

## Aircraft Maintenance Organisation Approval

### 1 Purpose and scope

This Airworthiness Notice provides information to aircraft operators and licensed aircraft maintenance engineers on the procedures associated with the approval of aircraft maintenance organisation by the Seychelles Civil Aviation Authority (SCAA).

The Civil Aviation Directives CAD-AIRW/10 and CAD-AIRW/11 incorporate respectively the Annex I (Part M) and Annex II (Part 145) to the European Commission Regulation (EC) No 1321/2014 of 26 November 2014, as amended, as the technical standards applicable in the Seychelles for the continuing airworthiness of aircraft and components.

The maintenance of large aircraft or aircraft used for commercial air transport and the components thereof shall be carried out by a maintenance organisation approved in accordance with CAD-AIRW/11.

The maintenance of non-large aircraft or aircraft not used for commercial air transport and the associated components shall be carried out by a maintenance organisation approved in accordance with either CAD-AIRW/10 or CAD-AIRW/11.

A large aircraft is defined as an aeroplane with a maximum take-off mass of more than 5700 kg, or as a multiple engine helicopter.

### 2 Policy

For organisations (legal entities) that are located within the Seychelles, the policy of the SCAA is to accept applications and issue approvals in accordance with the Regulations specified in paragraph 1 above.

For organisations (legal entities) that are located outside of the Seychelles, the policy of the SCAA is to accept applications only from EASA approved organisations and subject to the organisations demonstrating a need to hold the SCAA approval in support of aircraft operations in the Seychelles. Approvals are issued in accordance with the Regulations specified in paragraph 1 above.

### 3 Application

An application for the issue or change to a maintenance organisation approval shall be made to the SCAA Airworthiness Inspectorate using the SCAA AIR FORM 2A together with the requisite fee. A copy of this form can be downloaded from the SCAA web site ([www.scaa.sc](http://www.scaa.sc)).

The application form shall be submitted with the supporting documentation as follows:

- SCAA AIR FORM 4 detailing the Management credentials for the nominated post holders, and
- Part 145 Compliance Statement as per Airworthiness Notice number 30
- Maintenance Organisation Exposition, and
- Safety management system manual (if MOE does not covered the company SMS).

In addition, applicants for organisations located outside the Seychelles shall submit the following documents:

- Copy of the EASA Approval Certificate (EASA FORM 3), issued by the European Union (EU) Member State or EASA, and
- Copy of the Maintenance Organisation Exposition or Maintenance Organisation Manual, as applicable, approved by the EU Member State or EASA.

#### **4 Aircraft maintenance organisation approval**

When applying for approval, organisations are required to demonstrate to the SCAA that they are fully in compliance with the requirements for the work they wish to undertake.

On receipt of an application the SCAA will arrange for an initial meeting with the Accountable Manager and his management personnel to discuss and explain the approval process. The management personnel in the organisation should be knowledgeable of the applicable requirements and use the additional guidance provided in the following paragraphs to assist with their application.

##### **Scope of approval**

Full details of the required Aircraft A rating, Engines B rating and Component C rating should be indicated on the application form. The application should include a D rating only where the organisation wishes to provide a NDT specialist service to other organisations. This D rating is not required for organisations that only intend to carry out the specialised service activity on aircraft or components during maintenance at their facility.

The exposition should clearly define the extent of the scope of work associated to each required rating and include procedures for carrying out the specialist service activity.

##### **Personnel and staffing**

An organisation will need to employ sufficient personnel who are competent and qualified to perform the maintenance detailed in the application.

An applicant for approval is required to nominate person(s) who carry out management functions. These nominations shall be made on SCAA AIR FORM 4 providing details of qualifications and experience relevant to the nominated post, except for the Accountable Manager. Nominated persons may be interviewed by the SCAA who will formally accept the person by signing the nomination form and returning a copy of the form to the applicant.

The SCAA will require a meeting with the Accountable Manager during the application process to ensure that he fully understands his responsibilities for the approval. A SCAA AIR FORM 4 is not required for the Accountable Manager, who is formally accepted by the SCAA in writing when the Exposition is approved.

## **Maintenance organisation exposition or manual**

A copy of the maintenance organisation exposition or manual should be prepared and submitted to the SCAA at the time of application for the approval. The format and content should be in accordance with the requirements, the associated acceptable means of compliance (AMC) and the associated guidance material (GM) published in the relevant technical standards.

The SCAA requires that, for aircraft maintenance organisations who are also commercial air transport operators, their exposition is published as a separate document from their continuing airworthiness management exposition (CAME).

## **Investigation, assessment and approval**

The SCAA will carry out an audit of the organisation to verify that the procedures and practices within the organisation as detailed in the exposition or manual demonstrate compliance with the requirements. Any non-compliance observed during the audit will be classified as a Level 1 or Level 2 finding or an observation notified to the applicant in writing. The applicant shall provide a comprehensive Corrective Action Plan not more than 14 days after the findings have been released on Centrik.

A level 1 finding is any significant non-compliance with the requirements which lowers the safety standard and hazards seriously the flight safety.

A level 2 finding is any non-compliance with the requirements which could lower the safety standard and possibly hazard the flight safety.

An observation received during the audit shall be given due consideration by the organisation. The organisation shall record the decisions taken in respect of those observations.

For initial approval all findings must be corrected before the approval can be issued.

Subject to completion of the investigation and closure of all the findings, the SCAA will issue an Approval Certificate (SCAA AIR FORM 3) and will provide to applicant the letter of approval of MOE/MOE supplement and formal acceptance of the organisation's SMS and the Accountable Manager by SCAA.

## **5 Foreign aircraft maintenance organisation approval**

An application for approval by an organisation based outside of the Seychelles shall be made in accordance with paragraphs 2 and 3 of this Airworthiness Notice.

The SCAA will investigate the application for approval in accordance with paragraph 4 above. On completion of a satisfactory investigation the SCAA will issue an Approval Certificate for a limited period not exceeding 24 months.

The approval of an organisation in accordance with this paragraph is dependent upon the organisation holding a valid EASA approval. Termination, suspension or revocation of the EASA approval will invalidate the SCAA approval.

The applicant must have a "SCAA MOE Supplement" to their applicable EASA IR Part-145 Maintenance Organisation Exposition (MOE), to address the additional conditions required by this Notice. The following subjects shall be addressed in the MOE Supplement:

- Airworthiness Directives deemed mandatory by SCAA
- SCAA accepted major modifications and repairs
- Aircraft Certificate of Airworthiness validity periods (if appropriate)
- Maintenance contract as per Part M Appendix XI to AMC to A.708(c)

- Aircraft maintenance certifications
- Reporting of un-airworthy conditions
- Maintenance records retention
- Approved spare parts

**Note:** An example of a SCAA Supplement is included as Appendix I to this Notice.

The accountable manager/chief executive officer shall sign a statement at the front of the MOE Supplement that commits the organisation to complying with their EASA IR Part-145 MOE and the SCAA Supplement and to recognize the consequence of failure to abide by this commitment.

The FAMO accepts that SCAA may access the Maintenance Organisation facilities during normal working hours to verify compliance.

The FAMO should understand that its National Airworthiness Authority (NAA) may be requested to make a recommendation in respect of its application and may visit the facility before making such recommendation. The absence of a positive recommendation from its NAA means that the FAMO applicant is unlikely to be accepted by SCAA.

Applicants are required to pay any additional costs associated with the investigation of organisations based outside of the Seychelles.

## **6 Change to approval**

An application to vary or change a maintenance organisation approval should be made in accordance with paragraph 2 and 3 above, providing details of the approval class and rating changes required. When the variation requires a revision to the maintenance organisation exposition or manual, this should be submitted as a draft amendment to the SCAA together with the application.

The SCAA will investigate the application for variation in accordance with paragraph 4 or 5, as applicable. If the variation affects the Approval Certificate a revised certificate will be issued after satisfactory completion of the investigation.

## **7 Continuation of approval**

Maintenance organisation approvals issued to organisations that are based in the Seychelles are non-expiring and will remain valid subject to continued compliance with the requirements and payment of the requisite fees and charges.

Approvals issued to organisations based outside of the Seychelles are valid for up to a maximum of two years. Providing that an application for renewal and a justified need are made, the approvals can be renewed for a further period subject to continued compliance with the requirements of this Airworthiness Notice and payment of the requisite fees and charges.

All maintenance organisation approvals are subject to oversight by the SCAA who will carry out audits to monitor compliance with the requirements and standards. Depending on the size and complexity of the organisation the audit will comprise either a single visit in a 12 month period or a multiple (rolling) audit in which a number of visits will take place during the 12 month period.

## **8 Notice revision**

This Notice becomes effective from the date of issue and supersedes the previous revision Airworthiness Notice No 17 which should be destroyed.

## **APPENDIX I**

# **SCAA MOE SUPPLEMENT**

## **COVER PAGE**

Foreign Aircraft Maintenance Organisation Name and Facility Address

Organisation's NAA Approval No :

SCAA APPROVAL REFERENCE*	SIGNATURE AND STAMP	DATE

\* SCAA approval reference is provided by SCAA airworthiness office.

This Supplement does not form part of the [state National Airworthiness Authority (NAA)] approved [state established Maintenance Organisation Exposition (MOE)].

This Supplement [state National Airworthiness Authority (NAA)] approved [state established MOE] forms the basis of Acceptance by Seychelles Civil Aviation Authority (SCAA) for maintenance by this organisation on aircraft and/or components under the regulatory control of SCAA.

Maintenance carried out in accordance with the referenced (state established MOE) and this Supplement is accepted as being in compliance with SCAA CAD-AIRW/11.

Note: This example SCAA Supplement gives guidance on the subjects which need to be addressed and translated into working procedures to ensure compliance with the SCAA supplementary conditions. The supplement must be customized to satisfy FAMO procedures.

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### 1. List of effective pages

Self-explanatory

### 2. Amendment procedures

This paragraph must identify who is responsible for amendment action within the approved maintenance organisation and that amendments to the supplement must be submitted to SCAA for acceptance.

Failure to ensure that the FAMO MOE and this SCAA Supplement are kept up to date in respect of regulatory changes and that the FAMO staff comply with the procedures therein could invalidate the SCAA Acceptance.

### 3. Introduction

This paragraph shall address why this Supplement is required. SCAA CAD-AIRW/11 requires that the performance and the certification of maintenance of commercially operated aircraft/aircraft components be carried out by an Aircraft Maintenance Organisation approved in accordance with Annex II (Part-145). SCAA prescribes additional requirements in Airworthiness Notice No. 17 for foreign aircraft maintenance organisation who seek acceptance as approved maintenance source based on recognised equivalent standards.

### 4. Responsible person commitment

This paragraph addresses the commitment by the responsible person that the foreign aircraft maintenance organisation will comply with the conditions specified in the MOE and this Supplement when performing maintenance on Seychelles aircraft/aircraft components.

The responsible person is normally the organisation's Chief Executive Officer, however that person may hold another responsible position within the organisation as long as that person has full financial authority. An appropriate statement may be as follows:

"This Supplement defines the organisation and procedures, together with the EASA IR Part-145 Approval no. \_\_\_\_\_ provides, for acceptance by SCAA.

These procedures are approved by the undersigned and must be adhered to as applicable when maintenance is performed on Seychelles registered aircraft in accordance with SCAA CAD-AIRW/11.

It is recognised that the organisation's procedures do not override the necessity to comply with any additional requirements formally published by SCAA and notified to this organisation from time to time.

It is understood that SCAA will accept this organisation as an acceptable source of maintenance for Seychelles customers as long as the SCAA is satisfied that the procedures are followed and work standards are maintained.

It is also understood that the SCAA reserves the right to cancel the approval when the SCAA finds that procedures are not followed or that the standards are not maintained.

Signed by the responsible person on behalf of the Foreign Aircraft Maintenance Organisation.

**NOTE:** When the responsible person is replaced, the new responsible person must sign the statement so that the SCAA acceptance is not invalidated.

### 5. SCAA Acceptance and Limitations

SCAA acceptance is based upon full compliance with EASA IR Part-145 MOE and the SCAA MOE Supplement. This acceptance is limited to the scope of work permitted under the approval issued to the organisation under its held NAA Approval and in accordance with maintenance contract or agreement made with Seychelles Operator or SEYCHELLES APPROVED Part- 145 AMO.

This acceptance is valid only within the geographical locations of operation where the holder is authorised under its held NAA Approval, unless otherwise so prescribed by the SCAA.

### 6. Access By the SCAA

This paragraph addresses the fact that SCAA staff must be allowed access to the organisation's facilities for the purpose of assuring compliance with the procedures and standards and also for investigation of specific cases. This paragraph should also indicate that the organisation's NAA may enter the premises of the organisation to investigate on behalf of the SCAA, whenever required.

#### **7. Work orders/contracts**

This paragraph addresses the subject of work orders/contracts. The organisation must ensure that the maintenance contract is understood by both parties. The Seychelles customer must ensure that the work orders/contracts are detailed and clear, and the organisation must ensure it receives work orders which it understands and should specify the inspections, repairs, modifications, overhauls, airworthiness directives and parts to be replaced

#### **8. Airworthiness Directives**

This paragraph must address the compliance with Airworthiness Directives (AD's). The Seychelles customer must provide a copy of all AD's which have to be complied with to the accepted maintenance organization.

#### **9. Major repairs and modifications**

This paragraph should specify that the Seychelles customer will obtain or establish the process to obtain SCAA approvals prior to any major repair or modification.

#### **10. Authorised Release Certificate**

The SCAA requires that the performance of maintenance of commercially operated components be carried out by accepted foreign maintenance organizations or SEYCHELLES APPROVED Part-145 approved maintenance organisations. The certification must be completed in accordance with SCAA CAD-AIRW/11 and Seychelles Airworthiness Notice 6 requirements and reflected on the acceptable release/return to service document. When maintenance cannot be performed in accordance with the work order/contracts, the Seychelles customer must be so informed.

#### **11. Certificate of Release to Service - Aircraft**

The SCAA requires that the performance of maintenance of commercially operated aircraft be carried out by SEYCHELLES APPROVED-145 approved maintenance organisations. A certificate of release to service must be completed in accordance with SCAA Airworthiness Notice Number 4 and shall contain the following statement:

**“Certifies that the work performed except as otherwise specified was carried out in accordance with the Civil Aviation (Safety) Regulations, 2017 for the time being in force and in respect to that work the aircraft/aircraft component is considered ready for release to service”.**

#### **12. Reporting of un-airworthy conditions**

This paragraph addresses the reporting of un-airworthy conditions. When any civil aeronautical product under the jurisdiction of SCAA is found to be unairworthy, it must be reported to SCAA and the Seychelles customer soonest by the fastest means available.

#### **13. Aircraft Technical records**

The maintenance organisation is required to provide to the Seychelles customer, a certificate of release/return to service document/statement and records for the maintenance performed in accordance with the work order/maintenance contracts. The maintenance organisation must retain a copy of those detailed records for a period of two years from the date performed.

Completion of all certifications and records for the maintenance performed shall be in the English language.

#### **14. Confirmation to the conditions of acceptance**

The maintenance organisation is required to confirm that it would comply with the measures that the

SCAA will undertake for the grant or continuation of the Certificate of Acceptance. This includes a statement that it will make of payment of fees that the SCAA may require and compensation of the cost of any audits or monitoring activities undertaken by the SCAA for validating the organisation's compliance with the conditions of the acceptance.