

Combined Airworthiness Organisation Approval

1 Purpose and scope

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

The Seychelles Civil Aviation Directives CAD-AIRW/10(Vb) and CAD-AIRW/10(Vd) incorporates Annex Vb (Part-ML) and Annex Vd (Part-CAO) 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 Maintenance and Continuing Airworthiness Management of Non-Complex Motor-Powered Aircraft and components for installation thereon.

These technical standards set out the responsibilities of owners and establishes that in the case of non-complex aircraft an owner is responsible for the continuing airworthiness of the aircraft it operates. In order to discharge those responsibilities, an owner either must be approved by the SCAA as a Combined Airworthiness Organisation (CAO) with continuing airworthiness management privilege or conclude a written contract with the CAMO approved in accordance with CAD-AIRW/10(Vc) (Part-CAMO) or a CAO with continuing airworthiness management privilege approved in accordance with CAD-AIRW/10(Vd) (Part-CAO). However, in case of contract, the CAO is assuming responsibility for the proper performance of contracted tasks associated with continuing airworthiness management of the subject aircraft.

The maintenance of non-complex aircraft and the associated components shall be carried out by a maintenance organisation approved in accordance with either CAD-AIRW/11 (Part-145 approved AMO) or CAD-AIRW/10(Vd) (Part-CAO approved organisation with maintenance privilege).

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. Such organisation seeking approval as CAO with continuing airworthiness management privilege shall additionally appoint the person acceptable to SCAA known as Technical Coordinator who will be a focal point acting on behalf of

organisation for all continued airworthiness management activities and permanently based in the Seychelles. Approvals are issued in accordance with the Regulations specified in paragraph 1 above.

3 Application

An application for a combined airworthiness management organisation approval shall be made to the SCAA Airworthiness Inspectorate on SCAA AIR FORM 2B together with the requisite fee. A copy of this form can be downloaded from the SCAA web site 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-CAO Compliance Statement as per SCAA Airworthiness Notice No. 30, and
- Combined Airworthiness Exposition in accordance with EASA guidance, CAO.A.025.

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

- Copy of the EASA Approval Certificate (EASA FORM 3-CAO), issued by the European Union (EU) Member State or EASA, and
- Copy of the Combined Airworthiness Exposition, approved by the EU Member State or EASA, and
- SCAA CAE Supplement.

4 Combined Airworthiness 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 ratings, Engines ratings and Component C rating and related privileges 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 and/or continuing airworthiness tasks 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.

Combined Airworthiness Exposition

A copy of the Combined Airworthiness Exposition 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 applicant is requested to complete a Part-CAO Compliance Statement to provide a record and summary of how the organisation complies with the applicable requirements providing a cross reference to the CAO procedures. The CAO shall take into account human factors, and include details of continuation training for all personnel involved in airworthiness management.

Aircraft Maintenance Program

The applicant for CAO with continuing airworthiness management privilege is to prepare and submit to the SCAA for approval an aircraft maintenance programme for each aircraft type to be operated. Further information on the approval process for an aircraft maintenance programme is provided in SCAA Airworthiness Notice No. 5.

Aircraft Technical Log

The applicant for CAO with continuing airworthiness management privilege is to prepare and submit to the SCAA for approval an aircraft technical log system. The SCAA will approve the technical log system in writing. No subsequent change is to be made to the technical log system unless the change is approved by the SCAA in writing.

Contracted maintenance

The applicants for CAO with continuing airworthiness management privilege alone and who are not SCAA approved aircraft maintenance organisation (AMO) are required to establish maintenance contracts with appropriately approved maintenance organisations. The technical aspect of the contract is to be submitted to the SCAA who will, when satisfied, approve the contracted maintenance arrangements in writing. Further information on the approval process for an aircraft maintenance organisation is provided in SCAA Airworthiness Notice No. 17.

Note: At the time of an application for CAO or for the inclusion of a new type an aircraft owner may not have established a contract for future base maintenance checks. This should be discussed with the SCAA who will consider alternative arrangements to establish an appropriate contract prior to the base maintenance check becoming due.

Subcontracting of Continuing Airworthiness Tasks

CAO is permitted to subcontract certain continuing airworthiness management tasks. However, the CAO does retain ultimate responsibility for these tasks and must be directly involved and/or endorse recommendations made by the subcontracted organisation. The CAE, must clearly define the procedures and processes that will apply to the sub-contracted organisation and how the operator's management of the activities will be accomplished. In addition, a pre-contract audit must be completed by the CAO to verify that the sub-contract organisation can achieve the

standards required for the activities that are to be sub-contracted. The audit is to be recorded and the record made available to the SCAA during their investigation of the application. A CAO who intends to subcontract continuing airworthiness management tasks is required to establish a formal contract with the subcontracted organisation. The technical aspect of the contract is to be submitted to the SCAA who will, when satisfied, approve the subcontract arrangements in writing.

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 demonstrate compliance with the requirements. Any non-compliance observed during the audit will be classified as a Level 1 or Level 2 finding and 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.

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-CAO) and will provide to applicant the letter of approval of CAE / CAE supplement and formal acceptance of the organisation's Accountable Manager by SCAA.

5 Foreign combined airworthiness 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 for Part-CAO approved organisation with maintenance privilege and not exceeding 12 months for CAO with continuing airworthiness management privilege.

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 for CAO with continuing airworthiness management privilege must appoint person acceptable to SCAA known as Technical Coordinator who will be a focal point acting on behalf of organisation for all continued airworthiness management activities and permanently based in the Seychelles. This shall be made on SCAA AIR FORM 4 as for NPH and will be processed by SCAA as described in paragraph 4 of this Airworthiness Notice.

The applicant must have a "SCAA CAE Supplement" to their applicable EASA Part-CAO Combined Airworthiness Exposition (CAE), to address the additional conditions required by this Notice. The following subjects shall be addressed in the CAE Supplement:

- Airworthiness Directives deemed mandatory by SCAA
- SCAA approved modifications and repairs
- Aircraft Certificate of Airworthiness validity periods (if appropriate)
- Aircraft maintenance certifications (required for CAO with maintenance privilege)
- Reporting of un-airworthy conditions

- Maintenance records retention
 - Approved spare parts (required for CAO with maintenance privilege).
- The following subjects shall also be addressed in the CAE Supplement for CAO with continuing airworthiness management privilege:

- Technical coordination procedures
- Certificate of Maintenance Review
- Maintenance contract as per Part M Appendix XI to AMC to A.708(c)
- Aircraft maintenance programmes
- Aircraft Technical Log.

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

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

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

The foreign CAO 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 CAO approval should be made in accordance with paragraph 2 and 3 above, providing details of the approval rating or privileges changes required. When the variation requires a revision to the CAE or CAE supplement (as appropriate), 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

Combined Airworthiness 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 for Part-CAO approved organisation with maintenance privilege and up to a maximum of one year for CAO with continuing airworthiness management privilege. 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 Combined Airworthiness 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 section is not applicable due to Initial issue of Notice.

APPENDIX I

SCAA CAE SUPPLEMENT

{COVER PAGE}

Foreign Combined Airworthiness 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 Combined Airworthiness Exposition (CAE)].

This Supplement to [state National Airworthiness Authority (NAA)] approved [state established CAE] forms the basis of Approval by Seychelles Civil Aviation Authority (SCAA) for Continuing Airworthiness Management/Maintenance (as applicable) by this organisation on aircraft and/or components under the regulatory control of SCAA.

Continuing Airworthiness Management/Maintenance carried out in accordance with the referenced (state established CAE) and this Supplement is accepted as being in compliance with SCAA CAD-AIRW/10(Vd).

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 foreign CAO 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 combined airworthiness organisation and that amendments to the supplement must be submitted to SCAA for approval.

Failure to ensure that the CAE and this SCAA Supplement are kept up to date in respect of regulatory changes and that the foreign CAO staff comply with the procedures therein could invalidate the SCAA approval.

3. Introduction

This paragraph shall address why this Supplement is required. SCAA CAD-AIRW/10(Vd) requires that the Continuing Airworthiness Management and Maintenance of Non-Complex Aircraft and Components for installation thereon be carried out by an organisation approved in accordance with Annex Vd (Part-CAO). SCAA prescribes additional requirements in SCAA Airworthiness Notice No. 37 for foreign combined airworthiness organisation who seek approval as approved maintenance and/or continuing airworthiness management source based on recognised equivalent standards.

4. Responsible person commitment

This paragraph addresses the commitment by the responsible person that the foreign combined airworthiness organisation will comply with the conditions specified in the EASA approved CAE and this Supplement when performing maintenance and/or continuing airworthiness management 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-CAO Approval no._____, provided for approval by SCAA.

These procedures are approved by the undersigned and must be adhered to as applicable when continuing airworthiness management and/or maintenance is performed on Seychelles registered Motor-Powered Aircraft and components in accordance with SCAA CAD-AIRW/10(Vd) and SCAA CAD-AIRW/10(Vb).

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 and/or continuing airworthiness management 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 Combined Airworthiness Organisation}

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

5. SCAA Approval and Limitations

SCAA approval is based upon full compliance with EASA IR Part-CAO CAE and the SCAA CAE Supplement. This approval is limited to the scope of work permitted under the approval issued to the organisation under its held NAA Approval and in accordance with continuing airworthiness management and/or maintenance contract or agreement made with Seychelles Operator or SEYCHELLES APPROVED Part- 145 AMO, Part-CAMO or Part-CAO organisations, as applicable. This approval 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 and/or continuing airworthiness contract/s is/are 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 (in case of maintenance) and/or continuing airworthiness activities (in case of continuing airworthiness management).

8. Airworthiness Directives

This paragraph must address the compliance with Airworthiness Directives (AD's). Refer to SCAA Airworthiness Notice No. 19.

The Seychelles customer must provide a copy of all AD's which have to be complied with to the approved maintenance organisation.

9. SCAA approved repairs and modifications

This paragraph should specify that the Seychelles customer (in case of maintenance only) or approved CAO (in case of continuing airworthiness management) will obtain or establish the process to obtain SCAA approvals for repairs or modifications as per requirements of SCAA Airworthiness Notice No. 20.

10. Authorised Release Certificate

The SCAA requires that the performance of maintenance of commercially operated components be carried out by accepted foreign maintenance organisations or SEYCHELLES APPROVED Part-145/Part-CAO approved maintenance organisations. The certification must be completed in accordance with SCAA CAD-AIRW/11 or SCAA CAD-AIRW/10(Vd) and SCAA Airworthiness

Notices No. 4 and No. 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

The SCAA requires that the performance of maintenance of Non-Complex Aircraft and Components for installation thereon be carried out by either SCAA Part-145 approved maintenance organisations or SCAA Part-CAO approved combined airworthiness organisation with maintenance privilege. A certificate of release to service must be completed in accordance with SCAA Airworthiness Notice No. 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 Certificate of Airworthiness

This paragraph addresses the compliance with requirements for Aircraft Certificate of Airworthiness. Refer to SCAA Airworthiness Notices No. 12 and 16.

14. Certificate of Maintenance Review

This paragraph addresses the compliance with requirements for Certificate of Maintenance Review. Refer to SCAA Airworthiness Notice No. 8. Details of CMR staff should be described.

15. Technical coordination procedures

This paragraph addresses coordination procedures between aircraft owner and CAO to demonstrate how parties fulfilling its responsibilities for continuing airworthiness of aircraft and proper performance of contracted tasks associated with continuing airworthiness management of the subject aircraft, accordingly. Details of Technical Coordinator as well as alternative contacts within the CAO should be described. The information specified above may be kept as separate document, for example TPM – Technical Procedures Manual which should contain clear cross-references to this CAE supplement.

16. Aircraft maintenance programmes

This paragraph addresses the compliance with requirements for Aircraft Maintenance Programmes. Refer to SCAA Airworthiness Notice No.5.

17. Aircraft Technical Log

This paragraph should specify aircraft technical log system to demonstrate compliance with the applicable technical standard.

18. Aircraft Technical records

The CAO with maintenance privilege 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 CAO with maintenance privilege must retain a copy of those detailed records for a period of three years at which it released to service the aircraft or aircraft component to which the work relates. The CAO shall retain a copy of the continuing airworthiness management records and records related with Certificate of Maintenance Review for a period of two years from the date at which the aircraft has been permanently withdrawn from service. Completion of all certifications and records for the maintenance performed shall be in the English

language.

19. Confirmation to the conditions of approval

The CAO is required to confirm that it would comply with the measures that the SCAA will undertake for the grant or continuation of the Approval Certificate. 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 approval.