
- (b) to certify in the manner prescribed in the Regulations -
 - (i) work which the maintenance schedule relating to a rotorcraft authorises the holder of the approval to certify;
 - (ii) the assembly of a rotorcraft and any adjustment or minor modification of a rotorcraft;

- (iii) the installation or replacement of completed subassemblies, equipment, instruments and minor components of a rotorcraft;
 - (iv) any adjustment or minor modification of a rotorcraft engine and the replacement of external components and of piston and cylinder assemblies;
 - (v) the overhaul and testing of spark plugs; and
 - (vi) any installation and maintenance, other than the overhaul, major modification or major repair, of rotors and the reassembly of rotors which may have been dismantled for transport purposes; and
- (c) to release to service a rotorcraft for a test flight.

Period of validity

145.06.9 (1) An aircraft maintenance organisation approval with a Category E rating shall be valid for the period determined by the Director, which period shall not exceed five years, calculated from the date of issuing or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of regulation 145.01.5.

(3) The holder of an approval which expires, shall forthwith

surrender the approval to the Director.

(4) The holder of an approval which is suspended, shall forthwith produce the approval upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement.

(5) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval to the Director.

Transferability

145.06.10 (1) Subject to the provisions of subregulation (2), an aircraft maintenance organisation approval with a Category E rating, shall not be transferable.

(2) A change in ownership of the holder of an approval with a Category E rating, shall be deemed to be a change of significance referred to in regulation 145.06.12.

Renewal of approval

145.06.11 (1) An application for the renewal of an aircraft maintenance organisation approval with a Category E rating, shall be -

(a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and

(b) be accompanied by -

- (i) the appropriate fee as prescribed in Part 187; and
- (ii) the manual of procedure referred to in regulation 145.06.1.

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Changes in quality assurance system

145.06.12 (1) If the holder of an aircraft maintenance organisation approval with a Category E rating desires to make any change in the quality assurance system referred to in regulation 145.06.2, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, such holder shall apply to the Director for the approval of such change.

(2) The provisions of regulation 145.06.6 shall apply *mutatis mutandis* to an application for the approval of a change in the quality assurance system.

(3) An application for the approval of a change in the quality assurance system shall be granted by the Director if the applicant satisfies the Director, upon submission of appropriate proposed changes to its manual of procedure, that it will continue to comply with the provisions of regulations 145.06.1 to 145.06.5 inclusive, after the implementation of such approved change.

Duties of holder of approval

145.06.13 (1) The holder of an aircraft maintenance organisation approval with a Category E rating shall -

- (a) hold at least one complete and current copy of its manual of procedure referred to in regulation 145.06.1, at each workplace specified in the manual of procedure;
- (b) comply with all procedures detailed in the manual of procedure;
- (c) make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and
- (d) continue to comply with the appropriate requirements prescribed in this Part.

(2) The holder of an approval with a Category E rating shall ensure that -

- (a) all persons who will be directly in charge of any maintenance or inspection performed on behalf of the aircraft maintenance organisation;
- (b) all personnel who are authorised to issue on behalf of the aircraft maintenance organisation certificates of release to service and certificates relating to the maintenance of an aircraft,

are appropriately licensed and rated in terms of Part 66.

Record of certifying personnel

145.06.14 (1) The holder of an aircraft maintenance organisation with a Category E rating shall maintain a record of all certifying personnel, which record shall include particulars of the scope of their authorisation.

(2) The holder of an approval with a Category E rating shall provide its certifying personnel with evidence of the scope of their authorisation.

(3) The record referred to in subregulation (1) shall be retained by the holder of the approval for a period of five years from the date on which the certifying personnel member ceases to be authorised by such holder.

Maintenance records

145.06.15 (1) The holder of an aircraft maintenance organisation approval with a Category E rating shall keep adequate records of all maintenance performed by the aircraft maintenance organisation.

(2) The records referred to in subregulation (1) shall -

- (a) indicate the name of each person who performed the work;
 - (b) indicate the name of each person who inspected the work;
- and

- (c) be retained for at least five years from the date on which the aircraft or aircraft component to which the work relates, was released to service.

(3) The holder of an approval with a Category E rating shall provide a copy of each certificate of release to service to the operator of the aircraft, together with a copy of any specific airworthiness data used for repairs or modifications carried out.

(4) The holder of an approval with a Category E rating shall establish a procedure for recording maintenance details and for the retention of such maintenance records.

Reports on defects or non-airworthy conditions

145.06.16 (1) The holder of an aircraft maintenance organisation approval with a Category E rating shall report to the Director any defect or condition of an aircraft or aircraft component which may hazard the aircraft, within 48 hours from the moment the defect or condition to which the report relates, has been identified.

(2) The holder of an approval with a Category E rating shall establish a procedure for reporting such defects or conditions to the Director.

(3) Where the holder of an approval with a Category E rating is contracted to perform maintenance, such holder shall inform the operator or owner of the aircraft of any such defect or condition.

Airworthiness data

145.06.17 (1) The holder of an aircraft maintenance organisation approval with a Category E rating shall -

- (a) keep all airworthiness data necessary to support the maintenance work performed by the aircraft maintenance organisation; and
- (b) make the airworthiness data available to all personnel who need access to such data to discharge their allocated responsibilities.

(2) The airworthiness data referred to in subregulation (1) shall include all relevant data issued by -

- (a) the Director; and
- (b) the holder of a type certificate issued -
 - (i) in terms of Part 21; or
 - (ii) by an appropriate authority.

(3) The Director may classify in Document NA-CATS-AMO, data issued by an appropriate authority or the holder of a type certificate as mandatory, in which case the holder of an approval with a Category E rating shall keep such data.

(4) The holder of an approval with a Category E rating shall

establish a procedure to control and amend the data referred to in subregulations (1), (2) and (3).

(5) If the holder of an approval with a Category E rating intends to produce its own airworthiness data, additional to the data referred to in subregulation (1), such holder shall establish a procedure for producing and controlling such additional data.

SUBPART 7**APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION****(CATEGORY W RATING)****Manual of procedure**

145.07.1 An applicant for the issuing of an aircraft maintenance organisation approval with a Category W rating shall provide the Director with its manual of procedure which shall -

- (a) comply with the requirements prescribed in this Subpart;
and
- (b) contain the information as prescribed in Document NA-CATS-AMO.

Quality assurance system

145.07.2 (1) The applicant shall establish a quality assurance system for the control and supervision of the maintenance of aircraft and aircraft components, covered by the application.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document NA-CATS-AMO.

Accommodation and facilities

145.07.3 The applicant shall satisfy the Director that -

- (a) it has adequate accommodation and facilities for all maintenance to be performed by the aircraft maintenance organisation, ensuring in particular, protection from the weather;
- (b) specialised work areas are segregated as appropriate to ensure that environmental and work area contamination does not occur;
- (c) appropriate office accommodation is provided for the administration of the maintenance performed and, in particular, for the administration of the organisation's quality, planning and technical records;
- (d) the working environment is appropriate for each task carried out and, in particular, complies with any special requirements specified in the applicable airworthiness data;
- (e) storage facilities are provided for parts, equipment, tools and materials required by the organisation;
- (f) the storage facilities referred to in paragraph (e) provide security for serviceable parts, segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items; and
- (g) it has established procedures to ensure compliance with the requirements prescribed in paragraphs (d), (e) and (f).

Personnel requirements

145.07.4 (1) The applicant shall engage, employ or contract -

- (a) a senior person identified as the accountable manager who has the authority within the aircraft maintenance organisation to ensure that all activities undertaken by such organisation are carried out according to the appropriate requirements prescribed in this Subpart;
- (b) a competent person who is responsible for quality assurance, and who has direct access to the accountable manager referred to in paragraph (a) on matters affecting airworthiness and aviation safety; and
- (c) adequate personnel to plan, perform, supervise, inspect and certify all maintenance undertaken by such organisation.

(2) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel involved in planning, performing, supervising, inspecting or certifying the maintenance undertaken by the organisation.

(3) The applicant shall ensure that -

- (a) the personnel in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated

responsibilities; and

- (b) there is full and efficient coordination between departments and within departments in respect of airworthiness matters.

Equipment, tools and material

145.07.5 The applicant shall satisfy the Director that it has -

- (a) the equipment, tools and material necessary to perform adequately the approved scope of work as required by the applicable airworthiness data, its manual of procedure and the regulations in this Part; and
- (b) established a procedure to control and, where necessary, calibrate tools and other equipment at a frequency and to a standard to ensure serviceability, accuracy and traceability.

Application for approval or amendment thereof

145.07.6 An application for the issuing of an aircraft maintenance organisation approval with a Category W rating, or an amendment thereof, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) accompanied by -

- (i) the appropriate fee as prescribed in Part 187; and
- (ii) the manual of procedure referred to in regulation 145.07.1.

Issuing of approval

145.07.7 (1) The Director shall issue an aircraft maintenance organisation approval with a Category W rating, if the applicant complies with the requirements prescribed in regulations 145.07.1 to 145.07.5 inclusive.

(2) The Director shall issue the approval on the appropriate form as prescribed in Document NA-CATS-AMO.

Privileges

145.07.8 The privileges of an aircraft maintenance organisation approval with a Category W rating shall be limited to equipment for which the approval is rated and shall be -

- (a) to release to service the equipment; and
- (b) to certify in the manner prescribed in the Regulations -
 - (i) work which the maintenance schedule relating to the aircraft authorises the holder of the approval to certify;
 - (ii) any adjustment, maintenance or modification of

such equipment; and

- (iii) any installation of such equipment in aircraft and the replacement of components and parts of such equipment: Provided that no equipment shall be dismantled for the purpose of making internal replacements.

Period of validity

145.07.9 (1) An aircraft maintenance organisation approval with a Category W rating shall be valid for the period determined by the Director, which period shall not exceed five years, calculated from the date of issuing or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of regulation 145.01.5.

(3) The holder of an approval which expires, shall forthwith surrender the approval to the Director.

(4) The holder of an approval which is suspended, shall forthwith produce the approval upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement.

(5) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval to the Director.

Transferability

145.07.10 (1) Subject to the provisions of subregulation (2), an aircraft maintenance organisation approval with a Category W rating, shall not be transferable.

(2) A change in ownership of the holder of an approval with a Category W rating, shall be deemed to be a change of significance referred to in regulation 145.07.12.

Renewal of approval

145.07.11 (1) An application for the renewal of an aircraft maintenance organisation approval with a Category W rating, shall be -

(a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and

(b) be accompanied by -

(i) the appropriate fee as prescribed in Part 187; and

(ii) the manual of procedure referred to in regulation 145.07.1

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Changes in quality assurance system

145.07.12 (1) If the holder of an aircraft maintenance organisation approval with a Category W rating desires to make any change in the quality assurance system referred to in regulation 145.07.2, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, such holder shall apply to the Director for the approval of such change.

(2) The provisions of regulation 145.07.6 shall apply *mutatis mutandis* to an application for the approval of a change in the quality assurance system.

(3) An application for the approval of a change in the quality assurance system shall be granted by the Director if the applicant satisfies the Director, upon submission of appropriate proposed changes to its manual of procedure, that it will continue to comply with the provisions of regulations 145.07.1 to 145.07.5 inclusive, after the implementation of such approved change.

Duties of holder of approval

145.07.13 (1) The holder of an aircraft maintenance organisation approval with a Category W rating shall -

- (a) hold at least one complete and current copy of its manual of procedure referred to in regulation 145.07.1, at each workplace specified in the manual of procedure;
- (b) comply with all procedures detailed in the manual of procedure;

- (c) make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and
 - (d) continue to comply with the appropriate requirements prescribed in this Part.
- (2) The holder of an approval with a Category W rating shall ensure that -
 - (a) all persons who will be directly in charge of any maintenance or inspection performed on behalf of the aircraft maintenance organisation;
 - (b) all personnel who are authorised to issue on behalf of the aircraft maintenance organisation certificates of release to service and certificates relating to the maintenance of an aircraft,are appropriately licensed and rated in terms of Part 66.

Record of certifying personnel

145.07.14 (1) The holder of an aircraft maintenance organisation with a Category W rating shall maintain a record of all certifying personnel, which record shall include particulars of the scope of their authorisation.

(2) The holder of an approval with a Category W rating shall provide its certifying personnel with evidence of the scope of their authorisation.

(3) The record referred to in subregulation (1) shall be retained by the holder of the approval for a period of five years from the date on which the certifying personnel member ceases to be authorised by such holder.

Maintenance records

145.07.15 (1) The holder of an aircraft maintenance organisation approval with a Category W rating shall keep adequate records of all maintenance performed by the aircraft maintenance organisation.

(2) The records referred to in subregulation (1) shall -

- (a) indicate the name of each person who performed the work;
- (b) indicate the name of each person who inspected the work; and
- (c) be retained for at least five years from the date on which the aircraft or aircraft component to which the work relates, was released to service.

(3) The holder of an approval with a Category W rating shall provide a copy of each certificate of release to service to the operator of the aircraft, together with a copy of any specific airworthiness data used for repairs or modifications carried out.

(4) The holder of an approval with a Category W rating shall establish a procedure for recording maintenance details and for the retention of such maintenance records.

Reports on defects or non-airworthy conditions

145.07.16 (1) The holder of an aircraft maintenance organisation approval with a Category W rating shall report to the Director any defect or condition of an aircraft or aircraft component which may hazard the aircraft, within 48 hours from the moment the defect or condition to which the report relates, has been identified.

(2) The holder of an approval with a Category W rating shall establish a procedure for reporting such defects or conditions to the Director.

(3) Where the holder of an approval with a Category W rating is contracted to perform maintenance, such holder shall inform the operator or owner of the aircraft of any such defect or condition.

Airworthiness data

145.07.17 (1) The holder of an aircraft maintenance organisation approval with a Category W rating shall -

- (a) keep all airworthiness data necessary to support the maintenance work performed by the aircraft maintenance organisation; and
- (b) make the airworthiness data available to all personnel who need access to such data to discharge their allocated responsibilities.

(2) The airworthiness data referred to in subregulation (1) shall include all relevant data issued by -

- (a) the Director; and
 - (b) the holder of a type certificate issued -
 - (i) in terms of Part 21; or
 - (ii) by an appropriate authority.
- (3) The Director may classify in Document NA-CATS-AMO, data issued by an appropriate authority or the holder of a type certificate as mandatory, in which case the holder of an approval with a Category W rating shall keep such data.
- (4) The holder of an approval with a Category W rating shall establish a procedure to control and amend the data referred to in subregulations (1), (2) and (3).
- (5) If the holder of an approval with a Category W rating intends to produce its own airworthiness data, additional to the data referred to in subregulation (1), such holder shall establish a procedure for producing and controlling such additional data.

SUBPART 8
APPROVAL OF AIRCRAFT MAINTENANCE ORGANISATION
(CATEGORY X RATING)

Manual of procedure

145.08.1 An applicant for the issuing of an aircraft maintenance organisation approval with a Category X rating shall provide the Director with its manual of procedure which shall -

- (a) comply with the requirements prescribed in this Subpart;
and
- (b) contain the information as prescribed in Document NA-CATS-AMO.

Quality assurance system

145.08.2 (1) The applicant shall establish a quality assurance system for the control and supervision of the maintenance of aircraft and aircraft components, covered by the application.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document NA-CATS-AMO.

Accommodation and facilities

145.08.3 The applicant shall satisfy the Director that -

- (a) it has adequate accommodation and facilities for all maintenance to be performed by the aircraft maintenance organisation, ensuring in particular, protection from the weather;
- (b) specialised work areas are segregated as appropriate to ensure that environmental and work area contamination does not occur;
- (c) appropriate office accommodation is provided for the administration of the maintenance performed and, in particular, for the administration of the organisation's quality, planning and technical records;
- (d) the working environment is appropriate for each task carried out and, in particular, complies with any special requirements specified in the applicable airworthiness data;
- (e) storage facilities are provided for parts, equipment, tools and materials required by the organisation;
- (f) the storage facilities referred to in paragraph (e) provide security for serviceable parts, segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items; and
- (g) it has established procedures to ensure compliance with the requirements prescribed in paragraphs (d), (e) and (f).

Personnel requirements

145.08.4 (1) The applicant shall engage, employ or contract -

- (a) a senior person identified as the accountable manager who has the authority within the aircraft maintenance organisation to ensure that all activities undertaken by such organisation are carried out according to the appropriate requirements prescribed in this Subpart;
- (b) a competent person who is responsible for quality assurance, and who has direct access to the accountable manager referred to in paragraph (a) on matters affecting airworthiness and aviation safety; and
- (c) adequate personnel to plan, perform, supervise, inspect and certify all maintenance undertaken by such organisation.

(2) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel involved in planning, performing, supervising, inspecting or certifying the maintenance undertaken by the organisation.

(3) The applicant shall ensure that -

- (a) the personnel in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated

responsibilities; and

- (b) there is full and efficient coordination between departments and within departments in respect of airworthiness matters.

Equipment, tools and material

145.08.5 The applicant shall satisfy the Director that it has -

- (a) the equipment, tools and material necessary to perform adequately the approved scope of work as required by the applicable airworthiness data, its manual of procedure and the regulations in this Part; and
- (b) established a procedure to control and, where necessary, calibrate tools and other equipment at a frequency and to a standard to ensure serviceability, accuracy and traceability.

Application for approval or amendment thereof

145.08.6 An application for the issuing of an aircraft maintenance organisation approval with a Category X rating, or an amendment thereof, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and
- (b) accompanied by -

- (i) the appropriate fee as prescribed in Part 187; and
- (ii) the manual of procedure referred to in regulation 145.08.1.

Issuing of approval

145.08.7 (1) The Director shall issue an aircraft maintenance organisation approval with a Category X rating, if the applicant complies with the requirements prescribed in regulations 145.08.1 to 145.08.5 inclusive.

(2) The Director shall issue the approval on the appropriate form as prescribed in Document NA-CATS-AMO.

Privileges

145.08.8 The privileges of an aircraft maintenance organisation approval with a Category X rating shall be limited to aircraft equipment, instruments, components, auxiliaries or parts for which the approval is rated and shall be -

- (a) to release to service the aircraft equipment, instruments, components, auxiliaries or parts; and
- (b) to certify in the manner prescribed in the Regulations -
 - (i) their overhaul, repair, testing and modification; and
 - (ii) the manufacturing of components and parts for the equipment, instruments, components, auxiliaries

or parts in accordance with the appropriate approved specifications as prescribed in Document NA-CATS-AMO, if the manufacturing of the components and parts are necessary for the holder of the approval to complete a repair, overhaul, test or modification which it will certify.

Period of validity

145.08.9 (1) An aircraft maintenance organisation approval with a Category X rating shall be valid for the period determined by the Director, which period shall not exceed five years, calculated from the date of issuing or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of regulation 145.01.5.

(3) The holder of an approval which expires, shall forthwith surrender the approval to the Director.

(4) The holder of an approval which is suspended, shall forthwith produce the approval upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement.

(5) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval to the Director.

Transferability

145.08.10 (1) Subject to the provisions of subregulation (2), an aircraft maintenance organisation approval with a Category X rating, shall not be transferable.

(2) A change in ownership of the holder of an approval with a Category X rating, shall be deemed to be a change of significance referred to in regulation 145.08.12.

Renewal of approval

145.08.11 (1) An application for the renewal of an aircraft maintenance organisation approval with a Category X rating, shall be -

(a) made to the Director in the appropriate form as prescribed in Document NA-CATS-AMO; and

(b) be accompanied by -

(i) the appropriate fee as prescribed in Part 187; and

(ii) the manual of procedure referred to in regulation 145.08.1.

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Changes in quality assurance system

145.08.12 (1) If the holder of an aircraft maintenance organisation approval with a Category X rating desires to make any change in the quality assurance system referred to in regulation 145.08.2, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, such holder shall apply to the Director for the approval of such change.

(2) The provisions of regulation 145.08.6 shall apply *mutatis mutandis* to an application for the approval of a change in the quality assurance system.

(3) An application for the approval of a change in the quality assurance system shall be granted by the Director if the applicant satisfies the Director, upon submission of appropriate proposed changes to its manual of procedure, that it will continue to comply with the provisions of regulations 145.08.1 to 145.08.5 inclusive, after the implementation of such approved change.

Duties of holder of approval

145.08.13 (1) The holder of an aircraft maintenance organisation approval with a Category X rating shall -

- (a) hold at least one complete and current copy of its manual of procedure referred to in regulation 145.08.1, at each workplace specified in the manual of procedure;
- (b) comply with all procedures detailed in the manual of procedure;

- (c) make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and
- (d) continue to comply with the appropriate requirements prescribed in this Part.

(2) The holder of an approval with a Category X rating shall ensure that -

- (a) all persons who will be directly in charge of any maintenance or inspection performed on behalf of the aircraft maintenance organisation;
- (b) all personnel who are authorised to issue on behalf of the aircraft maintenance organisation certificates of release to service and certificates relating to the maintenance of an aircraft,

are appropriately licensed and rated in terms of Part 66.

Record of certifying personnel

145.08.14 (1) The holder of an aircraft maintenance organisation with a Category X rating shall maintain a record of all certifying personnel, which record shall include particulars of the scope of their authorisation.

(2) The holder of an approval with a Category X rating shall provide its certifying personnel with evidence of the scope of their authorisation.

(3) The record referred to in subregulation (1) shall be retained by the holder of the approval for a period of five years from the date on which the certifying personnel member ceases to be authorised by such holder.

Maintenance records

145.08.15 (1) The holder of an aircraft maintenance organisation approval with a Category X rating shall keep adequate records of all maintenance performed by the aircraft maintenance organisation.

(2) The records referred to in subregulation (1) shall -

- (a) indicate the name of each person who performed the work;
- (b) indicate the name of each person who inspected the work;
and
- (c) be retained for at least five years from the date on which the aircraft or aircraft component to which the work relates, was released to service.

(3) The holder of an approval with a Category X rating shall provide a copy of each certificate of release to service to the operator of the aircraft, together with a copy of any specific airworthiness data used for repairs or modifications carried out.

(4) The holder of an approval with a Category X rating shall establish a procedure for recording maintenance details and for the retention of such maintenance records.

Reports on defects or non-airworthy conditions

145.08.16 (1) The holder of an aircraft maintenance organisation approval with a Category X rating shall report to the Director any defect or condition of an aircraft or aircraft component which may hazard the aircraft, within 48 hours from the moment the defect or condition to which the report relates, has been identified.

(2) The holder of an approval with a Category X rating shall establish a procedure for reporting such defects or conditions to the Director.

(3) Where the holder of an approval with a Category X rating is contracted to perform maintenance, such holder shall inform the operator or owner of the aircraft of any such defect or condition.

Airworthiness data

145.08.17 (1) The holder of an aircraft maintenance organisation approval with a Category X rating shall -

- (a) keep all airworthiness data necessary to support the maintenance work performed by the aircraft maintenance organisation; and
- (b) make the airworthiness data available to all personnel who need access to such data to discharge their allocated responsibilities.

(2) The airworthiness data referred to in subregulation (1) shall include all relevant data issued by -

- (a) the Director; and
- (b) the holder of a type certificate issued -
 - (i) in terms of Part 21; or
 - (ii) by an appropriate authority.

(3) The Director may classify in Document NA-CATS-AMO, data issued by an appropriate authority or the holder of a type certificate as mandatory, in which case the holder of an approval with a Category X rating shall keep such data.

(4) The holder of an approval with a Category X rating shall establish a procedure to control and amend the data referred to in subregulations (1), (2) and (3).

(5) If the holder of an approval with a Category X rating intends to produce its own airworthiness data, additional to the data referred to in subregulation (1), such holder shall establish a procedure for producing and controlling such additional data.