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**SUBJECT: ACCEPTANCE OF A FOREIGN APPROVED MAINTENANCE ORGANISATION (AMO)**

**DATE: 05/06/2015**

## **1. GENERAL**

### **1.1 PURPOSE**

1.1.1 The purpose of this technical circular is to provide guidance to a foreign AMO on an acceptable means of compliance with Cabo Verde Civil Aviation Regulations for the conduct of maintenance on a Cabo Verde registered aircraft and associated aeronautical products.

### **1.2 APPLICABILITY**

1.2.1 This circular is applicable to a foreign AMO applying for an AAC acceptance of his certificate

### **1.3 REFERENCES**

- 1.3.1 CV-CAR 6 Approved Maintenance Organisation;
- 1.3.2 CV-CAR 5 Airworthiness;
- 1.3.3 CV-CAR 9 Air Operator Certification and Administration;
- 1.3.4 CV-CAR 8 Operation; and
- 1.3.5 CV-CAR 2 Personnel Licensing.

## **2. INTRODUCTION**

### **2.1 GENERAL INFORMATION**

2.1.1 CV-CAR 9 allows an air operator in Cabo Verde to make arrangements with an approved and appropriately rated aircraft maintenance organization for the performance of maintenance of aircraft and associated aeronautical products as provided in the approved maintenance programme and approved maintenance control manual.

2.1.2 AAC may accept a certificate or approval issued by the Authority of another Contracting State. AAC will issue an acceptance certificate to an Approved maintenance organization for the conduct of maintenance on a Cabo Verde registered aircraft and its associated aeronautical products, subject to the maintenance organization being in compliance with CV-CAR 6 and the maintenance special conditions prescribed by the AAC in this TC.

2.1.3 The AAC has published the maintenance special conditions for the acceptance of maintenance from an approved maintenance organization in paragraph 2.2.

2.1.4 A certified maintenance organization may be accepted by the AAC in accordance with CV-CAR 6 when such maintenance organization complies with this Technical Circular (TC) and the AAC Inspectors have satisfactorily completed the evaluation.

## **2.2 ACCEPTANCE OF AN MAINTENANCE ORGANIZATION APPROVAL GRANTED BY A FOREIGN NATIONAL AUTHORITY**

### 2.2.1 Responsibility

2.2.1.1 The owner/operator is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless the maintenance of the aircraft is performed in accordance with the approved maintenance programme.

2.2.1.2 The foreign AMO must hold a valid local Authority Approval certificate appropriately rated for the scope of maintenance to be carried out on Cabo Verde registered aircraft. The AMO acceptance shall be based on and limited to the local Authority approval scope of work. Acceptance by the AAC will be based upon the AMO operations specification and therefore will be limited to such operations specification.

2.2.1.3 It is the responsibility of the AAC to verify that all aircraft on its register are effectively maintained by an approved maintenance organisation. The AAC acceptance of foreign approved maintenance organisation provides a mechanism to verify minimum standards of maintenance are being used.

2.2.2 Special conditions for the acceptance of an maintenance organization approval (special conditions should be any CV CAR 6 special requirements not contained in the local Authority's regulations)

2.2.2.1 The foreign AMO must hold a valid local Authority Approval certificate appropriately rated for the scope of maintenance to be carried out on Cabo Verde registered aircraft to be eligible for acceptance. (this is not a special but a basic condition)

2.2.2.2 The following foreign NAA maintenance organisation approvals are accepted by the AAC:

- (1) Europe - European Aviation Safety Agency (EASA) Part 145.
- (2) USA - Federal Aviation Administration (FAA) FAR 145.
- (3) Canada – TCCA Canadian Aviation Requirements Subpart 573.

2.2.2.3 Any maintenance organization with an airframe or limited airframe rating should have appropriate covered accommodation for the base maintenance of any airframe for which it is rated. Any Cabo Verde registered aircraft undergoing maintenance and/or alteration should be completely inside the covered accommodation during such maintenance and/or alteration.

2.2.2.4 The AMO shall have an effective working independent quality system to ensure that the AMO remains in compliance with the local approving Authority regulatory requirements and the Special Conditions Supplement (SCS) to a Foreign AMO Maintenance Procedures Manual (MPM) Document approved by the AAC in accordance with CV-CAR 6. Internal audits must be carried out annually (or be carried out progressively over the one year period) and must cover the applicable local Authority Regulations and this TC Special Conditions.

2.2.2.5 The AMO must use authorized aeronautical products during maintenance. The maintenance organization must use the local authority forms, e.g. FAA Form 8130-3, EASA Form One or TCCA Form 24-0078, as an aeronautical product maintenance release/return to service

document. The form shall be completed in accordance with the relevant local authority procedure. These forms must not be used for the release/return to service of an aircraft. The Authority acceptance number and the local Authority approval number shall appear on the Release/Return to service certificates.

2.2.2.6 The release/return to service of the aircraft must be in accordance with the procedures approved by the Authority and in compliance with CV-CAR 6.

2.2.2.7 The Special Conditions Supplement shall contain the AMO accountable manager signed statement of commitment that commits the maintenance organization to compliance with CV-CAR 6 and any additional conditions that may be required by the AAC and to recognition of the consequence of failure to comply.

2.2.2.8 The AMO is required to hold valid maintenance agreements with all the operators for which it performs maintenance work. The maintenance agreement shall state the scope of work the AMO has been contracted to perform.

2.2.2.9 The maintenance organization must have an AAC supplement to the maintenance organization Procedures Manual or Maintenance Organization Exposition containing information and procedures in accordance with paragraph 2.3.

2.2.2.10 The AAC may accepted an organisation holding an approval identified in 2.2.2.2 subject to:

- (1) The inspector should ensure the NAA's approval remains valid for the aircraft type and scope of work and that the work to be performed does not exceed the schedule of approval issued by the NAA and
- (2) An investigation should be carried out to include the audit items considered necessary by the inspector as listed in Appendix 3 and
- (3) A Status Report and recommendation Appendix 3 (form A2.AIR.30A) should be completed and submitted to the Airworthiness Manager by an authorised airworthiness inspector and
- (4) A successful review of the submitted AAC supplement to the existing MPM/MOE

2.2.2.11 On receipt of a satisfactory recommendation from the authorised inspector, the Airworthiness Manager will verify the process and submit the recommendation for acceptance to the Flight Safety Director.

## **2.3 THE SPECIAL CONDITION SUPPLEMENT**

2.3.1 The Special Conditions Supplement (SCS) to a Foreign AMO maintenance procedures manual (MPM) must is prepared and submitted to the Authority together with the acceptance application AAC form FS.AIR.46.

2.3.2 It takes into account huge multi function AMO's by addressing only those functions where the Authority safety oversight concerns are limited as the case may be when working on Cabo Verde registered aircraft.

2.3.3 It contains civil aircraft maintenance procedures and information approved by the Authority that commits the foreign AMO to carry out maintenance in accordance and in compliance with the CV-CAR 6.

2.3.4 When approved, it also provides the Authority inspectors scope of reference when auditing and/or carrying surveillance functions on a Foreign AMO.

2.3.5 The Special Conditions Supplement (see Appendix 2) to a Foreign AMO Maintenance Procedures Manual (MPM) contains information and procedures showing that the maintenance organization is working in accordance with local authority regulations and the conditions specified in paragraph 2.2 In addition, procedures for the following subjects should also be included:

- (1) The work scope and methods of compliance;
- (2) Responsibilities of all participants;
- (3) Location of contracted work;
- (4) Work orders;
- (5) Approved design engineering data;
- (6) Appropriate maintenance and engineering reference manuals;
- (7) Airworthiness directives/Service Bulletin;
- (8) Major repairs / modifications;
- (9) Release of components after maintenance;
- (10) Release of aircraft after maintenance;
- (11) Reporting of non-airworthy conditions;
- (12) Technical record;
- (13) Quality monitoring system;
- (14) Provision of hangar space for aircraft maintenance;
- (15) Components authorised for use during maintenance & modification;
- (16) Sub-contracted maintenance;
- (17) Work away from a fixed location.

2.3.6 An example of the content structure of a Special Conditions Supplement to the foreign AMO MPM is included in this TC as Appendix 2.

## **2.4 ADDITIONAL CONDITIONS FOR THE ACCEPTANCE OF AIR OPERATORS LINE STATIONS**

2.4.1 Line stations as part of a Certified Air Operator, can only be accepted if the air operator complies with paragraph 2.2, holding an acceptable Approved Maintenance Organization Certificate for at least one of its maintenance facilities valid for the aircraft type(s) and scope

of work relevant to the line station(s). The contracted line station(s) shall comply with paragraph 2.2, as applicable. The Supplement must include a procedure which clearly demonstrates that the quality system covers all contracted activities. The AAC will only recognise line maintenance organisations located within the country where the maintenance organisation is domiciled.

### **3. PROCEDURE**

#### **3.1 APPLICATION PROCEDURE AND ACCEPTANCE PROCEDURES**

- 3.1.1 The foreign AMO that wishes to be accepted in accordance with the Cabo Verde Civil Aviation Regulations to carry out maintenance on Cabo Verde registered aircraft shall contact the Cabo Verde Civil Aviation Authority (AAC) by letter, telephone, Fax or E-mail.
- 3.1.2 After the first contact AAC will send an application package containing this circular with all applicable attachments including the application form FS.AIR.46 (refer to Appendix 1) and the guidance Material for reference.
- 3.1.3 The applicant should review the guidance material and apply for the acceptance as follows:
  - (1) The AMO should express the need to perform maintenance on Cabo Verde registered aircraft by letter of communication.
  - (2) An application letter and the application form FS.AIR.46, the Special Condition Supplement shall be completed and submitted to the Authority together with the AMO Procedures Manual (MPM) or Maintenance Organisation Exposition (MOE,) and the appropriate application fee.
- 3.1.4 After receiving the application package the assigned inspector will assess the conformity of the application and ensure that the approval is appropriate. If the package is acceptable the Authority shall advise whether there is a need to schedule an approval inspection.
- 3.1.5 The maintenance organization must accept that the AAC inspectors may access the maintenance organization facility during normal working hours to check for compliance.
- 3.1.6 The maintenance organization should understand that the AAC inspectors will make a recommendation in respect of AAC acceptance of the maintenance organization and will visit the facility, if required before making such recommendation. The absence of a positive recommendation from the AAC inspectors means that the maintenance organization will not be accepted by the AAC.
- 3.1.7 When the airworthiness inspector is satisfied that the applicant has met the requirement to ensure equivalence with CV-CAR 6, and subject to the satisfactory outcome of an AAC audit, the inspector will submit the Status Report and recommendation in Appendix 3 (form A2.AIR.030A) together the approved Special Condition Supplement to the existing MPM/MOE .
- 3.1.8 On receipt of a satisfactory recommendation from the authorised inspector, the Airworthiness Manager will verify the process and submit the recommendation for acceptance to the Flight Safety Director. The AAC will issue an acceptance certificate to the maintenance organization and the list of all maintenance organizations that have been accepted by the AAC will be revised and published.

3.1.9 Line stations shall be accepted only if the parent Foreign (AMO) complies with the requirements of this Technical Circular, i.e. it holding a valid local Authority AMO Certificate with ratings for the aircraft type(s) and scope of work relevant to the required line station services.

## **3.2 ACCEPTANCE CONDITIONS**

3.2.1 The foreign AMO must provide right of access to the Authority Inspectors to the AMO facilities to determine continued compliance with the Cabo Verde Civil Aviation regulation.

3.2.2 The Authority will not issue or renew an acceptance to an AMO that is under formal investigation by the local approving Authority for suspected non-compliance that could result in revocation of the local approval. The Authority approval shall cease to be effective when the foreign Authority approval is not valid or has been revoked.

3.2.3 Amendments to the approved Special Conditions Supplement require Authority approval before application. The acceptance process may require an audit to verify the AMO capability for the additional rating.

3.2.4 This acceptance remains valid unless the local Authority approval is not valid or has been revoked or the AAC establish that there is a significant failure to comply with the conditions of the acceptance.

## **3.3 PROCEDURES FOR THE RENEWAL OF THE ACCEPTANCE**

3.3.1 The renewal procedure for approved organisations will require the completion of a renewal application AAC Form FS.AIR.46 (Appendix 1) by the organisation which should be submitted to the AAC.

3.3.2 The renewal application Form and any amendment to the Special Conditions Supplement (if any) should be sent to the Authority at least 60 days prior to expiry of the acceptance certificate.

3.3.3 The Maintenance organization shall report to the AAC on a yearly basis, all maintenance performed on Cabo Verde registered aircraft. This report shall include the information prescribed in appendix 4.

3.3.4 On receipt of the application, an authorised inspector will be assigned to carry out an assessment of the organisation, complete a status report and make a recommendation (Appendix 3).

3.3.5 The Authority will review the Special Conditions Supplement. Any changes to the organisation should be noted on the status report.

3.3.6 The AMO shall facilitate the Authority inspectors to carry out the renewal inspection. When possible the assessment of the organisation should coincide with a visit to the organisation for the survey of a Cabo Verde registered aircraft as the assessment should include a product audit.

3.3.7 The depth of inspection by the inspector will depend on the organisations maintenance activity on Cabo Verde registered aircraft over the audit period.

- 3.3.8 The renewal recommendation will depend on the continued validity of the approval issued by the NAA upon which the option one approval is based.
- 3.3.9 When the Authority is satisfied with the status of the approved Special Conditions Supplement, and the results of the renewal inspection, the Authority will renew the AMO acceptance certificate for a period of two years.

### **3.4 CHANGES TO THE AMO ACCEPTANCE**

- 3.4.1 When the AMO wishes to make changes like the name, address, location, scope and limitations of coverage it is necessary to inform the Authority of such changes in writing and supply an amended revision of the Special Condition Supplement, including the Accountable Manager's revised commitment statement.
- 3.4.2 Amendments to the issued acceptance certificate will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.
- 3.4.3 No fee is required for the amendment of an existing acceptance certificate.

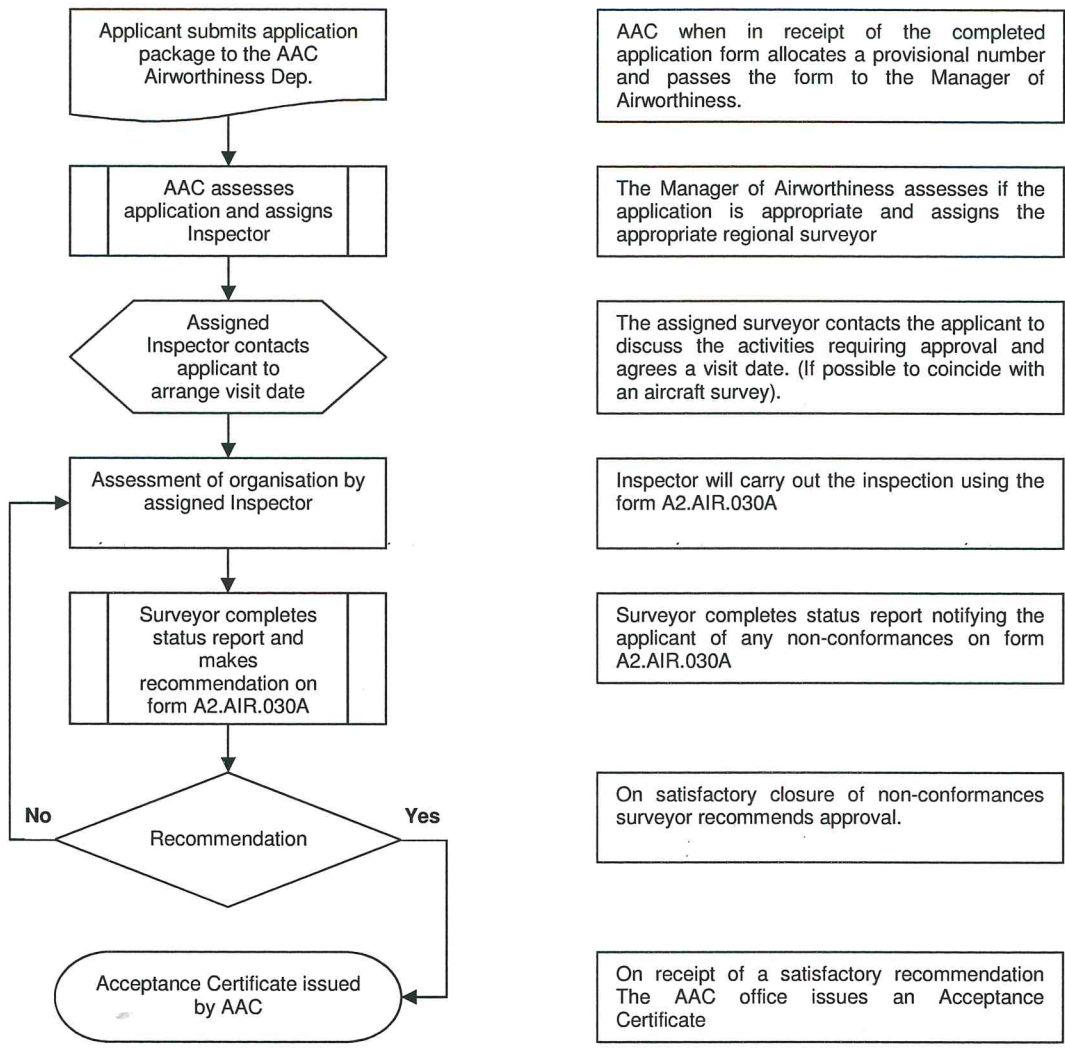
### **3.5 REVOCATION OF THE AMO ACCEPTANCE**

- 3.5.1 Any AMO accepted by the Authority in accordance with the CV-CAR 6 and the conditions specified in this TC could have a complete or partial revocation of the approval, should the Authority establish that there is a significant failure to comply with the conditions of the approval.
- 3.5.2 It should also be noted that the local Authority AMO certificate expiry or withdrawal automatically invalidates the Authority Approval.

### **3.6 SUB-CONTRACTING MAINTENANCE WORK**

- 3.6.1 An Approved Maintenance Organisation (AMO) may sub-contract maintenance work to another Approved Maintenance Organisation. If however the sub-contracted AMO is not approved by the Authority it is required that at least the following are met:
- (1) The AMO must hold a local Authority approval for the work which is being subcontracted.
  - (2) The approved AMO still remains responsible for the quality of the released to service of the sub-contracted maintenance work, including the appropriate airworthiness requirements.
  - (3) Have necessary procedures (i.e. Maintenance Agreement) for the control of the subcontracted activities, together with the terms for the personnel responsible the management.

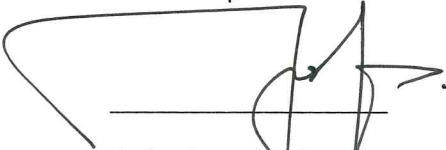
### 3.7 FLOW DIAGRAM – ISSUE/RENEWAL OF ACCEPTANCE



### 3.8 AAC CONTACT ADDRESS

Any correspondence required to be sent to AAC should be addressed as follows:


Agência de Aviação Civil  
 Av. Cidade Lisboa, Nº 34 P.O 371  
 Praia- Cape Verde

  
 João dos Reis Monteiro  
 President of the Board

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# Appendix 1- APPLICATION FORM

|  |  |            |                |
|--|--|------------|----------------|
|  <p><b>AAC</b><br/>AGÊNCIA DE AVIAÇÃO CIVIL</p> | <b>APPLICATION FOR ACCEPTANCE OF A FOREIGN AMO</b> | Reference: | FS.AIR.46      |
|  |  | Revision:  | Versão Inicial |
|  |  | Date:      | 05-06-2015     |

|   |   |   |                                    |
|---|---|---|------------------------------------|
| <b>1. Foreign Approved Maintenance Organisation Name, Number, Location and Address</b>  |   | <b>2. Reasons for Submission</b>  |                                    |
| a. Official Name of Approved Maintenance Organisation:  | b. Approval Certificate Number:                       | <input type="checkbox"/> Acceptance of Foreign AMO approval<br><input type="checkbox"/> Renewal of AAC acceptance<br><input type="checkbox"/> Change in AMO<br><input type="checkbox"/> Other (Specify) _____<br><br>Please detail the reason for amendment:<br>_____<br>_____<br>_____ |                                    |
| c. Location where business is conducted:  |   |   |                                    |
| d. Official Mailing Address of Approved Maintenance Organisation (Number, Street, City, State, & Zip):  |   |   |                                    |
| e. Telephone:   | f. Facsimile:   |   |                                    |
| g. Organization Approval issued by:   |   | <b>3. If request is for renewal, please state AAC authorization number:</b>   |                                    |
| EASA <input type="checkbox"/> FAA <input type="checkbox"/> TCCA <input type="checkbox"/> OTHER <input type="checkbox"/> _____   |   |   |                                    |
| <b>4. Quality assurance Manager Name and email:</b>   |   |   |                                    |
| <b>5. Scope of approval:</b>  |   |   |                                    |
| <i>(what scope of approval is the company requesting (list aircraft types, engines or components) or refer to the scope of work in the MPM or MOE)</i>  |   |   |                                    |
| <b>6. Validity period of the current NAA approval:</b>  |   |   |                                    |
| <b>7. Applicants Certification</b>  |   |   |                                    |
| I hereby certify that I have been authorised by the approved maintenance organisation identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.   |   |   |                                    |
| Date of application:  | Authorised Signature:                                 | Print Name of Authorised Signature:   | Title:                             |
| <b>For AAC Use Only</b>   |   |   |                                    |
| <b>8. Remarks (Identify by item number. Include deficiencies found ratings denied):</b>   |   |   |                                    |
| <b>9. Findings - Recommendations</b>  |   |   | <b>8. Date of Inspection</b>       |
| <input type="checkbox"/> A. AMO was found to comply with requirements of Part 6.<br><input type="checkbox"/> B. AMO was found to comply with requirements of Part 6, except for deficiencies listed in Item 8.<br><input type="checkbox"/> C. Recommend the Acceptance with rating applied for on application be issued.<br><input type="checkbox"/> D. Recommend the Renewal of the Acceptance |   |   |                                    |
| <b>10. AAC Office</b>   | <b>Signature(s) of Inspector(s)</b>                   |   | <b>Printed Names of Inspectors</b> |
|   |   |   |                                    |
|   |   |   |                                    |
|   |   |   |                                    |
| <b>11. Supervising or Assigned Inspector</b>  |   |   |                                    |
| <b>ACTION TAKEN</b>   | ACCEPTANCE ISSUED                                     |   | Inspector's Signature              |
|   | Number :  |   |                                    |
| <input type="checkbox"/> ACCEPTED   | Date (as shown on certificate issued on date shown) : |   | Inspector's Printed Name           |
| <input type="checkbox"/> NOT ACCEPTED   |   |   | Title                              |

## Appendix 2 - SPECIAL CONDITIONS SUPPLEMENT TO THE FOREIGN AMO MPM/MOE

|   |   |            |                |
|---|---|------------|----------------|
| <br>AGÊNCIA DE AVIAÇÃO CIVIL | <b>SPECIAL CONDITIONS SUPPLEMENT (SCS) TO A<br/>FOREIGN AMO</b> | Reference: | FS.AIR.47      |
|   |   | Revision:  | Versão Inicial |
|   |   | Date:      | 05-06-2015     |

|   |  |
|---|--|
| <b>Approved SCS Ref. No.:</b>                   |  |
| <b>Foreign AMO MPM Ref. No.:</b>                |  |
| <b>Foreign AMO Name and Address:</b>            |  |
| <b>Foreign AMO Local Authority Approval No:</b> |  |
| <b>The Authority AMO Acceptance No.</b>         |  |

This approved Special Conditions Supplement (SCS) forms part of the foreign AMO Maintenance Procedures Manual (MPM)/ Maintenance Organization Exposition (MOE).

This SCS together with the foreign AMO local Authority approved MPM form the basis of approval of a foreign AMO to carry out maintenance on aircraft and or components in accordance with Cabo Verde the Civil Aviation (Approved Maintenance Organization) Regulations.

This supplement forms part of the applicants obligations for CV-CAR Part 6 approval as specified in the Technical Circular CT.AIR.024.A

The cover page of the AAC Supplement should include the intent of the above statement.

Note: This example AAC supplement gives guidance on the subjects which need to be addressed and translated into working procedures to ensure compliance with the AAC special conditions. The supplement must therefore be customised to satisfy the specific Maintenance Organization procedures.

### 1. TABLE OF CONTENTS

### 2. LIST OF EFFECTIVE PAGES

Self explanatory

### 3. STATEMENT OF COMPLIANCE

A brief description or specific reference to the MPM/supplement to describe the method of compliance to the CV-CAR Part 6 should be attached to the Supplement and submitted together on the application.

### 4. AMENDMENT PROCEDURE

This paragraph should specify that amendments must be submitted to the NAA for Approval and that working practises and procedures must be reflected in the AMO Maintenance Procedures Manual and, if appropriate, in this AAC Supplement. In addition this paragraph should identify who within the organisation is responsible for amendment action and for ensuring the Approval process of the AAC Supplement is carried out.

Failure to ensure that the Maintenance Procedure Manual and this AAC Supplement are kept up to date in respect of regulatory changes and that the Maintenance Organisation staff comply with the procedures therein could invalidate the AAC Approval.

### 5. INTRODUCTION

This paragraph should address why the supplement is necessary.

The Civil Aviation Regulation CV-CAR Part 9 (Air Operator Certification and Administration) provides for Authority approval of maintenance organization or maintenance organization selected by the air operators to carry out maintenance on Authority approved AOC holders. The organisation can be a foreign based.

The SCS is meant to cater for the specific Authority requirements and differences that might be there between Cabe Verde Civil Aviation (Approved Maintenance Organisation) Regulations and the foreign Authority Regulations. The foreign AMO shall be approved when the Authority is satisfied that the AMO complies with maintenance Special Conditions specified in this Technical Circular.

## **6. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT**

This paragraph represents the agreement statement by the Accountable Manager that the organization will comply with the conditions specified in the Supplement whilst operating SCS and operate in accordance with CV-CAR Part 6 (Approved Maintenance Organisation.) approval. It includes recognition of the consequences of failing to meet either requirements or standards.

The accountable manager is usually the organisation's Chief Executive Officer (CEO) or President but can, in the largest organisation be the Vice President (Engineering) so long as he/she is on the corporate Board and has full financial authority.

An acceptable statement for this paragraph would be:

*This Supplement in conjunction with the foreign AMO approved MPM/MOE Ref. .... defines the organization and procedures upon which the Authority AAC approval has been granted.*

*These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the conditions of the CV-CAR Part 6 (Approved Maintenance Organisation approval).*

*It is accepted that the AMOs procedures do not override the necessity of complying with any additional requirements formally published by the Authority and notified to this organization from time to time.*

*It is understood that the approval will be valid whilst the Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Authority reserves the right to revoke the Approval if it considers that procedures are not followed or standards not upheld.*

.....  
*Signed by the Accountable Manager  
For and on behalf of the AMO*

Please note that whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous Authority Acceptance.

## **7. APPROVAL BASIS AND LIMITATION**

The Authority approval is based upon the AMO compliance with local Authority Regulations and Requirements except where varied by the conditions specified in this Technical Circular.

The Authority approval is limited to the work scope listed below, and as indicated in the approval document Operations specification (OpsPecs). In any case whatsoever it must not exceed the scope of work permitted by the foreign local Authority as indicated on the approval document.

## **8. ACCESS BY THE AUTHORITY**

It should be stated that the Authority inspectors will be allowed access to the AMO for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems as required by CV-CAR Part 9 (Air Operator Certification and Administration) and CV-CAR Part 6 (Approved Maintenance Organisation).

## **9. WORK ORDERS**

It is the responsibility of the operator to raise the maintenance work orders and scheduled maintenance inspection check list or work package task cards specifying the inspections, repairs, modifications, overhaul, airworthiness directives and parts replacements that should be carried out and to make sure that the AMO receives them in time for the work to be accomplished within the required time frame.

The approved maintenance organization should ensure that it has received a clear work order from the customer and should nominate a technical person or persons in the maintenance organization with responsibility for communicating with the customer in cases of doubt.

The operator remains responsible for correctly informing the AMO by work order of all required mandatory maintenance inspections and modifications.

#### **10. APPROVED DESIGN ENGINEERING DATA**

For the AAC approved design engineering data is normally data supplied by the Original Equipment Manufacturer (OEM) or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent). In all cases the customer is responsible for confirmation that the data is approved.

#### **11. APPROPRIATE MAINTENANCE AND ENGINEERING REFERENCE MANUALS**

It is the responsibility of the Operator to ensure that the AMO is furnished with all relevant, current maintenance and engineering technical documents (e.g. Manuals, ADs and SBs) appropriate for the type aircraft, reference may be made to CV-CAR Part 8 (Operation) and CV-CAR Part 5 (Airworthiness).

#### **12. AIWORTHINESS DIRECTIVES**

This paragraph must address the compliance with Airworthiness Directives (AD). The supplement must address the need for the approved maintenance organization to hold a copy of all Airworthiness Directives the customer requires embodied.

The Cabo Verde customer is responsible for specifying any Airworthiness Directive compliance required during maintenance through the work order.

#### **13. MAJOR REPAIRS / MODIFICATIONS**

This paragraph should specify that the Cabo Verde customer will obtain or establish the process to obtain AAC approvals prior to the incorporation of major repairs and major modifications. For purposes of defining major the CV-CARs will be used for Cabo Verde products. This Approved Maintenance Organization will ensure that major repairs and major modifications are incorporated only when in receipt of appropriate approvals from AAC through the Cabo Verde customer.

#### **14. RELEASE OF COMPONENTS AFTER MAINTENANCE**

Release to service of components up to and including complete power plants should be carried out in accordance with the AMO local Authority Regulations except that paragraph 9 to 13 of this Supplement should be taken into account.. At the completion of maintenance appropriate release to service documents and certificates should be issued by the AMO. The AMO release to service certificates must indicate the Authority approval number in addition to the local Authority approval. Reference be made to CV-CAR par 6 Approved Maintenance Organisation. When maintenance cannot be performed in accordance with the work order/contracts, the Cabo Verde customer must be so informed.

The release to service certifying statement shall specify any overhaul, repairs, modifications, Airworthiness Directives, replacement parts and quote the reference and issue/revision of the approved data used.

The supplement should include information regarding the acceptability of components (new and used) authorised for use during maintenance, FAA Form 8130-03, EASA Form One and TCCA Form 24-0078 are acceptable component release to service documents after maintenance.

#### **15. VALIDITY OF AIRWORTHINESS CERTIFICATE**

The operator or owner is responsible for ensuring that the Certificate of Airworthiness (C of A) remains valid. The AMO however, should ensure that the C of A is valid before it issues the aircraft release to service certificate after maintenance.

#### **16. RELEASE OF AIRCRAFT AFTER MAINTENANCE**

Release to service of aircraft shall be carried out in accordance with the AMO local Regulations Requirements except that paragraph 9 to 13 and 15 of this Supplement should be taken into account

Where the AAC or operator requires using his own release to service documents, this shall be done in accordance with CV-CAR Part 6 (Approved Maintenance Organisation).

The release to service document shall specify the aircraft maintenance check carried out, plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used.

Any work not carried out shall be clearly indicated and the operator informed. This should be work within the permitted deviations of the approved maintenance program and it could be when:

Some of the maintenance work requested by the operator has not been carried out.

Or a case where the particular maintenance work requirement is not approved by the AMO local Authority.

Otherwise the AMO must issue the certification when all required maintenance has been carried out and appropriately certified.

The AMO Authority approval Number and the local Authority approval Certificate Number must be quoted on the release to service documents

## **17. REPORTING OF UN AIRWORTHY CONDITIONS**

When serious defects are found in Cabo Verde regulated aircraft or components then such fact must be reported to AAC, the aircraft design organization, and the customer or operator within 72 hours. When reporting to the AAC the identity of the customer must be included to allow follow up action. The AAC form FS.AIR.28 Faults, Malfunction or defect report shall be used.

## **18. TECHNICAL RECORD**

The Foreign AMO is required to provide to the Cabo Verde customer maintenance releases and records for the maintenance performed in accordance with the work order/maintenance contracts. The AMO 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.

## **19. QUALITY MONITORING (QM) SYSTEM**

The primary objective of the QM system is to enable the organisation to satisfy itself that it can deliver a safe product and that it remains in compliance with applicable regulations and the AAC Special conditions.

There are two elements to the system:

- (1) An independent audit system
- (2) A management/control and follow up system.

The independent audit system is a process of sample audits of all aspects of the maintenance organization's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection / quality control system. Independence should be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure or product being audited

The audit system should cover the following:

- (1) Procedural audits.
- (2) Product audits.

CV-CAR Part 6 (Approved Maintenance Organisation) requires an independent AMO quality system.

The QM system procedures shall explain the independent audit system, the management control and follow up system, and the annual audit schedule program.

A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies.

## **20. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE**

A statement that appropriate housing, facilities and equipment are available and shall be provided for aircraft whose maintenance is being contracted. Reference may be made to Maintenance Organization Procedures Manual or Maintenance Organization Exposition.

Hangar space should be available for aircraft operated under the regulatory control of Cabo Verde undergoing maintenance and/or alteration. There is a need to ensure hangar space will be available at the time of maintenance and alterations, when the contract is agreed with the customer.

## 21. COMPONENTS AUTHORISED FOR USE DURING MAINTENANCE & MODIFICATION

Component means any component part of an aircraft up to and including a complete power plant and any operational or emergency equipment. They should be traceable to the Type Certificate (TC) holders Parts Catalogue and MUST be in a satisfactory condition for fitment.

New components should be accompanied by appropriate release document issued by the approved Production Certificate holder.

Used components should be traceable to an approved maintenance organizations or repair stations which certified the previous maintenance and in case of life limited parts certified the cycles and life used.

Refer also to paragraph 14.

## 22. SUB-CONTRACTED MAINTENANCE

This section should describe the procedures the maintenance organization will use to ensure that the items to be sub-contracted are specified and that the contracts meet the terms of the implementation procedures.

CV-CAR Part 6 (Approved Maintenance Organisation) provides for AMO sub-contracting maintenance work to another AMO. In any case, it is required that there exist a maintenance contract agreement between the two AMOs stating what specific work activity has been contracted.

The contracting AMO must have proof that the sub-contracted AMO holds the required local Authority approval and capability for the contracted maintenance work.

Whatever the case, the contracting AMO remains responsible for the quality of the maintenance being carried out by the sub-contracted AMO.

All organisations contracted by the maintenance organization shall be listed by the maintenance organization stating against each organisation whether it is AAC approved or under the maintenance organization control via these procedures.

### Notes:

- (i) *The AMO shall not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance sub contract agreement with another AMO that is appropriately rated and approved to perform such maintenance work.*
- (ii) *In such a case the sub-contracted AMO may not need to be approved by the Authority, however, the maintenance sub-contract agreement must clearly indicate that the approved AMO still remains responsible for the quality of the released to service of the sub-contracted maintenance work.*

## 23. HUMAN FACTORS

Procedures must be in place to detect and rectify maintenance errors that may endanger the safe operation of aircraft. Procedures must also address resources, human performance limitations and shift changeover and how personnel are trained to ensure an understanding of the application of human factors principles.

## 24. WORK AWAY FROM A FIXED LOCATION

If a maintenance organisation is requested to perform maintenance on a Cabo Verde registered aircraft or article located outside the approved based location the maintenance organization may work away from its fixed location in the following cases.


- (1) For a one time special circumstance. If the AAC supplement does not have a written procedure for work away from station then the maintenance organization must notify AAC in advance of doing the work. The notification must describe the work to be performed, the date of the work, the customer, and certify to the AAC that the maintenance organization will follow all existing procedures in their current Maintenance organization Manual and AAC Supplement. AAC will review the application and the organization will be notified in writing with a copy to the NAA either accepting or rejecting the request. If the request is rejected then the reasons for so doing will be specified in the letter.

- (2) On a reoccurring basis when necessary subject to the NAA Operations Specification being in place for this work and only to perform emergency or non-routine maintenance, to be defined for this guidance as urgent defect rectification or to provide assistance for an Cabo Verde Registered aircraft or articles intended for fitment on Cabo Verde registered aircraft. The procedural requirements that the maintenance organization should use are defined in the NAA Maintenance Procedures Manual. It is permissible to prevent duplication to make a cross reference to the MPM procedures in the AAC supplement for this aspect.

## **25. ANNUAL REPORT**

This Maintenance organization shall report to the AAC on a yearly basis, all maintenance performed on Cabo Verde registered aircraft. This report shall include the name of the customer, aircraft model and serial number, the scope of the work performed and information required in Appendix 4 of this Technical Circular.

### Appendix 3- Status Report and recommendation

|   |   |            |                |
|---|---|------------|----------------|
| <br><b>AAC</b><br>AGÊNCIA DE AVIAÇÃO CIVIL | <b>STATUS REPORT FOR AN APPROVED<br/>MAINTENANCE ORGANIZATION</b> | Reference: | A2.AIR.30      |
|   |   | Revision:  | Versão Inicial |
|   |   | Date:      | 05-06-2015     |

|                |         |
|----------------|---------|
| Activity code: | SRS ID: |
|----------------|---------|

|  |             |                                |  |
|--|-------------|--------------------------------|--|
| <b>Name of Maintenance Organization:</b> |             | <b>AMO Certificate number:</b> |  |
| <b>Physical Address (Location):</b>      |             |                                |  |
| <b>Tel:</b>                              | <b>Fax:</b> | <b>E-mail:</b>                 |  |
| <b>Start date</b>                        |             | <b>End date</b>                |  |
| <b>Assigned AAC Inspector (s):</b>       |             |                                |  |

*Assessment Code: Yes= Requirements met; No = Requirements not met- Finding; N/C = Not Checked; N/A = Not Applicable*

| Item   | Assessment |    |     |     |
|--|------------|----|-----|-----|
|  | YES        | NO | N/C | N/A |
| 1. NAA approval valid and appropriate  |            |    |     |     |
| 2. AAC access satisfactory   |            |    |     |     |
| 3. Accountable Manager signature in Supplement                               |            |    |     |     |
| 4. Work orders clear   |            |    |     |     |
| 5. Work orders followed  |            |    |     |     |
| 6. Approved data used  |            |    |     |     |
| 7. Applicable ADs used on original TC products                               |            |    |     |     |
| 8. CV-CAR Part 5 and Part 6 available  |            |    |     |     |
| 9. Cabo Verde Civil Aviation forms available and used                        |            |    |     |     |
| 10. Major repairs approved by AAC  |            |    |     |     |
| 11. Major alterations approved by AAC  |            |    |     |     |
| 12. Calibrated tool control  |            |    |     |     |
| 13. Control of Shelf life stores items                                       |            |    |     |     |
| 14. Personnel Records  |            |    |     |     |
| 15. Component maintenance release complete                                   |            |    |     |     |
| 16. EASA Form 1/FAA Form 8130-3/TCCA Form 24-0078 used for component release |            |    |     |     |
| 17. Aircraft maintenance release complete                                    |            |    |     |     |
| 18. AAC notified of all organization changes                                 |            |    |     |     |
| 19. Reporting serious defects to AAC   |            |    |     |     |
| 20. Quality Monitoring System working  |            |    |     |     |
| 21. CRS issued in accordance with CV-CAR part 5                              |            |    |     |     |
| 22. Continuation training includes AAC requirements (e.g Human Factors etc)  |            |    |     |     |
| 23. Required Inspections Items for critical tasks in compliance              |            |    |     |     |
| 24. Human Factors  |            |    |     |     |
| 25. Work away from base  |            |    |     |     |
| 26. Contracted Maintenance   |            |    |     |     |

**AAC OVERSIGHT AUDIT:**

The last AAC audit of this maintenance organization was completed on

|             |         |      |
|-------------|---------|------|
| Inspector : | Signed: | Date |
|-------------|---------|------|

**AAC SUPPLEMENT STATUS:**

The AAC Supplement of this maintenance organization has been examined and found to comply with the intent of the AAC Supplement Example contained in appendix 2 to the Technical Circular CT.AIR.024.A



**FINDINGS / DISCREPANCIES STATUS:**

The following significant findings / discrepancies were found during the preceding 2 year audit period and corrected as indicated (state "None" if there are none):

| Find. Nº | Findings/Discrepancy | Status | Level | Corrective Action |             |           |
|----------|----------------------|--------|-------|-------------------|-------------|-----------|
|          |                      |        |       | Date due          | Date closed | Reference |
|          |                      |        |       |                   |             |           |

**RECOMMENDATION:** This maintenance organization is considered to be in compliance with CV-CAR Part 5/6 and the AAC supplementary conditions with no significant findings / discrepancies outstanding at this time. It is therefore recommended that AAC approves the maintenance / continues the maintenance organisation approval.

Inspector Signature:

Date:

Inspector Name:

Location:

E-Mail:

Tel No.:

Fax No:

**NON RECOMMENDATION:** This maintenance organization has one or more significant findings / discrepancies outstanding as detailed above and may be or is being subjected to NAA enforcement action. NAA may therefore wish to review their current approval of the maintenance organization.

Inspector Signature:

Date:

Inspector Name:

Location:

E-Mail:

Tel No.:

Fax No:

The following Cabo Verde registered aircraft have been maintained by this organisation during the preceding two years:

## Appendix 4- Annual Report

|   |  |            |                |
|---|--|------------|----------------|
| <br>AGÊNCIA DE AVIAÇÃO CIVIL | <b>ANNUAL REPORT OF MAINTENANCE<br/>ORGANIZATION</b> | Reference: | FS.AIR.024     |
|   |  | Revision:  | Versão Inicial |
|   |  | Date:      | 05-06-2015     |

(AAC Acceptance Certificate No.)

(Name of Company)

(Address of Company)

Report from MM\_\_\_\_\_YY\_\_\_\_\_ to MM\_\_\_\_\_YY\_\_\_\_\_

Quality Manager: \_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Signature)

Date(DD/ MM/ YY): \_\_\_\_\_

**Instructions:**

1. This report shall be submitted annually, included the information from 1st January last year to 1st January of this year, and submitted to AAC before 1st February.
2. The AAC address is as follows:  
Agência de Aviação Civil  
Departamento de Navegabilidade  
Avenida Cidade Lisboa Nº 34 CP-371  
Varzéa, Praia Cabo Verde  
Tel: (+238) 2603430 Fax: (+238) 2611075
3. This report shall be filled carefully, clean and tidy, better in printing.
4. If the blank given is not enough, please write in attached pages and mark clearly in the form.









| <b>5. Self-audit within the year of report:</b>                                   |                              |                             |
|---|------------------------------|-----------------------------|
| (1) Have been developed self-audit plan of the year?                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) Was the self-audit conducted according to the plan?                           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If "No", please give the reason of plan change or un-conduct in the blank below:  |                              |                             |
|   |                              |                             |
| (3) Major findings from self-audit: (Please describe in the blank below)          |                              |                             |
|   |                              |                             |
| (4) Corrective status of the major findings: (Please describe in the blank below) |                              |                             |
|   |                              |                             |

| <b>6. For AAC use only</b>      |
|---------------------------------|
| Comment of Principal Inspector: |
|                                 |