Reference: DA-0100_ANAC
Edition C
Dated on 1 July 2023

ANAC Supplement
Maintenance Organisation Exposition

Dassault Aviation Business Services SA
ANAC APPROVED MAINTENANCE ORGANISATION

Facilities Where base maintenance could be performed

Primary Location ***Base Station***	Switzerland	**DABS Geneva** 20 Chemin des Papillons, P.O. Box 36 CH - 1215 Geneva 15 / Airport Phone: +41 58 123 0000	**GVA**
Additional addresses		-Rue Robert A Stierlin 6 - CH-1217 Meyrin	
Additional fixed location ***Sub-Base Station***	Switzerland	**DABS Sion** Chemin Lambien 12 – Sion Airport CH - 1950 Sion	**SIR**
Additional fixed locations **Sub-Base Station Limited**	Portugal	**DABS Lisbon** Aeródromo Municipal de Cascais, Tires 2785-632 Sao Domingos de Rana	**LCT**

Additional Facilities – Line

Switzerland	DABS Basel – Basel Airport	**BSL**
Switzerland	DABS Lugano - Agno Airport	**LUG**

Additional Facilities – AOG only

United Kingdom	DABS Farnborough - Business Aviation Centre - Farnborough Airport	**FAB**
United Kingdom	DABS Luton - London Luton Airport	**LTN**
Satellites / *mobile repair unit*	200 km driving radius from Mobile Van's base of operation	**LTN/FAB** **LCT**

Maintenance Organisation Approval

- EASA Part-145 Approval Number **CH.145.0248**
- ANAC Approved Maintenance Organisation Approval Number: **2105-07/ANAC**

Compliance with the EASA Approved MOE together with the ANAC approved Supplement forms the basis by which an AMO can exercise the maintenance privileges under the EU / Brazil Agreement Annex B.
The Approved Maintenance Organisation (AMO) must always retain at its principal place of business a current copy of this ANAC Supplement in English and provide it to ANAC upon request.

Reference RBAC 43 and 145 / MAG Rev 2 – Section C - Appendix 2.

A web access for NAA approvals, the MOE, its supplements and associated document is available for customers and authorities (https://approvals.dassault-business.com/tag.approvals/).
Contact for technical implementation foreign145@anac.gov.br / foreign145@easa.europa.eu

PART 1 PREAMBLE

1.1 FOREWORD

This manual Supplement referenced **DA-0100_ANAC** together with the EASA Part-145 Maintenance Organisation Exposition (MOE – **DA-0100**) and associated forms and procedures as applicable, forms the basis by which **DABS** can exercise the maintenance privileges under the ANAC – FOCA Memorandum of Understanding (MoU).

Maintenance or, Alterations/Modifications performed in accordance with the Maintenance Organisation Exposition (MOE), including this Supplement, are considered to be in compliance with RBAC 43 and 145.

This manual Supplement (**DA-0100_ANAC**), procedures and forms in the English Language are maintained in a current status at all times.
Controlled electronic copies are available on internal Company server.
Access is also available to external personnel involved in Maintenance Organisation activities or authorities through WEB server.

Safety & Quality Department is responsible for updating the manuals' contents.
The Safety and Quality director is responsible for the acceptance of manuals' content.

The inspection, repair, overhaul, or alteration/modification of products will be performed in accordance with the current RBAC, manufacturer's data, drawings, specifications, and bulletins, or other approved technical data.

The performance of any repair, alteration/modification, or required inspections for an air carrier or commercial operator having a continuous airworthiness program will be performed in accordance with the requirements of RBAC 145.

DABS will not repair or modify/alter any item for which it is not rated, and will not repair or modify any Aircraft, Engine or Part for which it is rated if it requires technical data, equipment, materials, facilities, or trained personnel that are not available.

1.2 TABLE OF CONTENTS

1.3 LIST OF EFFECTIVE PAGE

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1-4	C	1 July 2023			
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			20-3	C	1 July 2023

Established by DABS	**FOCA approval / acceptance**
Stephane BUCHS Safety and Quality director	Approved Federal Office of Civil Aviation Technical Organisations Zurich O. Koller
Date: 1 July 2023	**Date:** July 13, 2023

1.4 REVISION LIST

Each amendment of this Supplement is accompanied by a "list of change" showing the page to be removed and those to be inserted and detailing any amendment to be made.
Changes are identified with blue text.

Edition	Issued Date	Details	by	Effective date
A	4 May. 2021	Initial Edition	FOCA	4 May. 2021
B	1 Oct 2022	Name change New Name is Dassault Aviation Business Services SA (”DABS”)	FOCA	1 Oct 2022
C	1 July 2023	Update with new MAG rev. 2 Chapter 10 and 15 created	FOCA	13 July 2023

1.5 ACRONYMS AND DEFINITIONS

1.5.1 Acronyms

- **ANAC** - Agência Nacional de Aviação Civil
- **AOG -** Aircraft On Ground
- **EASA -** European Aviation Safety Authority
- **FOCA** - Federal Office of Civil Aviation - Swiss NAA
- **ICA -** Instruction for Continued Airworthiness
- **IPC** - Illustrated Parts Catalog
- **MM** - Maintenance Manual
- **OEM -** Original Equipment Manufacturer
- **PAH –** Parts Approved Holder
- **PMA –** Parts Manufacturer Approval
- **PMI** - Principal Maintenance Inspector
- **TC** – Type Certificate

1.5.2 Definitions

Additional Fixed Locations: additional Base facility, located in the EU Member States operating under one NAA approval.

Agreement: Means Agreement on Aviation Safety between the European Union and Brazil. Annex B Appendix B1, Section 2 describes *"ANAC Special Conditions Applicable to EU Based Approved Maintenance Organisations (AMOs).*

Approved Maintenance Organisation (AMO) / Repair Station: Means a natural person, a legal person or part of legal person entitled to maintain any aircraft and / or component for which it is approved.

Approved data: Data in support of repairs or modifications approved by the competent authority, by an appropriately rated design organisation or accepted under the terms of the Agreement.

Component: Any aircraft engine, aircraft propeller, part or appliance.

Line Station: A facility that is identified in the relevant Approval/Manual and is subject to the oversight of a competent authority. The scope of work is limited to line maintenance.

Maintenance: The performance of inspection, overhaul, repair, preservation, or the replacement of parts, appliances, or components with the exception of pre-flight inspection of a Product to assure the continued airworthiness of that product; and includes the embodiment of Modifications; but does not include the design of Repairs and Modifications.

Maintenance Function. A step or series of steps in the process of performing maintenance, preventative maintenance, or alteration/modification, which result in approving an article for return to service.

Modification/Alteration: A change affecting the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

Product: Any civil aircraft, aircraft engine, or aircraft propeller, or sub- assembly, appliance, part, or component installed or to be installed thereon.

Special Conditions: Requirements in either Regulamento Brasileiro de Aviação Civil – RBAC 43 and 145 or in Commission Regulation (EC) No 1321/2014 Annex II (hereinafter referred to as EASA Part-145) that have been found, based on a comparison of the regulatory maintenance systems, not to be common to both systems and which are significant enough that they must be addressed.

Technical Agent: For Brazil, Agência Nacional de Aviação Civil and for European Union, the European Aviation Safety Agency.

The term "**Dassault Aviation Business Services SA**" will be use during any AMO activity such as on/within Maintenance Work Package, Purchase Orders, invoices, Certification, approved manuals and procedures. The term "**DABS**" will be use in this manual.

PART 2 CONTROL AND AMENDEMENT PROCEDURE

This Supplement is divided into Part, which are broken down into chapters.
In the bottom, each page shows a number, consisting of a group of numerals indicating the Part, and the consecutive page number in that Part.
In the top, each page bears amendment (Reference letter number of last edition).
Edition has to be changed in case of revision.
In case of change in the section, a new letter is given to all the section.
Blue color will indicate changes. Bars will be placed in the left margins of changed paragraphs to identify main changes. The change bar is dropped at the next edition of that page.

Highlights of the revision will be documented in §1.4. Change notifications will be documented and stored to indicate the changes and nature of the changes.

2.1 REVISION & UPDATE

The Safety & Quality department will coordinate revisions of this Supplement and associated documents with the management staff.

Any maintenance personnel who, in the performance of their duties, identify a needed change in this ANAC Supplement shall contact the Safety & Quality department.

The Safety and Quality director will approve each revision with signature and date on the List of Effective Pages. After approval/acceptance by the FOCA, date is completed on §1.3.

This Supplement and associated procedures are reviewed annually through the internal quality audit system. Changes to the Brazil-EU MAG shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

2.2 REVISION NOTIFICATION

FOCA will be notified by Email that a new revision of this Supplement has been issued.

New documents requiring approval or acceptance will be sent per Email attachment by the Safety & Quality department.

*Additionally, A web server is available on **share folder** (Login and password sent directly to the assigned inspector). It contains the last updated:*

- *Approval certificates and relative Capability List,*
- *ANAC Supplement, associated referenced documents, MOE and Forms,*

The Supplement will be reviewed by the FOCA to determine conformity to regulations.

The ANAC supplement will be applicable only after FOCA approval/acceptance.

In case of regulation do not require FOCA approval of manual revisions (if there is no change in certificate as described in §3.4), the Safety & Quality department will issue new revisions of the ANAC supplement 10 days after the internal validation (formalized on §1.3).

If the FOCA finds a revision unacceptable, the Safety and Quality director shall recall revisions. A review of work performed in accordance with the non-compliant manual will be performed to determine if product was adversely affected and if recall is required.

2.3 ACCESS TO THE SUPPLEMENT

Any employee can access the ANAC Supplement and associated procedures and forms through the Company server using the workstations in any office or work location. Access is read only to prevent inadvertent change to the information.

The Safety & Quality department assures that current supplement and associated documents are available on the company server in secure PDF file format.

All documents will be placed in a secure 'read only" directory and will be unalterable, except by the Safety & Quality department.

The electronic documents do not contain attribute that enable or disable access or permit modification of the data it contains. Therefore, user will access current media and there is no need for each workstation to be audited for integrity.

A watermarked border indicated on each page provides that the document is an uncontrolled print.

The Safety & Quality department is in charge to issue new revisions of the Supplement and associated documents and to remove the obsolete revisions from the company server.

An Email is sent to all personnel to indicate that a new revision of the Supplement is available on company server. A description of change is attached.

Hard copies may be printed but are considered uncontrolled. Maintenance personnel must verify that any hard copy they are using is of the current revision before initiating any maintenance activities. This may be accomplished by verifying the revision available on the company server.

PART 3 INTRODUCTION

DABS, as an EASA Part-145 Maintenance Organisation is approved in accordance with the requirements of the Annex B of the Agreement on Civil Aviation Safety between Brazil and the European Union when the Part-145 Maintenance Organisation complies with the maintenance specific regulatory requirements set forth in this MAG supplement in addition to complying with EASA Part-145.

This supplement is therefore intended to identify the means to comply with the agreement when performing maintenance on Brazilian registered aircraft or components intended for installation there on.

3.1 COMPLIANCE WITH RBAC

This Supplement has been prepared in accordance with the current RBAC Regulations, the ANAC Special Conditions, the MAG and the policies of DABS and set forth the requirements and policies of this Maintenance Organisation, which are to be observed by all employees.

This ANAC supplement, in conjunction with approved EASA MOE, defines the Organisation and procedures upon which compliance with applicable regulations are based.

Observance of methods and procedures described in this Supplement and the MOE assures compliance with EASA Part-145 in conjunction with the ANAC special conditions, as specified in the Annex B Appendix B1 section 2 to the Agreement.

DABS has a line Stations based in Portugal and confirms having employees in its technical staff who is able to read and plain understand the Brazilian Regulations and Maintenance Records in Portuguese.

3.2 LIST OF REFERENCED DOCUMENTS

Following document shall be made available to the FOCA for review and approval/acceptance.

- ANAC Supplement (DA-0100_ANAC)
- Capability list (DA-0105)
- List of Contracted maintenance function (DA-1040)
- Maintenance Training Programme (DA-0106)

Following document shall be made available to the FOCA.

- Maintenance Organisation approval scope - Ratings and Limitations (EASA form 3)
- List of maintenance Provider (DA-0104)
- Certifying staff - Roster (DA-0103)
- Safety and Quality management System (DA-0001)
- Procedures referenced in the manual

These documents are maintained in secure electronic format on Company server.

These documents are accessible for inspection by the FOCA and ANAC *on **share folder***

3.3 RENEWAL OF CERTIFICATE

Renewal of certification must be submitted, no later than **60 days before** the current certificate expires.

In accordance with the MAG, DABS, as a foreign Maintenance Organisation under RBAC 145, obtain the renewal of its certificate after the ANAC's review and acceptance of the inspection, surveillance, and evaluation of the Organisation by the FOCA.

DABS shall submit to the FOCA with the following document:

- Application **ANAC form F-143-17**
- ANAC supplement in accordance with the MAG - Appendix 2 to demonstrate the compliance with RBAC requirements and ANAC Special Conditions. **DA-0100_ANAC**
  Statement in Part 4 must be signed and dated, **in case of changes of ACM.**

If the ANAC determines that the application meets all the requirements for certificate renewal and fees have been paid, it will issue a part 145 Maintenance Organisation certificate as appropriate.
The certificate will be forwarded to DABS through the FOCA.

3.4 CERTIFICATE CHANGES

A certificate change is necessary in the following case

- Change of Accountable manager
- Change of location / Facilities
- Rating Adding or Amendment
- Addition or deletion of additional fixed location or line station

In that cases, a form **ANAC form F-143-17** is required with document listed in §3.3.

PART 4 ACCOUNATABLE MANAGER'S STATEMENT

I understand that DABS, when performing maintenance or alteration/modification on Brazil registered aeronautical products or foreign registered aeronautical products operated under the provisions of Brazilian regulations, must perform that work under the terms of the Annex B to the Agreement between the Republic of Brazil and the European Union, its associated ANAC Special Conditions, EU regulations and associated guidance material, and ANAC Supplement to the Maintenance Organisation Exposition.

As the person with overall control of DABS, I have reviewed the EU regulations, the Specific Regulatory requirements and the ANAC Special Conditions. This organisation fully understands that by complying with these documents, it will be complying with the corresponding sections of RBAC 43 and 145, and other applicable regulations.

I understand that failure to comply with the requirements of RBAC 43 or 145 may result in the amendment, suspension, or revocations of the ANAC certification, or enforcement action by the FOCA or ANAC. I also understand that loss of EASA/FOCA approval will require ANAC enforcement action that may result in the suspension or revocation of the organisation's RBAC 145 repair station certificate.

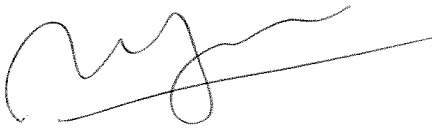
DABS will provide FOCA, EASA and ANAC personnel with access to our facilities to assess compliance with EASA requirements and ANAC Special Conditions or to investigate specific problems.

I understand that this organisation may be subject to ANAC enforcement procedures. I understand that investigation and enforcement by the ANAC regarding suspected violations of RBAC by this organisation will be undertaken in accordance with ANAC rules and directives, and that this organisation must cooperate with any investigation or enforcement action.

I agree to ensure that this ANAC Supplement will be maintained and kept current by this organisation and be accessible to all personnel. I further agree to submit revisions to this Supplement to FOCA for acceptance before implementing any such revisions.

Dated: 1 July 2023

Signed:



Franck MADIGNIER
President Dassault Aviation Business Services SA
Accountable Manager

For and on behalf of **Dassault Aviation Business Services SA**

PART 5 APPROVAL BASIS, SCOPE AND LIMITATIONS

ANAC AMO Approval is based upon compliance with EASA Part 145 except where varied by the conditions specified in the Agreement and associated MAG.

The approval of maintenance is limited to the scope of work permitted under the current approval issued by the FOCA to the Maintenance Organisation in accordance with Part 145.

5.1 APPROVAL

5.1.1 content

The approval letter states the following information:

- Maintenance Organisation number;
- Date the certificate was issued and the expiration date, as applicable;

The validity issued to DABS is 12 Month and dependent on the continuing validity of the certificate or rating issued by the FOCA and compliance with applicable requirement.

5.1.2 Fixed Locations

Home base maintenance facility is in Geneva, Switzerland.

Switzerland	**DABS Geneva -** Geneva 15 / Airport	**GVA**

Additional fixed locations (base facility) are in

Switzerland	**DABS Sion** – Sion Airport	**SIR**
Portugal	**DABS Lisbon** - Aeródromo Municipal de Cascais,	**LCT**

Address, telephone and contact of fixed location are described on chapter 9.

5.1.3 Privileges

DABS, as certificated Maintenance Organisation may:

- Perform maintenance, preventive maintenance, alteration/modification i.a.w RBAC on any Aircraft /Component for which it is rated and within the limitations in its certificate.
- release to service any Aircraft/Component for which it is rated after it has performed maintenance, preventive maintenance, or alteration/modification in accordance with RBAC.
- Perform work under the provisions of specialized services rating in accordance with approved data.

The Privileges of ANAC approval will not exceed the ratings and scope of work permitted under EASA regulations and requirements. The extent of ANAC approval also will not exceed the scope of approval set forth in the Organisation's Maintenance Organisation certificate.

Additionally, DABS is authorised to perform AOG work and some limited maintenance on request and after acceptance of the scope away from fixed locations.

5.1.4 Rating / Operations Specifications

Operations specifications/ ratings and limitations are described in **EASA Form 3**. It concerns

- Airframes
- Engines
- Components / Accessories
- Specialized services (NDT & NDI & welding).

The tests, repairs, and overhauls performed on components by DABS are referenced in Capability list (**DA-0105**). Refer to §5.3.

DABS will allow the FOCA, ANAC to inspect the maintenance department, at any time, to determine compliance with the requirements. After such an inspection is made, DABS will be notified, in writing, of any defect found during the inspection.

5.2 CAPABILITY LIST

The Capability list (DA-0105) identifies Components by make, model, or other nomenclature designated by the Part's manufacturer on which DABS is authorized to perform maintenance, or alteration/modification.

The current Capability list is a stand-alone document approved by FOCA.

It is posted on the company server as a secure PDF file and is under revision control.
This list is maintained in electronic format and is accessible for review and inspection by the FOCA / ANAC in WEB SERVER available on **share folder**

The Safety and Quality department is responsible for maintaining and revising the Capability list, which must be revised to reflect the addition or deletion of any Component.

The Capability list may be extended at any time, without any approval from the FOCA, in respect of company scope of rating by request of the Maintenance Director or Shop Supervisors. Addition or deletion of any Part will be incorporated in the Capability list and sent to FOCA for notification by e-mail with the Capability List self-evaluation Form (DA-0137)

If there is change in the company scope of ratings in component EASA ratings, changes to the capability list will be sent to FOCA for approval and audit if appropriate, with the following:

- The Capability List self-evaluation Form (DA-0137)
- The new Component Capability List (DA-0105).

If found acceptable by the FOCA, the Safety & Quality department will date the self-evaluation Form and revise and issue the Capability list as documented in this manual.

PART 6 MANAGEMENT AND QUALITY SYSTEM

6.1 GENERAL

Main activities described are:

- Documentation management
- Quality assurance systems that includes compliance monitoring management
  - Deficiencies identification
  - Investigation and Risk assessment
  - Corrective action management
- Occurrence reporting and management
- Review and improvement

The management systems, Safety and Quality Policy and procedures of DABS are described in the Safety and Quality Management system Manual (DABS Manual Referenced DA-0001).

The quality assurance system is described in §6.2. All applicable part 145 provisions and the ANAC Special Conditions as detailed in this supplement should be checked at least once per year against each product line.

The Quality system also includes Inspection system as described in §6.3.

The DABS management system accepted by FOCA meets the requirements of ANAC Special Conditions. It covers main base and additional fixed locations/Line stations.
Associated line stations and/or additional fixed locations are integrated into the system and are audited at least once per year.

6.2 QUALITY ASSURANCE SYSTEM

The quality assurance system in place, including quality monitoring and internal audit/evaluation programme, covers main base and additional fixed locations/Line stations.
Refer to Audit plan DA-0038.
It consists on Procedural audits and Product audit that includes:

- **A review of the requirements of EASA and ANAC special conditions should ensure the adequacy of manual and associated procedure.** It to ensure that such procedures invoke good maintenance practices and airworthy aircraft/ components

- **A review of the housing, facilities, equipment, personnel qualifications, and procedures should ensure the quality of the work performed by analyses of systemic problem and improvement of the procedure.**

Findings and roots cause analysis (resulting in the identification of deficient procedural documentation or training) will drive Corrective action taken by appropriate managers.

Corrective action is taken to remedy an undesirable situation. The correction of deficiencies is an integral part of the improvement process (incl. revisions to procedures that not working properly).

6.2.1 Deficiencies identification

Deficiencies are result of:

- Deficiencies in publication
- deficiencies noted during maintenance
- Maintenance Related Errors coming from the activities or customer complain.
- Non-conformities noted during Inspection, Internal and External audit,

6.2.1.1 Publication Deficiencies

Technician or Personnel from Technical department could find a discrepancy in publication coming from manufacturer or customer
The person should identify the deficiency by highlighting the publication, affixing their name to the deficiency, and documenting the nature of the deficiency directly on the publication or in the appropriate form DA-0019.
The person will then notify and discuss the corrective action with the Team leader or Supervisor.

6.2.1.2 Maintenance Deficiencies during maintenance

When a discrepant condition is discovered as a result of an inspection, the staff will then notify the Team leader. The Technician will correct the discrepant condition, document the corrective action directly on the task cards, and submit to the Team leader.

6.2.1.3 Maintenance Related Errors

Upon discovering a Maintenance Related Error either from an internal source or from a sub-contracted maintenance function, investigation into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition will be accomplished by completing a Report in the appropriate form DA-0019.

In case of deficiencies, findings, errors are discovered after the Aircraft or the Parts were approved for return to service, investigation into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition will be accomplished by completing a Quality Issue Report in the appropriate form DA-0019.

6.2.1.4 Audit Nonconformities

The Quality department is responsible for conducting audits of the facility and shops.
All deficiencies found throughout the AMO that may have been created by one of the conditions noted below are to be reported to the Safety and Quality director.

- Inadequate Definition of Procedure or Policy.
- Failure to properly implement an existing Procedure or Policy.
- Human factors such as environment, working conditions, training, instructions, resources,

Deficiencies shall be documented on a Quality Corrective Action Plan (CAP- DA-0036) generated to investigate into the root cause of the condition as well as corrective action required to eliminate reoccurrence of the condition.

After notification, the Safety & Quality department and the appropriate manager will review the finding to determine the severity and to set an acceptable timeframe for rectification.
Corrective action is to be taken by the appropriate Manager and documented on the CAP form.

6.2.2 Investigation

Inadequate procedures, environment, working conditions, training instruction or resources may be factors for many deficiencies that are attributed to human error.
Corrective action requires that the root cause or causes of the discrepancy be investigated and determined in order to eliminate such causes. The investigation must be fact-based and typically begins with an analysis of the potential causes of the discrepancy.

6.2.3 Corrective Action Plan (CAP)

Once a discrepancy has been investigated and analysed, the results should be given to the appropriate manager for determination of corrective or preventative action.
The manager should determine appropriate corrections (corrective and preventive actions).

A corrective action plan (CAP - DA-0036) is established by the Safety & Quality department to monitor response/correction to findings (internal or external).

It is the responsibility of individual department's heads to identify the action required to achieve the satisfactory closure of a particular event / occurrence.

The Safety & Quality department is responsible for a feedback system.

6.3 INSPECTION SYSTEM

The Quality system also includes:

- Inspection of all incoming Parts by the receiving inspector to determine its status.
- Preliminary inspection by the certifying staff*to determine the status of Aircraft or Parts received for maintenance.
  The preliminary inspection is not limited to the failure identified by the customer, but includes a thorough and searching inspection for hidden damage in all visible areas of the subject product.
- Final Inspection by the certifying staff* of each product before approving that article for release to service.
  Release to service certifies that the product is airworthy with respect to the maintenance, preventive maintenance, or alteration/modification performed by the Support staff and inspection performed by the certifying staff.
- Independent Inspection by the certifying staff in case of critical tasks / RII.
- Process for continuity of maintenance.
  Continuity is assured through the use of a Task card and associated procedures. Each step of the work, repair, alteration/modification sequence shall be signed in the associated procedures. The steps shall be performed in sequence and no step shall be stamped until it is complete.

* Only certifying staff listed in the roster with appropriate privileges is authorized to sign off on final inspections and approval for return to service for the AMO.

PART 7 APPROVAL FOR RELEASE AND RETURN TO SERVICE

7.1 AIRCRAFT

7.1.1 Return to service

Return to service of aircraft after maintenance shall be carried out in accordance with the requirements of EASA Part 145 / RBAC 43.

Release to service must specify the aircraft maintenance plus any repairs, alterations/modifications, Airworthiness Directives, SBs, replacement parts together with the issue of approved data used.

Release to service must be signed and stamped with each certifying staffs' stamp. The approved certifying staffs are personnel who are authorized by the Maintenance Organisation and shall be certificated under EASA and listed on the Maintenance Organisation Inspection Roster (DA-0103).

The Certificate of Release to Service for Aircraft with respect to the work performed shall include:

- Description of the work or type of inspection performed and list of Parts replaced/ repaired. It shall specify any overhaul, repairs, alterations/modifications, Airworthiness Directives, and quote the reference and issue/revision of the approved data used.
- Date the Aircraft is approved for return to service and the total landing and time in service as appropriate.
- Name of the person who is approving for return to service as authorized by the Maintenance Organisation. Only a Certifying staff with appropriate internal authorisation certificate could release an Aircraft. The roster detailed type of authorisation given.
- Operator's Maintenance Program reference and revision, as appropriate.
- Signature, stamp held by the Certifying staff.
- ANAC Approval Certificate number.

If an aircraft, following inspection, is not approved for return to service because it does not meet the applicable type certificate data, airworthiness directives (AD) or other data upon which airworthiness depends, the owner/operators shall be given a signed and dated list of those discrepancies and the aircraft will not be approved for return to service.

Following major repair or Modifications, the certifying staff is responsible to ensure all required ICA are available (AFM supplements, WB supplements, and AMM supplements).

Certificate of Release to Service, as applicable to the work scope should quote the EASA Part 145 Approval Number and the ANAC RBAC 145 Approval Number. Format is the following:

	Maintenance Organisation: Dassault Aviation Business Services SA	**EASA Approval:** CH.145.0248 **ANAC Approval: 2105-07/ANAC**
Defect rectification	*The undersigned certifies that the maintenance listed above was performed according to current RBAC Regulations and with respect to the maintenance performed the aircraft is approved for return to service.*	
Defect rectification Operator 121/135	*The undersigned certifies that the maintenance listed above was performed according to current RBAC Regulations and the operator GMM for the aircraft and with respect to the maintenance performed the aircraft is approved for return to service.*	
Inspection	*The undersigned certifies that this aircraft has been inspected in accordance with the operator inspection program and was determined to be in airworthy conditions.* *Inspection:*	

7.1.2 Work records

DABS ensures that its English-language copy of technical data and any internal documents developed from this technical data are current and complete.

Documentation generated during maintenance (i.e Task cards, procedures, reports, forms) is completed in hard copy format and filed by unique WP number given by the Quantum system.

All maintenance personnel who directly participated to the work have to be recorded the tasks they carried out. Recording is performed on task card and attached procedure.

Maintenance works performed shall be documented in task card and associated technical data.

In the case of major repairs or major Modifications the Approved Data used to provide for the repair or incorporate the Modification must be listed for proper sign off.

The action taken shall include a description of the repair or Modification, the data used to provide for the repair or incorporate the Modification and the Approval Basis.

7.1.3 Recordkeeping

DABS elects to utilize Electronic recordkeeping systems.

The Technical department are in charge to scan the complete work package and store it in secure company server.

Records shall be maintained electronically for a minimum of five (5) years.

Records shall be made available to the Authority upon request to the Safety & Quality department.

7.2 COMPONENT

Release to service of components maintained in accordance with this supplement will be carried out in accordance with requirements of EASA Part-145 and the additional requirements specified in Special conditions of the Agreement.

A maintenance release made in accordance with this supplement constitutes a corporate release on behalf of the Maintenance Organisation as well as being a RBAC 43 release.

An Authorised Release Certificate (EASA Form 1 with a Dual release) may be issued by DABS for return to service of all products except complete Aircraft and Engine.

Block 12 of the Form 1 will specify:

- any overhaul, repairs, modifications, Airworthiness Directives, Service Bulletins, replacement parts,
- the reference and revision status issue of the approved data used,
- Other documents, such as work orders to comply with the operator's requirements,
- the date of completion,
- the Name of the person who is returning to service the component,

In the case where not all of the required maintenance was carried out as agreed by the customer, the maintenance not carried out should be listed in Block 12.

Block 12 will include the following text and ANAC Approval number:

> ***"The work identified in Block 11 and described herein has been accomplished in accordance with RBAC 43 and in respect to that work, the items are approved for return to service under ANAC Approval COM No.: 2105-07/ANAC"***

Block 14a of the Form 1 will display a checkmark in the "**EASA 145.A.50**" and "**Other regulation specified in block 12**" Box.

The Form 1 document will be completed with the **date of completion**.

The Form 1 document will be signed by a person authorised to return the component to service. Release certificate must be signed and stamped with certifying staff' stamp.

The approved certifying staffs are personnel who are authorized to return to service Part for which the Maintenance Organisation is rated after Modifications, overhauls, and repairs have been completed.

Persons authorized by the Maintenance Organisation to approve for return to service shall be certificated under Swiss regulation and listed on the Maintenance Organisation Inspection Roster (DA-0103).

Exception
(i) If a component, following inspection, is not approved for release to service because it does not meet the applicable type certificate data, airworthiness directives (AD) or other data upon which airworthiness depends, the owner/operators shall be given a signed and dated list of those discrepancies and the component will not be approved for return to service.

(ii) In case on EASA Form 1 dual release NOT possible (one or more products/articles used accompanied by a Form containing only an ANAC or ANAC accepted release statement).

In block 14a, check only the box mentioning "Other regulation specified in block 13."
Do not check box that states compliance to EASA 145.A.50. In block 13, the following text should be inserted:
"This product/article meets EASA Part 145 requirements, except for the following items, and therefore is not eligible to be installed on EU-registered aircraft:"

An **EASA Form 1** single release "other regulation" will be filled out (When the component will be removed and re-installed in a Brazilian aeronautical product).

7.3 COMPONENT ELIGIBILITY FOR INSTALLATION

Only the following new and used components may be fitted during maintenance:

7.3.1 New Components

New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for installation.
The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant NAA under whose regulatory control the OEM or PC holder works.

The following new components are eligible for installation on Aircraft/Component:

a) New components released in accordance with EASA Part-21 (EASA Form 1) as a new part.

b) New components from Brazilian OEMs and PC holders accompanied by ANAC Form F-100-01 (also referred as Form SEGVOO 003) as a new part.

c) New components from Canadian OEMs and PC holders accompanied by Canadian Form One as a new part.

d) New components from USA OEMs, PC holders and Part Manufacturing Approval (PMA) holders accompanied by a FAA Form 8130-3.

e) New components provided by a Brazilian Air Operator shall have documentation in accordance with the Brazilian Air Operator's Continuous Airworthiness Maintenance Program (CAMP).

f) Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for fitment.

7.3.2 Used Components

Used components should be traceable to a maintenance organisation approved by ANAC who certified the previous maintenance and/or in the case of life limited parts certified the life used.
The used component should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue. The following used components are eligible for installation on Aircraft/Component under the jurisdiction of ANAC:

a) Used components from a Brazilian AMO should be accompanied by an ANAC Form F-100-01 (also referred as Form SEGVOO 003) issued as a maintenance release.

b) Used components from EASA Part 145 approved maintenance organisations holding a valid ANAC RBAC 145 approval when accompanied by an EASA Form 1 issued as a maintenance release; the ANAC approval number shall be visible in block 12 of the EASA Form 1 (ANAC dual release).

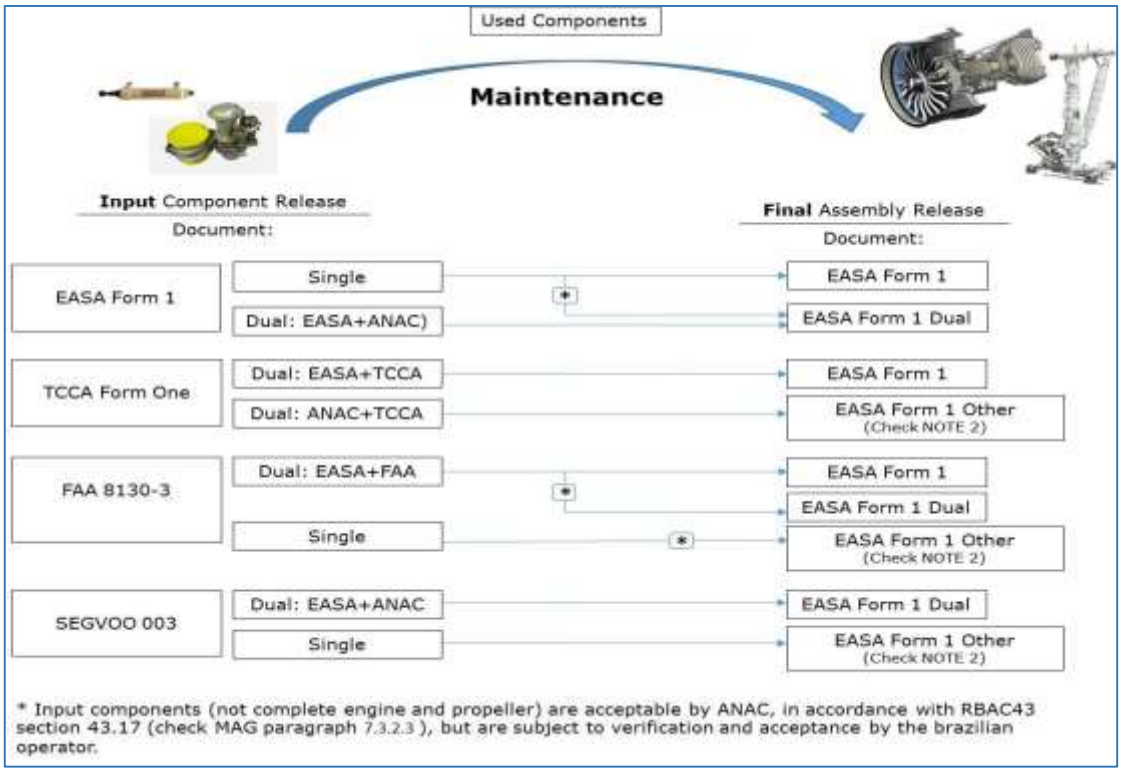
c) Used Component, accompanied by a valid authorized release certificate issued by a maintenance organisation pursuant to an agreement with Brazil provides for the acceptance of export airworthiness certification;
For example, components from FAA repair station accompanied by a FAA Form 8130-3 (ANAC dual release).

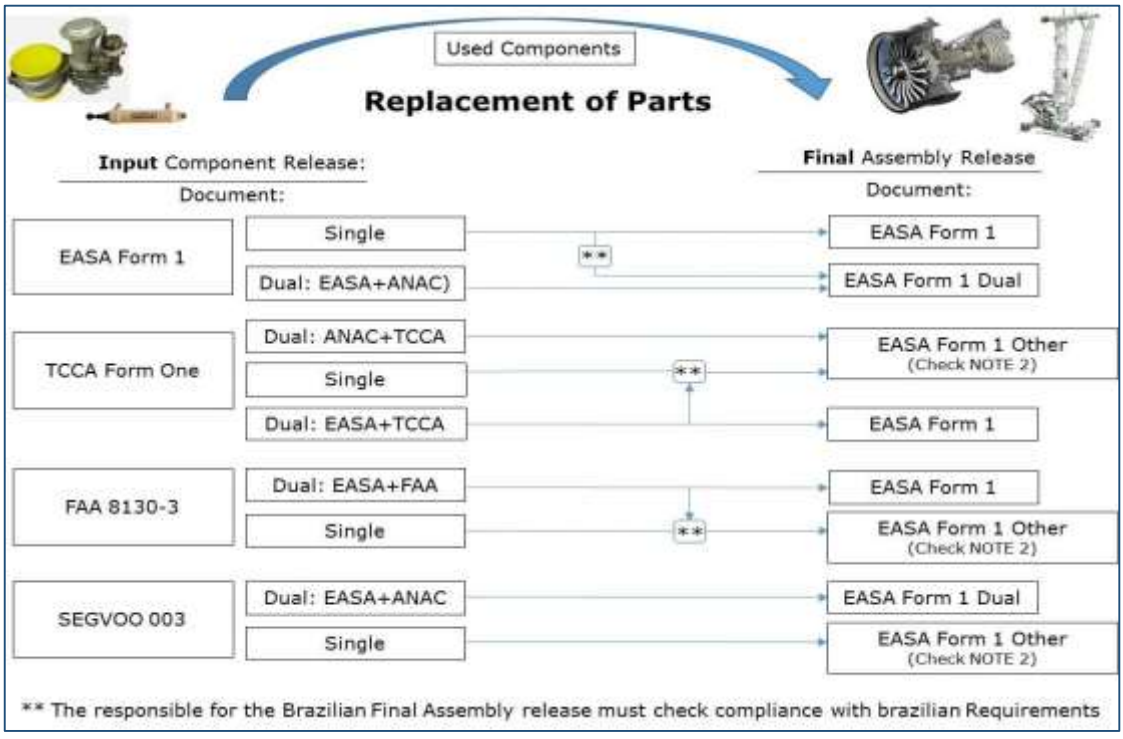
Note:

- Used components from an EU AMO that does not have an ANAC approved supplement should not be used even if accompanied by an EASA Form 1.
- Used components that have been issued a triple release (i.e. certifying compliance with FAA, EASA, ANAC requirements) on an EASA Form 1 as a maintenance release are acceptable.

7.3.3 Summary

Note : Dual for the final assembly (right hand side) means EASA and ANAC release.





PART 8 REPORTING OF FAILURES, MALFUNCTIONS OR DEFECTS AND SUP

When any Brazilian registered aircraft or products under the jurisdiction of ANAC have failed, malfunctioned or became defective in such a manner as to affect or would have likely affected the safety of the aircraft, it must be reported to the Brazilian customer within 3 days of discovery. It is intended that the Brazilian Customer will advise Brazil as required by the RBACs and the SDR reporting system.

SDR available on https://sistemas.anac.gov.br/rds/ConsultarRDS/Cadastrar/AcaoInicializarFormCadastrar.do

8.1 REPORTS OF FAILURES, MALFUNCTIONS OR DEFECTS

When reportable problems are found on aircraft, power plant, or component thereof that is subject to the regulatory control of the ANAC, **the Safety and Quality department** shall report to the ANAC any serious failure, malfunction, or defect of any product undergoing work by DABS.

The report will normally be submitted to the EASA/ ANAC in English language using the email pac@anac.gov.br. A copy of this report should be sent to the customer.
The AMO may submit the reports in the form of a letter, e-mail, accessing the Service Difficulty Report (SDR) reporting and EASA online reporting system

The report required must include as much of the following information as is available:

- Aircraft registration number;
- Type, make, and model of the Aircraft;
- Date of the discovery of the failure, malfunction, or defect;
- Nature of the failure, malfunction, or defect;
- Time since last overhaul, if applicable;
- Apparent cause of the failure, malfunction, or defect; and
- Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

If the defect or un-airworthy condition could result in an imminent hazard to flight, the most expeditious method available will be used to inform the ANAC.

Internal report could be used to formalize the investigation, the root cause analysis and the result concerning the event and the remedial action taken (DA-0090).

8.2 SUSPECTED UNAPPROVED PARTS (SUP) REPORTING REQUIREMENT

A **Suspected Unapproved Part (SUP)** is any Part or Material that is suspected of not meeting the requirements of an “approved part”. A part that, for any reason, a person believes in not approved. Reasons may include findings such as a different finish, size, color, improper (or lack of) identification, incomplete or altered paperwork, or any other questionable indication.

An **unapproved part** is any part that does not meet the requirements of an “approved part”. The AMO may submit the reports in the form of a letter, e-mail, accessing the Service Difficulty Report (SDR) reporting and EASA online reporting system. The report should be sent to the email pac@anac.gov.br.

All Suspected Unapproved Parts reported will be identified and quarantined in the Maintenance Organisation pending further investigation by the authority.

PART 9 ADDITIONAL OPERATING LOCATIONS

Additional Fixed Locations is additional base facilities within EU Member States
Line stations are accepted facilities at locations that are identified in the MOE and are subject to the oversight of the Competent Authority.

9.1 ADDITIONAL FIXED LOCATIONS

DABS has additional fixed locations, located in the EU Member States and in Switzerland, and operating under one EASA approval certificate and under one ANAC certificate.

Following location are listed on ANAC Operations Specifications and operates under the same MOE and ANAC Supplement as the parent facility in Geneva.

Name	Country	Airport	Address	Code
DABS Sion	Switzerland	Sion Airport	Chemin Lambien 12 – Sion Airport CH - 1950 Sion Phone: +41 27 305 2431 / +41 79 366 79 68	**SIR**
DABS Lisbon	Portugal	Aeródromo Municipal Cascais, Tires	Aeródromo Municipal de Cascais, Tires PT-2785-632 Sao Domingos de Rana Phone: +351 21 030 88 50	**LCT**

DABS will submit a completed **ANAC Form F-143-17** through the FOCA to the ANAC when adding or deleting additional fixed location.

9.2 LINE STATION

Additional line stations operate under one EASA approval certificate and under the same MOE and ANAC Supplement as the parent facility in Geneva.

Name	Country	Airport	Address	Code	Aircraft
DABS Lugano	Switzerland	Aeroporto Lugano	Via Aeroporto 15 CH-6982 Agno	**LUG**	AOG + limited line
DABS Basel	Switzerland	Basel Airport	South West Maintenance Area, Flugghafen Basel Mulhouse, Postfach CH 4030 Basel	**BSL**	
DABS Farnborough	United Kingdom	Farnborough Airport	Business Aviation Centre Farnborough Airport Farnborough- GU14 6XA	**FAB**	
DABS Luton	United Kingdom	Luton Airport	Signature Hangar 7&8 Percival Way– London Luton Airport LU2 9LX Bedfordshire –	**LTN**	

DABS will submit a completed **ANAC Form F-143-17** through the FOCA to the ANAC when adding or deleting Line Station.

PART 10 WORK AWAY FROM FIXED LOCATION

10.1 GENERAL

DABS may perform work outside its fixed location:

- in case of Aircraft on Ground (AOG).
- in case of one need from customer for minor maintenance or minor alteration/modification.

The work will be accomplished in the same manner as work performed at the AMO's fixed location. In such a case, the Safety and Quality director has to ensure compliance with this part.

If it is necessary to perform routine work outside its fixed location in response to a one-time need of the customer, DABS should perform a **self-evaluation** of work to be performed and record this assessment.

For work performed away from fixed location, DABS is responsible to maintain a record of work that the Organisation performs for review if appropriate by the FOCA.

If required to perform maintenance on a Brazilian registered aircraft or a component of such aircraft located **within the territory of the Federative Republic of Brazil** and operated under the RBACs, the AMO must request **ANAC approval** before performing the work. ANAC will evaluate each request on a case by case basis. The NAA should be informed by the AMO about the outcome of the ANAC evaluation.

10.2 PROCESS

All work performed away from its fixed location need to be recorded in specific folder for review by FOCA.

Scheduled tasks (outside the perimeter of line and preventive maintenance) have to be notified to FOCA before work. There is no requirement for notifying the ANAC in advance.

The following procedure is followed where DABS needs to work on a customer's aircraft or part on a one-time basis by moving, material, equipment, and technical personnel to perform specific maintenance functions.

Once the need to work at other location is identified, DABS shall perform self-evaluation utilizing the self-evaluation checklist form, **DA-0141** (WAB Form). The following items are controlled for the work to be performed:

- One Certifying staff (i.a.w the privilege described in the roster) is designated to supervise work.
- Personnel necessary to perform inspections and supervise work are assigned.
- Housing and facilities are appropriate.
- Current technical data are available.
- Recommended Equipment, Special tools and test equipment are available.

10.3 WORK RECORDING AND WORK PACKAGE KEEPING

DABS will maintain a record of work performed away from the AMO's approved facility, both within the country and outside the country. Any record of this work should include:

- A description of the work performed;
- total time in service if required
- The date and location where the work was performed; and
- The work order reference.

These records are retained for 5 years after the performance of the work and are available for authority if requested.

PART 11 CONTRACTING / SUBCONTRACTING

The Safety and Quality director is responsible of this process, including maintenance of the list of Maintenance Functions (DA-1040) and the list of Maintenance Providers (DA-0104) to which maintenance functions are contracted.

DABS may contract maintenance functions to:

- Qualified provider only if the provider is listed on list of Maintenance provider. (DA-0104)
- ANAC Certificated Maintenance Organisation with the applicable ratings held.

Works may be contracted because DABS does not have the housing, facilities, materials, or equipment available on its premises and under its control or if DABS cannot accomplish the work scope within a specified time.

Functions to be contracted/subcontracted are described in **DA-1040**.

In case of repetitive contracted Maintenance function with the same maintenance Provider, contract between both parties should be signed.

Contract includes provisions that allow the appropriate authorities to make an inspection and observe the facility's work.

11.1 LIST OF MAINTENANCE FUNCTION AND LIST OF MAINTENANCE PROVIDERS

The Safety and Quality director is responsible to create and amend the List of Maintenance Function (DA-1040). It contains:

- Description of maintenance function;
- The maintenance functions that must be contracted;
- The maintenance functions that may be contracted; and
- Date of approval for each maintenance function.

The Safety and Quality director is responsible to maintain a list of maintenance subcontractors (DA-0104). It contains.

- The name and address of the provider to which maintenance functions are contracted;
- The type of certificate and perimeter/ratings, if any, held by the provider;
- The level for qualification and surveillance, and
- The maintenance function contracted.

This List contains qualified company that have been evaluated and accepted for use as provider for described function.

Accepted List of Maintenance Function and list of maintenance Provider are maintained in electronic format and are accessible for review and inspection by the Authority.

*Document is integrated in **share folder.***

11.2 QUALIFICATION OF MAINTENANCE PROVIDERS

The following type of maintenance provider could be qualified:

Contractor

- Level 0 – Approved Maintenance Organisation with appropriate rating (and ANAC approval)
  Manufacturer or Production Approval Holder with appropriate scope of approval

Subcontractor

- Level 1 – 1.1 Approved Maintenance Organisation with appropriate rating (without ANAC approval)
- Level 1 – 1.2 Manufacturer or Production Approval Holder without maintenance approval
- Level 2 – 2.1 Approved Maintenance Organisation (without the applicable ratings)
- Level 2 – 2.2 Non-approved Maintenance Organisation possessing a Quality Monitoring System (ISO 9001 / AS9100 / EN 9100 / ISO 3834)
- Level 3 - non-approved Maintenance Organisation without any certificate

All company used for Maintenance will be evaluated for initial qualification by the Safety and Quality department using electronic survey, and/or onsite inspection/audits as necessary and depending of the level.

Additionally, further surveillance activity is performed. It includes inspection of work performed or on-site visits/audits depending of the level.

The applicable requirements in regards of the level of maintenance provider are described in DA-0104.

11.3 CONTRACT MAINTENANCE ACTIVITY

Any product, except aircraft and engine for which the Maintenance Organisation is rated may be contracted if described in DA-1040.

11.3.1 Approved Maintenance Organisation with the applicable ratings

The contracted Maintenance Organisation performing the maintenance function is responsible for the approval for return to service for work performed. The Maintenance Organisation shall inspect the work performed and/or the Part through receiving inspection before further maintenance is performed.

11.3.2 Other maintenance provider

DABS remains directly in charge of the work performed and the verification, by test and/or inspection, that the work has been performed satisfactorily that the contracted work is airworthy before approving it for return to service and the issue of approval for return to service.

The dedicated inspector / receiving inspector shall inspect the work performed / Part(s) through receiving inspection before further maintenance is performed. Discrepancies are reported to the Safety & Quality department. Work report and /or conformity statement is required.

PART 12 MAJOR REPAIRS AND MAJOR ALTERATIONS / MODIFICATIONS

For purposes of defining 'major modification or major repair' will be used for Brazilian products. DABS will ensure that major repairs and major modifications are incorporated only when in receipt of appropriate approvals from ANAC through the Brazilian customer.

The procedure for the AMO to ensure that the Authority approves major repairs and major modifications when necessary or has confirmed that the approved data is acceptable. The AMO should request the operator to provide such written proof from the Authority.

Note: *The Authority accepts repairs and modifications issued by the Manufacturer and approved by the Authority of the state of manufacture through the Type Certificate holder.*

12.1 APPROVED DATA FOR MAJOR MODIFICATIONS AND MAJOR REPAIRS

Additional information can be found in Procedures Manual MPR 900.04.

12.1.1 Automatically Approved Data:

All repair design data are considered ANAC approved data when approved by EASA and/or organisations /persons approved under EASA Part 21 for use on aircraft and related components where EASA is the primary authority responsible for design approval.
This does also apply to repair design data developed by organisations/persons that are the TC / STC holder and other civil aviation authorities (CAA) that are the primary authority responsible for design approval of the aeronautical product.
Notwithstanding the type of the Approved Data, it is important to ensure that the type of Approved Data used is applicable to the intended application and that the limitations and conditions stated in that Approved Data can be complied with.

12.1.2 Data that is not automatically approved

For repair design data that is not automatically approved, DABS ensures that the major repair and/or alteration/modification data being used to perform work on a Brazilian customer's product is approved by the ANAC. The Following is made:

- Classification
- Recording major repair and/or major alteration/modification on **ANAC Form F-400-04** (Also referred as Form SEGVOO 001
- Communication with the ANAC when required.

12.2 CLASSIFICATION

Classifying a Modification or repair as major or minor is the very first step in the approval process.
The classification is an essential and critical step because it determines what kind of data (Approved or Acceptable) is required, and therefore how much resources the Organisation will have to expend.
Classification is made by the Organisation, but subject to ANAC review.
RBAC provides a regulatory definition for major and minor changes in type design that is quite similar to the ones for major and minor Modifications and repairs. This regulatory material must be used as a starting point when classifying a Modification or a repair as major or minor. RBAC 43, Appendix A provides additional regulatory material for the classification of major alteration/modification and major repair.

12.3 RECORDING

All Modifications and repairs, whether minor or major, are to be performed and recorded as per RBAC 43. All Modifications and repairs, whether minor or major, must be recorded as an entry in the aircraft records.
The form **ANAC Form F-400-04** is to be completed as per RBAC 43 Appendix A.

PART 13 COMPLIANCE WITH AIR CARRIER'S CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

Maintenance is performed in accordance with the Part-121 /135 air carrier's Continuous Airworthiness Maintenance Program or operator's inspection program.
DABS ensures that the air carrier/operator has provided DABS with the information necessary to comply with this requirement at the time the work is performed.

13.1 COMPLIANCE WITH CUSTOMER'S PROCEDURES AND POLICIES

DABS will perform this work in accordance per the customer's purchase order and in compliance with each air carrier or operator's maintenance/inspection programme and applicable sections of maintenance manuals, where existing and specified.

If the customer's purchase orders reference specifications, orders, manuals other than applicable, DABS will contact the customer prior to any work.
DABS maintains a current copy of the applicable section of each customer's manual, when required by the Purchase Order, that contracts with DABS for the performance of that maintenance.
Document are available on Company server.

For scheduled maintenance, DABS will make contact with an Air Carrier/Operator prior to work commencing on their aircraft. The following is to be requested, as applicable:

- Maintenance or inspection programme.
- Supplemental Maintenance Manuals.
- Return to Service (RTS) policies and procedures.
- Required Inspection Items (RII) policies and procedures.
- Hazardous Materials Handling policies and procedures.

The Safety & Quality department will post the Air Carrier's /Operator's policies and procedures on company server to ensure availability to all personnel.

Under RBAC 145.205, DABS is required to comply with the air carrier's procedures. This requires the AMO to comply with the air carrier's requirements;
For example, approval for return to service procedures, parts, tagging, shelf life of expendable materials, tool and equipment calibration intervals, etc., shall comply with the air carrier's procedure. This is normally accomplished by the air carrier auditing the AMO and providing the AMO with a written agreement accepting the AMO's processes and procedures as meeting or exceeding the air carrier's requirements.
It is imperative that DABS receive and retain copies of the written agreement from the air carrier and have it available for review by the FOCA or ANAC.

Consequently, for Air Carriers

- Only Air Carrier's authorized and recorded personnel shall perform RII inspections.
- No Hazardous Materials or Part containing Hazardous Materials shall be loaded onto an aircraft. If necessary, only Store Personnel that are trained on Dangerous goods i.a.w IATA standards are authorized to install these materials.

13.2 DANGEROUS GOODS

Only the personnel in logistic department (receiving and shipping services) are authorised to manipulate dangerous goods. It concerns transport of dangerous goods including shipping and receiving of such items.

In case of one of this personnel is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program

All have received initial and recurrent training in accordance with IATA standards.

13.3 REQUIRED INSPECTION ITEMS (RII)

Maintenance tasks that involve the assembly or any disturbance of a control system that, if errors occurred, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft should be considered as flight safety sensitive maintenance tasks needing an independent inspection.

In summary the following maintenance tasks should primarily be considered when inspecting aircraft control systems that have been disturbed:

- Installation, rigging and adjustment of flight controls.
- Installation of aircraft engines, propellers and rotors.
- Overhaul, calibration or rigging of components such as engines, propellers,
- Transmissions and gearboxes.

Consideration should also be given to:

- Previous experience of maintenance errors, depending on the consequences of the failure.
- Information arising from the occurrence reporting system

The Operator's Manual or manufactures instructions for continued airworthiness should be followed when determining the need for an independent inspection.
A procedure and a matrix (DA-0202) have been developed to describe and help personnel in the critical task identification and type of independent inspection to be performed.

Independent inspections should be carried out by at least two persons; the second inspection must be accomplished by authorized certifying staff who are not involved in performing the work on the item to be inspected.
The qualifications and experience of the second independent competent person is directly assessed by the person certifying for the maintenance, taking into account the individual's experience.

When performing this second inspection, the inspector is considered independent and reports directly to the Safety and Quality department.

A technical record of the inspections should contain the signatures of both persons before the relevant CRS is issued.

Any certifying staff performing RIIs is trained and qualified.
In case of air carrier's aircraft, the safety and Quality department is in charge to verify that the inspectors are authorized by the air carrier for which the RII is being conducted.

PART 14 COMPLIANCE WITH MANUFACTURER'S MAINTENANCE MANUAL OR ICA

Maintenance is performed in accordance with last current manufacturer maintenance manual and appropriate ICA. All technical data used are in English language.

The Technical department ensures that the customer has provided DABS with the ICA necessary to ensure compliance with this requirement at the time the work is performed.

The Safety and Quality department is responsible to maintain available technical data in current conditions for current scope, through the company server, to all personnel.

The Technical department is responsible for the subscription to the technical data i.a.w scope in OpSpecs.
The shop supervisors are responsible for maintaining the technical data and standards for component listed on a current capability list.

14.1 COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR ICA

Performance of work (Maintenance, Repair and alteration/modification) and Approval for return to service for Aircraft, Engine or Part requires to use appropriate and current technical data.
Record is performed in accordance with the Customer's manual and procedures.

14.1.1 Technical data

The technical data shall consist of the current revisions of the referenced aircraft or product and manufacturing specifications. These data shall be available for each product family identified on the scope - rating and the capability list.
Current technical data shall be available to maintenance personnel through the company server.
A Document Control list is available in Quantum system, controls the currency and availability of this technical data.

For the scheduled work performed, the Technical department is in charge to generate procedures and additional technical data attached to task card. These procedures are in English language and generated through CAMP, that is maintained by the customer. Status of documentation is controlled by this department regarding to the manufacturer website.

For unscheduled work, troubleshooting, additional work, procedures and additional technical data are generated directly by the technician who use the company server or the manufacturer website.

For work in shop, procedures and additional technical data are generated directly by the technician who uses the manufacturer website to verify the status of technical data.

14.1.2 Deviation

In case of the air carrier's manual deviates from the procedures specified in the corresponding manufacturer's manual, the documentation used is the documentation requested by the customer's purchase Order and this documentation will be referenced in the task cards by the technician. At that case, the Technical department shall request a statement from the Customer to deviate approved data

14.2 MAJOR REPAIRS AND MAJOR ALTERATIONS RECORDS

All maintenance performed for a Brazilian air carrier, including all major repairs and major alterations/modifications, must be recorded in accordance with that air carrier's manual.

Major repairs performed for a Brazilian air carrier are recorded on **ANAC F-400-04** (Also referred as Form SEGVOO 001).
Major alterations/modifications performed are recorded on **ANAC F-400-04** (Also referred as Form SEGVOO 001).

14.3 AIRWORTHINESS DIRECTIVES (AD)

The Safety & Quality department is responsible to:

- receive ADs related to the scope.
- Periodically Review new ADs through a check of the web sites of the Authorities for Applicability to the scope.
- Advise the Technical department and the Store Supervisor about any newly issued ADs.

AD available on https://sistemas.anac.gov.br/certificacao/DA/DAE.asp

This is the Customer's responsibility to ensure the Continuous Airworthiness of its aircraft. This includes the compliance with each AD applicable to the concerned aircraft.

DABS may be contracted to provide ADs to the customer (from the TCH authority and from the different manufacturers).
At that case, the Technical department are in charge to inform the Customer of any known AD if this one has not been mentioned in the Purchase order. Following rules apply:

- ANAC AD → action is required
- TCH NAA AD → action is required

The Technical department must ensure no overdue AD prior the release of the aircraft.

- Review CAMP for ADs status by comparison to the PO given by the customer before the Maintenance takes place and inform the customer for assessment.
- If agreed by the customer, print the ADs and integrate them into the Work Order at the time the work is being performed.
- Before release to service, request a statement from the Customer to ensure that all inspection requirements for Airframe, Engines, APU, Appliances and all Life Limited components are current and there are no outstanding applicable Airworthiness Directives.
- For the final work package, issue a status of ADs embodied during the maintenance performed, which becomes part of the permanent Aircraft Records (Logbook).

PART 15 AIRWORTHINESS DIRECTIVES

Airworthiness Directives (ADs) consist of particular requirements mandatory for the appropriate Aircraft, Engines, APU and Appliance.

Airworthiness Directives (ADs) are issued by the competent authority that a known deficiency exists on certified product/part and shall be corrected. Contrary to Service Bulletins (SBs) and other issued Documents, the ADs must be complied with, within the time frame given by the Agency or any applicable Competent Authorities.

The **SQ department** is responsible to:

- Subscribe to ADs related to this Maintenance Organisation's Activities when this service is available.
- Periodically Review new ADs through a check of the web sites of the Authorities for Applicability to this Maintenance Organisation's Activities.
- Advise the **CSMs, Technical Services** and the **Store Supervisor** about any newly issued ADs.

This is the Customer responsibility to ensure the Continuing Airworthiness of its aircraft. This includes the compliance with each AD applicable to the concerned aircraft.
The **Technical services /** CSM is in charge to inform the Customer of any received AD if this one has not been mentioned in the Purchase order.

The Technical services is responsible to:

- Review CMTS for ADs status by comparison to the PO given by the customer before the Maintenance takes place and inform the customer for assessment.
- Print the ADs and integrate them into the WP if agreed by the customer.
- Issue a status of ADs embodied during the maintenance performed, which becomes part of the permanent Aircraft Records (Logbook).

The Store Supervisor is responsible to check any incoming Appliance against issued ADs.
The Store Supervisor is also responsible to review the Store against any newly issued ADs.

Note: Any applicable Brazilian airworthiness directives can be verified at
https://sistemas.anac.gov.br/certificacao/DA/DAE.asp.

Additionally, ADs issued by the civil aviation authority of the state responsible for type design of the product being maintained are also applicable.

PART 16 QUALIFICATIONS OF PERSONNEL

The Maintenance management has the authority to assess and authorize staff as supervisor or inspection personnel.

The Safety & Quality department is responsible:

- to record assessment and experiences. Qualification and list of supervisors/inspectors are described in Roster (DA-0103).
- to maintain the Roster and associated documents and records.

Proficiency of inspection personnel is based on records of experience and training. The employment summary of each person listed in the roster were managed and kept on the company server.

16.1 PERSONNEL / ROSTERS

The Safety & Quality department is responsible to notify FOCA in case of changes caused by termination, reassignment, change in scope of assignment, or addition of personnel.

16.1.1 Roster

The roster (DA-0103) lists of individuals within the AMO who are authorized to perform certain functions, such as approval for return to service or signing off required inspection items, or that hold certain management and supervisory positions. It includes

- Management personnel
- Supervisory personnel (Team leader)
- Certifying staff / Component Certifying staff
- Support staff
- Inspection personnel including dedicated inspector for specialized work (Interior / Paint / Composite / Sheet Metal)
- receiving inspector for incoming Parts

This roster lists all described personnel including name, certification type, license number and internal reference. Current Roster is available on the company server in secure PDF file format.

The Safety & Quality department is responsible for maintaining the roster.
Changes to the roster will be incorporated and notified to FOCA within 5 working days.

Personnel Rosters are maintained in electronic format and are accessible for review and inspection by the FOCA. *Document is available in **share folder.***

16.1.2 Employment Summaries

The employment summaries of all personnel on the required roster responsible for compliance to this procedure are recorded at the Safety & Quality department and are available for review upon request.

The Safety & Quality department is responsible that the employment summaries contain enough information on each individual listed on the roster to show compliance with the experience requirement of RBAC 145.161, which states that AMO personnel must have the training, knowledge, and experience to perform maintenance, repair, or alteration/modification authorized by the AMO certificate/work scope.

Work scope / Ratings are available on the roster.

16.2 PROFICIENCY OF PERSONNEL

Employment and training records, certificates of training and total years of experience is used to determine and establish proficiency of an individual being considered for supervisory or inspection position by the respective manager and the Maintenance Director.

The following is required for Supervisory / Inspection personnel and Certifying Staff:

- They are familiar with the applicable regulation and specially the ANAC Special Conditions.
- A minimum of 24 months of practical experience in the work being performed.
- They shall understand, read and write English.

Specific training like ESD and Dangerous Goods are required before to be assessed as receiving inspector. An Additional training concerning release certificate is provided as necessary (**FAA Form 8130-3** / **EASA form 1** / **Form SEGVOO 003**).

The respective department manager, in collaboration with the Maintenance Director insures supervisors/inspectors maintain proficiency by attending Training (initial and recurrent courses), On the Job Training or Special Training on techniques or equipment.
Records of training indicate the method, duration, provider, and dates.

These activities are documented on Technician Experience Record and kept in the individual's training file in the Safety & Quality department.
The computer system (Quantum) utilized by the AMO includes a "Module" that records all maintenance and supervisory/inspection activities relative to ATA chapter for the activity being performed.
Available reports provide information that supports the maintaining of proficiency of personnel.

16.3 ASSESSMENT AND INTERNAL AUTHORISATION

16.3.1 internal "Authorisation Certificate

The Safety & Quality department is in charge to issue and amend an **internal "Authorisation Certificate"** for each supervisory/inspection personnel Certifying staff and support staff, after qualification assessment by appropriate managers. Validity is 2 years.
Qualification Assessment means collecting of all documents that attest to qualification.
Form DA-0061 is used to formalize the assessment.

The issue or the extent of **Authorisation certificate** granted to each staff is approved by the Maintenance Director and dependent on the experience, qualifications and training of the personnel evaluated during the assessment. The assessment should ensure that the staff met all the requirements for the privileges endorsed. Certification Privileges are always covered under the personal national License and under approval certificate of DABS.

Privilege and Qualification for each staff member are described in the document referenced DA-0103.

16.3.2 Stamps

Work performed, inspected by DABS, shall be signified by stamping the appropriate box on the Task card or inspection form along with the date the work is accepted. The Team leader is responsible for assuring that this procedure is adhered by personnel working with him.

The Safety & Quality department is responsible for:

- controlling and issuing stamp to the personnel after assessment validated by his manager, and
- maintaining logs on the stamps issued with associated name and signature.

The Stamp shall contain the following information as a minimum: stamp number issued, name of stamp holder and name of the company as described in DA-0125.

Lost stamps are to be reported immediately to the Safety & Quality department.

PART 17 CAPABILITY TO COMPREHEND THE PORTUGUESE LANGUAGE

DABS has a line Stations based in Portugal and confirms having employees in its technical staff who is able to read and plain understand the Brazilian Regulations and Maintenance Records in Portuguese.

PART 18 RECORD KEEPING SYSTEM

DABS elects to utilize Electronic Recordkeeping system and Electronic Manuals.
Maintenance records are retained for 5 years after the performance of the work and are available for authority and customers if requested.
Maintenance records include Work Order, Work package with release, supplementary forms and part certifications.

18.1 NETWORK SYSTEM

The entrance to our network is secured by a cluster of Checkpoint firewall appliances.
Servers and our Workstations are secured by the Symantec Endpoint Protection tool using the technologies below.

Antivirus and Antispyware Protection
Proactive Threat Protection
Network Threat Protection
Network Access Control

Control management are ensured by the IT Manager.

Login and password are required by each technician to entered on company server through our workstations.

18.2 ELECTRONIC MANUALS

Manual data contained on the server cannot be altered in anyway.

The server which contains all of the technical data for the company has necessary backups in case of computer outages.

Any technicians have access in read format.

18.3 BACK-UP SYSTEM

The IT department is responsible to define the protection modes for installations, safeguard of data, the security of access to the network and data loose, as well as the back-up system.
The backup process whereby copies of computer files are taken in order to allow recreation of the original, should the need arise. Backup files retained on high capacity tape represent the Organisation's protection against loss, damage or non-availability of the data held on information systems.

It is important to have available the most recent few backups - to enable restore in case of need. The strategy of backup adopted is:

- 1 backup annual of level 0 (the tape is kept)
- 1 backup monthly of level 0 (11 tapes in turn)
- 1 backup weekly of level 0 (4 tapes in turn).
- 1 backup daily of level 0 (6 tapes in turn).

The ability to restore data is usually only performed when data is lost, corrupted, or otherwise changed.

The restore procedures are reviewed and tested to ensure that, in an emergency, appropriate action can be taken.

To avoid even the possibility of an error, the IT department always restores files to a specific location that is separate from the live files. Then, having verified the integrity of the restored file(s), IT department may be copied to the required area; again, cautiously and with consideration for the risks involved.

PART 19 AIRWORTHINESS VERIFICATION CERTIFICATE (CVA)

To perform **CVA** in Brazilian registered aircrafts, it is required that the AMO have the aircraft type in the scope of approval.

According to RBHA 91, section 91.409, the CVA may be performed on:

a) general aviation aircraft; and

b) aircraft operated according RBAC 91/135 not engaged in regular transportation.

In the event a customer requests the AMO to perform a **CVA** on an aircraft the following should be verified:

a) All required documentations are in accordance with RBHA 91, section 91.203

b) The aircraft is in accordance with Type Certificate;

c) All major repairs and major alterations/modifications are in accordance with approved technical data;

d) All Airworthiness Directives were verified and/or accomplished;

e) The aircraft have been maintained in accordance with an approved or recommended maintenance program.

The following forms must be filled after a CVA:

a) Airworthiness Verification Certificate (**form F-145-27**)– two copies, one to operator and other to the AMO;

b) A checklist containing at least the items reviewed – Original kept at AMO; and

c) record on airframe logbook, as applicable.

All forms are available on the ANAC website (http://www2.anac.gov.br/certificacao/Form/Form.asp).

form F-145-27 must be sent to ANAC Foreign 145 Group. It is possible to send it using ANAC digital protocol system (SIGAD-PD). The Foreign 145 Group is located in ANAC Airworthiness regional office in Rio de Janeiro (address on ANAC website: http://www2.anac.gov.br/anac/enderecos.asp).

DABS will review the aircraft log books from previous IAM/CVA and list any overdue inspections, discrepancies, ADs (Brazilian directives as well the ones issued by the product State of Design), Brazilian TCDS conformity and life limited or overhaulable components and inform the operator.

After approval of such scope, and having the discrepancies raised during the inspections solved, an approved **form F-145-27** must be filled and sent to ANAC.

Placards in English may be supplied to Brazilian registered aircraft. However, placards in Portuguese must be supplied, whenever required, to comply with Brazilian TCDS and RBAC 21.

PART 20 FORMS

Index of Manual/forms

Document are integrated in share folder.

All forms are available on the ANAC website (http://www2.anac.gov.br/certificacao/Form/Form.asp).

Form Reference	Title	Instruction	Person authorized to execute such forms
Manual			
DA-0100	MOE - Maintenance Organisation Exposition	n/a	Safety & Quality department
DA-0100_ANAC	ANAC Supplement Manual	n/a	Safety & Quality department
DA-0103	Certifying staff- Roster	n/a	Safety & Quality department
DA-0104	list of maintenance Provider	n/a	Safety & Quality department
DA-0105	COMPONENT - Capability List	n/a	Safety & Quality department
DA-0106	Maintenance Training Programme	n/a	Safety & Quality department
DA-1040	Maintenance functions	n/a	Safety & Quality department
NAA Forms			
ANAC F-400-04 (Form SEGVOO 001)	Major repair and alteration	RBAC 43.9	VP maintenance Maintenance Director, Safety and Quality director Certification Manager
ANAC Form F145-27	CVA document		Certifying staff
EASA Form 1	Certificate of Release to Service for component	DA-0125	Certifying staff
Specific Forms			
DA-0141_WAB	Work away from approved locations	Yes	Safety and Quality department

20.1 AIRCRAFT RELEASE TO SERVICE – INSPECTION

CERTIFICATE OF RELEASE TO SERVICE ***The undersigned certifies that this aircraft has been inspected in accordance with the operator inspection program and was determined to be in airworthy conditions.*** *Inspection:*			
Location	**Company Name**	**Approval**	**Date, Name, Stamp and Signature**
	Dassault Aviation Business Services SA	CH.145.0248 ***2105-07/ANAC***	dd mmm 2022

20.2 AIRCRAFT RELEASE TO SERVICE – DEFECT

CERTIFICATE OF RELEASE TO SERVICE ***The undersigned certifies that the maintenance listed above was performed according to current RBAC Regulations and with respect to the maintenance performed the aircraft is approved for return to service.***			
Location	**Company Name**	**Approval**	**Date, Name, Stamp and Signature**
	Dassault Aviation Business Services SA	CH.145.0248 ***2105-07/ANAC***	dd.mmm. 2022

20.3 COMPONENT RELEASE TO SERVICE – EASA FORM 1 DUAL

1. Approving Competent Authority / Country **FOCA - Federal Office of Civil Aviation Switzerland**	2. **AUTHORISED RELEASE CERTIFICATE** **EASA FORM 1**				3. Form Tracking Number **Shop_2022-XXX**
4. Organisation Name and Address: DASSAULT AVIATION BUSINESS SERVICES	**Dassault Aviation Business Services SA** 20 Chemin des Papillons, P.O. BOX 36 CH-1215 GENEVA 15 AIRPORT, SWITZERLAND		Location: **DABS Geneva** Geneva Airport Switzerland		5. Work Order/Contract/Invoice Nb: **xxxx/xxxx**
6. ITEM	7. DESCRIPTION	8. PART NUMBER	9. QUANTITY	10. SERIAL NUMBER	11. STATUS / WORK
					☐ OVERHAULED ☐ INSPECTED / TESTED ☐ MODIFIED ☐ REPAIRED
12. REMARKS					
The work identified in Block 11 and described herein has been accomplished in accordance with RBAC 43 and in respect to that work, the items are approved for return to service under ANAC Approval COM No.: 2105-07/ANAC					
13a. Certifies that the items identified above were manufactured in conformity to: ☐ approved design data and are in a condition for safe operation ☐ non-approved design data specified in block 12			14a. ☑ **Part-145.A.50 Release to Service** ☑ **Other regulation specified in block 12** Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service.		
13b. Authorised Signature	13c. Approval/ Authorisation Number		14b. Authorised Signature / Stamp		14c. Certificate/Approval Ref. No. **CH.145.0248**
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):		14d. Name (Typed or Printed): **Name**		14e. Date (dd/mmm/yyyy): **dd mmm. 2021**
USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.					