Evaluation and Approval of a Maintenance Procedures Manual

1.0 PURPOSE

This Order is issued to guide Authority Airworthiness Inspectors when evaluating and approving Approved Maintenance Organization’s (AMO) Maintenance Procedures Manual (MPM).

2.0 REFERENCES

2.1 Regulation 26 and the First Schedule of the Civil Aviation (Approved Maintenance Organisation) Regulations

2.2 Checklist CL: O-AWS005

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The MPM is normally presented with all other required manuals during the Formal Application phase of AMO certification. The MPM is evaluated and approved before the AMO is certificated.

3.1.2 The MPM must not be contrary to Civil Aviation Regulations and manufactures recommendations

3.1.3 In general the MPM defines the AMO administrative structure, duties and responsibility of staff, the maintenance capability or scope of work, and gives instructions and/or information necessary for personnel to perform their duties.

3.2 Evaluation Procedure

3.2.1 The MPM should be evaluated to ensure that it satisfies the Civil Aviation Regulations. It is therefore important to establish that:

a) There is a Statement of Compliance that shows all the regulatory requirements have been addressed in the manual.
b) The manual adequately describes the means of compliance with the particular regulatory requirements;

c) The MPM is reviewed to ensure that:

(i) It is in a format that is easy to revise;

(ii) There is a manual distribution list.

(iii) It has a document number, issue number and date of issue

(iv) It has a list of effective pages.

(v) Has an Index and all the pages are numbered and reflect the date of issue

(vi) Contains all items required by Regulation 26 and First Schedule of the Civil Aviation (Approved Maintenance Organisation) Regulations.

(vii) All systems outlined in the MPM are in place and operational;

(viii) Each section contains a reference to the applicable regulation and Schedule as applicable.

(ix) All proposed systems, processes, charts and procedures are in accordance with applicable Regulations;

(x) Any referenced documents named in the manual are available and adequate for the proposed use.

(xi) There is a requirement and commitment to perform aircraft maintenance in accordance with Approved Maintenance Schedule.

(xii) There is a requirement by the AMO for the operators whose aircrafts it maintains to submit a current copy of the organization Maintenance Control Manual (MCM) and that there is a commitment by the AMO to comply with it.

(xiii) There is a requirement to have in place a maintenance agreement with all the operators whose aircraft and or equipment the AMO maintains – refer to Regulation 59(5) of the Civil Aviation (Air Operator Certification and Administration) Regulations.

(xiv) It is also required that the AMO shall have maintenance agreements with the AMO’s to which it sub-contracts maintenance beyond its scope – refer to Regulation 14 of the Civil Aviation (Approved Maintenance Organisation) Regulations.

3.2.2 The manual should be checked for completeness and correctness of contents and that it adequately describes all of the procedures necessary for airworthiness and maintenance control of the aircraft and or equipment involved.

3.2.3 It is important to ensure that any material copied from the aircraft manufactures or regulations documents to the Maintenance Procedure Manual is in agreement with the information in the current relevant parent document.

**Note:** The applicant will also need to demonstrate a system that ensures that the Maintenance Procedures Manual will be amended in line with all amendments incorporated in the parent documents.

3.3 Results

3.3.1 If discrepancies are found:

a) The AMO is notified in writing listing the specific discrepancies found;

b) Re-submissions are treated as revisions;
3.3.2 When satisfied that the MPM meets all requirements, the document shall be issued with an Approval Note, and the List of Effective Pages shall be stamped by the Authority. One copy will be returned to the AMO and the other will be retained at the Authority.

3.4 Amendments to the Approved MPM

Amendments to the approved MPM are subjected to the same approval procedures. The amendment approval evaluation however includes the impact of the amendment to any other AMO manuals.

Civil Aviation Authority