



# AIRWORTHINESS PRINCIPLE

## (AMO.02) – Specialist Maintenance

<b>Version</b>	1.0 - June 2020
<b>Approver</b>	Branch Manager, Airworthiness and Engineering
<b>Sponsor</b>	Manager, Continued Operational Safety
<b>Review Date</b>	June 2022

<b>1</b>	<b>Using this Document</b>	<b>3</b>
1.1	General	3
1.2	An explanation on terms	3
1.3	Using Principle (AMO.02) and Worksheet (AMO.02)	3
1.3.1	CASA sample Maintenance Organisation Exposition (MOE)	4
1.4	Definitions of Principle (AMO.02)	4
<b>2</b>	<b>Guidance Material</b>	<b>4</b>
2.1	Background	4
2.1.1	Scope of approval	4
2.1.2	Completion, recording and certifying of maintenance	5
2.1.3	AMO responsibility and certification	5
2.1.4	CAMO responsibilities	5
2.2	Requirements of exemption of instrument CASA EX60/20	5
2.2.1	Scope of the exemption	5
2.2.2	AMO change management including MOE	6
2.2.3	A-rated AMO responsibilities	6
2.2.4	D-rated AMO responsibilities	7
2.2.5	Defects and various documents (CRS, Report)	7
2.2.6	D-rated AMO maintenance record and certification	9
2.2.7	Contracting	9
<b>3</b>	<b>Acceptable Means of Compliance (AMC)</b>	<b>10</b>
3.1	Application, documents, procedures, forms	10
3.1.1	Application	10
3.1.2	Certificate of Release to Service (CRS)	10
3.1.3	AMO definition and specification of CRS	10
3.1.4	Coordination and control	11
3.2	Establishment and conduct of privileges	11
3.2.1	Maintenance locations	11
3.2.2	Scope of activities	12
3.2.3	Maintenance Organisation Exposition (MOE)	12

3.3	Scenario – Specialised Services support, NDT D1 and Welding D2 rating activities	13
3.3.1	Applicability	13
3.3.2	Permitted Criteria - Limitations - Requirements	13
3.4	CASA sample MOE – AMO exposition procedures	15
3.4.1	Sections of MOE that may be affected	15
<b>4</b>	<b>Revision History</b>	<b>16</b>

# 1 Using this Document

## 1.1 General

This section provides guidance on how best to assess the application considering the specific requirements in each section. To achieve this, the language used aims to encompass the regulatory requirements and CASA's understanding of safe practices including items for consideration that will establish what CASA believes to be a level of safety that is at least acceptable for an approval to be given.

## 1.2 An explanation on terms

### Must

When this document states a requirement as a "must", the term will reference a legislative requirement and as such it cannot be omitted or changed from the stated requirement without further legislative variation or exemption.

### Should

The use of the term "should" reflects a requirement that CASA believes is important to be satisfied that the authorisation is considered to provide a level of safety that is at least acceptable. As these requirements are not specified in legislation, such requirements should be considered only as acceptable means of compliance. Alternate means that can be shown to meet the same intent can be accepted by the delegate where deemed appropriate. The regulatory basis for these requirements is the regulation 11.055 of CASR. Where alternate methods do not show or meet the same intent, a condition may be placed on the authorisation to compensate and re-establish an acceptable level of safety. The regulatory basis for such requirements is regulation 11.056 of CASR.

It is not acceptable to ignore or omit any "should" requirement that is applicable to the authorisation being assessed without a justification demonstrating the decision retains a level of safety that is "at least acceptable". Conversely, it is also important to consider whether imposing such circumstances may be inappropriate and unduly onerous on the operator.

### May

The term "may" signifies something that is permitted but not required through legislation or deemed important for approval. The term is used to provide options, alternate methods or examples.

## 1.3 Using Principle (AMO.02) and Worksheet (AMO.02)

The Worksheet "References" columns include both the legislative Instrument reference and where applicable the section, subsection or paragraph to this Principle document.

Worksheet (AMO.02) follows the same numbering reference structure as this Principle. e.g. section 3.2 of this Principle aligns with the same reference section of the worksheet. The numbering is sequential to facilitate the cross-referencing between the Worksheet and this Principle document.

The Principle document incorporates information from several sources, as well as technical expertise from CASA officers. This assistance aims to facilitate the assessment process by

elaborating on regulatory issues and expanding on practices that must, should and may be positively identified to be considered compliant with current legislation.

### 1.3.1 CASA sample Maintenance Organisation Exposition (MOE)

This principle provides some guidance on areas of an (MOE) that may require changes to address and satisfy the requirements for specialist maintenance services performed on aircraft during line or base maintenance. Where guidance is provided it will refer to the CASA sample MOE section or subsection such as the following examples:

- MOE - 1.8 Scope of Maintenance of Services to be Provided
- MOE - 1.8.1 Aircraft Maintenance
- MOE - 1.8.4 Specialist Maintenance
- Recommended changes need to be assessed against the individual application for appropriateness and may not be applicable in all cases. At the same time the provided guidance is not exhaustive and all areas of the MOE should be considered against the specifics of the application. Principle subsection 2.2.2 provides additional information and direction to the CASA sample MOE which includes updated guidance.

## 1.4 Definitions of Principle (AMO.02)

Table 1: Term and Definition

Term	Definition
The Exemption	Refers to legislative instrument CASA EX60/20 dated 25th May 2020

## 2 Guidance Material

### 2.1 Background

The specialist maintenance organisational approval is a self-contained class of Approved Maintenance Organisation (AMO) intended to provide specialist support services to aircraft (A), engine (B) and aeronautical product (C) rated AMO's. Specialist maintenance approvals are associated with specific processes and methods, not particular aircraft and aeronautical products. Specialist maintenance AMOs therefore cannot provide final airworthiness or serviceability determinations for final release to service of aircraft and aeronautical products.

#### 2.1.1 Scope of approval

A fundamental requirement of Part 145 is to only permit an AMO to issue a Certificate of Release to Service (CRS) for maintenance covered by their scope of approval. The AMO Class, Rating and Limitations system are specified under the Part 145 MOS Appendix I. This means:

- a. aircraft can only be released with a CRS by an appropriately limited A-rated AMO
- b. engines can only be released with a CRS by an appropriately limited B-rated AMO
- c. aeronautical products can only be released with a CRS by an appropriately limited C-rated AMO

- d. a D-rated AMO can only release work under their 'specialist maintenance' scope of approval, whether the specialist maintenance task is performed on an aircraft aeronautical product.

**Note:** The D-rating is only required for an AMO that carries out a particular specialist maintenance task as a support service for another AMO. Specialist maintenance scope can be granted to A, B and C rated AMOs as part of their A, B or C rating once organisational capability has been established. A, B and C rated AMOs can thereby release specialist maintenance covered by their approval without the need to hold a D-rating.

### 2.1.2 Completion, recording and certifying of maintenance

The exemption supports the various requirements for carrying out, recording and certifying maintenance under CASR Part 42 when applied in the correct context, consistent with the Part 145 Class, Rating and Limitations system.

The expectations and responsibilities are commensurate with the required level of involvement and scope of maintenance provided.

### 2.1.3 AMO responsibility and certification

When providing maintenance services under its own approval, an AMO must take responsibility for that maintenance and provide assurance that the work was carried out in accordance with its approval and the Part 145 maintenance standards. As such the AMO must certify for the work it performed via a CRS.

### 2.1.4 CAMO responsibilities

A CRS only certifies that the maintenance as ordered by the operator (CAMO) has been performed and released in accordance with the applicable legislation. The issuance of the CRS is the responsibility of the maintenance organisation. It does not guarantee that all the continuing airworthiness requirements are met (such as outstanding maintenance that has not been ordered by the operator). It does not necessarily mean that the aircraft is airworthy and ready for flight.

The operator (CAMO) is responsible for defining the airworthiness status and must have procedures to ensure that a flight does not take place unless all the continuing airworthiness requirements are met.

## 2.2 Requirements of exemption of instrument CASA EX60/20

### 2.2.1 Scope of the exemption

The exemption provides for a D1 (Non-Destructive Testing) or D2 (Welding) specialist maintenance AMO to provide contracted maintenance services under its own approval certificate and issue a CRS for the maintenance under its own approval. This means that the D-rated AMO takes responsibility for the maintenance it carries out and carries out the maintenance in accordance with (IAW) maintenance data and its own procedures, by its own competent and authorised personnel using its own tools and equipment.

The exemption is only for specialist maintenance performed on-wing in support of an A rated AMO. The CRS issued by the D rated AMO is to certify and release the specialist maintenance performed on the aircraft providing the documented information for the A rated AMO.

The A rated AMO and D1 or D2 rated AMO must each be approved in writing by CASA for the purposes of the instrument.

The instrument applies specifically to:

- a. Category A rated approved maintenance organisation (a CAT A AMO) for whom a Category D1 or D2 rated AMO (a CAT D1 or D2 AMO) (as appropriate) has carried out specialist maintenance
  - b. the CAT D1 or D2 AMO mentioned in paragraph (a).
- MOE - 1.8 SCOPE OF MAINTENANCE SERVICES TO BE PROVIDED
  - MOE - 1.8.1 AIRCRAFT MAINTENANCE
  - MOE - 1.8.4 SPECIALIST MAINTENANCE
  - MOE - 1.8.6 MAINTENANCE AWAY FROM THE APPROVED LOCATIONS and; reference to MOE - 2.23 Specific Maintenance Procedures – Subsection procedure: “Maintenance outside the approved location(s)”.

Application for an initial issue Part 145 AMO approval is permitted to include proposed procedures to comply with the privileges of the EX60/20 providing the organisations intended scope of approval (Class – Ratings) are applicable and all other applicable Part 145 requirements are met.

Refer to Protocol (AMO.02) – Specialist Maintenance Section 3. Process for detail of the requirements for an initial Part 145 AMO application.

### 2.2.2 AMO change management including MOE

The contracting of specialist maintenance services still requires appropriate coordination and control measures to be implemented by both the A and D-rated AMOs to ensure the required safety outcomes are achieved. That means both the A and D-rated AMOs must have approved procedures in place to use the exemption. Those proposed procedures are required to be assessed for approval through a Part 145 significant change application. The AMO is required via their change / risk management procedures (MOE sections 1.9, 1.11) to identify, evaluate, amend and develop as applicable MOE procedures.

Throughout this document are references to MOE Parts and sections and a non-exhaustive list is provided as additional guidance at section 3.4.1 of this document.

The MOS AMC 145.A.70 lists the MOE Parts and Sections requiring applicable procedures which are further referenced in the CASA sample MOE and includes additional information.

**Note:** Subparagraph 145.A.65(d)3 requires a safety assurance system to have procedures for management of change.

- MOE – 1.9 Significant Changes
- MOE – 1.11 Exposition.

### 2.2.3 A-rated AMO responsibilities

The A-rated AMO is still responsible for the aircraft maintenance other than the specific NDT or welding covered by the CRS issued by the D-rated AMO. The A-rated AMO must complete the associated task maintenance certifications and ensuring all task related airworthiness determinations are made prior to the A-rated AMO issuing a CRS for the aircraft under division 42.H.3 of CASR

The Category A rated AMO procedures must ensure the Aircraft CRS requirements remain compliant with regulation 42.760 (other than paragraph 42.760 (1) (c)). However, Section 5 “Exemption - Category A rated AMO” of Instrument EX60/20, paragraph (2)(c)(d) provides an exemption for part of the requirement. This implies, regulation 42.760 (1) (c) applicability is only for the A rated AMO approval certificate reference number and their employee certification authorisation number to be included on the Aircraft CRS even though there was specialist maintenance performed on the aircraft by the D rated AMO (The D rated AMO details are not included on the Aircraft CRS).

- MOE - 2.15 Maintenance Certification and Certificate of Release to Service.

#### 2.2.4 D-rated AMO responsibilities

The CRS issued by a D-rated AMO under the exemption must contain all the information required by the exemption. In particular, they must ensure the SM CRS document when required to be issued complies with the following provisions of CASR as if the provisions applied to the AMO:

- a. CASR 42.745; and
- b. CASR 42.760(1) only.

The correctly completed CRS identifies the airworthiness status in relation to the work being certified and, in some cases, contains vital airworthiness-related information which may need appropriate and necessary actions. The D-rated AMO may design their own CRS document, or they may use the CASA Form 1.

The CASA Form 1 is an acceptable document for release of specialist maintenance by D1 (NDT) and D2 (Welding) AMO's as aircraft are not to be released using this Certificate. Its primary purpose is to declare the airworthiness status of the maintenance work undertaken, this being the performance and results of the NDT and Weld processes completed IAW Instructions for Continuing Airworthiness (ICA) including maintenance data. Subsection 3.1.3 of this document refers to the CASA Form 001i - Authorised Release Certificate Guidelines document and also provides an acceptable means of compliance based on using the CASA Form 1 for the purpose of the exemption instrument.

#### 2.2.5 Defects and various documents (CRS, Report)

- a. Only appropriate aircraft licenced certifying staff authorised by the A-rated AMO, can make airworthiness decisions about defects found during the specialist maintenance tasks. It is therefore the responsibility of the A-rated AMO, in conjunction with the operator, to decide the appropriate action in relation to those defects. The A-rated AMO is required to inform the operator of defects that were discovered. Refer to subsection 3.1.3 of this document for the recording and reporting of vital airworthiness information in relation to the specialist maintenance.
- b. The documentation (i.e. CRS and/or an adverse matters report) issued by the D-rated AMO for the specialist maintenance depends on the circumstances, such as what maintenance was ordered and completed, specifics of what the task(s) involves (complexities), outcome of such maintenance task(s), approved procedures and contractual requirements.
- c. A CRS would not normally be issued by the D1-rated AMO when NDT finds a defect. The A and D-rated AMO procedures should cover that and should state

what action the maintenance personnel should take so that the defect is recorded and dealt with by the appropriate person (CASR Division 42.D.6 covers dealing with defects).

- d. A CRS with a known unserviceability may be issued in the case of a series of maintenance stages required to be carried out by other AMOs (a CRS for the previous maintenance process carried out is required for the next AMO to accept the completed maintenance). In such a case, a clear statement of limitation should be endorsed on the CRS (if the Form 1 is used then this statement should be in the "Remarks" Block 12).

## Examples of requested specialist maintenance (NDT)

Some basic examples such as but not limited to possible outcomes whereby an NDT task is requested:

- a. Test is completed IAW maintenance data and the test results indicate there are no known defects or non-compliances, procedures to issue CRS documentation.
- b. Test is completed IAW maintenance data and the test results indicate a defect or non-compliance which is within prescribed limitations, procedures permit issue of the CRS only with included defect information / results.
- c. Test is completed IAW maintenance data and the test results indicate a defect or non-compliances, procedures for decision not to issue CRS, and issue of an adverse matters report which provides full details / results as applicable to the task.
- d. Test is completed IAW maintenance data and the test results indicate there are no defects or non-compliances but an unrelated defect is apparent, procedures to issue the CRS for the maintenance also how the AMO will communicate the unrelated defect such as reference to an Adverse Matters Report; The intent of this example is to cover those cases where the maintenance organisation, during the performance of the maintenance, discovers a defect or non-compliance. However, it is not the intent to require the AMO to find or become responsible for hidden non-compliances which are not expected to be discovered during the ordered maintenance.

### 2.2.6 D-rated AMO maintenance record and certification

The D-rated AMO must cover the maintenance certification requirements of the regulations and the CRS requirements of the exemption in relation to the NDT or welding they carried out. The required documentation will vary subject to the scope and complexity of the tasks specified at paragraph 2.2.5 (b) above. The documentation system for clearly recording the maintenance information and certifying requirements may include the use of a combined single document or multiple documents.

Use of multiple documents must be appropriately structured which also ensure traceability. E.g., Use of the CASA Form 1 as a single document must contain all applicable maintenance record information and certification requirements.

The applicant should provide applicable sample documents to be assessed.

Subject to the extent of information to be recorded on completion of specialist maintenance, the maintenance record and Certifications may be combined due to the duplication of required content as per EX60/20 Schedule 1 - Clauses 3 and 5 requirements.

- MOE - 2.12 Maintenance Documentation in use and its Completion
- MOE - 6.1 List of Documents.

### 2.2.7 Contracting

There must be a contract in place between the A and D-rated AMOs. This may require a new contract, the evaluation and amendment of an existing contract, or the contract may be in the form of a normal work order. The AMO procedures must specify the contract requirements with respect to the specific specialist maintenance provisions in support of the aircraft line or base maintenance.

The A-rated AMO contracting procedures may remain applicable for the evaluation, acceptance and listing of the D-rated AMO within a Maintenance Organisations Exposition (MOE) approved maintenance services provider list or equivalent as required by Subparagraph 145.A.70 (a) 16 of the Part 145 MOS.

Details of such procedures and lists can be established within the MOE Parts and Sections as referenced by MOS AMC 145.A.70:

- MOE - 2.1 Supplier Evaluation and Subcontract Control Procedure
- MOE - 6.4 List of Contracted Part 145 Organisations.

## **3 Acceptable Means of Compliance (AMC)**

### **3.1 Application, documents, procedures, forms**

#### **3.1.1 Application**

The AMO must make significant change application for CASA to assess and determine if the AMO quality and safety management systems, proposed MOE scope, coordination and control procedures demonstrates the ability to manage and control the privileges of the CASA exemption.

#### **3.1.2 Certificate of Release to Service (CRS)**

The CASR 1998 dictionary defines the CRS and the CASA Form 1i guidance provides purpose and scope which clearly ensures the CASA Form 1 must not be used to release aircraft. Only the Part 145 “A” rated AMO is permitted to release an aircraft, therefore the use of the CASA Form 1 document or an approved alternative would be an acceptable means of compliance for CRS for maintenance service provisions by the D1 and D2 rated AMO. The approved alternative CRS document must contain the same level of information as required and included within the CASA Form 1 and must be issued by an appropriately authorised certifying employee.

#### **3.1.3 AMO definition and specification of CRS**

The use of the CASA Form 1 document for the recording and certification of work performed under the D1 or D2 rating approvals or the use of an alternative form of release to service (other than aircraft release to service) must be defined and specified by the organisation in the MOE in compliance with the exemption instrument prior to CASA approval.

The “D” rating AMO does not require to have limitations within their scope of approval for particular aircraft and aeronautical products; It cannot be assumed in all cases that these organisations can provide final airworthiness or serviceability determinations for final release to service of the aircraft or product. The release to service identifies only the airworthiness status in relation to the work being certified.

Schedule 1 – Conditions, under paragraph 3(f) of the exemption instrument require recording of airworthiness information, status and results in relation to the specialist maintenance work performed on the aircraft. The Block 11 “status/work” and the Block 12 ‘Remarks’ of the CASA Form 1 are used to describe and identify the work and in some cases contains vital airworthiness-related information which may need appropriate and necessary actions (see also CASA Form 001i - Authorised Release Certificate Guidelines).

Completion of the certification Block 14a – select the box “Other regulations specified in block 12”, this will permit the Block 12 “Remarks” to include a statement which identifies the CASA Form 1 is being utilised to certify the release of specialist maintenance and is complying with CASA EX60/20.

The following statement will satisfy the identification requirements for the specialist maintenance CRS : “Certificate of release to service for specialist maintenance in accordance with CASA EX60/20”.

The applicant should provide applicable sample documents to be assessed.

These CRS documents cannot be used to release aircraft and therefore are not applicable for inclusion in the aircraft flight technical log.

- MOE - 2.15 Maintenance Certification and Certification of Release to Service
- MOE - 6.1 List of Documents.

### 3.1.4 Coordination and control

The A rated AMO must have coordination and control procedures when contracting specialist maintenance services. This must include receipt from the D rated AMO the certified CASA Form 1 as the CRS for the specialist maintenance along with any applicable documentation such as a maintenance record report for the ordered specialist maintenance. If the CRS cannot be issued, the D rated AMO will issue a report containing all applicable information.

Where the worksheet, task card documentation reflects the specialist maintenance task, completion of the maintenance records documentation by the contracting “A” rated AMO will include reference to the applicable certified CASA Form 1 or adverse report as issued by the D rated AMO for the task.

On receipt of the D-rated AMO documentation, the A-rated AMO’s control procedures must ensure their appropriately authorised licensed certifying staff must evaluate the information ensuring airworthiness determinations are made in accordance with the ICA and are appropriately actioned. Subject to the information this may involve raising additional tasks detailing and completing appropriate rectification action prior to the A-rated AMO issuing a CRS for the aircraft under division 42.H.3 of CASR.

Copies of all documentation records must be retained for at least 24 months from their creation. The documents include the relevant contract; SM CRS documents; specialist maintenance records; Adverse Matters Reports.

- MOE - 2.13 Technical Records Control.

## 3.2 Establishment and conduct of privileges

### 3.2.1 Maintenance locations

The AMO approval under the Class “specialist maintenance”, Rating “D” with applicable limitations are considered approved organisations for the provision of contracted support services to aircraft, engine and aeronautical product rated AMO’s. The “D” rated AMO approval limitations are for particular processes and methods specific to performing tasks for other organisations and therefore by definition the activity may need to be performed at the A rated AMO aircraft line and base maintenance facilities away from their approved locations.

It is not CASA intention to issue the Part 145 approval to D rating AMO's only performing activities outside of the approved locations without a permanent facility (Main location) at the approved address where all applicable Part 145 organisational requirements are met with particular reference to having facilities, personnel, maintenance data, tools and equipment to perform the intended / approved scope of work. (MOE section 1.7 FACILITIES).

The "D" rated AMO MOE control procedures must ensure the necessary coordination between the organisations responsible for issue of the final CRS of the aircraft on which the specialised services tasks are performed.

### 3.2.2 Scope of activities

The following information provides how Part 145 organisations may establish and conduct their scope of activities for these privileges in accordance with approved procedures, this will enable CASA to perform its regulatory functions and responsibilities including planning and conducting its oversight obligations.

When the Part-145 maintenance organisation intends to use such privileges, the scope of work section of their MOE must state:

- a. That the organisation may perform work away from approved locations.
- b. The MOE must also contain procedures for performing work away from approved locations.

The AMO and MOE procedures must be approved by CASA prior to exercising these privileges.

From an oversight perspective, there are no differences in quality, safety or compliance standards for maintenance locations established on permanent or on a temporary basis.

### 3.2.3 Maintenance Organisation Exposition (MOE)

The MOE of the D rated maintenance organisations must include procedures that permit the organisation to perform work away from their approved locations. These must address co-ordination with the A rated organisation responsible for releasing the aircraft to service.

- a. It must also have approved procedures to ensure that it meets the requirements of CASR Part 145 which account for the local environment, planning.
- b. Ensure that appropriate facilities, manpower, certifying staff, tools, equipment, spare parts, materials, maintenance data will be available on site for the work being performed.
- c. How the maintenance record will be managed, including any reporting requirements to CASA.

The AMO must make and retain records to demonstrate how the AMO established compliance with Part 145 requirements at the location. Processes, procedures and records may be reviewed during audits.

When the maintenance organisation wishes to use the privileges described in the below scenario, the applicants MOE should include applicable content with consideration to the CASA sample MOE Parts / Sections:

- MOE 1.8 (scope of maintenance services) should refer to the fact that the maintenance organisation may perform working away from the approved locations, subject to the condition specified in MOE 2.23 (specific maintenance procedure).

- the MOE 2.23 procedures should be developed based on the following paragraphs as applicable to the intended scenario and are intended to specify:
  - which maintenance tasks are going to be performed under such privilege.
  - how the maintenance organisation is going to ensure that the CASR Part 145 requirements are met in each case (in particular with regards to adequate facilities, sufficient staff, appropriate certifying staff, availability of tooling, equipment spare parts and materials, availability of current maintenance data, adequate planning, release to service procedures, reporting to CASA etc.)
  - how the maintenance organisation’s safety management system processes address these activities and the quality system is going to monitor compliance with the above requirements.

### **3.3 Scenario – Specialised Services support, NDT D1 and Welding D2 rating activities**

#### **3.3.1 Applicability**

Only applies to the D1 and D2 rated AMO. These class and ratings are only necessary for an AMO that carries out specialised support services as a particular task for another organisation and by definition this activity may need to be carried out at the customer’s line and base maintenance facilities where the particular aircraft is located.

#### **3.3.2 Permitted Criteria - Limitations - Requirements**

The procedure and scope of work is limited to and based on the following criteria:

- Non-approved location
- NDT methods / Welding processes and associated maintenance level as listed in the MOE, CASA Sample MOE section 1.8 SCOPE OF MAINTENANCE SERVICES TO BE PROVIDED
- work order with customer / operator requesting such maintenance outside the approved location
- CASA Sample MOE “subsection 1.8.6 Maintenance Away From the Approved Locations” – the content must further define limitations / terms of such scope under the privilege and refers to how the AMO will control, including which maintenance tasks are going to be performed under such privilege (applicable procedures CASA Sample MOE section 2.23 Reference to Specific Maintenance Procedures - subsection “Maintenance outside the approved location(s)”.
- CASA Sample MOE section 2.23 - Reference to Specific Maintenance Procedures – Subsection “Maintenance outside the approved location(s)” – control procedure under Quality Manager responsibility to include:
  - for accomplishing the intended work, taking account of the local environment how the maintenance manager ensures that the necessary planning, facilities, manpower, certifying staff, tools, equipment, maintenance data will be made available and how the maintenance records will be managed
  - the involvement of the Quality System and its internal authorisation for any work away from the approved location, based on a desktop review

- availability of a list of all the CRS issued under this procedure to be made available to CASA upon request.
- the necessary control, coordination and support between the D rated AMO responsible for issuing the CASA Form 1 or adverse matters report prior to and as applicable, the A rated AMO responsible for issuing the final CRS of the aircraft on which the specialist maintenance activity is carried out.
- the AMO must make and retain records to demonstrate how the AMO established compliance with Part 145 requirements at the location. Processes, procedures and records may be reviewed during audits.
- how the maintenance organisation's quality system is going to monitor compliance with the above requirements.

## 3.4 CASA sample MOE – AMO exposition procedures

### 3.4.1 Sections of MOE that may be affected

The AMO is required via their change / risk management procedures to identify, evaluate, amend and develop as applicable MOE sections procedures such as but not limited to:

Part 1	General
1.3	Management Personnel
1.3.5	Other Relevant Personnel
1.3.6	Responsible NDT Level 3
1.4	Management Organisational Chart
1.5	List of Certifying Employees
1.6	Manpower Plan
1.7	Facilities
1.8	Scope of Maintenance Services to be Provided
1.8.1	Aircraft Maintenance
1.8.4	Specialist Maintenance
1.8.6	Maintenance Away from the Approved Locations
1.9	Significant Changes
1.11	Exposition
Part 2	Maintenance Procedures
2.1	Supplier Evaluation and Subcontract Control Procedure
2.4	Acceptance of Tools and Equipment
2.5	Calibration of Tools and Equipment
2.8	Instructions for Continuing Airworthiness (ICA)
2.12	Maintenance Documentation in use and its Completion
2.13	Technical Records Control
2.14	Rectification of Defects Arising During Base Maintenance
2.15	Maintenance Certification and Certificate of Release to Service
2.17	Reporting of Defects to Casa/Operator/Manufacturer
2.21	Man-Hours Planning Versus Scheduled Maintenance
2.23	Specific Maintenance Procedures
	<ul style="list-style-type: none"> <li>Maintenance outside the Approved Location (S)</li> </ul>

<b>Part 1</b>	<b>General</b>
2.26	Procedures for Notification of Maintenance Data Inaccuracies and Ambiguities
2.27	Production Planning Procedures
<b>Part 3</b>	<b>Quality and Safety Management</b>
3.1	Quality Management Systems
3.2	Quality Audit of Organisation Procedures
3.3	Quality Audit of Aircraft (And / Or Aeronautical Products)
3.5	Certifying Employees – Qualifications and Training
3.8	Manufacturer's and Other Maintenance Working Teams
3.9	Human Factors Training Procedure
	<ul style="list-style-type: none"> <li>Continuation Training</li> </ul>
3.10	Competence Assessment of Employees
3.14	Qualification Procedure for Specialist Maintenance Such As Non-Destructive Testing, Welding...And Various Specialised Activities Such As Painting, Machining...Etc
<b>Part 6</b>	<b>Appendices</b>
6.1	List of Documents
6.4	List of Contracted Part 145 Organisations
6.6	Compliance Matrix

## 4 Revision History

Amendments/revisions of this document are recorded below in order of most recent first.

Version No.	Date	Parts/Sections	Details
1.0	June 2020	All	First issue