

 PACA الهيئة العامة للطيران المدني	Application for Maintenance Exposition Approval	Form	AWR 51
		Edition	Original
	Public Authority for Civil Aviation- DGCAR	Revision	1
		Date	1/12/2019

MOE Application purpose: Initial Amendment

1. Applicant / Operator					
AMO Name:					
Address:					
Tel/Email:					
Contact person:					
MOE Edition /Revision /date					
Maintenance Exposition Approval Ref. (for amendment)		Attachment No. Ref	Checked		Inspector comments
.....			Satisf.	U/S.N/A	
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 and airworthiness review 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 PACA 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 standards of maintenance facilities					
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					

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 PACA/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				
2.29 Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations				
2.30 Development and approval processing for maintenance programmes for ELA2 aircraft not involved in commercial operations				
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 organisations' 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 Reserved				
3.16 Procedure for the issue of a recommendation to the PACA for the issue of a CAR 66 license (limited to the case where the PACA for the CAR 145 approval and for the CAR 66 license is the same). (Reserved).				
3.17 Hazard identification and safety risk management schemes.				
3.18 Safety action planning				
3.19 Safety performance monitoring				
3.20 Incident investigation and safety reporting				
3.21 Emergency response planning				
3.22 Management of change (including organisational changes with regard to safety responsibilities)				
3.23 Safety promotion				
3.24 Management system record keeping				
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), if nominated by the operator.				

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 S: Satisfactory –NS: Not Satisfactory –NA: Not Applicable

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.

Maintenance Manager:

Date:..... Signature:.....

Quality Manager:

Date: Signature:

3.FOR PACA USE ONLY

AIRWORTHINESS INSPECTOR DECISION:

Date :	Airworthiness Inspector and Signature:
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NOTE:

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