

 CAA هيئة الطيران المدني CIVIL AVIATION AUTHORITY	Application and checklist for Approval of Maintenance Organisation Exposition	Form	AWR 051
		Issue	1
	Civil Aviation Authority – FLIGHT SAFETY DEPARTMENT	Revision	4
		Date	30/05/2024

Exposition Application purpose: Initial Amendment

1. Applicant / Operator:			
AMO Name:			
Address:			
Tel/Email:			
Contact person's name:			
Exposition Manual	Issue:	Revision:	Date
MOE supplement (If applicable)	Issue:	Revision:	Date
Maintenance Exposition Approval Ref. (for amendment):		Reference of Manual (Applicant)	(*) Compliance Status (CAA inspector)
CAA Inspector Remark			
PART 0 GENERAL ORGANISATION			
0.0 INTRODUCTION			
0.1 General Info – Background, Name, Address, Tel & Fax address & email address			
0.2 Table of Content			
0.3 List of Effective pages			
0.4 List of Revision/Amendment			
0.5 Distribution List			
0.6 Glossary and Abbreviation			
PART 1 MANAGEMENT			
1.1 Corporate commitment by the accountable manager			
1.2 Safety and quality policy			
1.3 Management personnel			
1.4 Duties and responsibilities of the management personnel			
1.5 Management organisation chart			
1.6 List of certifying staff, support staff			
1.7 Manpower resources			
1.8 General description of the facilities at each address intended to be approved			
1.9 Organisations intended scope of work			
1.10 Notification procedure to the CAA regarding changes to the organisation's activities/approval/location/personnel			
1.11 Exposition amendment procedures including, if applicable, delegated procedures			
PART 2 MAINTENANCE PROCEDURES			
2.1 Supplier evaluation and subcontract control procedure			
2.2 Acceptance/inspection of aircraft components and material from outside contractors			
2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance			
2.4 Acceptance of tools and equipment			
2.5 Calibration of tools and equipment			
2.6 Use of tooling and equipment by staff (including alternate tools)			
2.7 Cleanliness standards of maintenance facilities			

2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff			
2.9 Repair procedure			
2.10 Aircraft maintenance programme compliance			
2.11 Airworthiness directives procedure			
2.12 Optional modification procedure			
2.13 Maintenance documentation in use and its completion			
2.14 Technical record control			
2.15 Rectification of defects arising during base maintenance			
2.16 Release to service procedure			
2.17 Records for the operator			
2.18 Reporting of defects to the CAA/operator/manufacturer			
2.19 Return of defective aircraft components to store			
2.20 Defective components to outside contractors			
2.21 Control of computer maintenance record systems			
2.22 Control of man-hour planning versus scheduled maintenance work			
2.23 Critical maintenance tasks and error-capturing methods			
2.24 Reference to specific maintenance procedures such as – – Engine running procedures – Aircraft pressure run procedures – Aircraft towing procedures – Aircraft taxiing procedures			
2.25 Procedures to detect and rectify maintenance errors			
2.26 Shift/task handover procedures			
2.27 Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder			
2.28 Production planning procedures			
PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES			
L2.1 Line maintenance control of aircraft components, tools, equipment, etc.			
L2.2 Line maintenance procedures related to servicing/fueling/de-icing, including inspection for/removal of de-icing/anti-icing fluid residues, etc.			
L2.3 Line maintenance control of defects and repetitive defects			
L2.4 Line procedure for completion of technical log			
L2.5 Line procedure for pooled parts and loan parts			
L2.6 Line procedure for return of defective parts removed from aircraft			
L2.7 Line procedure for critical maintenance tasks and error-capturing methods			
PART 3 MANagements SYSTEM PROCEDURES			
3.1 Quality audit of organisation procedures			
3.2 Quality audit of aircraft			
3.3 Quality audit remedial action procedure			
3.4 Certifying staff and support staff qualification and training procedures			
3.5 Certifying staff and support staff records			

3.6 Quality audit personnel			
3.7 Qualifying inspectors			
3.8 Qualifying mechanics			
3.9 Aircraft or aircraft component maintenance tasks exemption process control			
3.10 Concession control for deviation from organisation's procedures			
3.11 Qualification procedure for specialised activities such as NDT welding, etc.			
3.12 Control of manufacturers' and other maintenance working teams			
3.13 Human factors training procedure			
3.14 Competence assessment of personnel			
3.15 Training procedures for on-the-job training as per CAR 66 (Reserved)			
PART 4 CONTRACTS			
4.1 Contracting operators			
4.2 Operator procedures and paperwork			
4.3 Operator record completion			
4.4 Procedure for issuing the one-off authorization as per CAR 145.A.30 (j)(5)			
PART 5 APPENDICES			
5.1 Sample of documents			
5.2 List of Subcontractors as per 145.A.75(b), including a description of the maintenance function contracted to each Sub –contractor.			
5.3 List of Line maintenance locations as per 145.A.75(d)			
5.4 List of contracted organisations as per 145.A.70(a)(16)			
NOTE: (*) Compliance Status shall be chosen by selection of Satisfactory (S), Not Satisfactory (NS) or Not Applicable (NA) by CAA Inspector.			
2. Applicant Compliance statement			
I hereby declare that all documentation and information submitted have been verified and found in compliance with CAR 145 Regulation, its Implementing Rules and all other applicable requirements/procedures.			
Quality Manager or Compliance Monitoring Manger:			
Date:		Signature:	
3.FOR CAA USE ONLY			
AIRWORTHINESS INSPECTOR DECISION:			
Date :		Airworthiness Inspector and Signature:	
Recommendation:			