Dassault Aviation Business Services SA

Reference: DA-0100
Edition AC
Revision 2

Maintenance Organisation Exposition

Approved Maintenance Organisation

EASA Part 145 certificate

Primary Location **Base** **Additional addresses**	Switzerland	**DABS Geneva** 20 Chemin des Papillons, P.O. Box 36 CH - 1215 Geneva 15 / Airport Phone: +41 58 123 0000 -Rue Robert A Stierlin 6 - CH-1217 Meyrin	**GVA**
Additional fixed location **Sub-Base** *Attached to Geneva*		**DABS Sion** Chemin Lambien 12 – Sion Airport CH - 1950 Sion Phone: +41 27 305 2431 / +41 79 366 79 68	**SIR**
Additional fixed locations **Sub-Base Station Limited**	Portugal	**DABS Lisbon** Aeródromo Municipal de Cascais, Tires PT-2785-632 Sao Domingos de Rana Phone: +351 21 030 88 50	**LCT**
Additional fixed location **Sub-Base Station Limited** *Attached to Lisbon*		**DABS Castelo Branco** Aeródromo Municipal de Castelo Branco Recta do Lance Grande, Km 5 6000-000 Castelo Branco Phone: +351 910244596	**LPCB**
Additional fixed locations **Sub-Base Station Limited**	Switzerland	**DABS Basel** South West Maintenance Area, Flugghafen Basel Mulhouse, Postfach CH 4030 Basel Phone: +33 789 201 012	**BSL**
Line Stations **Refer next page for address**	Angola	**DABS Luanda -** Aeroporto Internacional 4 de Luanda	**LAD**
	United Kingdom	**DABS Farnborough -** Farnborough Airport	**FAB**
	United Kingdom	**DABS Luton -** London Luton Airport	**LTN**
	France	**DABS Paris Le Bourget -** Aéroport du Bourget	**LBG**
	France	**DABS Clermont-Ferrand -** Clermont-Ferrand Airport	**CFE**
	Djibouti	**DABS Djibouti –** Djibouti Airport	**JIB**
	Switzerland	**DABS Lugano –** Agno airport	**LUG**
Satellite / mobile repair unit	**Refer next page**		

Maintenance Organisation Approval

- EASA Part-145 Approval Number **CH.145.0248**
- Refer to DA-0108 for additional Maintenance Approval

Service Centers

- DASSAULT FALCON
- PILATUS PC12 / PC24
- HONEYWELL Engine (CFE738 /TFE731 / HTF7000) & APU (GTCP36 Series et RE220)
- PRATT & WHITNEY (PW305 / PW306 / PW307 / PW308)
- SAFT
- ZODIAC / ROCKWELL

Manuals and associated Forms are available on Internal Server (DABS Technical data) accessible to all DABS employees.
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/*).***

Maintenance Organisation Exposition

Approved Maintenance Organisation	**Dassault Aviation Business Services SA**
Primary Base location	
EASA Approval Reference	**CH.145.0248**

Line Stations	Angola	**DABS Luanda** BESTFLY FLIGHT SUPPORT LDA HANGAR Aeroporto Internacional 4 de Fevereiro Terminal de Voos Executivos, Luanda	**LAD**
	UK	**DABS Farnborough** Business Aviation Centre - Farnborough Airport Hangar 1 Bay 2 - Room 317 Farnborough - GU14 6XA	**FAB**
	UK	**DABS Luton** Percival Way / Hangar 125 LU2 9PA Signature Flight Support Terminal 1 United Kingdom	**LTN**
	France	**DABS Paris Le Bourget** Batiment 362, Zone central, Aéroport du Bourget FR - 93350 Le Bourget Phone: +33 174 253 198	**LBG**
	France	**DABS Clermont-Ferrand** MICHELIN AIR SERVICES Hangar NEF 4 - Aéroport Clermont-Ferrand 11 rue Marie Marvingt 63100 Clermont-Ferrand	**CFE**
	Djibouti	**DABS Djibouti** Ivory Jet services hangar – Presidential Hangar Djibouti-Ambouli Airport, Djibouti	**JIB**
	Switzerland	**DABS Lugano** Via Aeroporto 15 CH-6982 Agno Phone: +41 58 123 6366	**LUG**
Satellites / *mobile repair unit*	UK	200 km driving radius from Mobile Van's base of operation	**LTN/FAB**
	Portugal		**LCT**
	Switzerland		**BSL**

DABS's Manual reference	**DA-0100**
Status of this document	**Edition AC – 15 November 2024** **Revision 2 – 8 February 2025**

The reference manual approved by FOCA is the exposition written in English. If necessary, parts of the exposition may be translated for the employees of DABS in their mother language.

General Contact **Geneva**

Accountable manager Franck MADIGNIER Tel: +41 58 123 60 01	**GVA Maintenance Director** Laurent BURNIER Tel: +41 79 366 79 68	**Stations & MCC Maintenance Director** Vasco ARAUJO Tel: +351 939803204
VP Safety, Quality & Compliance **Thierry BARRE** Tel: +41 58 123 6004	**Quality & Compliance director** Stephane BUCHS Tel: +41 58 123 6302	**Compliance Monitoring manager** Base – Marco FIALHO DOS SANTOS Stations – Ines RODRIGUES
DABS-quality@dassault-business.com		

PART 0
INTRODUCTION

PART 0 INTRODUCTION

0.1 FOREWORD

Dassault Aviation Business Services SA is a Swiss limited Company registered in Geneva (Switzerland) registered UID number CHE-106.044.456.

Dassault Aviation Business Services SA is an approved Maintenance Organisation (**AMO**), and an approved Continuing Airworthiness Management Organisation (**CAMO**).

EASA Part-145 Approval Number is **CH.145.0248**. Additional approvals are described in **DA-0108**.

Dassault Aviation Business Services SA holds additional sub-base stations/ fixed facilities (Base and Base Limited), line stations, and Satellites (mobile repair units) in location described in cover page.

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Note: digital version available on the company network is the only official current version.

Any further printed version of the MOE is unofficial and can be used for reference only.

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Koller Oscar I8JIKD
07.01.2025

Info: admin.ch/esignature | validator.ch

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VP Safety, Quality & Compliance
Approved

Dassault Aviation Business Services SA VP SAFETY & COMPLIANCE CH.145.0248 BARRE T.

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Technical Organisations Zurich
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Bundesamt für Zivilluftfahrt - Federal Office of Civil Aviation - BERN

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Date: 8 February 2025

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O. Koller

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0.3 RECORDS OF REVISION

Each amendment of this document is accompanied by a "**List of change**" showing in detail the change incorporated in the manual. Form **DA-0158_data** is used to evaluate impact of changes as necessary.

This paragraph only contains main changes.

Ed-Rev.	Issued Date	*Details*	Eff. date	by
Ed. A-0	19 Aug. 2019	*NEW manual including company name change DASSAULT AVIATION acquired TAG aviation* *New Name is TAG Maintenance Services SA ("TMS")*	2 Sept. 2019	FOCA
Ed. B-0	20 Sept. 2019	LCT becomes base limited station – no change in scope LUG - New Base Station limited after DASSAULT AVIATION acquired RUAG **MOE 1.9 Scope:** • **GVA** - PC12 - **Base** *New rating A2* • **LUG -A1 - Line** ○ BD700 – 250/500H ○ F900 F2000 all series "Base" ○ F7X/F8X – monthly inspection ○ DHC-8 Series 400 • **LUG -A2 - Base** ○ Pilatus PC-12 ○ Piaggio P180 ○ Cessna 414 ○ GROUP 3 Aircraft ○ 172/F172 Series (Lycoming) ○ 182/F182 Series (Continental) • **LUG -A3 - Base - Avionics and electric systems installation – Only B2 tasks** ○ Agusta A109 Series (PWC PW206/207) Agusta A109 Series (RR Corp250) ○ Eurocopter AS 355 series (Turbomeca Arrius 1) • **LUG -C- Component** C3 C5 C14 C20	24 Oct. 2019	FOCA
Ed. C-0	10 June 2020	• Commission Regulation (EU) 2018/1142, 2019/1383 and 2019/1384; **MOE 1.9 Scope:** update for Ax ratings, • GVA Add new Variant – Global 5500 & 6500 // Add new AC type – Global 7500 • LBG Add new Variant – Global 5500 & 6500 // Add new AC type – Global 7500 • LCT Add AC type – F2000EX – 2M • LUG Remove AC type – DHC 8-400 • LTN Add AC type – F2000EX – 2M **MOE 1.9 Scope:** update for Bx ratings, • GVA Add new engine – CFE 738 // Add new APU type – GTCP 36	1 July 2020	FOCA
Ed. D-0	4 Aug. 2020	**MOE 1.9 Scope**: update for Ax ratings, • GVA Add new AC Type – PC-24 • LUG – F900EX – AOG / line defect only **MOE 1.9 Scope**: update for Cx ratings	14 Aug. 2020	FOCA
Ed. D-1	14 Aug. 2020	• Minor change	14 Aug. 2020	TMS
Ed. D-2	26 Sept. 2020	• Minor change	26 Sept. 2020	TMS
Ed. E-0	14 Dec. 2020	BSL -New line Station **MOE 1.9 Scope**: update for Ax ratings, • FAB - Add new Variant – Global 5500/6500 • LBG – Add new Variant – Global 5500/6500 **MOE 1.9 Scope**: update for fabrication of parts – reference is 145.A.42 (b),	4 Feb. 2021	FOCA
Ed. F-0	14 Mar. 2021	DA-0106 ADDED **MOE 1.9 Scope**: MRU added, **MOE 1.9 Scope**: update for Ax ratings, • GVA - Add new AC type – Phenom 100/300 • FAB – AC type deleted – Hawker 1000 /Gulfstream GVI • LBG – Add new AC type – Phenom 100/300 // • LUG – Add new AC type – Cessna 185 // AC type deleted – Cessna 414 • BSL – scope extension – 12M • MRU added (LCT/LTN)– scope extension – 2M	23 Mar. 2021	FOCA
Ed. F-1	23 Mar. 2021	• Minor change	23 Mar. 2021	TMS
Ed. F-2	14 May 2021	• MOE 1.9.6 Reboring added	14 May 2021	TMS
Ed. G-0	7 June 2021	FAB – D100 privilege for FAA **MOE 1.9 Scope**: update for Ax ratings, • LCT – F2000 - scope extension – 12M • LUG – F50EX - scope extension – No limitation • LTN – BD100/BD700 - New scope– 6M 250H/500H – F20 removed • OSF – New Facility and office in new airport (Ostafyevo) • BSL – F50/F50EX/F900/F900EC - New scope– 2M **MOE 1.9 Scope:** update for Cx ratings, • FAB – C20 added • SIR – C3/C5 added (already in capa list / shop already existing)	14 June 2021	FOCA

Ed-Rev.	Issued Date	*Details*	Eff. date	by
Ed. H-0	1 August 2021	MOE 1.8: LBG Location change– Facility + Office MOE 1.9: Update for use of maintenance data and Rating for component work **MOE 1.9 Scope** • OSF – Extension F7X – 2M to 12M/800H // F900 – 2M • BSL – New hangar and office in same facility	5 August 2021	FOCA
Ed. I-0	2 Jan. 2022	Integration of ED 2021/009 NDT – Forel – Add facility for RT method GVA – Upholstery and cabinetry Shop facilities deleted – shops were integrated in H3 **JIB - new station** **MOE 1.9 Scope** • EMB-500 corrected – A2 • LCT –phenom 300 - New scope– Monthly • LUG –Helicopter removed • OSF – F900EXy/F2000EXy - Extension– 2M to 12 M/800H • JIB– F50/F900EXy/F7X-– 2M • MRU – scope updated	20 Jan. 2022	FOCA
Ed. J-0	20 Apr. 2022	OSF Line station temporary closed **MOE 1.9 Scope** • LBG – Extension -PC-12 & PC-24 – Monthly	29 Apr. 2022	FOCA
Ed. K-0	9 May. 2022	**MOE 1.9 Scope** • LUG – Extension -F2000Exy – 12/24M	24 May 2022	FOCA
Ed. L-0	6 Aug. 2022	MOE 1.8: facility for RT method removed, **MOE 1.9 Scope**: update for Cx ratings, • FAB - C6 removed **MOE 1.9 Scope** update for Dx ratings, • RT method removed	16 August 2022	FOCA
Ed. M-0	1 Oct. 2022	New Name **Dassault Aviation Business Services SA** ("DABS") **MOE 1.9 Scope** • BSL –extension – F7X//F900EXy//F2000EXy – 12M to 24M/1600H	1 Oct. 2022	FOCA
Ed. M-1	1 Oct. 2022	MOE 2.2. Israel forms not acceptable	1 Oct. 2022	DABS
Ed. N-0	12 Jan. 2023	MOE 1.3: Acceptance of nominated manager added (replace form 4) MOE 1.8: LCT -New office **MOE 1.9 Scope** • FAB Hawker removed • LBG Hawker removed from / scope limited to Line for CL604 & Learjet • LCT: Global 7500 Added • BSL – reduction scope – 12M/800H • LBG – reduction scope component	16 Jan. 2023 Not issued MOE ed. N-1 integrate this change with correction described	FOCA
Ed. N-1	16 Jan. 2023	**MOE 1.9 Scope** • LIS Global 7500 – 12M/1700H added	3 Feb. 2023	FOCA
Ed. O-0	20 Feb 2023 Applicability 1 Mar. 2023	**MOE 1.9 Scope:** reduction – F10/F20 – 2M // Global 5500 – 6M/250H • LBG scope reduction - monthly checks for CL850 / Learjet 45 & 60 // 1700H/12M for Global 7500 Phenom 100 and Pilatus PC12 removed • JIB: scope Extension - EMB135 – 6M/250H/AOG	21 Mar. 2023	FOCA
Ed. P-0	1 May 2023	DABS is not anymore Bombardier/Learjet service center **BSL becomes BASE** MOE 1.3 –*Guillaume AVIEZ is new assessor* MOE 1.8 **BSL** becomes Base station **MOE 1.9 Scope** • GVA/FAB/LBG scope reduction – CL300 –12M/250H • BSL scope extension – F2000EXy/F7X – 2A + B • FAB Van added • FAB scope reduction for component	3 May 2023	FOCA
Ed. P-1	30 May 2023	**MOE 1.9 Scope -** LBG scope reduction • F7X/8X - 800H/12M – Base • Global 6000 / 6500 / 5000GVFD – 1000H/15M – Base • Global XRS / 5000 / 5500 /Global 7500 - 250H/6M – Line • CL350 / CL 604 / 605 /650 - 800H/12M – Line • PC24 / F50 / 50EX / 900 7 900C / 900EX / 900EXy / 2000 / 2000EX / 2000EXy – removed	30 May 2023	DABS
Ed. P-2	30 June 2023	Minor change	30 June 2023	DABS
Ed. P-3	11 Aug. 2023	**MOE 1.9 Scope -** LBG scope reduction • Global 6000 / 6500 / 5000GVFD – 750H/15M – Line • F7X/8X – AOG / defect – Line • EMBRAER / Global 7500 - REMOVED	11 Aug. 2023	DABS
Ed. Q-0	13 Oct. 2023	MOE 1.8 FAB –office for dedicated Staff removed **MOE 1.9. Scope A1**: Hawker / A2 GROUP 3 **REMOVED //**CL300 – correction 400H • GVA F6X– 12M/800H – **ADD new type** • FAB Learjet / PC 24 – **REMOVED** • LBG - F7X/8X – 12M/800H Extension // Embraer (135BJ/505/500) - 12M/800H added • LUG - A2 GROUP 3 **REMOVED** • BSL - F6X– 12M/800H - **ADD new type** **MOE 1.9. Scope B1**: PW812D & SPU150[DA] **ADD**	19 Oct. 2023	FOCA

Ed-Rev.	Issued Date	*Details*	Eff. date	by
Ed. R-0	1 Dec. 2023	**FAB and LBG become line stations** **MOE 1.9. Scope:** • LCT Learjet removed • FAB component scope removed	7 Dec. 2023	FOCA
Ed. S-0	10 Jan. 2024	**New Responsible for Safety, Quality & Compliance**	8 Feb. 2024	FOCA
Ed. T-0	13 May 2024	**LUG become line station** **MOE 1.9. Scope:** reduced for Global express/Global 6500/challenger 650 / Learjet 75 • FAB- CL850 added - monthly • LUG reduced LINE / PC 24 added (Cat. A) • SIR – C3 / C6 component rating removed • LUG – C3 / C14 / C20 component rating removed	6 June 2024	FOCA
Ed. AA-0	9 Sept. 2024	**New regulation implemented 2021/1963 and associated AMC/GM** **All chapters reorganised iaw 145.A.70(a)** **New compliance monitoring manager for Base** **MOE 1.9. Scope** • **LR 75, G200 and Citation Excel removed** • **NDT removed in FAB (MOE 1.9)** **Training requirements are included in MOE 3.20**	17 Sept. 2024	FOCA
Ed. AB-0	25 Sept. 2024	**Castelo Branco (LPCB) - new BASE station** **MOE 1.3 Management -**New station manager for LCPB, LCT and LAD– Celio MOREIRA **MOE 1.5 Chart updated** **MOE 1.8 Facility** • New Base station LCPB, aircraft decommissioning and disassembling **MOE 1.9 Scope – Castelo Branco -** F900 – parking + decommissioning and disassembling **MOE 2.18 and 3.1 -** Clarification on reporting system **Appendix A -** Change in facility for office and Brake and wheels shop **Appendix B -** Castelo Branco (LPCB) - new BASE station description added	2 Oct. 2024	FOCA
Ed. AC-0	15 Nov. 2024	**MOE 0.7** definition "product" updated, "Item" integrated **MOE 1.4 "**nominated managers" added / Appendix 1 is referred **MOE 1.5** Update **MOE 1.6** corrections – Internal authorisation, stamp control and privileges added **MOE 1.9.2 Scope –** CL3500 added **/F6X is base maintenance in GVA and BSL** **MOE 1.9.3** Scope – ENGINE Text certification updated **MOE 1.9.4** Scope – Component – ATA chapters updated **MOE 1.9.5 –** reference to MOE 3.17 updated **MOE 1.9.11 –** update for disassembly requirements **MOE 1.10 –** update – DA-0104 and DA-1040 added – Application to the authority rewritten **MOE 1.11 –** update – DA-0158 added – Application to the authority rewritten **MOE 2.1 –** update – 2.1.3 and 2.1.4 reversed – 2.1.3.3 updated – 2.1.3.6 – PO description added **MOE 2.5 –** correction – **MOE 2.6 –** correction – **MOE 2.16 –** update and reorganisation 2.16.2.6 Limitation to sign CRS 2.16.3.5 aircraft not in safe condition & withdrawn from service 2.16.4.2 Block 11 status added 2.16.5.1 example of Block 12 for form 1 removed from an aircraft 2.16.5.2 requirements added for multiple release 2.16.5.3 Type of maintenance to be performed added for component removed 2.16.5.4 component removed from non-EASA aircraft 2.16.5.6 Components temporarily removed for maintenance added 2.16.7 Specialised tasks certification created 2.16.8 CRS text updated in case of subcontracting **MOE 2.18** Clarification on reporting system **MOE 3.1** corrections – DA-0043 added **MOE 3.2** corrections – register added for internal reporting **MOE 3.5** update of the chapter for better clarification of the process **MOE 3.6** safety and Human factors training split in 2 requirements **MOE 3.8** Clarification on audit system **MOE 3.9** correction – training part moved to 3.19 / Training for crew reviewed **MOE 3.12** correction **MOE 3.13** Clarification on independent inspection – qualifying inspector reported in 3.17 **MOE 3.14** correction + update Qualification added for all qualifying staff **MOE 3.15** correction – DA-0159 added **MOE 3.16** correction– DA-0159 added **MOE 3.17** update with text from 3.13 + update Qualification for all qualifying inspector **MOE 3.18** correction on responsibility **MOE 3.19** update – training programme is transferred from 3.9 **MOE 5.1** update – form added – refer to DA-0050 **Appendix 1** update	7 Jan. 2025	FOCA
Ed. AC-1	8 Jan. 2025	**MOE 1.9.2 Scope –** Stations – work evaluation added to review availability of categorised staff F2000 & F2000EXy are base maintenance in **BSL** (B1/B2/C available)	8 Jan. 2025	DABS
Ed. AC-2	8 Feb. 2025	**MOE 2.2 acceptance of component –** TCCA Form One is accepted without dual release Holding area modified to be aligned with DA-0129	8 Feb. 2025	DABS

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The MOE is divided into parts, which are broken down into Chapters and Paragraph

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0.5 COMPANY HISTORY

0.5.1 HISTORY

Foundation and Early Growth

- **1966**: "AEROLEASING SA" was established at Geneva Airport as a small air charter company with a single Piper Comanche Aircraft.
- **1968**: The company acquired its first business jet and began performing maintenance on its own aircraft in Geneva, later expanding to offer services to external customers. Over the next decade, AEROLEASING SA consistently grew its charter activities and maintenance capabilities.

Strategic Acquisitions and Expansion

- **1999**: AEROLEASING SA was acquired by TAG Aviation Holding SA and was renamed "TAG Aviation SA."
- **2010:** "TAG Aviation Le Bourget," a French registered company, was established to provide Line maintenance for corporate jet operators at Le Bourget Airport.
- **2014:** TAG Aviation acquired "BURNET Interiors SA," specializing in cabin design and the fabrication and maintenance of aircraft cabins and VIP aircraft parts and appliances. This capability was fully integrated into TAG Aviation.

Further Developments and International Expansion

- **2018**: "TAG Aviation Portugal, UNIPESSOAL, LDA," a Portuguese registered company, was founded to provide Line maintenance services for corporate jet operators at Cascais Airport.
- **2019**: "TAG Farnborough Engineering Limited," a UK registered company held by TAG Aviation Holding SA, was established as a base maintenance station to serve corporate jet operators from the Business Aviation Centre at Farnborough Airport.
- **2019**: TAG Aviation SA was acquired by Dassault Aviation SA and rebranded as "TAG Maintenance Services SA."

Integration and Rebranding

- **October 2019:** TAG Maintenance Services SA expanded further by acquiring "RUAG Business Aviation Ltd," integrating two maintenance companies:
- Sun Aircraft, which became RUAG Site Lugano Agno in July 2006.
- Transairco/TSA, which became RUAG Site Geneva in January 2008.
- **01 October 2022:** TAG Maintenance Services SA was rebranded as "**Dassault Aviation Business Services SA**"

0.5.2 NAME USE

Name Change and Current Status

- Name Change Effective Date: As of 1 October 2022, TAG Maintenance Services SA has officially changed its trade name to Dassault Aviation Business Services SA.
- UID Number Retention: The company retains its UID number, CHE-106.044.456, which is registered with the commercial register of Canton Geneva.

Use of Company Name in Operations

- Usage in Part 145 Activities: The term “Dassault Aviation Business Services SA” is used in all Part 145 activities, including but not limited to Maintenance Work Packages, Purchase Orders, invoices, certifications, approved manuals, and procedures.
- Abbreviation for Internal Use: For the purpose of this manual and internal documentation, the abbreviation “DABS” refers to Dassault Aviation Business Services SA.

Validity of Existing Internal Procedures

- Continuation of TAG Maintenance Services Procedures: Internal procedures that were established under the name TAG Maintenance Services will remain valid post-name change, effective 1 October 2022.

Service Center Network

- Authorized Service Center: As the official authorized service center for Dassault Falcon, Honeywell, Pratt & Whitney, Rockwell, and SAFT, DABS maintains a network across Europe. The company is committed to delivering high-quality, personalised maintenance, maintenance management, and continuing airworthiness management services**.**

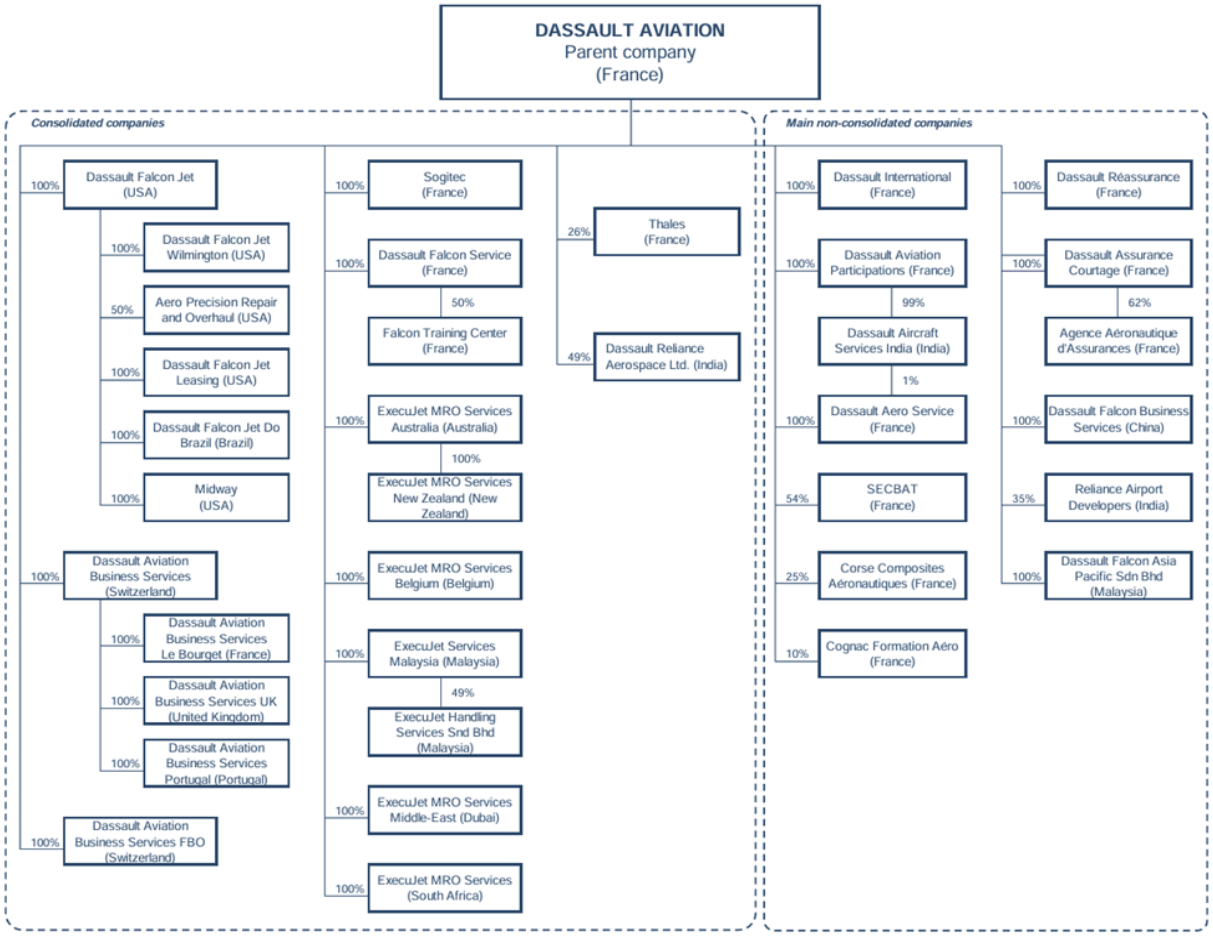
Annexes:

- **DA-0108** Maintenance Rating and Approval

0.5.3 COMPANY DESCRIPTION

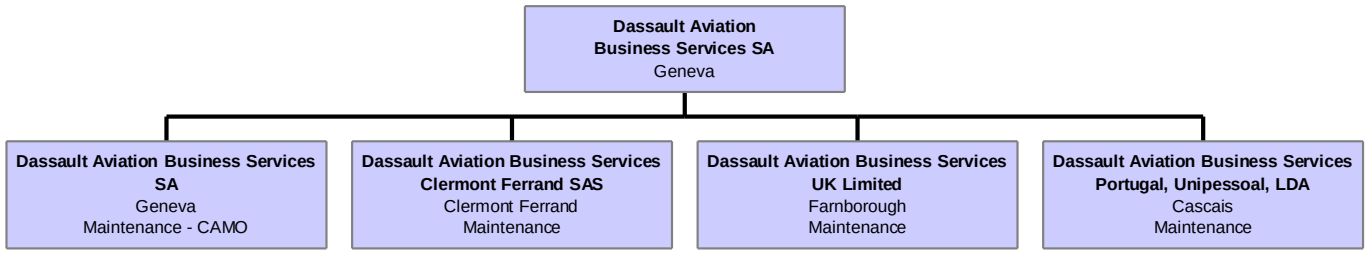
Mother Company: Dassault Aviation SA

Dassault Aviation SA is a France-based company that operates in the global civil and military aviation industry. The Company specialises in the design, manufacture and sale of combat aircrafts and executive jets. Its portfolio of products includes Falcon family for the civil aviation market, as well as Mirage 2000, Rafale and Neuron aircrafts for the military sector. It also offers spare parts, tools and a range of services, such as technical support, maintenance and repair of airframe equipment and parts, among others. The Company has its offices in Europe, Asia, South America and Middle East. Dassault Aviation SA has a number of subsidiaries, located in Europe, Africa and Northern America, including DFJ-Little Rock, Sogitec Industries, DFJ Teterboro, Dassault Falcon Service, Dassault Aviation Business Services, ExecuJet, Aero-Precision Repair & Overhaul Co., Inc, Dassault Procurement Services Inc., Dassault Aircraft Services and Midway Aircraft Instruments Company. This chart presents the Group Dassault Group.



Dassault Aviation Business Services SA

This chart presents the subsidiaries of Dassault Aviation Business Services SA. All are under the same Part 145 approval. All personnel directly employed by these entities are considered as employed and not contracted personnel.



0.6 MAINTENANCE ORGANISATION EXPOSITION (MOE)

0.6.1 MOE DESCRIPTION

This MOE exposes the company system for Base stations which is the basis for the grant and continuation of maintenance approval in order to achieve the standards required by EASA. This Manual is approved by the Swiss FOCA. Detailed Lists, Procedures, Guidance and Forms issued to support and extended this manual are described in chapter 5.

This Maintenance Organisation Exposition, called "**MOE**", is established in accordance with the DABS policies, and the standards procedures of the DABS requirements under the Federal Office of Civil Aviation (FOCA) and European Aviation Safety Agency (EASA) regulations (EU) 1321/2014, and amendments thereof.

The DABS personnel adhere to the rules and procedures contained in the MOE at all times, and are responsible for the proper execution of their duties that:

- Are related to the safety and airworthiness of the airplane and its occupants, and
- Are specified in the procedures and forms laid down in the MOE.

Nothing contained in the MOE must prevent personnel from exercising their own best judgment during any situation for which the MOE makes no provisions.

0.6.2 REGULATION

The manual is based on the following Regulation:

- Swiss "Ordonnance sur le personnel préposé à l'entretien des aéronefs" (OPEA).
- Commission Regulation (EC) No 2018/1139 (Basic regulation on common rules in the field of civil aviation).
- Commission Regulation (EC) No 1321/2014 (Technical Regulation on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks) and associated Means of Compliance (AMC) & Guidance Material (GM) - Decision No 2003/219/RM and following amendments.

The manual complies with the following:

- Appendix I and Vc of Technical Regulation concerning EASA Part-M and Part-CAMO.
- Appendix II of Technical Regulation concerning EASA Part-145.
- Appendix III and IV of Technical Regulation concerning EASA Part-66 and Part-147.

Status of Regulation:

- Commission Regulation (EU) No 1321/2014 of 26 November 2014 including (EU) No 2015/1088
  (EU) No 2015/1536
  (EU) No 2018/1142
  (EU) No 2019/1383 of 24 March 2020
  (EU) No 2019/1384 of 24 March 2020
  (EU) No 2020/270 of 24 March 2020
  (EU) No 2021/700 of 26 March 2021
  (EU) No2021/1963 of 26 November 2021
  (EU)No2023/ 989 of 22 May 2023
- Decision No 2015/029/R of 18 December 2015 including Decision No 2016/011/R
  Decision No 2019/009/R
  Decision No 2020/002/R of 24 March 2020
  Decision No 2021/009/R of 15 June 2021
  Decision No 2022/011/R of 10 May 2022

Regulatory references

Reference to the applicable regulatory requirement and EASA Guidance material is identified after each MOE chapter/paragraph as necessary.

0.6.3 MOE STRUCTURE

The MOE, associated procedures and lists required to show compliance the EASA Part-145 requirements are available in the English language.

This MOE is set-up as follows (with brief non-exhaustive summary of contents):

Part 0 Introduction
Contains the list of effective pages, revision status, distribution list, and definitions and abbreviations used.

Part 1 Management
Details the corporate commitment of Dassault Aviation Business Services, general information about the Part-145 maintenance organisation, scope of work, and the duties and responsibilities of management and nominated persons, including notification and amendment procedures.

Part 2 Maintenance Procedures
Covers all relevant maintenance procedures including acceptance of components and tools, release to service, procedures for component maintenance, defect reporting, control of critical tasks, and assessment of work scope for liner and base maintenance.

Part L2 Additional Line Maintenance Procedures
Describes additional procedures specific to Line maintenance not covered in Part 2.

Part 3 Management System Procedures
Outlines the policies and procedures of the Safety Management and Compliance System, including the event reporting system, compliance assurance program, training procedures, and records of the certifying Staff, along with human factors training, Competency assessment, and monitoring of contractors and subcontractors.

Part 4 Relationship with Customer/ Operators
Summarises maintenance outsourced, associated procedures, and identifies the technical procedures as specified in maintenance contracts.

Part 5 Supporting Documents
Includes procedures, lists and forms used by DABS providing additional and customised details on how the organisation intends to comply with applicable requirements.

Part 10 Appendices
Appendix 1 describes duties for non-nominated managers and function in shop.
Appendix A, B , C described base facility to complement MOE for detailed chart, facility description including office, hangars, shop and MRU as applicable.

MOE are identified by the use of following terms:

- "MOE Part" is used to identify the main parts of the MOE (*e.g. meaning Part 1, Part 2, Part 3, etc.*) as identified in the AMC1 145.A.70.(a);
- "MOE chapter" is used to identify each chapter within an MOE Part (*e.g. MOE 1.2 Safety policy and objectives, MOE 5.1 sample documents, etc*) as identified in the AMC1 145.A.70.(a);
- "MOE paragraph" is used to identify a paragraph within an MOE chapter (*e.g. MOE 3.9.1 "Aircraft certifying Staff", MOE 3.9.2 "Components certifying Staff", etc*.). At the paragraph level the numbering system is not pre-identified in the Part-145 regulation. Further division to sub-paragraphs may be also used.

0.6.4 ASSOCIATED MANUALS/LISTS

The Manual is completed by additional controlled documentation (individually approved by FOCA or by DABS through indirect approval iaw MOE 1.11.5)

- **SQMS** - **Management System manual** (DA-0001), which describes the Safety, Quality and Compliance system.
- **Station MOE** (DA-0098), which describes specific procedures for additional Fixed line Stations.
- **List of authorised Staff** (DA-0103), which list all Staff with privileges.
- **Capability list** (DA-0105)**,** which list all components in Cx Rating.
- **List of SubContractor** (DA-0104)**,** which list all approved Subcontractors.
- **Controlled MOE Supplements** (individually approved/accepted by relevant NAA). These supplement forms the basis of acceptance of the relevant NAA as described in **DA-0108**.
- **Work Instructions** are intended to be those documents including detailed instructions for maintenance personnel on how to perform their duties on a daily basis. They could also include lists/forms which are not required by 145.A.70(a), such as for example the list of tools service providers, template to list units stored in a certain location, templates listing Staff on duty, etc. Work instructions do not require approval and are to be fully controlled by the department. The SQC department remains responsible to ensure any such document does not conflict with MOE or associated procedures/list.

0.6.5 DISTRIBUTION LIST

Manuals and associated Forms are available on Internal Server (DABS Technical data) accessible to all DABS employees.

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/).

0.6.6 CONTROL OF THE MOE

0.6.6.1 Responsibilities

SQC Department is responsible to:

- Distribute the MOE approved by the DABS Accountable Manager (ACM) and the competent authority (FOCA), and each of its revisions, either as hardcopy or electronically, according to the above list.

Each holder is responsible to:

- Become familiar, and make all his Staff familiar with the contents of the MOE.
- Report any discrepancy and error to SQC Department
- Report any interpretation problem to SQC Department by email.

Note: Digital version held by FOCA and the digital version available on the company network are the only official versions.

Any further printed version of the MOE is unofficial and can be used for reference only.

0.6.6.2 Page control

The MOE is divided into Parts, which are further broken down into Chapters and Paragraph.

Page numbers at the bottom indicate:

- the Part, the Chapter, and the consecutive page number in that Chapter (applicable to Part 1/2/3)
- the Part and the consecutive page numbers within the Part (applicable to Other Parts)

To properly monitor the approval, DABS clearly identifies the edition of the MOE and each subsequent change. Any change to the approved MOE is identified by:

- A new edition (direct approval) and revision number (indirect approval); date of issue,
- A Clear identification of the modified text in each MOE chapter/paragraph (e.g. using vertical bars, highlighting with a specific colour the changed text, etc.),

The MOE 1.11 details the methods to identify changes to the MOE (e.g. edition/revision number, vertical bars, etc.).
Track Changes: Main changes introduced with the current revision of MOE are identified by a vertical bar on the left-hand side of the page. Furthermore, to clearly identify the content of the change, any new text added is identified in blue colour.

0.7 ABBREVIATIONS AND DEFINITIONS

0.7.1 ABBREVIATIONS

The following definitions and abbreviations of terms are used. However, abbreviations used that are specific, are normally described in the chapter concerned.

ACM	Accountable Manager
AD	Airworthiness Directive
AFM	Aircraft Flight Manual (ops)
AltMoC	Alternative Means of Compliance
AMC	Acceptable Means of Compliance
AMO	Approved Maintenance Organisation
AML	Aircraft Maintenance Licence
AMM	Aircraft maintenance Manual
AMP	Aircraft Maintenance Programme
AOG	Aircraft on Ground
APO	Additional Purchase Order
APU	Auxiliary Power Unit
ASNT	American Society for Non-Destructive Testing
ASEA	Association Suisse des Entreprises Aérotechniques
ATA	Air Transport Association of America
ATL	Aircraft Flight Technical Log
CofA	Certificate of Airworthiness
CofC	Certificate of Conformity
CAME	Continuing Airworthiness Management Exposition
CDCCL	Critical Design Configuration Control Limitation
CDL	Configuration Deviation List
CMPA	Complex Motor-Powered Aircraft
CMTS	Computerised Maintenance Tracking System
CRS	Certificate of Release to Service
CCS	Component Certifying Staff
CMM	Component maintenance Manual
CSN	Cycle Since New
CSO	Cycle Since Overhaul
CT	Communication Technique (CH)
DIL	Deferred Items and Limitation
DO	Design Organisation
EASA	European Union Aviation Safety Agency
EMM	Engine maintenance Manual
EROPS	Extended range for Twin-Engine Operations
ERP	Emergency response Plan
ETSO	(European) Technical Standard Order
EWIS	Electrical Wiring Interconnection system
FAA	Federal Aviation Administration (USA)
FAR	Federal Aviation Requirements (USA)
FCOM	Flight Crew Ops Manual
FOCA	Federal Office of Civil Aviation (CH)
FTS	Fuel Tank Safety
GSE	Ground Support-Equipment
GSM	Ground Servicing manual (ops)
HSI	Hot Section Inspection
iaw	In accordance with
ICA	Instruction for Continuation Airworthiness
ISO	International Standard Organisation
LAC	Pilot Limited authorisation certification
LRN	Long Range Navigation
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List
Mods	Modifications
MOE	Maintenance Organisation Exposition
MOR	Mandatory Occurrence Reporting
MPD	Maintenance Planning Document
MPI	Major periodic Inspection
MPM	Maintenance Project manager
MRB	Management Review Board
MSRB	Management system Review Board
MRC	Maintenance Release Certificate
MRT	Mobil Repair team
MRU	Mobil Repair Unit (Van)
MS	Military Standard
MTOM	Maximum Take Off Mass
NAA	National Aviation Authorities
NAS	National Airspace System
NDT	Non-Destructive Test
OEM	Original Equipment Manufacturer
OJT	On Job Training
OPEA	Ordonnance sur le personnel préposé à l'entretien des aéronefs
POA	Production Organisation Approval
PPE	Personal Protective Equipment
PtF	Permit to Fly
RNAV	Air Navigation
RVSM	Reduced Vertical Separation Minimum
SAG	Safety Action group
SAE	Society of Automotive Engineers
SB	Service Bulletin
SDS	Safety Data Sheet
SPM	Standard Practice Manual
SQC	Safety, Quality and Compliance Department
SRB	Safety Review Board
STC	Supplementary Type Certificate
SSNT	Swiss society for non-destructive test
TBO	Time Between Overhaul
TC	Type Certificate
TCH	Type Certificate Holder
TSN	Time Since New
TSO	Time Since Overhaul
WAF	Work Acknowledgement form

0.7.2 DEFINITIONS

Accountable Manager	Manager, accepted by the Authority, who has corporate authority for ensuring that all maintenance activities can be financed and carried out to the standard required by the Authority
Aircraft	Aeroplane or Helicopter
QUANTUM	Computerised Maintenance software used by DABS to records works performed including parts control and traceability, tools control, Staff records, releases issuance and invoicing.
CMTS	Computerised Maintenance Tracking System – software used by DABS to fulfil operational and continuing airworthiness control of the aircraft. *i.e. CAMP*
Maintenance	One or a combination of the following aircraft / component operations: Overhaul, repair, inspection, replacement, modification or defect rectification
CMPA Complex Motor Powered Aircraft	Means (i) an aeroplane: • with a maximum certificated take-off mass exceeding 5700 kg, or • certificated for a maximum passenger seating configuration of more than nineteen, or • certificated for operation with a minimum crew of at least two pilots, or • equipped with (a) turbojet engine(s) or more than one turboprop engine, or (ii) a helicopter certificated: • for a maximum take-off mass exceeding 3175 kg, or • for a maximum passenger seating configuration of more than nine, or • for operation with a minimum crew of at least two pilots, or (iii) a tilt rotor aircraft;
Product	Complete aircraft, engines, propellers, or APUs. The items are associated with a specific Type Certificated (TC) product. The term **'Product'** is used throughout this manual to refer to these items collectively.
Component	Any Engine, Propeller, Serialised Part and Appliance. It does not include standards parts and Materials.
Item	Assemblies and serialised components installed on a **'Product'** (e.g., wings, fuselages, empennage assemblies, landing gears, power transmissions, control surfaces, etc.). This includes any component manufactured under the ETSO system within the 'Cx' Rating. The terms **'Item'** or **'Part'** are used interchangeably in this manual.
Standard Parts	Parts that are not classified in the two previous classes and are generally detail parts or minor assemblies whose failure would not jeopardize safety. Those parts are designated as AN (Airforce and Navy), NAS (National Airspace System), SAE (Society of Automotive Engineers), etc.
Materials	It includes any material both raw and consumables

This Manual applies to male and female personnel, for simplification, references in the text are made in the masculine gender only.

0.8 VALIDITY OF THE APPROVAL CERTIFICATE

The approval certificate is issued by the FOCA for an unlimited duration and remains valid subject to:

- DABS remaining in compliance with the requirements of regulation, particularly in the way how the findings are handled in accordance with point 145.A.90,
- FOCA being granted access to the organisation to determine continued compliance with the requirements of this Manual,
- FOCA not having suspended or revoked the approval certificate.
- DABS not having surrendered the approval certificate.

In case of suspension, surrender or revocation of the approval, the **VP Safety, Quality & Compliance** must return the approval certificate to the FOCA.

PART 1

MANAGEMENT

PART 1 MANAGEMENT

1.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

I, Franck Madignier, ***Accountable*** **Manager** *of Dassault Aviation Business Services SA, confirm that the Maintenance Organisation Exposition (MOE) defines the maintenance organisation and procedures for compliance with OPEA / ONAE / EASA Part-145 and will be complied with at all times.*

This exposition and any associated referenced manuals define the organisation and procedures upon which the Part-145 approval certificate is issued by the Swiss FOCA.

These procedures are endorsed by the undersigned and must be complied with, as applicable, when contracts or work orders are being progressed under the organisation approval certificate.

These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

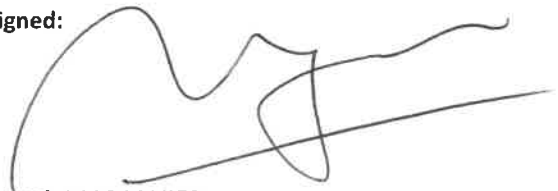
It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Part-145 and Part-M, as applicable, and with the organisation's procedures described in this exposition. The Swiss FOCA is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Part-145 and Part-M, as applicable, or any conditions according to which the approval was issued.

We will provide FOCA and EASA personnel with access to our facilities to assess compliance with EASA requirements or to investigate specific problems.

We confirm that we fully support the implementation of effective management system through the provision of appropriate human and financial resources that promotes safe culture and practices, encourages effective reporting and communication and actively manages safety and compliance as described in Management System manual.

Dated: 9 September 2024

Signed:



Franck MADIGNIER
President Dassault Aviation Business Services
Accountable Manager

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

1.2 SAFETY POLICY AND OBJECTIVES

Part-145.A.30(a) – Part-145.A.65(a) / AMC 145.A.65(a) – Part-145.A.70(a)2

1.2.1 SAFETY POLICY

At Dassault Aviation Business Services, we strive to achieve the highest level of safety in all our activities. Our safety policy serves as a cornerstone of our operations, guiding our employees to prioritize safety in every task they undertake. Recognizing safety as our primary responsibility, we are committed to maintaining the well-being of our employees, customers, and the aviation community.

1. ***Compliance with Regulations**: We strictly adhere to all applicable local and international regulations that govern our operations. We stay up to date with the latest rules and ensure our personnel are trained and in sufficient number to comply with them.*

2. ***Positive "JUST CULTURE"**: We actively promote a positive Just Culture that empowers employees to take responsibility for safety. Every employee understands his or her role and feels responsible and encouraged to actively participate in promoting safety, identifying hazards, and reporting any potential safety concerns or incidents without fear or apprehension of sanction thereby fostering a culture of openness and continuous improvement. We make sure that safety is proactively and systematically managed.*

3. ***Risk Management**: We recognize that risk management is integral to ensuring safety. Through comprehensive risk assessments and hazard identification processes, we systematically identify, assess and mitigate potential risks associated with our activities integrating lessons learned and industry best practices to continuously enhance our safety framework.*

4. ***Competence and Training**: We believe that competence is essential for maintaining safety within our organization. We ensure that all our employees receive the necessary training to perform their tasks safely and efficiently. We monitor and assess the competency of our personnel to ensure they meet and exceed industry standards through ongoing professional development and performance evaluations.*

5. ***Safety Equipment and Tools**: We provide our employees with appropriate safety equipment, tools, and resources necessary to perform their duties safely. We regularly inspect and maintain these resources to ensure they are in optimal working condition. Our Employees are trained on both the correct usage and routine checks of safety equipment to mitigate potential risks.*

6. ***Reporting and Investigation**: We have established a voluntary reporting and investigation system that encourages employees, contractors, and sub-contractors to report any safety concerns, near misses, or incidents without fear of reprisal. We investigate all reported incidents and near misses promptly and thoroughly to identify root causes and implement effective corrective actions to prevent recurrence whilst providing feedback to the report's originator. Our non-punitive reporting system ensures that we focus on learning from incidents rather than assigning blame.*

7. ***Continuous Improvement**: We are committed to the continuous improvement of our safety performance, regularly reviewing and enhancing our policies, procedures, and practices to adapt to new challenges and innovations in the industry. We actively seek internal and external feedback to ensure that our safety measures evolve alongside industry best practices."*

8. ***Communication and Collaboration**: We foster an open communication and strong collaboration at every level of our organization, reinforcing transparency and shared accountability for safety across all stakeholders. We empower our teams to actively engage in safety discussions and initiatives, ensuring a collective commitment to a safe and secure working environment.*

By adhering to this Safety Policy and embedding Human Factors principles throughout our operations, we strive to minimize risks, prevent accidents, and create a robust safety culture. While ultimate responsibility for safety lies with me as President/Accountable Manager, every individual at Dassault Aviation Business Services shares the responsibility for ensuring the safety and well-being of our employees, customers, and the aviation community.

Franck MADIGNIER
President Dassault Aviation Business Services
Accountable Manager

Dated: 9 September 2024

1.2.2 JUST CULTURE

A Just Culture is one in which individuals are encouraged to report errors, near misses, and safety concerns without fear of punitive action. It recognizes that human error is inevitable and seeks to differentiate between behaviours that result from unintentional mistakes, reckless disregard for safety, and intentional misconduct.

DABS senior management acknowledges that accountability is essential for maintaining safety standards. However, we also recognize that errors are often a result of systemic issues rather than individual failures. Therefore, we strive to balance accountability with a focus on learning and improvement.

Employees are encouraged to report errors, near misses, and safety concerns promptly and transparently. All reported incidents will be assessed and, if appropriate, investigated to identify underlying causes and contributing factors. The primary goal of investigations is to learn from mistakes and implement corrective actions to prevent recurrence.

The Just Culture is based upon the following:

- Failing to report occurrences is not acceptable,
- Staff at all levels understand the hazards and risks inherent in their activities and interface,
- Staff understand the importance to contribute actively to improving safety,
- Staff are encouraged to report errors and Hazards,
- The management and Staff acknowledge that it is in the human condition to make errors and understand the role of Human Factors in contributing factors,
- The management and Staff understand on what is acceptable and unacceptable; The “Just Culture” concept is used when deciding if disciplinary action is appropriate,
- Staff know they will be treated in a fair, objective, and consistent manner,
- When Occurrences or Hazards are reported, they are analysed, and action is taken, as appropriate to mitigate potential errors and risks,
- Occurrences and Hazards, and actions taken are reported at appropriate levels,
- Feedback is provided to reporters and Staff,

Principles

- Acknowledge that errors will occasionally occur, to even the most experienced individuals,
- Expect occurrences and errors to be reported for improvements,
- Accept accountability for choices made,
- Expect to be treated fairly,

General Duties

- Work within the regulatory framework and not deviate unless authorised to do so,
- Admit to errors when they occur,
- Raise reports where hazards or potential risk is identified,
- Manage risk at the appropriate level,
- Encourage reporting without fear or embarrassment,

Everyone is encouraged to offer suggestions through the **event reporting system** that would help to improve our standards, procedures, and policies, thus contributing to a higher level of safety.

All information affecting safety be reported through the established event reporting system (MOE 2.18).

1.2.3 NON-PUNITIVE PRINCIPLES

DABS senior management is committed to encourage open reporting of errors, near-misses, and safety concerns without fear of punitive action, thereby fostering a proactive approach to identifying and addressing potential hazards. The adoption of the non-punitive principle is there to encourage a transparent and consistent analysis of behaviour and is a key enabler to the delivery of the overall Error Management System.

These principles apply to all employees, contractors, and stakeholders involved in aviation maintenance, including but not limited to technicians, mechanics, engineers, and supervisors.

Non-Retaliation:

Our organisation prohibits any form of retaliation against employees who report safety concerns or errors in good faith. Retaliation against reporters is a violation of organisational policy and will be subject to disciplinary action.

Learning culture:

Errors and safety reports will be viewed as opportunities for learning and improvement rather than grounds for punishment. Investigations will focus on understanding root causes and systemic issues, with the goal of implementing corrective actions to prevent recurrence.

Error classification:

- Honest Mistakes: Unintentional errors made despite adherence to established procedures. Employees involved in honest mistakes will receive support, coaching, and additional training as necessary to prevent future occurrences.
- Procedural Deviations: Instances where employees deviate from standard procedures without causing harm. Procedural deviations will be investigated to understand underlying reasons and identify areas for process improvement.
- Reckless Behaviour / Gross Negligence: Actions that demonstrate a disregard for safety protocols or knowingly violate established procedures. Reckless behaviour will be addressed through coaching, retraining, or disciplinary action depending on severity and recurrence.
- Intentional Misconduct: Deliberate actions intended to cause harm or violate safety regulations. Intentional misconduct will result in immediate disciplinary action, up to and including termination of employment.

Compliance:

Non-punitive approach underscores our organisation’s dedication to safety, transparency, and continuous improvement in aviation maintenance operations. By encouraging open reporting and fostering a culture where mistakes are viewed as opportunities for learning, we strive to create a safer working environment for all employees and uphold the highest standards of aviation safety.

Note:

Alcohol and drugs policy in the company is part of the internal regulations managed by the Human Resources Department.

1.2.4 ERROR MANAGEMENT SYSTEM

The **Error Management System** plays a crucial role in the management of risk associated with maintenance errors, enabling the Company to analyse how we do things and consider how we might change our behaviour and culture to ensure that safety is not compromised.

The aim of the **Error Management System** is to encourage Staff to report maintenance related errors, occurrences, near-misses, or hazards in order to understand contributing factors, thus enabling appropriate interventions to be put in place to prevent recurrence and reduce the future incidence and consequence of human error.

The Error Management System includes:

- Comprehensive error management training for all Staff through Human Factors training,
- Commitment to Just Culture principles and clarification of disciplinary procedures,
- Reporting schemes,
- Consistent investigation when appropriate,
- Action to mitigate the risk of reoccurrence,
- Analysis of data to provide trends,
- Feedback to Staff,

Internal reporting processes and forms are detailed in Part 5 and SQMS manual.

1.2.5 FATIGUE MANAGEMENT

DABS is committed to protecting all Staff and contracted personnel from fatigue-related risk. The following has been designed to ensure that Staff are fit for work.

- Risks associated with fatigue are minimized and managed,
- On-going monitoring are in place and assessments when required,
- Consideration of fatigue is taken for decisions regarding shift/planning or working arrangements,
- Staff have access to further information regarding fatigue through guide material,

Both management and its Staff have a shared responsibility to manage fatigue-related risk:

- Management will ensure that, in the context of the performance that is required, adequate rest breaks between new work occurs.
- Individuals have a duty of care to ensure that adequate rest is obtained and that out of hours activities do not cause fatigue or impair performance. When fatigue is detected, Staff have a further responsibility to report the matter to their manager.

1.2.6 IMMEDIATE REACTION TO A SAFETY PROBLEM

Part-145.A.155;

DABS will implement any safety measure mandated or relevant safety information issued by EASA or by appropriate NAA (*i.e. AD, SIB*) iaw MOE 2.12.

MOE 3.7 described immediate safety action and coordination with customer ERP.

1.3 MANAGEMENT PERSONNEL

Part-145.A.30(b),(c),(ca) / AMC 145.A.30(b) 1,2,7,8 – Part-145.A.70(a) 3

The table below lists management personnel and their deputies. All listed personnel and deputies are authorised to represent DABS during audits by authorities and clients concerning their respective areas of responsibility. Refer to MOE 1.5 for organisational chart.

Function		Responsible	Deputy
President – **Accountable Manager**		**Franck MADIGNIER (*) (**)**	Laurent BURNIER
Safety, Quality and Compliance		**Responsible**	**Deputy**
VP Safety, Quality & Compliance		**Thierry BARRE (*) (**)**	Stephane BUCHS
Quality & Compliance director		**Stephane BUCHS (**)**	Ines RODRIGUES
Compliance Monitoring Manager	Base	**Marco SANTOS (**)**	Ines RODRIGUES
	Stations	**Ines RODRIGUES (**)**	Marco SANTOS
Safety Officer		Albert SERRANO	
Training & Authorisation supervisor		**Dominique SEGURA (**)**	
Practical Training Supervisor		Albert SERRANO	
Base station Geneva & Sion		**Responsible**	**Deputy**
Maintenance Director (GVA)		**Laurent BURNIER(*)**	Daniel HOLLENSTEIN / Nicolas SIMON
Responsible Maintenance (Base) *Maintenance manager*		H1/H2 -Daniel HOLLENSTEIN H3 – Nicolas SIMON	Laurent PORTIER Thierry DUPORT
Responsible Maintenance (Ramp & AOG) *Maintenance manager*		Christophe CHABERT	Manual MACQUART
Logistic & Support Director		**Denis CORMIER(*)**	Base – Jerome NOIRET Stations – Sofia VALERIA ROS
Technical Services & Support Director		**Cyrille PILLET(*)**	Nicolas BATTAVOINE
Customer Support		Tarik AMMARI	Jose SOUSA
Technical Services		Nicolas BATTAVOINE	Olivier FERRON
NDT Responsible Level 3		J-P. POLLIEN (SSNT 2327) (*)	
Support		**Responsible**	Deputy
VP Customer Support		Cyrille PILLET	Tarik AMMARI
DO / Certification / Engineering		*Thibaut AL HOMSI*	
CAMO		*Thierry VALET*	*Philippe MERG*
Health and Security officer		*Stephane CABON*	
Station – Base limited and Line		**Responsible**	Deputy
Stations & MCC Maintenance Director		**Vasco ARAÚJO(*)**	John WHATLEY (maintenance) Ricardo TORRES (Tech. service)
Station – Base limited and Line		**Responsible**	**Technical services**
Base Limited Station Manager	**Lisbon - LCT**	**Celio MOREIRA**	Joel FONSECA
	Castelo Branco - LCPB	**Celio MOREIRA**	Joel FONSECA
	Basel - BSL	**Sebastien BELS**	Joel FONSECA
Line Station responsible	Luanda – LAD	Celio MOREIRA	Joel FONSECA
	Farnborough – FAB	John WHATLEY	MCC – Ricardo TORRES
	Luton – LTN	Khaled RAZEK	MCC – Ricardo TORRES
	Paris Le Bourget – LBG	Fabrice BOUCKAERT	Jasmine SAINT-PRIX
	Clermont-Ferrand – CFE	Cyril VAUDEL	Joel FONSECA
	Lugano - LUG	Gabriele GHILARDI	Joel FONSECA
	Djibouti – JIB	Loic NGANGWETE	Joel FONSECA
mobile repair unit	Multiple	Station responsible	MCC – Ricardo TORRES

Note: (*) Nominated Managers are accepted by FOCA. See MOE 1.10.3.

- (**) Personnel designated to communicate with authorities.

Certified Assessor for OJT

The following personnel are certified assessors in their respective license categories (Refer to MOE 3.20.2)

Certified Assessor for OJT and Practical Training					
Robert BONTEAN	**Albert SERRANO**	**Thierry BERTRAND**	**Guillaume AVIEZ**	**Thierry DUPORT**	

1.4 DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT PERSONNEL

Part-145.A.30(a)(c)(ca) / AMC 145.A.30(a)(b) 3,4,5,6(c)(d) – Part-145.A.35(i) / AMC 145.A.35(a) 2 – AMC 145.A.45(d) – Part-145.A.65(a)(c) 2 / AMC 145.A.65(a)(c) (2) (4) – Part-145.A.70(a) 1, 2 – Part-145.A.90(a)

1.4.1 GENERAL

The aim of this paragraph is to describe the maintenance management duties and responsibilities for all nominated persons, referred as **nominated Managers** in the MOE, who are involved in Maintenance Department.
When a manager is absent for a specific work shift or period, the deputy is responsible for these duties.

Additional responsibilities are described in Appendix 1.

1.4.2 ACCOUNTABLE MANAGER

The Accountable Manager is legally responsible for all the activities of the Company regarding the Law and applicable regulations; the Accountable Manager has the overall responsibility for ensuring that all activities can be financed and carried out to the standards required by EASA/FOCA and additional authorities.

Accountabilities

- Overall safety and regulatory compliance of the maintenance organisation.
- Ensuring the availability of all necessary resources, including personnel, tools, infrastructure, and financial backing, to meet operational requirements.
- Upholding the integrity and implementation of the Safety Management System.

Responsibilities

- Ensures that regulatory charges in respect of the approvals are paid, as invoiced by FOCA and appropriate additional authorities,
- Ensures that charges are paid, as invoiced by contractors, subcontractors, and suppliers,
- Ensures financial controlling of on-going projects,
- Ensures that salaries and bills are paid, and invoices are charged in timely manner,
- Monitors company financial parameters.
- Ensures that activities are striven with the highest standards of safety, reliability and quality and meet the applicable requirements of EASA and additional authorities,
- Ensures that all maintenance ordered by the customer are performed in accordance with the applicable requirements, regulations and approved standards, in coordination with the VP Customer support.
- Ensures cooperation and coordination within and between all Departments of the Company.
- Define the intent of an integrated Management System and ensuring that it remains appropriate and efficient,
- Establish and promoting the Safety policy and objectives within all Organisation, which include human factors principles,
- Ensures that identified hazards and risks are managed to mitigate risks associated with maintenance activities and supplied Services,
- Ensures that all personnel are competent and trained for their duties,
- Ensures that the training objectives are applied to all personnel and properly implemented,
- Maintains direct reporting links to the Safety, Quality and Compliance Department,
- Ensures that the audit Plan is validated and properly implemented,
- Ensures that effective corrective and preventive actions are taken and properly implemented by Managers,
- Organises the periodical management review of the overall results, including safety and compliance activities,
- Ensures that changes described in 1.10.2 are notified to FOCA and appropriate additional authorities.

In coordination with the nominated Managers:

- Ensures that sufficient manpower required for the maintenance workload, on permanent or temporary basis, is available,
- Ensures that the necessary tools, equipment, manuals, data, and facility requirements are available.

In coordination with the Sales & Marketing

- Ensures that DABS maintain network of manufacturer relations,
- Ensures that DABS maintain network of customer relations.
- Ensure that customers are adequately supported in technical, regulatory, and organisational matters,

In coordination with the Financial Department:

- Ensures that customer request for quotations is timely progressed,
- Ensures feasibility of quotations and contracts in financial and technical matters,
- Monitors sales activities,
- Influences that customer orders are placed in the manner that results in an even workload and full-time employment of the workforce.

Level of Authority

- Ultimate decision-making authority regarding operational policies, company direction, and resource allocation.
- Overall authority for training programme.
- Authority to gather the Emergency Response Committee.
- Authority to appoint and dismiss key personnel within the maintenance organisation.

1.4.3 NOMINATED MANAGERS

The **nominated Managers** are responsible for the Part-145 Maintenance activities.

Accountabilities

The **nominated Managers** have corporate responsibilities for ensuring that all maintenance activities can be and carried out in each maintenance location to the standards required.

- Monitor the yearly operating budget to ensure the necessary resources and cost effectiveness.
- Assume the responsibility to meet Regulation requirements.
- Ensure that the maintenance organisation complies with the regulatory requirements and manufacturers recommendations.

The Managers may delegate duties and authorities to designated Staff members of the organisation.

This delegation, however, does not relieve the Manager of his accountability & responsibilities.

Responsibilities

The **nominated Managers** have the operational responsibility to the following:

- Liaise with the **Accountable Manager** for all maintenance matters.
- Promote the company safety policy.
- Maintain the Safety, Quality & Compliance System for the organisation and ensure that processes are accomplished iaw to the management System standards.
- Ensure that all necessary resources are available to accomplish maintenance in accordance with established processes to support the organisation's approval.
- Coordinate appropriate achievement of the processes in conjunction with other Departments as required.
- Promote a code of practice in respect for duty hours of maintenance personnel taken account of Human Factors and fatigue issues.
- Ensure that Maintenance procedures are established and published within the organisation, to achieve good maintenance practices and compliance with the MOE requirements.
- Organise periodic meetings with management personnel to discuss maintenance and airworthiness matters as necessary.
- Ensure that Environmental Health and Safety rules and regulations are adhered to.
- Ensure that incidents and accidents are reported to the SQC Department**.**
- ensure the implementation of preventive and corrective action resulting from the compliance monitoring.
- Review with the **SQC Department** any changes to the organisation's activities, approval, location, personnel as specified in MOE 1.10.2.

The **nominated Managers** report directly to the **Accountable Manager.** The Accountable Manager must be informed whenever deficiencies emerge which require attention in respect of finance and the compliance of standards.

Level of Authority

- Initiation of disciplinary measures in the event of gross negligence or misconduct
- Ultimate decision regarding selection of newly hired Staff members within the area of responsibilities.

1.4.4 VP SAFETY, QUALITY & COMPLIANCE

The **VP Safety, Quality & Compliance** is the nominated person responsible as *"Safety manager" and "compliance monitoring manager"* for the Part-145 Maintenance activities and is acceptable to the authority.

The **VP Safety, Quality & Compliance** is nominated by the **Accountable Manager**, and reports directly to the Accountable Manager. The **VP Safety, Quality & Compliance** is supported by the **SQC department** as described in Appendix 1.

Accountabilities

- Developing and harmonising the processes / procedures concerning the Safety within the entire organisation,
- Ensure that the Management system complies with regulation requirements (including different Authorities),
- Ensure that Safety, Quality and Compliance processes are implemented and regularly reviewed by the Organisation,
- Develop and ensure the roll-out of the Emergency Response Plan (ERP),

Responsibilities

- Review the needs for an integrated safety, quality and risk management software and facilitate its implementation within the organisation,
- Organise an effective event reporting system,
- Manage a reporting system, including confidential reporting, to facilitate the risk identification, analysis, and management of hazards to ensure that an unacceptable risk is eliminated, or is reduced to an acceptable level,
- Provide and/or request resources for investigation, when necessary,
- Implement processes for hazard identification and risk assessment management,
- Propose actions on safety-risk related-issues as needed,
- Facilitate changes necessary to improve efficiency and safety across the organisation,
- Facilitate the implementation of actions to mitigate risks,
- Establish an independent compliance monitoring System in which compliance with the relevant requirements and adequacy of the procedures is reviewed at regular intervals, supported by **SQC department** as described in MOE 3.8.
- Provide periodic reports on Safety, Quality & Compliance performance (PI) to permit Review of the management system to ensure that it is effective and suitable; It includes details of any reported discrepancies not being adequately addressed or any problems concerning effective corrections,
- Advice the Accountable Manager, Senior Managers regarding safety, quality and compliance issues identified.

Level of Authority

- Authority to gather the Emergency Response Committee.
- Authority to gather the SAG.
- Authority to stop any activity if safety is endangered.
- Authority to initiate Management of Change (**MoC**).
- Authority to implement changes in safety, quality and compliance policies approved by the **Accountable Manager**.
- Power to oversee and direct the entire Safety, Quality, and Compliance Department.
- Return the approval certificate to the competent authority in case of surrender or revocation.

1.4.5 MAINTENANCE DIRECTOR (GVA)

The **Maintenance Director** is a nominated person responsible for the Part-145 Maintenance activities and is acceptable to the authority.

The **Maintenance Director** reports to the **Accountable Manager**, and is assisted by Maintenance Managers, Maintenance Supervisors and Hangar Managers to ensure use of proper practices.

Accountabilities

- Supervises and controls of the regulations in accordance with this MOE.
- Ensures the correct accomplishment of customers' orders.
- Ensures the allocation of sufficient manpower for the dedicated tasks, taking account of human factor/performance issues,
- Ensures that costs and projected hours are respected for maintenance works,

Responsibilities:

- Organise meeting in conjunction with the other Departments to coordinate activities,
- Participate in Management Review Board (MRB) and Management System Review Board (MSRB) Meetings,
- Inform the Safety, Quality and Compliance Department of maintenance errors/defects iaw MOE 2.18 where required,
- Participate to periodic meeting with the SQC Department to monitor processes & discrepancies.
- Ensure the necessary resources and cost effectiveness,
- Approves specific work procedures and practices when required iaw the SQC Department and to make sure that they are followed by the personnel,
- Monitors that GSE, Hangar and Workshops are in a serviceable working condition, including periodic checks, maintenance, and calibrations of Tools, Equipment and GSE,
- Monitors that aircraft are properly handled, towed, taxied, parked and stored inside the Hangar and outside on the Tarmac.
- Monitors that significant deviation of more than a 25% shortfall in available man-hours during a calendar month for any one of the functions will be reported during the MRB.
- Direct, motivate and control the maintenance personnel, ensuring that personnel are provided with training and knowledge to maximise their performance,
- Assists the Human resources Department in recruitment,
- Monitor competence of maintenance Personnel, ensuring that evaluations are performed and determining the need for training relative to the work to be carried out (including recurrent training),

Level of Authority

- Authority to enforce safety standards and operational procedures within the entire maintenance organisation.
- Authority to oversee all maintenance operations at Base locations.
- Decision-making power regarding resource allocation, personnel decisions, and operational changes within the Base Maintenance.
- Approve purchases and investments necessary for maintenance operations in accordance with the limit of approval.
- Implement and modify procedures and standards to enhance efficiency and compliance.
- Ultimate decision for hiring additional permanent or contracted Staff members.

1.4.6 LOGISTIC & SUPPORT DIRECTOR

The role of Logistics Department is to ensure that all components/consumables and raw material required are available for the maintenance activities, including additional stations.

The **Logistic & Support Director** is directly responsible to the **Accountable Manager** for part sales activity, stores, and part management.

Accountabilities

- Provides strategic and operational leadership in managing all materials sourcing and procurement activities, supplier qualifications, inventory management, and logistics.
- Identifies new sources of procurement where necessary to improve performance, reduce cost, and reduce supply process,

Responsibilities

- Direct the process which includes the planning of procurement, inventory control, logistics and distribution. Ensuring that every step of the process is functioning effectively to avoid costly delays and lost sales opportunities,
- Harmonise processes across the different sites,
- Support Part sales activity,
- Ensure that Environmental requirements are respected,
- Monitor competence of personnel, ensuring that annual evaluations are performed and determining the need for initial and recurrent training for the personnel relative to the work to be carried out.
- Purchase the components/material and repair services requested by the maintenance Department,
- Ensure that materials purchased are conform to regulatory and manufacturer requirements,
- Ensure that materials arrive at the facility as scheduled and monitor the status/planning of all components/material requested,
- Define the minimum quantities available in store for consumables and parts in coordination with the Maintenance Director and Initiate parts purchasing when the minimum stock is reached,
- Organise the store inventories,
- Coordinate special shipping,
- Monitor the return of the components/material to the appropriate Supplier,
- Evaluate the service of supplier and keeping Suppliers list current in Quantum,
- Review the discrepancies in incoming process and taking the appropriate actions,

Level of Authority

- Full authority over procurement decisions, supplier contracts, and inventory management.
- Power to initiate and approve logistics and supply chain strategies to meet maintenance requirements.

1.4.7 STATIONS & MCC MAINTENANCE DIRECTOR

The Station & MCC Maintenance Director reports to the Accountable Manager and is assisted by Station Managers, the Stations Technical Services Manager, and the Maintenance Control Centre Manager to ensure the use of proper practices.

The Stations & MCC Maintenance Director oversees maintenance operations across base limited facilities, line stations, Mobile Repair Units (MRUs), and Mobile Repair Teams (MRTs), ensuring that all activities comply with EASA/NAA regulations and DABS standards.

Accountabilities

- Ensure all resources are appropriately allocated for the planning, execution, monitoring, control, and certification of maintenance work.
- Maintain compliance with regulations governing maximum working hours, taking human factors into account.
- Guarantee the training and experience of all personnel to meet DABS requirements.

Responsibilities

- Direct, motivate, and manage maintenance personnel to maximize performance through adequate training and knowledge sharing.
- Ensure the organisation complies with regulatory requirements and manufacturers' recommendations, particularly regarding tools, equipment, storage facilities, and training plans.
- Oversee the establishment and maintenance of safety standards, procedures, and precautions to ensure compliance and necessary improvements.
- Approve specific work procedures and practices in accordance with the **SQC department**, ensuring adherence by personnel.
- Monitor the condition of GSE, hangars, and workshops, including periodic checks and maintenance.
- Ensure proper handling, identification, tagging, preservation, and storage of parts, materials, components, and LRUs throughout the maintenance process.
- Manage the movement, towing, taxiing, parking, and storage of aircraft within and outside hangars.
- Develop and maintain a comprehensive man-hour plan for maintenance tasks.
- Assist the HR department in recruitment and conduct personnel assessments to ensure continuous skill development and compliance with training requirements.
- Participate in Management Review Board (MRB) and Management System Review Board (MSRB) meetings.
- Manage financial aspects of base facilities, line stations, MRUs, and MRTs, and maintain communication with relevant external entities such as tax administrations and airport authorities.
- Ensure maintenance is performed satisfactorily across all facilities and workshops.
- Harmonize processes across all stations and AOG activities, coordinating the implementation of procedures and managing relationships with facility managers to ensure operational consistency.

Level of Authority

- Authority to oversee and direct all maintenance operations at station locations.
- Decision-making power regarding resource allocation, personnel decisions, and operational changes.
- Approve purchases and investments necessary for maintenance operations.
- Implement and modify procedures and standards to enhance efficiency and compliance.

1.4.8 TECHNICAL SERVICES & SUPPORT DIRECTOR

The **Technical Services & Support director** is a nominated person responsible for the Part-145 Maintenance support and is acceptable to the authority.

The **Technical Services & Support director** is reporting to the **Accountable Manager**.

Accountabilities

- Ensure that aircraft contracts are valid and relevant for the Part 145 work undertaking,
- Elaborate a marketing plan that puts the company in the forefront of all potential and current customers,

Responsibilities

- Deliver robust Sales & Marketing strategies and plan that meets or exceeds the budgeted annual man-hour targets, service offerings and contracted customers,
- Seeks new business opportunities from existing and new customers at every opportunity,
- Meet with existing customers on a regular basis to discuss current and new business opportunities, and build long-term relationships to ensure that DABS is their first choice,
- Ensure all 'interface' and 'Service Level Agreement' documents are produced and agreed with each major customer,
- Act in liaison between DABS and customers,
- Ensures that the applicable customer procedures are applied and assists the maintenance Team in the proper practices to be following,
- Coordinate with the customers the establishment of maintenance scheduling,
- Analyse PO / issue Additional PO / Monitoring down payment,
- Report to the customer the status of scheduled and unscheduled work (+ costs),
- Verify final invoice in coordination with Billing Department,
- Monitor down payment,
- Review feedback from customers, post maintenance inputs, and feedback concerning the processes,

Level of Authority

- Authority to act in liaison between DABS and customers.
- Final authority for the invoicing, including down payment, in coordination with Billing Department.

1.4.9 NDT RESPONSIBLE

The **Nominated NDT Level 3** is reporting to the **Director of Maintenance** for the NDT procedures and their implementation.

Accountabilities

- Ensures the quality management and compliance within the NDT Department.
- Ensures that the terms and conditions of the Customer orders are complied with.
- Ensures that NDT personnel remains qualified and fulfils the qualification in respect to their respective NDT Levels

Responsibilities

- The nominated NDT level 3 is responsible for ensuring DABS is in continued compliance with NDT established standards.
- The nominated NDT level 3 is also responsible to produce the approved NDT Procedures and Instructions.
- The NDT level 3 also carries out the annual proficiency review on different NDT methods and monitor the performance of the NDT Level 2 Staff.

Level of Authority

- Defines the NDT method considering material and structures in the absence manufacturer's instruction.
- Develop and approve procedures for NDT methods based on NDT Standards
- Defines and approve the qualifications and training needs for personnel within the NDT department.

Refer to MOE 3.17 for description of detailed qualification requirement of NDT personnel.

Annexes:

- **DA-0114** – Procedure and Qualification for NDT Methods

1.4.10 NON-NOMINATED PERSONNEL

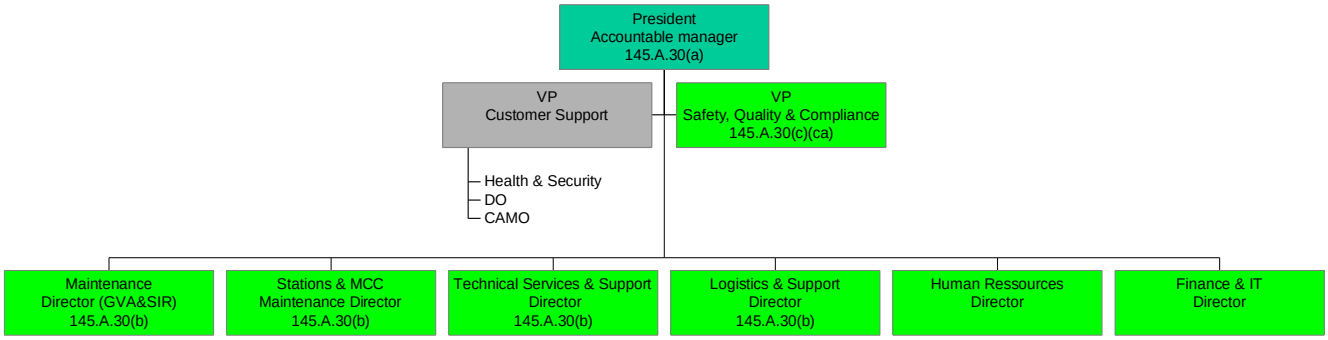
For personnel not identified in MOE 1.3, refer to Appendix 1

1.5 MANAGEMENT ORGANISATION CHART

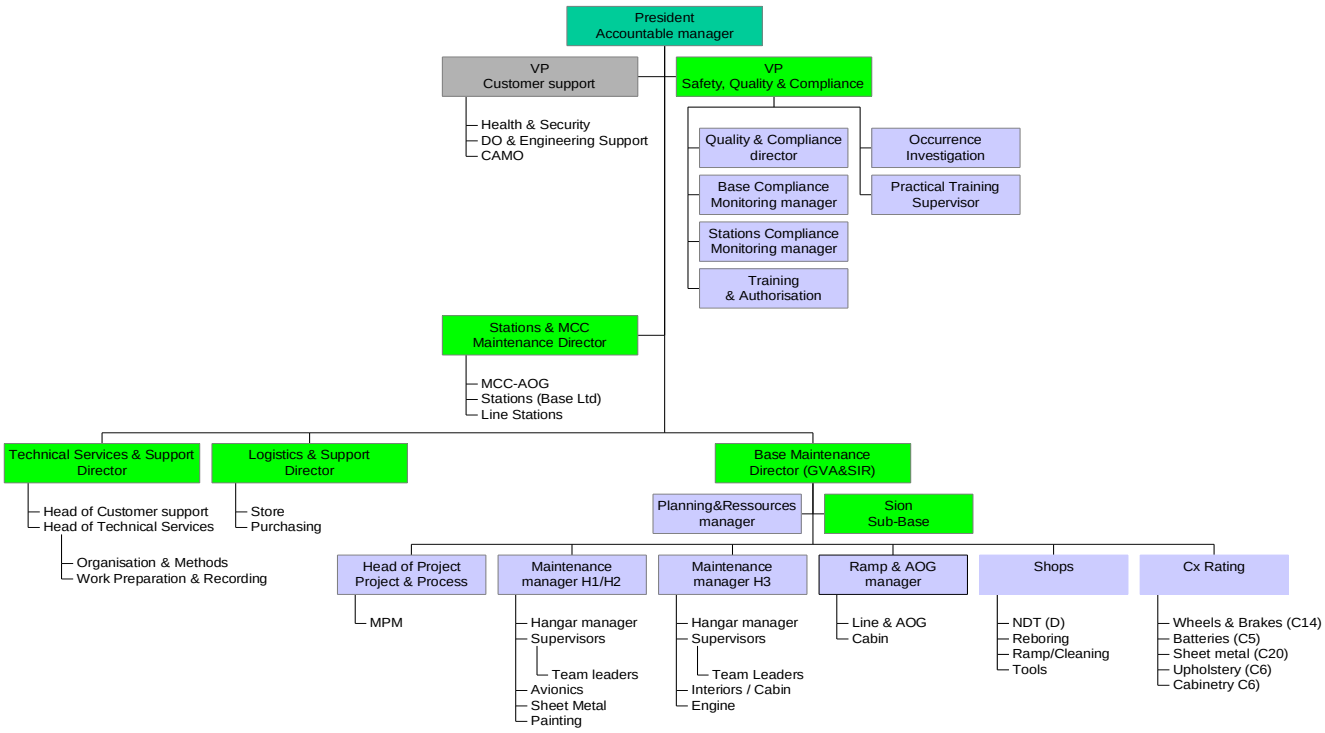
Part-145.A30(b)(c)(ca) / AMC 145.A.30(b) 2 – Part-145.A.70(a) 5

Refer to Appendices and Station MOE for specific chart in each Facility.

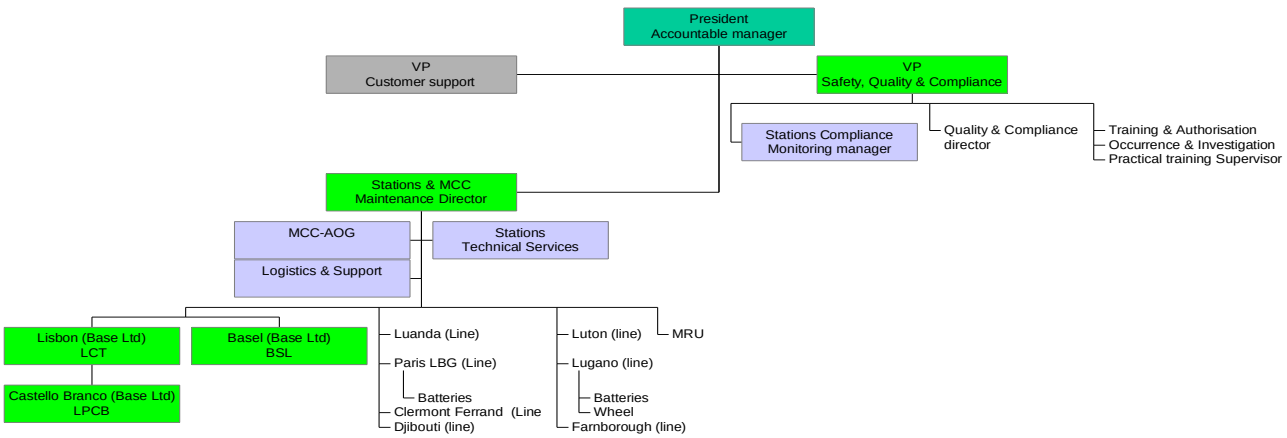
General



Base (GVA&SIR)



Stations



1.6 LIST OF CERTIFYING STAFF, SUPPORT STAFF AND AIRWORTHINESS REVIEW STAFF

Part-145.A.30(g)(h) – Part-145.A.35(j) / AMC 145.A.35(j) – Part-145.A.70(a) 6 / GM 145.A.70(a) 3

1.6.1 GENERAL AND RESPONSIBILITIES

1.6.1.1 General

The list of authorised Staff including privileges, scope, limitation, and qualification for each Staff member with privileges (Certifying Staff, component certifying Staff, qualifying inspector) are described for each rating in List of Authorised Staff (DA-0103).

Other information such as date of birth, the authorisations first issue date, training and experience, etc., is available in the individual files.

This separate list of authorised Staff is an integral part of the MOE and is approved by the authority or by DABS through the procedure described in Authorised Staff list Amendment Form (DA-0138).

1.6.1.2 Responsibilities

The **SQC Department** is responsible:

- For control of list amendment form (DA-0138).
- For update **DA-0103** and internal authorisation **DA-0103_Appendix**.
- For advising the authority in case of changes, and
- For subsequently distributing copies of approved DA-0103.

1.6.2 PRIVILEGE

Privileges for Certifying Staff are based on Part-66 licence regulations for aircraft release and Swiss licence regulations (OPEA CT 90.001-10) for component release in Swiss facility.

Product / area	Requirement for release to service	Authorisation
CMPA – Complex motor powered aircraft	**A1** = Minor Line maintenance Certifying Staff – Limited Tasks **B1.1** = Line maintenance Certifying Staff – Mechanical/Electrical **B2** = Line maintenance Certifying Staff – Avionic/Electrical **C** = Base maintenance Certifying Staff	A B1 or B1L (line tasks) B2 C
Aeroplane Turbine (Non-CMPA)	**A1** = Minor Line maintenance Certifying Staff – Limited Tasks **B1.1** = maintenance Certifying Staff – Mechanical/Electrical **B2** = maintenance Certifying Staff – Avionic/Electrical	A B1 or B1L (line tasks) B2
Aeroplane Piston (Non-CMPA)	**A2** = Minor Line maintenance Certifying Staff – Limited Tasks **B1.2** = maintenance Certifying Staff – Mechanical/Electrical **B2** = maintenance Certifying Staff – Avionic/Electrical	A B1 or B1L (line tasks) B2
Component/ Engine (Swiss Facility)	**S** = **Component Certifying Staff** on Technical Area **iaw CT90.001-10** (Electrical/Mechanical/Engine)	S in described Area
	P = **Component Certifying Staff** on specific component **or** area not covering by Technical Area (Cabinetry /Upholstery)	S in described Area or specific component
Component/ engine (Other Facility)	**Component Certifying Staff** No licence required. Release authorisation for component in based on qualification and experience requirements as described in DA-0106.	S in described Area
NDT	No licence required. Release authorisation in based on qualification and experience requirements i.aw EN 4179	NDT in described Method

Individual Privileges for Authorised Staff are listed in **DA-0103**. DABS keeps a record of the Authorised Staff, which includes all details required by Part-145, *i.e. qualifications, experience, training, competency assessment and details of the scope of authorisation issued to them*.

1.6.3 CATEGORIES OF STAFF

1.6.3.1 Authorised staff

Procedure **DA-0201** describes the authorisation and privilege to certify/release/sign off the different maintenance activities under DABS approval (including aircraft certification iaw Part-145.A.50(b)).
With respect to the Aircraft Type Rating or Component type or specialised tasks listed in the valid **Internal Authorisation Certificate / Stamp**, the following applies to the different categories of **Authorised staff**:

- **Pilot** is authorised to certify self-performed and self-inspected limited Maintenance tasks and simple defect rectification within the limits of tasks specifically endorsed on the **DABS "Limited Authorisation Certification"** iaw 145.A.30(j)4. Refer to MOE 3.9.9.
- **Staff** with **Privilege "cat A"** permits the holder to:
  - Sign off for self-performed and self-inspected minor scheduled line maintenance works and simple defect rectification within the limits of Aircraft Type and tasks endorsed on the **Internal Authorisation certificate** and recorded on the Individual training records (**DA-0080**).
  - Issue Certificates of Release to Service following minor scheduled line maintenance works and simple defect rectification if work personally performed.
- **Staff** with **Privilege "B1" ("B1L"** for line tasks**) or "B2"** permits the holder, within the limits of Aircraft Type endorsed on the **Internal Authorisation certificate,** to:
  - Sign off Tasks, Repairs, and rectification when performing or supervising work on aircraft.
  - Issue Form 1 for Components removed from aircraft in Serviceable Condition.
  - Issue Certificates of Release to Service following **Line Maintenance** works (as described in **DA-0103** or maintenance programme).
  - Issue Certificates of Release to Service following **all Maintenance** works for Non-Complex aircraft.

  Staff with **Privilege "B1" or "B2"** also permits the holder to Sign Independent inspection in regarding critical tasks. This inspection is performed by an **AC-Rated Staff** who did not participate to the work.
- **Component Certifying Staff** or **NDT** privilege permits to:
  - Sign off Tasks, Work Reports when performing or supervising specialised work.
  - Issue Work statement following maintenance works and defect rectification in their area.
  - Issue Form 1 after component Maintenance according to Capability List/Scope.
- **Qualifying inspector** privilege for specialised tasks* permits to:
  - Sign off Tasks, Work Reports when performing or supervising work in concerned specialised area.
  - Issue Work statement following works and defect rectification in concerned specialised area.
  - Work on component **but Not** issue Form 1.
- **Staff** with **Privilege "C"** permits the holder, within the limits of Aircraft Type endorsed on the **Internal Authorisation certificate,** to issue Certificates of Release to Service only for Base Maintenance work.
- **Qualifying Staff** authorisation for specialised tasks* permits to:
  - Sign off Tasks, Work Reports when performing work in concerned specialised area.
    Work is inspected by a **Qualifying inspector** or an appropriate **AC**-Rated **Staff/Team Leader**.

  Qualifying Staff are listed **in DA-0103_otherstaff.**

***Specialised tasks -** covers Mechanics, Avionics, Paint, Cabin, Upholstery, Cabinetry, Sheet Metal, Composite, Engine, Welding, Wire work, Cleaning/Detailing, Ramp.

1.6.3.2 Unauthorised staff

Unauthorised staff (**without stamp**) refer to personnel who have been evaluated based on their records but have not been assessed for their competencies. Staff are permitted to work under **direct supervision** and authorised to sign data for tasks they have carried out.

Unauthorised staff must be supervised while performing maintenance tasks, ensuring they do not carry out tasks outside their scope of skills.

1.6.3.3 Privilege Summarize

The table below summarises all Category privileges.

Area	Technical personnel	Internal Authorisation						
		Pilot	"A"	"B1"	"B2"	CCS	Q inspector	"C"
Pre-Flight / Post-Flight / Cleaning / iaw procedures in Ops data/GSM		Operator resp.	Y Without CRS	Y Without CRS				
Daily Check / Servicing / Data download iaw procedures in MM		Y (LAC)	Y	Y	Y			
Defect / Simple and routine task (**Note 1**) Task Release		Personally performed	Personally performed	Y	Y	Y		
Defect / Troubleshooting – complex Work (**Note 1**) Task Release				Y	Y	Y		
Specialised Task / Work and Checking (**Note 1**) Task Release				Y Release	Y Release	Y Checking +Release	Y Checking +Release	
RTS in Techlog/Task card release (**Note 1 / 3**)		Personally performed	Personally performed	Y	Y			
Line maintenance (**Note 4**) **Aircraft MRC**			Y	Y	Y			
RTS –**Base maintenance** (**Note 1**) **Aircraft CRS**				Only for Non-CMPA				Y
Form 1 (**Note 1**) Component certification				Y serviceable	Y serviceable	Y (work)		
Contracting work (**Note 1**) Work statement				Y	Y	Y	Y	
Critical task identification	Y			Y	Y		Y	
Independent Inspection (**Note 2**) Signature			Y If B1/trained	Y	Y			
MEL – HIL Entry without (M) procedure		Operator resp.	Y	Y	Y			
MEL – HIL Entry with (M) procedure (**Note 1**)		If trained & authorised	If authorised	Y	Y*			
Work Summary Signature	Y							
Log book Entries List of AD / SB / Mods Signature	Y							Y

Key	Y	Authorised		Not authorised

Note 1: iaw scope of work listed in the **Internal Authorisation certificate:**

- **"A" – Minor scheduled works and simple defect rectification** within the limits of trained tasks and on internal authorisation.
- **"B1" – Maintenance including structure, powerplant and mechanical and electrical system.**
- **"B2" – Maintenance on avionic and electrical system.**
- **"CCS" – Maintenance on component.**
- **"Q inspector" – task Certify on Specialised task.**
- **"C" –Aircraft certification after Base Maintenance.**

iaw Part-66.A.20(a)(3), **AC-Rated staff (cat B1)** may also certify B2 work involving:

- Electrical systems,
- Avionic systems, providing the serviceability of the system can be established **by a simple test**. Any other B2 tasks should be **released** by a **properly AC-Rated staff (cat B2).**

Note 2: **Rated staff** are authorised to sign independent inspection in regard to critical tasks in its competence domain. This inspection is made by a **Rated staff** who did not participate to the concerned task.

Note 3: **AC rated staff (cat B1)** is authorised to issue a **task release** / **aircraft certification** after maintenance works (incl. B1, engine & specialised tasks) if all tasks have been appropriately signed off by a **Qualifying inspector / AC-Rated staff**.

Note 4: **Line Certifying staff,** in charge of the maintenance event, is authorised to sign off **MRC** after LINE maintenance if all tasks have been appropriately released and certified in task card by an AC-Rated staff iaw licence category.

1.6.4 INTERNAL AUTHORISATION CERTIFICATE

An **Internal Authorisation certificate** (**DA-0032**) is delivered to the **Certifying Staff** and **Qualifying Inspector** in accordance with **DA-0103** by the **SQC department** . It describes the privileges for certification/task release.

These authorisations are issued by **SQC department**, after an assessment conducted iaw **MOE 3.19**, with the approval of the **Maintenance Directors**. The **reference** of the **Internal Authorisation** is "XX yyyyyy-NNzzzzzzz"

- **XX** = "**66**" if EASA licence or "**name of authority**" if national licence (i.e FOCA/UK)
  or XX = "**component area**" where the component staff could issue a Form 1 or a Work statement.
- **yyyyyy** is the privilege given (i.e A/B1/B2/C/S/P or /NDT). S and P is for component certifying staff.
- **NN*** is the authority issuing the licence, as appropriate**.**
- **Zzzzzzzz*** is the Licence number, as appropriate.

* in case of multiple licence, EASA number is taken on priority – Reference of national Licence will be written on the **Internal Authorisation.**

1.6.5 LIST OF STAFF

1.6.5.1 Authorised staff with privileges

The list referenced **DA-0103**, separate from the MOE, is an integral part of the MOE and is approved by the authority or by DABS. This list contains privileges authorised in Internal authorisation certificate (DA-0032).

List of Authorised Staff includes privileges for main Base, Base limited, Stations. **DA-0103** includes:

- Name/Forename/Function
- Category of licence ("B1"/"B2"/"C"), FOCA ("P" / "S") and Component release ("S"), including Engine and APU.
- Privileges (A, B1 ,B1L, B2, C, S) + AC Type or Component/Cx rating given on internal authorisation.
- NDT privilege + Method.
- Internal Authorisation identification reference.
- Privileges/limitations given on internal authorisation.
- Specific privileges (Welding, ERT, Borescope, specialised task as appropriate).
- Assessor and Instructor/Mentor privilege (if concerned).

Following specific Privilege, Scope, are described in **DA-0103**. Qualification required are described in MOE Part 3 and training manual (**DA-0106**).

- Welding
- Aircraft towing, Engine Run up (Run) and Aircraft taxiing (ERT)
- Borescope on engine
- Aircraft towing
- Peening, Reboring, Permaswage
- Instructor / Mentor
- Assessor

In addition, the following are monitored in DA-0103 by the **SQC department**:

- Date of the issue of the internal authorisation and Due date for renewal
- Date of expiry for the licence
- Due date for Recurrent training

1.6.5.2 Other staff

An additional list (DA-0103_Other) exist to identify **qualifying staff / authorised staff without certification privilege** holding authorisation to sign off in their area of expertise**.**

1.6.5.3 Pilot

An additional list (DA-0103_pilot) exist to identify **Pilot** holding a limited authorisation certification (LAC) for minor maintenance tasks or simple checks**.**

1.6.6 STAMP ISSUANCE AND CONTROL POLICY

An individual stamp is delivered to the **authorised staff** by the **SQC department** after a satisfactory competency assessment. The stamp, which is strictly individual, contains:

- Name of the organisation as specified in Form 3
- Name of staff,
- Reference of **Internal Authorisation** or **Area of specialised work** (specialised tasks described in §1.6.3)

Staff identify themselves with their stamp and signature when signing Task cards, work reports, Form 1, Release to Service. Only stamp is required on Procedures and maintenance data.

The handwritten legible SIGN-OFF with corresponding reference to the internal certificate is authorised.

Usage of the electronic stamp is only authorised on Procedures and maintenance data during AOG when personal logins are used on the computer.

In case of lost, missing or stolen stamp, the personnel is responsible to immediately inform the **SQC department** for replacement.

When a staff leaves DABS, the stamp must be returned to the **SQC department**.

Temporary Contracted staff are identified with their full name (or Stamp if their competency was assessed) + signature, except for staff from Dassault company group who could use their stamp.

Personnel **without stamp** are considered as **unauthorised staff** and must work under supervision.

1.6.7 MANAGEMENT OF THE LIST

The List of authorised Staff (DA-0103) is a stand-alone document and amended independently from this MOE.

The List of authorised Staff defines related work scope for the Certifying Staff per Rating (aircraft /engine /component /specialised tasks).

The Authorised Staff list may be extended at any time in respect of company scope of rating by request of Maintenance Director / Maintenance Station director with acceptance of the SQC Department.

Any change in the List of authorised Staff (**DA-0103**) must be send to FOCA for approval/acceptance with the self-evaluation Form (**DA-0138**).

Approval – Under its indirect approval iaw MOE 1.11, DABS is authorised to manage and amend the list of authorised Staff (**DA-0103**) within the limits of currently approved ratings and Staff licence. Approval/acceptance by FOCA is formalised on the **DA-0138**.

Annexes:

- **DA-0080** Individual training records
- **DA-0103** List of Authorised Staff
- **DA-0138** Authorised Staff list Amendment Form

1.7 MANPOWER RESOURCES

Part-145.A30(d) / AMC 145.A.30(d) – Part-145.A.70(a)

1.7.1 GENERAL AND RESPONSIBILITIES

1.7.1.1 General

General DABS employ sufficient maintenance personnel to ensure that the Company can plan, perform, supervise, inspect and monitor in accordance with the Part 145 Approval Certificate.

Manpower planning is performed in accordance with MOE 1.7 and 2.28.

1.7.1.2 Responsibilities

The SQC Department is responsible for reporting to the Authority for acceptance if the proportion of 'contracted Staff' exceeds 50% of DABS manpower resources in the workshop, hangar, or Line maintenance.

1.7.2 PROCEDURES

The allocation of manpower is under the responsibility of **Maintenance Director** and **Stations & MCC Maintenance Director**.

Manpower planning is performed in accordance with MOE 2.28.

For Line station/MRU, each scheduled maintenance project is evaluated, considering the necessity of having a task or a defect which can be only solved exercising the privileges of **AC-Rated Staff (cat B1 or B2)** and the necessity of having a **Certifying Staff** (**cat C**) if appropriate.

Additional Temporary Contracted Staff may be involved, as necessary.

During each maintenance project, the proportion of “contracted Staff” should be less than 50% of the allocated manpower to ensure adequate organisation.

In case of specific operational necessity, a temporary increase of the proportion of contracted Staff may be permitted.

In such case, a risk assessment needs to be performed by the Maintenance Director /Manager and submitted for review to the SQC Department.

The **SQC Department** will report to the Authority for acceptance in case of the proportion of “contracted Staff” is more than 50% in workshop, hangar or line maintenance.

It includes necessity, reason, planning, duration of the increase, organisation in place, Staff in charge of work supervision, competence/experience of the contracted Staff and nature of work to be performed by them.

The document **DA-0103** lists the groups and number of maintenance personnel for all facilities categories.

Temporary Contracted Staff involved in the maintenance activities are all external Staff who are not directly / permanently employed and are not considered in this document.

Record of qualifications, training and experience are kept by the **SQC Department**.

Annexes:

- **DA-0103** List of Authorised Staff

1.8 GENERAL DESCRIPTION OF THE FACILITIES AT EACH ADDRESS INTENDED TO BE APPROVED

Part-145. A.25(a)(b)(c)(d)/ AMC 145.A.25(a)(b)(d) – Part-145. A.70(a) 8,15 – Part-145. A.75(d)

1.8.1 GENERAL

1.8.1.1 Hangar and Maintenance Facilities

All facilities as described in the following chapters provide appropriate space for all planned maintenance activities and adequate protection from environmental conditions and temperature.

An adequate maintenance and administrative infrastructure are provided to ensure that:

- Sufficient hangar space is available for the intended aircraft Base and Line maintenance,
- Adequate environmental protection is provided,
- Heating is available to ensure that maintenance activities are not impaired,
- Sufficient lighting is provided to enable maintenance and inspection activities to the required standards,
- Sufficient protection of noise and contamination to such a level to avoid discomfort and to ensure the performance of maintenance to the required standards.

  Hearing protections for maintenance personnel is provided for the event that noise and disturbances should be unavoidable.

Workshops and bays are segregated as appropriate, to ensure that environmental and work area contamination is unlikely to occur.

1.8.1.2 Office Accommodation

Suitable office accommodations are available at each address to ensure that all personnel involved in maintenance and planning can perform their duties in a manner that contributes to good standards. All offices are appropriately equipped with computer workplaces with internet access, telephone,

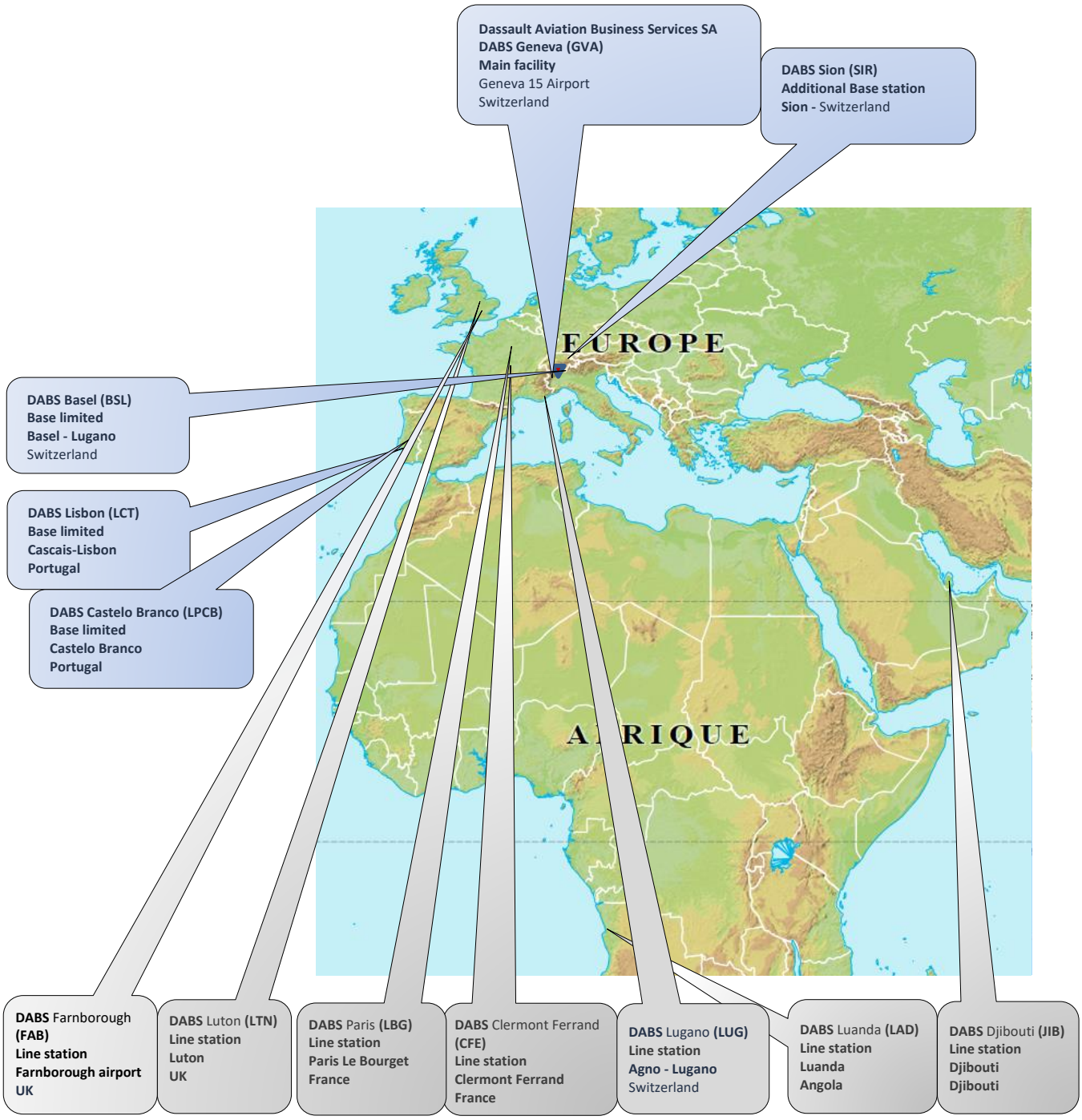
In addition, an archiving area with lockable metal lockers is available.

1.8.1.3 Description

Housing and facilities include:

- **Base and Sub-Base**
  - Geneva is the Principal Place of Business + Sion as additional fixed Base location
- **Stations (Sub-Base Limited)**
  - Lisbon / Castelo Branco // Basel
- **Additional Line Stations**

  Refer to the Station MOE (**DA-0098**)



1.8.2 BASE STATIONS (MAIN)

1.8.2.1 Geneva - Location

The Company has facilities which provide the capability to carry out the overhaul, modification, maintenance, repair, certification and outfitting specified in MOE 1.9 and under the terms of this Company's Part-145 Approval.

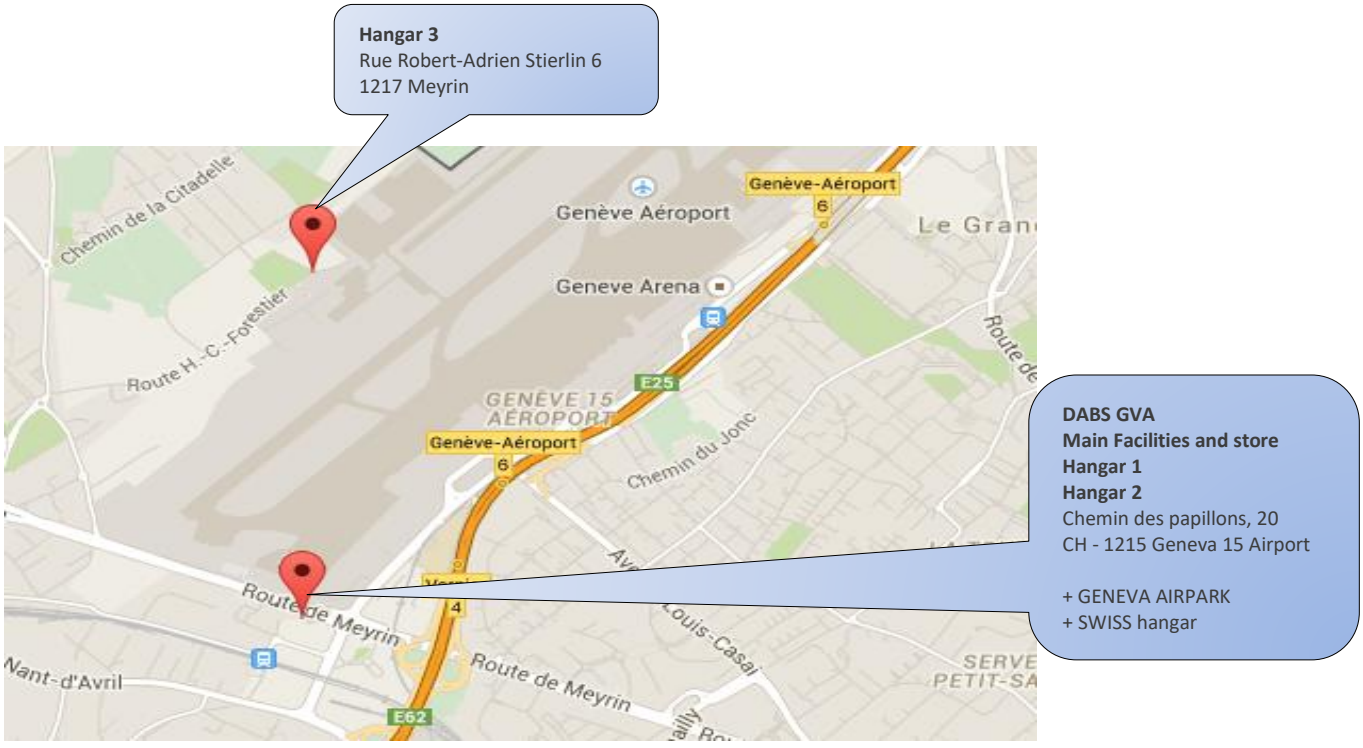
Specialised tools and equipment, ground equipment, and access stands, to cover aircraft, engines and equipment to be maintained, are provided.

Following facilities are used:

- Geneva Airport - Chemin des papillons, 20
  - Technical building (including Hangar 1, Shops and Technical office)
  - Hangar 2
- Geneva Airport - Rue Robert-Adrien Stierlin 6
  - Hangar 3
  - Shop Cabin (upholstery and Cabinetry)

Remarks: Area in the GENEVA AIRPARK and SWISS hangar could be used by DABS for line maintenance and hangar.

Refer to **appendix A** for additional details



1.8.2.2 Sion - Location

The Company has facilities which provide the capability to carry out the overhaul, modification, maintenance, repair, certification and outfitting specified in MOE 1.9 and under the terms of this Company's Part-145 Approval.

Shop is available to inspect components.

Ground equipment, access stands , Toolbox, Standard tooling are available.

Specialised Tooling to cover aircraft, engine and component to be maintained, are provided by Geneva facility.

Following facilities are used:

- Sion Airport - Chemin Lambien 12
  - Technical building (including Hangar, Shops and Technical office)

Refer to appendix A for additional details

DABS Sion
Main facilities and store
Hangar 1

Sion Airport
Chemin Lambien 12
1950 Sion

1.8.3 BASE LIMITED STATIONS

1.8.3.1 Lisbon - Location

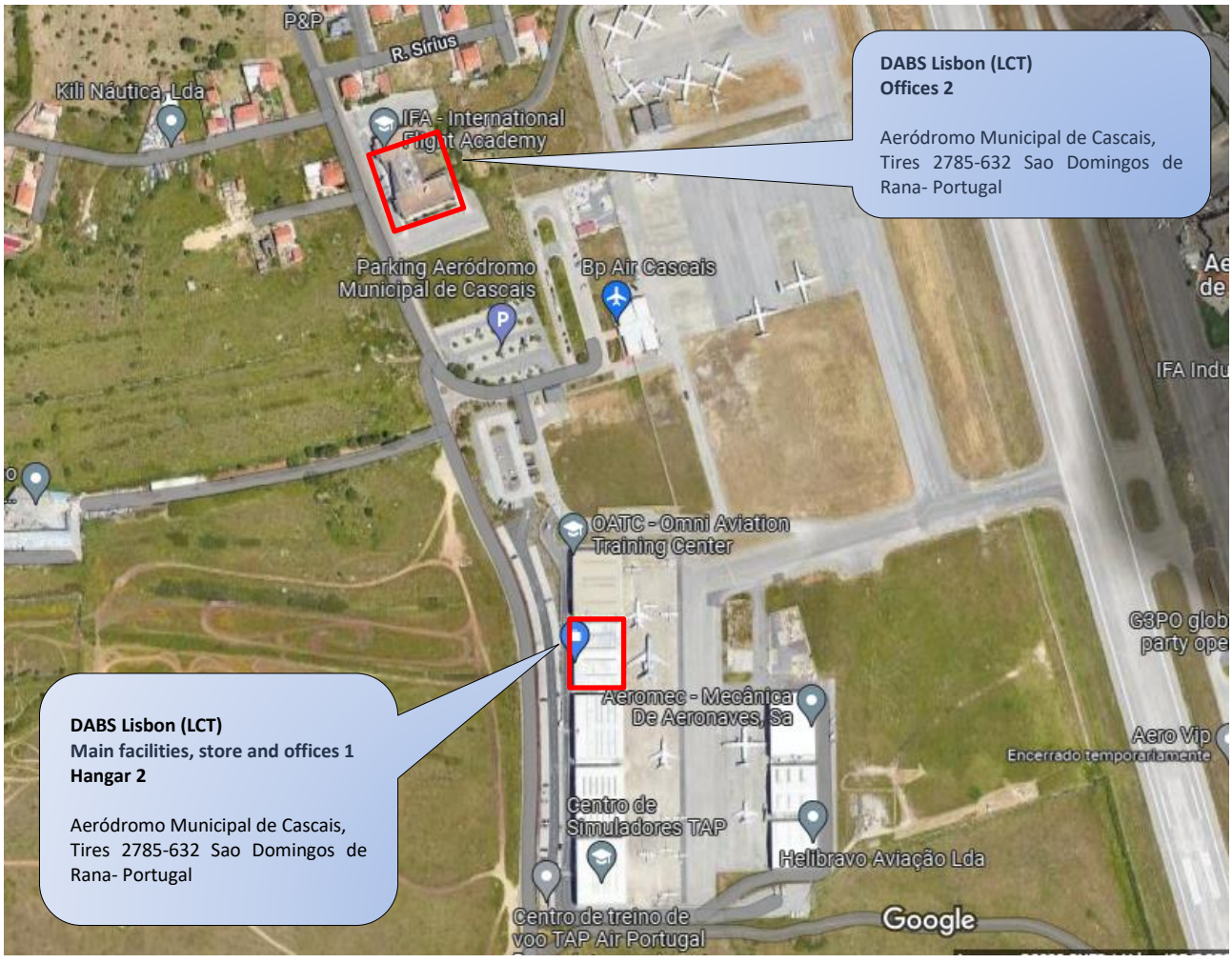
The Company has facilities which provide the capability to carry out the overhaul, modification, maintenance, repair, certification, and outfitting specified in MOE 1.9 and under the terms of this Company's Part-145 Approval.

Specialised tools and equipment, ground equipment, and access stands, to cover aircraft, engines and equipment to be maintained, are provided.

Following facilities are used:

- Cascais Airport - Tires 2785-632 Sao Domingos de Rana
  - Technical building (including Hangar 2, Shops and Technical office)

Refer to **appendix B** for additional details



1.8.3.2 Castelo Branco - Location

The Company has facilities which provide the capability to carry out the maintenance, aircraft decommissioning and disassembling, specified in MOE 1.9 and under the terms of this Company's Part-145 Approval.

Shop is available to inspect components.

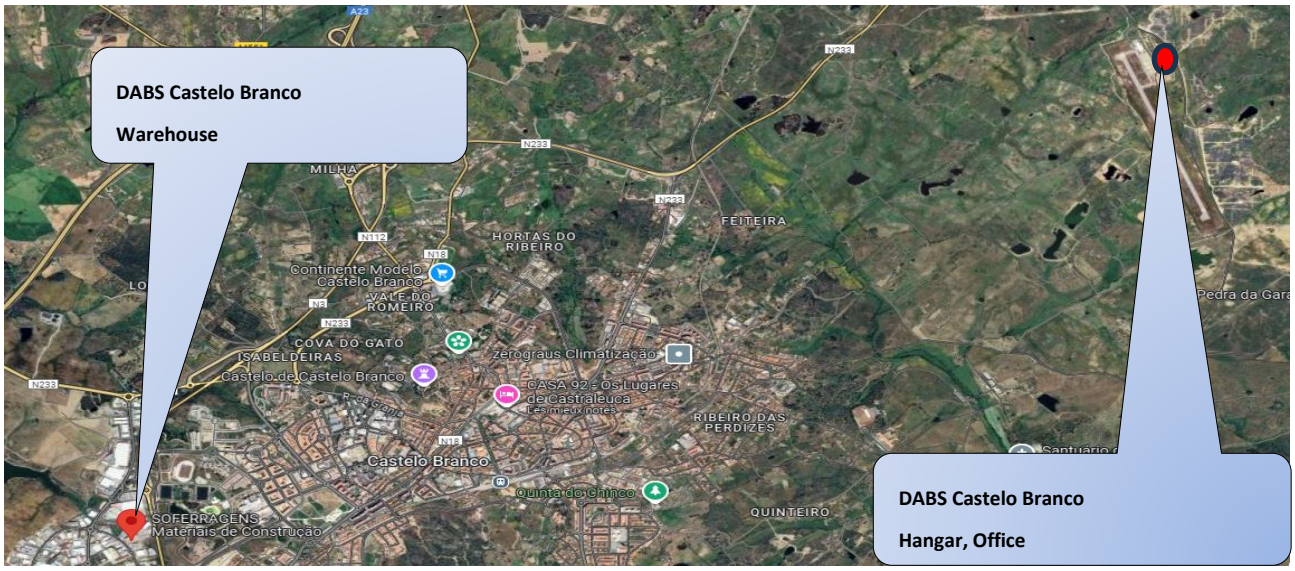
Ground equipment, access stands , Toolbox, Standard tooling are available.

Specialised Tooling to cover aircraft, engine and component to be maintained, are provided by Lisbon facility or other DABS facilities.

Following facilities are used:

- Castelo Branco Airport - Aeródromo Municipal de Castelo Branco
  - Technical building (including Hangar, Shop and Technical office)
- Warehouse - Castelo Branco

Refer to appendix B for additional details.



1.8.3.3 Basel - Location

The Company has facilities which provide the capability to carry out the overhaul, modification, maintenance, repair, certification and outfitting specified in MOE 1.9 and under the terms of this Company's Part-145 Approval.

Specialised tools and equipment, ground equipment, and access stands, to cover aircraft, engines and equipment to be maintained, are provided.

Following facilities are used:

- Basel Airport - South West Maintenance Area - Flugghafen Basel Mulhouse
  - Technical building (including Hangar and Technical office)

Refer to **appendix C** for additional details

1.8.4 LINE STATIONS

Facilities are described in the Station MOE (**DA-0098**) Part 6.

1.8.5 MRU

Area or works for Mobil Repair units are described in the Station MOE (**DA-0098**) Part 6.

Annexes:

- **DA-0098** Manual for Line Stations

1.9 INTENDED SCOPE OF WORK

Part-145.A.20 / AMC 145.A.20 - Part-145.A.42(b) - Part-145.A70(a)9 - Part-145.A.75(a)(b)(c)(d)(e) - Part-145.A.80 / Appendix II

1.9.1 GENERAL

1 Maintenance at Approved Facility (scope)

DABS may carry out the following work on aircraft and any component for which it is approved, at the approved Facility identified in the MOE.

- Any maintenance, repair, modification on Aircraft and any Component that are fitted to the aircraft (including Engine, APU, component) iaw aircraft, engine and component data's relative to the approvals and limitations as detailed in MOE 1.9.2 (Ax) and 1.9.3 (Bx),
- Any maintenance, repair, modification on Engine iaw engine data's relative to the approvals and limitations as detailed in MOE 1.9.3 (Bx),
- Any maintenance, repair, modification on uninstalled/installed Component described in the Capability list (DA-0105) and relative to the approvals and limitations as detailed in MOE 1.9.4 (Cx),
- Non-Destructive examination (NDT) as detailed in MOE 1.9.5 (D1),
- Specialised tasks as detailed in MOE 1.9.6,
- Fabrication of parts iaw 145.A.42(b)(iii), as detailed in MOE 1.9.7,

DABS will only perform work on Aircraft, Engine, APU or components for which it holds the required current technical data, necessary tooling and trained personnel.

Specific Tasks could be subcontracted to Organisations which do not hold appropriate approval if they have the expertise to perform these tasks and the work do not exceed DABS scope of approval. MOE 2.1.2.

2 Work Away from approved Facility

Scope of work is limited to Aircraft or Engine type listed in the MOE 1.9 scope of work.

The **Maintenance management** may occasionally authorise to maintain any aircraft, engine or component for which DABS is approved, at any location subject to the need for such maintenance arising either:

(1) from **aircraft unserviceability** or

(2) from the necessity of supporting **limited Line Maintenance works (scheduled)** for contracted aircraft under Customer request.

MCC/Technical personnel are in charge to organise availability of hangar, Staff, technical data, equipment, tools as required; A task assessment including relevant aspects and conditions is performed on "**WAB**" form (**DA-0141_WAB**), as detailed in MOE 2.32.

*Note: In addition, this privilege could be used temporary for maximum 90 consecutive days based on assessment performed by the **Maintenance management**.*

3 Maintenance at Approved Facility (Work Above Approval Scope)

For temporary or occasional cases, DABS may perform at approved Facility (Base, Line) maintenance such as but not limited to scheduled maintenance, major repairs and modifications that is not already described within scope limitation (*i.e. base maintenance task under line maintenance environment*).

Maintenance could be conducted subject to a task assessment performed by the **Maintenance management** to demonstrate availability of dedicated team, technical data, equipment, and tools and accepted by **SQC department** on "**WAAS**" form, as detailed in MOE 2.33.

Authority approvals are requested with the "**WAAS**" Form (**DA-0141_WAAS**).

1.9.2 AIRCRAFT (AX) TYPE RATINGS

1.9.2.1 Geneva-GVA (main Base) + Sion-SIR- (additional Base)

Additional Approval covering by Bilateral Agreement: **US - Canada - Brazil**

	TC Holder	Aircraft Model	Designation/limitation	Eng.	Scope level – up to and incl.	Base	Line
A1	Bombardier	BD-100-1A10	Challenger 300	AS907	400H/12M	no	Yes*
			Challenger 350/3500	AS907	No limitation	Yes	Yes
		BD-700-1A10	Global Express	BR710	Monthly checks	no	Yes*
			Global XRS	BR710	No limitation	Yes	Yes
			Global 6000	BR710	No limitation	Yes	Yes
			Global 6500	BR710	Monthly checks	no	Yes*
		BD-700-1A11	Global 5000	BR710	No limitation	Yes	Yes
			Global 5000 GVFD	BR710	No limitation	Yes	Yes
			Global 5500	BR710	Monthly checks	no	Yes*
		BD-700-2A12	Global 7500	Passport 20	500H/12M	no	Yes
		CL-600-2B16 (CL-601-3A/-3R)	Challenger 601-3A	CF34-3A	300H/12M	no	Yes*
			Challenger 601-3R				
		CL-600-2B16 (CL-604 variant)	Challenger 604 (<5701)	CF34-3B	No limitation	Yes	Yes
			Challenger 605 (>5701)				
			Challenger 650 (>6050)	CF34-3B	Monthly checks	no	Yes*
		CL-600-2B19 (RJ Series 100)	RJ200 /Challenger 850	CF34RJ	No limitation	Yes	Yes
	Dassault	Falcon 10	Falcon 10	TFE731-2	2M	no	Yes*
		Falcon 20	Fan Jet Falcon	CF700	2M	no	Yes*
		Falcon 20-5	Falcon 20-D5 / -E5 /-F5	TFE731-5			
		Falcon 50	F50	TFE731-3	No limitation	Yes	Yes
			F50EX	TFE731-40	No limitation	Yes	Yes
		Falcon 900	F900	TFE731-5	No limitation	Yes	Yes
			F900B				
		Falcon 900	F900C	TFE731-5	No limitation	Yes	Yes
		Falcon 900EX	F900 EX	TFE731-60			
		Falcon 900EX	F900EX EASy	TFE731-60	No limitation	Yes	Yes
			F900DX				
			F900LX				
		Falcon 2000	F2000	CFE738-1	No limitation	Yes	Yes
		Falcon 2000EX	F2000EX	PW308	No limitation	Yes	Yes
		Falcon 2000EX	F2000EX EASy	PW308C	No limitation	Yes	Yes
			F2000DX				
			F2000LX				
			F2000LXS				
			F2000S				
		Falcon 6X	Falcon 6X	PW812D	800H/12M	Yes	Yes
		Falcon 7X	Falcon 7X	PW307A	No limitation	Yes	Yes
			Falcon 8X	PW307D			
	Learjet	45 (Learjet 40)	Learjet 40/40XR	TFE731-20	300H/12M	no	Yes*
			Learjet 45/45XR	TFE731-20	No limitation	Yes	Yes
		60	Learjet 60/60XR	PW305A	300H/12M	no	Yes*
	Pilatus	PC-24	PC-24	FJ44	No limitation	Yes	Yes
	Embraer	EMB-135BJ	Legacy 600 / 650	AE3007A	250H/6M	no	Yes*
		EMB-505	Phenom 300	PW535	400H/12M	no	Yes*
A2	Pilatus	PC-12	PC-12 PC-12/45 PC-12/47	PT6	No limitation	Yes	Yes
			PC-12/47E				
	Embraer	EMB-500	Phenom 100	PW617	400H/12M	no	Yes*
	Avionics and Instrument Systems Installation / Electrical Systems Installation					Yes	Yes

Work on component fitted to the AC could be performed iaw CMM as described in MOE 1.9.10.

Work could be performed on this Aircraft Type only if **maintenance data is provided by the Customer or TC Holder before work (iaw 145.A.45(a)). Tools, GSE, Support and Certifying Staff are available.*

***Note: DABS Sion is a Base Station** considered as additional hangar to Geneva. Tools, GSE, Support & Certifying Staff are available from Geneva in case of need within a reasonable timeframe to support the base scheduled maintenance .*

1.9.2.2 Lisbon-LCT (Base limited) + Castelo Branco- (additional Base)

Lisbon-LCT (Base limited)

Additional Approval covering by Bilateral Agreement: **US - Canada - Brazil**

	TC Holder	Aircraft Model	Designation/limitation	Eng.	Scope level – up to and incl.	Base	Line
A1	Bombardier	BD-700-1A10	Global Express	BR710	Monthly checks	no	Yes*
			Global XRS	BR710	500H/750H/1500H / 15M/24M	Yes	Yes
			Global 6000	BR710	500H/750H/1500H / 15M/24M	Yes	Yes
			Global 6500	BR710	Monthly checks	no	Yes*
		BD-700-1A11	Global 5000	BR710	500H/750H/1500H / 15M/24M	Yes	Yes
			Global 5000 GVFD	BR710	500H/750H/1500H / 15M/24M	Yes	Yes
			Global 5500	BR710	Monthly checks	no	Yes*
		BD-700-2A12	Global 7500	Passport 20	1700H/ 12M	No	Yes
	Dassault	Falcon 50	Falcon 50	TFE731-3	2M	No	Yes
			Falcon 50 EX	TFE731-40	2M	No	Yes
		Falcon 900	Falcon 900 Falcon 900B	TFE731-5	"800H/12M" & multiple	Yes	Yes
		Falcon 900	Falcon 900C	TFE731-5	2M	No	Yes
		Falcon 900EX	Falcon 900EX	TFE731-60	2M	No	Yes
		Falcon 900EX	F900EX EASy F900DX F900LX	TFE731-60	2M	No	Yes
		Falcon 2000	Falcon 2000	CFE738-1	"800H/12M" & multiple	Yes	Yes
		Falcon 2000EX	Falcon 2000 EX	PW308C	"800H/12M" & multiple	Yes	Yes
		Falcon 2000EX	F2000EX EASy F2000DX F2000LX F2000LXS F2000S	PW308C	"800H/12M" & multiple	Yes	Yes
		Falcon 7X	Falcon 7X Falcon 8X	PW307A PW307D	"800H/12M" & multiple	Yes	Yes
	Embraer	EMB-505	Phenom 300	PW535	Cat. A tasks	No	Yes*

Work on component fitted to the AC could be performed iaw CMM as described in MOE 1.9.10.

Work could be performed on this Aircraft Type only if **maintenance data is provided by the Customer or TC Holder before work (iaw 145.A.45(a)). Tools, GSE, Support and Certifying Staff are available.*

***Note that** Support and Certifying Staff (B1, B2 or C) can be made available from other Base station in case of need within a reasonable timeframe to support scheduled maintenance event.* A review is conducted during the work preparation to ensure the availability of appropriate categories of certifying staff in compliance with the scope of work.

In the case of specific needs for maintenance activities, including but not limited to scheduled maintenance, major repairs, and modifications that fall outside the defined scope limitations in this table, a specific assessment will be conducted. This assessment evaluates the availability of a dedicated team, necessary certifying staff *(B1, B2 or C),* technical support, technical data, equipment, and tools.

Form **DA-0141_WAAS** is used to describe the authorised extended scope of scheduled maintenance and request approval from the **NAA** for these activities.

Castelo Branco- (additional Base)

Additional Approval covering by Bilateral Agreement: **US - Canada - Brazil**

	TC Holder	Aircraft Model	Designation/limitation	Eng.	Scope level – up to and incl.	Base	Line
A1	Dassault	Falcon 900	Falcon 900 Falcon 900B	TFE731-5	Parking check /preservation / due Aircraft decommissioning / disassembling	Yes	Yes

***Note: DABS Castelo Branco is a Base Station** considered as additional hangar to Lisbon. Tools, Support & Certifying Staff are available from Lisbon (or other DABS facilties) in case of need within a reasonable timeframe to support the base activities .*

In case of maintenance that is not already described within the scope limitation, a specific assessment is performed for availability of dedicated team, technical data, equipment and tools. Form **DA-0141_WAAS** is used to request the approval from **NAA**.

1.9.2.3 Basel-BSL (Base Limited)

Additional Approval covering by Bilateral Agreement: **US - Canada - Brazil**

	TC Holder	Aircraft Model	Designation/limitation	Eng.	Scope level – up to and incl.	Base	Line
A1	Dassault	Falcon 50	Falcon 50	TFE731-3	2M	no	Yes
			Falcon 50 EX	TFE731-40			
		Falcon 900	Falcon 900	TFE731-5	2M	no	Yes
			Falcon 900B				
		Falcon 900	Falcon 900C	TFE731-5	2M	no	Yes
		Falcon 900EX	Falcon 900 EX	TFE731-60	800H/12M	no	Yes
		Falcon 900EX	F900EX EASy	TFE731-60	800H/12M	no	Yes
			F900DX				
			F900LX				
		Falcon 2000	Falcon 2000	CFE738-1	800H/12M	Yes	Yes
		Falcon 2000EX	Falcon 2000 EX	PW308C	800H/12M	Yes	Yes
		Falcon 2000EX	F2000EX EASy	PW308C	24M/1600H/1B	Yes	Yes
			F2000DX				
			F2000LX				
			F2000LXS				
			F2000S				
		Falcon 6X	Falcon 6X	PW812D	800H/12M	Yes	Yes
		Falcon 7X	F7X	PW307A	2400FH/36M/1B	Yes	Yes
			F8X	PW307D			

Work on component fitted to the AC could be performed iaw CMM as described in MOE 1.9.10.

***Note that** Support and Certifying Staff (B1, B2 or C) can be made available from other Base station in case of need within a reasonable timeframe to support scheduled maintenance event.* A review is conducted during the work preparation to ensure the availability of appropriate categories of certifying staff in compliance with the scope of work.

In the case of specific needs for maintenance activities, including but not limited to scheduled maintenance, major repairs, and modifications that fall outside the defined scope limitations in this table, a specific assessment will be conducted. This assessment evaluates the availability of a dedicated team, necessary certifying staff *(B1, B2 or C),* technical support, technical data, equipment, and tools.

Form **DA-0141_WAAS** is used to describe the authorised extended scope of scheduled maintenance and request approval from the **NAA** for these activities.

1.9.2.4 Line Stations

Privileges include:

- Servicing / minor works / Due / Troubleshooting / Rectification,
- Due items and Limited scheduled maintenance works, **as described in limitation below,**
- Minor repairs and modifications,
- SBs/ADs with a limited scope (Line),
- Cabin refurbishment,

Scope level includes Airframe, Engine and APU:

- **Due items** and **Limited scheduled maintenance works** from maintenance programme.
- Limitation for Line maintenance is work down time **up to 25 hours of man-hours. (except specific** below**)**
- *Form **WAAS (DA-0141_WAAS)** to be used for assessment in case of **work below described scope limitation.** **NAA** approval/acceptance is required.*

Additional Approval covering by Bilateral Agreement *****: **Canada - Brazil**
The privileges of Line Stations are **authorised** for **FAA under D100 privilege**.

TCH		Aircraft Model	Designation/ limitation	Eng.	DABS LAD	DABS FAB*	DABS LTN*	DABS LBG	DABS CFE	DABS JIB	DABS LUG*	Base	Line
					Scope level– Limited up to and incl.								
A1	Bombardier	BD-100-1A10	Challenger 300	AS907		400H/6M	400H/6M	400H/6M				no	Yes*
			Challenger 350/3500			800H/12M	400H/6M	800H/12M				no	Yes
		BD-700-1A10	Global Express	BR710	Monthly	Monthly	Monthly	Monthly			Monthly	no	Yes*
			Global XRS		500H	500H/15M	500H	750H/15M			Monthly	no	Yes
			Global 6000			Monthly		Monthly				no	Yes*
		BD-700-1A11	Global 5000	BR710	500H	500H/15M	500H	750H/15M			Monthly	no	Yes
			Global 5000 GVFD										
			Global 5500			Monthly		Monthly					Yes*
		CL-600-2B16 (CL-601-3A/-3R)	Challenger 601-3A Challenger 601-3R	CF34-3A		Monthly						no	Yes*
		CL-600-2B16 (CL-604 variant)	Challenger 604 Challenger 605	CF34-3B		800H/12M		800H/12M				no	Yes
			Challenger 650			Monthly		Monthly				no	Yes*
		CL-600-2B19	Challenger 850	CF34RJ		Monthly		Monthly				no	Yes
	Dassault	Falcon 50	Falcon 50	TFE731-3			2M			2M		no	Yes
			Falcon 50EX	TFE731-40							800H/12M	no	Yes
		Falcon 900	Falcon 900 Falcon 900B	TFE731-5	2M	800H/12M	2M				800H/12M	no	Yes
		Falcon 900	Falcon 900C	TFE731-5							Monthly	no	Yes
		Falcon 900EX	Falcon 900EX	TFE731-60							Monthly	no	Yes
		Falcon 900EX	F900EX EASy F900DX F900LX	TFE731-60						2M	800H/12M	no	Yes
		Falcon 2000	Falcon 2000	CFE738-1		800H/12M	2M				800H/12M	no	Yes
		Falcon 2000EX	Falcon 2000 EX	PW308C							800H/12M	no	Yes
		Falcon 2000EX	F2000EX EASy F2000DX F2000LX F2000LXS F2000S	PW308C					800H/12M		800H/12M	no	Yes
		Falcon 7X	Falcon 7X	PW307A	2M	800H/12M	2M	800H/12M		2M	800H/12M	no	Yes
			Falcon 8X	PW307D									
	Pilatus	PC-24	PC-24	Fj44							Cat A	no	Yes
	EMB	EMB-135BJ	Legacy 600 / 650	AE3007A				250H/6M		250H/6M		no	Yes*
		EMB-505	Phenom 300	PW535				400H/6M				no	Yes*
A2	Pilatus	PC-12	PC-12/12-45 PC12-47/12-47E	PT6							600H	no	Yes
	Piaggio	P180	Avanti / Avanti II	PT6							600H/12M	no	Yes
	EMB	EMB-500	Phenom 100	PW617				400H/6M				no	Yes*

Work on component fitted to the AC could be performed iaw CMM as described in MOE 1.9.10.

Work could be performed on this Aircraft Type only if **maintenance data is provided by the Customer or TC Holder before work (iaw 145.A.45(a)). Tools, GSE, Support and Certifying Staff are available.*

***Note** Support and Certifying Staff (B1, B2) can be made available from **Base station** in case of need within a reasonable timeframe to support the scheduled maintenance.*

1.9.2.5 MRU/Satellites

The facilities are localised within a **defined area of operation* around a Station where an approved "Van" exists**. The related station must assure a reasonable access to all locations, without the inconvenience of extended travel distances.

Scope is limited Line maintenance without necessity of use a hangar.

Tools, equipment, data, parts, consumables are transported in location by an approved Mobil repair unit (Van). Refer Description in **Station MOE**.

The **MCC** ensure full control for the completion of the processes and the appropriate release of product being maintained. "Van" content is under the overview of main base for tools and parts management.

Privileges include:

- Servicing / minor works / Due / Troubleshooting / Rectification
- Due items and Limited scheduled maintenance works (2M/Parking check)
- SBs/ADs with a limited scope (Line)

Scope level includes Airframe, Engine and APU:

- **Maintenance event is managed by MCC**
- **Due items** and **Limited scheduled maintenance works** from maintenance programme.
- Limitation for Line maintenance event is work down time **up to 25 hours of man-hours.**
- *Form **WAB (DA-0141_WAB)** to be used for assessment ONLY in case of **hangar required** or* **Extensive maintenance works** (*i.e. requiring team, specific Tools, hangar, shop*); **Refer to MOE 1.9.8.**

Scope level Limited up to and incl.
AOG, Servicing, line defects, Line maintenance work down time **up to 25 hours of man-hours**

TCH		Aircraft Model	Designation/ limitation	Eng.	Station where Van is located				Base	Line
					BSL	FAB	LCT	LTN		
A1	Bombardier	BD-100-1A10	Challenger 300	AS907		X		X	no	Yes*
			Challenger 350/3500			X		X		Yes
		BD-700-1A10	Global Express	BR710		X	X	X		Yes*
			Global XRS/6000			X	X	X		Yes
		BD-700-1A11	Global 5000/5000GVFD			X	X	X		Yes
			Global 5500 /6500			X	X			Yes*
		BD-700-2A12	Global 7500	Passeport 20			X			Yes
		CL-600-2B16 (CL-604 variant)	Challenger 604 (<5701)	CF34-3B		X				Yes
			Challenger 605 (>5701)			X				
			Challenger 650 (>6050)			X				Yes*
	Dassault	Falcon 50	Falcon 50	TFE731-3	X		X	X		Yes
			Falcon 50 EX	TFE731-40	X		X	X		
		Falcon 900	Falcon 900 / 900B	TFE731-5	X	X	X	X		Yes
		Falcon 900	Falcon 900C	TFE731-5	X	X	X	X		Yes
		Falcon 900 EX	Falcon 900EX	TFE731-60	X	X	X	X		Yes
		Falcon 900EX	F900EX EASy/DX/LX	TFE731-60	X	X	X	X		Yes
		Falcon 2000	Falcon 2000	CFE738-1	X	X	X	X		Yes
		Falcon 2000EX	Falcon 2000 EX	PW308C	X	X	X	X		Yes
		Falcon 2000EX	F2000EX EASy/DX/LX/LXS	PW308C	X	X	X	X		Yes
			F2000S							
		Falcon 7X	Falcon 7X	PW307A	X	X	X	X		Yes
			Falcon 8X	PW307D						
	EMB	EMB-505	Phenom 300	PW535			X			Yes*

*Work could be performed on this Aircraft Type only if **maintenance data** is provided by the Customer or TC Holder before work (iaw 145.A.45(a)). Tools, GSE, Support and Certifying Staff are available.*

***Note** Support and Certifying Staff (B1, B2) is made available from **station** within a reasonable timeframe to support the scheduled maintenance.*

1.9.3 ENGINE & APU (BX) RATINGS

1.9.3.1 Scope Geneva - B rating

Maintenance may be carried out on the following Engines & APU.

	TC Holder	Engine Model /Type	Maintenance level – Limitation Limited up to and incl.	Base	Line
B1	PRATT & WHITNEY (PWC)	PW307	Line maintenance / Minor repair / Borescope	no	Yes
		PW308	Line maintenance / Minor repair / Borescope	no	Yes
	HONEYWELL	TFE731	Line maintenance / Minor repair / Borescope	no	Yes
		HTF7000 (AS907)	Line maintenance / Minor repair / Borescope	no	Yes
	CFE	CFE 738	Line maintenance / Minor repair / Borescope	no	Yes
	BMW/RR	BR700-710	Line maintenance / Minor repair / Borescope	no	Yes
B3	HONEYWELL	GTCP 36	Line maintenance / Minor repair / Borescope	no	Yes

Release of works will be issued in **EASA Form 1 (Dual release)** by an **engine Certifying Staff** with Engine/APU Type listed on **Internal Authorisation certificate.**

1.9.3.2 Scope – All – Ax rating

Maintenance may be carried out on the following Engines & APU that are fitted to Aircraft Type listed in MOE 1.9.2 (Aircraft ratings listed). **Base maintenance** is contracted to an approved Contractors.

Engine TC Holder	Engine Model /Type	Limitation
PRATT & WHITNEY (PWC)	JT15D	**Maintenance** iaw manufacturer's light maintenance manual (LMM) **Minor repair** iaw manufacturer approved data
	PW150 / 305/306/307/308 / 530/545	
	PT6A-67	
	PW812D	
CFE	CFE 738	
HONEYWELL	TFE731	
	HTF7000 (AS907)	
GENERAL ELECTRIC	CF34	
	CF700	
	GE Passport 20	
RR ALLISON	AE3007	
BMW/RR	BR700-710 /-725	
WILLIAMS	FJ44	
APU TC Holder	**APU Model**	**Limitation**
HONEYWELL	GTCP 36-100 / 36-150	**Maintenance** iaw manufacturer's light maintenance manual **Minor repair** iaw manufacturer approved data
	RE-100 / RE-220	
HAMILTON SUNDSTRAND	T-20G-10C / T-62T-40C	
SAFRAN	SPU300	
	SPU150[DA]	

Maintenance includes following Works iaw manufacturer's LMM or AMM:

1- Engines & APU "**ON WINGS**" as described below

- Installation / Replacement of complete Engine/APU
- Borescope inspection
- Minor maintenance, preventive maintenance, defect rectification, and minor alteration.

The certification of work performed on the Engines and APUs is documented in the aircraft's Release to Service (RTS) as described in MOE 2.16.3, issued by a certifying staff (cat B1 or C) holding the relevant AC Type on their Internal Authorisation certificates.

2- Engines & APU "**OFF WINGS**" as described below:

- Removal of complete Engine/APU
- Disassembly works for shipping,
- Visual inspection / Preservation

The certification of work is documented on an EASA Form 1 with the status "tested/inspected" in Block 11 issued by a certifying staff (Cat B1) holding the relevant AC Type on the Internal Authorisation certificate.

In the case of a dual release, the work performed is verified for compliance with the applicable regulations, as described in MOE 2.16.5.2.

1.9.4 COMPONENTS (CX) RATINGS

Scope of the component maintenance is repair, inspection, overhaul and modification as described in the Capability list (**DA-0105**). This list is an integral part of the approval. This means that this list is approved (directly by the authority or indirectly by DABS), through procedure described in MOE 1.10, 1.11.

The decision of whether to perform component activity within the Ax, Bx or Cx rating is determined by the maintenance data, and/or when a Workshop is required. Refer to MOE 1.9.10.

1.9.4.1 Geneva (GVA)

RATING			ATA Chapter	Work shop
*	C3	Comms & Nav	23 - 34	Avionics shop
*	C5	Electrical Power & Lights	24 - 33	Electrical accessories shop Battery shop
*	C6	Equipment	38 - 44 - 45 - 50	Electrical accessories shop
**	C6	Equipment	25 (Note)	Upholstery shop / Cabinetry shop
*	C7	Engine - APU	49 – 70 – 71 – 72 – 73 – 74 – 75 – 76 – 77 – 78 - 79 - 80 - 81 - 82 - 83	Engine shop
*	C14	Landing Gear	32	Mechanical Accessories & NDT shop
*	C18	Protection ice/rain/fire	26 -30	Mechanical Accessories shop
*	C20	Structural	51 – 53 – 54 - 57.10/.20/.30	Sheet Metal shop

1.9.4.2 Sion (SIR)

RATING			ATA Chapter	Work shop
*	C5	Electrical Power & Lights	24 - 33	Battery shop
*	C18	Protection ice/rain/fire	26 - 30	Mechanical Accessories shop

Mechanical Accessories shop is also available for work on component including limited radio works. Form 1 are not issued for work performed on component if reinstalled on same aircraft during a maintenance event. The qualifying inspector is signing the shop report.

1.9.4.3 Lugano

RATING			ATA Chapter	Work shop
*	C5	Electrical Power & Lights	24 - 33	Battery shop

Area is available for sheet metal work including structural works. Form 1 are not issued for work performed if work on aircraft or component reinstalled on same aircraft during a maintenance event. The qualifying inspector is signing the shop report.

1.9.4.4 Paris LBG

RATING			ATA Chapter	Work shop
*	C5	Electrical Power & Lights	24 - 33	Battery shop

Notes

* **Approval is limited to those** Components described in the Capability list (**DA-0105**) with the reference to the appropriate approved data.

** **DABS** can carry out the modification, repair, component replacement, inspection and tests of components designated as **category C6** under **ATA 25. Equipment (Interior Equipment & Furnishings).** A non-exhaustive list of these items is described in MOE 1.9.6.5. The exceptions to this category are safety equipment.

1.9.5 NDT (D1) RATINGS

		Method	GVA
D1	Non-destructive inspection	Eddy Current examination (ET)	Yes
		Magnetic Particle examination (MT)	Yes
		Penetrant examination (PT)	Yes
		Ultrasonic examination (UT)	Yes

Non-destructive Testing/Examination:

Non-Destructive Testing/Examination is carried out in accordance with **DA-0114**.

When DABS intends to perform NDT and release such tasks using an **EASA form 1**, it has to be accomplished under the D1 rating with the capability to perform maintenance being determined by the NDT method listed in the approval scope, regardless of the specific aircraft, engine, or component which is subject to the inspection method.

Non Destructive Inspections	Reference	Qualification in accordance with	Procedure in accordance with	Internal Method Procedure
Eddy Current Examination (ET)	MIL-HDBK-728/2	DA-0114 EN 4179/NAS410	Manufacture requirement	DA-0114_ET
Magnetic Particle examination (MT)	ASTM E1444		Manufacture requirement	DA-0114_MT
Dye / Liquid Penetrant examination (PT)	ASTM E1417		Manufacture requirement	DA-0114_PT
Ultrasonic examination (UT)	ASTM E114		Manufacture requirement	DA-0114_UT

Non-Destructive Testing/Examination is accomplished iaw procedures/instructions (approved by appropriate NDT level 3) by NDT personnel qualified (level 2) iaw DA-0114. Refer to MOE 3.17.

Specific instruction could be used if approved per an appropriate NDT level 3.
Refer to DA-0114_Method_00X.

NDT Examination performed on Component removed from the aircraft:

- DABS issue **an EASA Form 1**. These components are described in the **Capability list** (DA-0105) with the reference to the appropriate data.

  In case of additional mechanical work performed on the component, the **NDT certifying Staff** performing the NDT task issue a NDT report (**DA-0113**). A **component certifying Staff** is certifying the works performed to the component (including the NDT task) on an EASA Form 1

NDT examination performed on the aircraft or component fitted on aircraft:

- If work performed is **part of a maintenance project** certified by DABS, release to service will be performed with aircraft/engine.
  DABS issue a work report (**DA-0113_NDT**) without issuing an EASA Form 1.
- If work performed is **part of a maintenance project NOT** released by DABS, it would require an appropriate release by a D1 rated organisation. DABS issue a work release (**DA-0136_NDT**) and not an EASA Form 1.

1.9.6 SPECIALISED TASKS CAPABILITIES

Specialised tasks	Additional specification
Training	Practical training iaw Part-66 Appendix III Technical training as described in MOE 1.9.6.1
Welding Resistance and Fusion Welding	-Steel Materials iaw ISO 9606-1 -Aluminium & Alloys iaw ISO 9606-2
Borescope / NDI	Engine / APU
Part Fabrication	Fabrication iaw MOE 1.9.7
Structure repair	Repair / Fabrication
Composite repair	Repair
Interior furnishing / **Cabin refurbishment**	Repair / Replacement / Fabrication upholstery, cabinetry, woodwork, veneering, varnishing
Painting / Coatings / Finishing	Aircraft / Component
Peening / Reboring / Permaswage	Shot peening / Flap peening / Reboring / Permaswage
Chemical processing **Plating, Anodizing, Heat treating**	Task is contracted - Processing, Repair iaw Specification given by maintenance data
Aircraft decommissioning and disassembling	Aircraft decommissioning and disassembling iaw MOE 1.9.11

1.9.6.1 Training capability

Mentors and Assessors are qualified iaw DA-0106. Training is limited to the Aircraft Type listed in MOE 1.9.2.

a **Aircraft Practical Type Training iaw Part-66 Appendix III**

The practical element of the aircraft type training is complaint with the requirements addressed in the Appendix III to Part-66. Refer to MOE 3.20. It includes:

- An approved practical training syllabus for the relevant Aircraft type and relevant Staff Category.
- instructed by Mentors / Assessors to complete the processes of assessment.
- approved procedure **DA-0355**.

b **Practical training for "cat A" privilege / Pilot authorisation / Towing / Cleaning**

A Practical training is elaborated to cover the appropriate task training. It includes:

- a dedicated practical training syllabus (DA-0080-catA-/DA-0079-Pilot-) for the relevant Aircraft type.
- training delivered by a qualified certifying Staff (cat B1), or instructor, on Aircraft type.

c **Practical training for missing experience**

A Practical training is elaborated to cover the case of missing experience. It includes:

- a dedicated practical training syllabus for the relevant Aircraft type.
- training delivered by an instructor / qualified certifying Staff on Aircraft type depending on the need.
- evaluation by supervision and testing of knowledge by qualified instructor.

d **Engine Run and Taxiing (ERT) training**

The practical element of the training includes:

- a "generic" practical training syllabus (DA-0360) for the relevant Aircraft type.
- training delivered by an instructor / AC-Rated Staff on Aircraft type with ERT privilege/training.

e **Additional course training for particular Aircraft type Variant**

Specific course for Variant could be delivered as described in DA-0480. It includes:

- a "generic" training syllabus for additional training for the relevant Aircraft type Variant.
- training delivered by an AC-Rated Staff/instructor on Aircraft type or self-training depending on complexity.

f **Familiarisation course training**

Familiarisation course training could be delivered for technical services / CAMO Staff. It includes:

- a "generic" training syllabus for the relevant Aircraft type.
- training delivered by an instructor on Aircraft type.

g **Recurrent training procedures**

Organisation procedures, new technology on system, aircraft, OJT on specialised activities as applicable to the approval ratings and scope.

1.9.6.2 Welding

Welding is performed iaw methods, techniques and practices prescribed in the current manufacturer's maintenance manual. Qualification is described in MOE 3.17.

Acceptable welding process are:

1. **Resistance welding** (spot) iaw manufacturer data
   Staff with a Licence B1, B2 or with welding qualification is required for task release.
2. **Fusion Welding** of (i)Steel Materials iaw ISO 9606-1 and (ii)Aluminium and its Alloys iaw ISO 9606-2
   Welders performing/releasing the task.

Tasks	Document issued for	Contracted Document required	Subcontracted Document required
Resistance welding	Work is recorded on task card.	CofC	CofC
Fusion welding	Work is recorded on DA-0113_Welding In addition: - Form 1 if work performed on workshop* and not reinstalled on same product	Form 1	CofC + personnel qualification

*Component are described in the Capability list (DA-0105).
Form 1 is not issued if the component is reinstalled on the same product (Records are demonstrated on task cards).
Form 1 is certified by a component certifying Staff with appropriate qualification.
In case of subcontracting, work is inspected by a **Qualifying inspector - Sheet Metal** or **Welding.**

1.9.6.3 Borescope

Borescope is performed iaw methods, techniques and practices prescribed in the current manufacturer's maintenance manual.

Personnel performing/releasing the task are qualified iaw MOE 3.9.4.

Tasks	Document issued	Contracted Document required	Subcontracted Document required
Borescope	Work is recorded on DA-0113_NDI In addition, work is certified using one of the following ways: - Aircraft certification (A rating) - Form 1 (B rating) - Work statement if AC or Engine is not certified by DABS	Form 1	Work statement

Form 1 is certified by certifying Staff with appropriate qualification.

1.9.6.4 Structure and composite repair

Repairs are performed iaw methods, techniques and practices described in DABS procedure and approved maintenance data.

Personnel releasing the task are **Qualifying inspector on Sheet Metal or Composite**. Refer to MOE 3.17.

Tasks	Document issued	Contracted Document required	Subcontracted Document required
Structure / Composite repair	Work is recorded on task card / PTS In addition, work is certified by one of the following ways: - Form 1 if work performed on workshop* and not reinstalled on same aircraft - Work statement if AC or component is not certified by DABS	Form 1	Work statement

*Component are described in scope of C20 (ATA 20, 51, 53, 54. 57.10/.20/.30, 70) and described in Capability list (DA-0105).

Form 1 is issued by component certifying Staff. Refer to MOE 1.9.4.
In case of EASA form 1 is not issued, data is provided by the TC holder.
In case of CMM is used and not provided by the TC holder, CMM should be listed in capability list (iaw class rating in Category Cx). Work iaw CMM is described in MOE 1.9.10.

1.9.6.5 Interior furnishing / Cabin refurbishment

Complete or partial interior/Cabin refurbishment work includes upholstery, cabinetry, woodwork, veneering, or varnishing. Repair, replacement are performed iaw techniques and practices described in DABS procedures and approved maintenance data. (GVA facility).

Authorised work includes:

- Ceiling panels, valence and window panels, side ledges and panels, Sound proofing and underpadding repairs, modification and replacement.
- Seats and furnishings repairs, modification and replacement (including jump seat, single and double seats, divan, armrest).
- Recover seats and furnishings, *i.e. sidewalls and head lining's etc*.
- Fabrication/Replacement of carpet and floor coverings.
- Veneer / varnish / wood repairs to bulkheads, doors, tables and internal furnishings.
- Re-lacquer or repairs/replacement to bulkheads, plus internal furnishings, toilets and galley.
- Parts with decorative surface treatment, plating or painting

For all the activities of upholstery, cabinetry, aircraft completion, refurbishment or refit, the work complies with cabin safety requirements as defined in CS 23, 25, 27, 29 and commits to conform to OEM procedures and approved data.

Personnel releasing the task are **Component certifying Staff** or **qualifying inspector on Upholstery / Cabinetry**. Refer to MOE 3.17.

Tasks	**Document issued**	**Contracted** Document required	**Subcontracted** Document required
Interior/Cabin refurbishment	Work is recorded on task card/PTS/WDS In addition, work is certified by one of the following ways: - Form 1 if **work** performed on workshop* - Work statement if AC or component is not certified by DABS	Form 1	CofC / Work statement Burn test if appropriate

* Interior components are defined in scope of C6 (ATA 25) and described in the Capability list (DA-0105). Description in Capability list could refer EB (part 21 approved) where parts list is defined.
Form 1 is issued by component certifying Staff. Refer to MOE 1.9.4.

In case of Form 1 is not issued, data could be provided by the TC holder.

In case of CMM is used and not provided by the TC holder or Mod Holder, CMM should be listed in capability list (iaw class rating in Category Cx). Work iaw CMM is described in MOE 1.9.10.

1.9.6.6 Painting / Surface finishing

Complete Aircraft painting is performed iaw methods, techniques and practices prescribed in the current manufacturer's maintenance manual. (GVA facility only)

Surface finishing/painting is performed iaw methods, techniques and practices prescribed in the current manufacturer's maintenance manual. (All facilities)

Personnel releasing the task are **Qualifying inspector on painting**. Refer to MOE 3.17.

Tasks	**Document issued**	**Contracted** Document required	**Subcontracted** Document required
Painting	Work is recorded on DA-0113_Paint for complete painting In addition, work is certified by one of the following ways: - Work Statement if AC or component is not certified by DABS	Form 1 Aircraft release	Work statement

1.9.6.7 Peening/Reboring/Permaswage

These processes are performed iaw methods, techniques and practices prescribed in the current manufacturer's maintenance manual.

Personnel performing/releasing the task are **Qualifying inspector**. Refer to MOE 3.17.
In addition, they should receive a **formal training on methods.**

Tasks	Document issued	Contracted Document required	Subcontracted Document required
Peening/ Reboring/ Permaswage	Work is recorded on DA-0113 or task card In addition, work is certified by one of the following ways: - Form 1 if **work** performed on workshop* and not reinstalled on same aircraft - Work statement or Form 1* if AC or Engine is not certified by DABS	Form 1	CofC + personnel Record

* Components are described in the Capability list (DA-0105).
Form 1 is issued by component certifying Staff. Refer to MOE 1.9.4.

1.9.6.8 Chemical process

Work/Repairs are performed iaw methods, techniques and practices described in NADCAP or Specification given by maintenance data.

Tasks	Document issued	Contracted Document required	Subcontracted Document required
Chemical processing Plating, Anodizing, Heat treating	Work is contracted	Form 1 CofC*	N/A

* in case of chemical processing on Interior component as defined in scope of C6 (ATA 25), a certificate of conformity (CofC) is acceptable if contractor and specification / processes are described in maintenance data (IPC or MM).

1.9.7 FABRICATION OF PARTS - 145.A.42

During maintenance, repair or modification activities, the necessity may arise sometimes to fabricate Parts (*i.e. bushings, sleeves, shims, secondary structural elements, skin panels, flexible and rigid pipes, electrical cable looms and assemblies, machines sheet metal panels, etc.*).

Fabrication of Parts includes new or modified Parts produced in conformity to design data.

***Note**: The term "**fabrication**" is to be used in the Part 145 environment to identify a restricted production under the limitations of PART 145.A.42 (b)(iii).*
*The term "**manufacture**" is to be used in the Part-21 Subpart G and Subpart F (POA).*

Scope includes the following:

a) Secondary structural elements and skin panels,
b) Composite elements, honeycomb panels and assy,
c) Aluminium parts,
d) Formed or machined sheet metal panels,
e) Additive manufacturing (also known as 3D-printing or ALM Additive Layer Manufacturing) parts,
f) Bushes, sleeves and shims,
g) Cables, Pipes,
h) Wiring bundle, electrical cable looms and assemblies,
i) Pipe forming and assembly of end fittings,
j) Parts of galley,
k) Material such as carpet, leather and foam*.

*When material such as carpet, leather and foam, it is considered as raw material and requires further work to make it into a component part / aircraft.

Process is described in MOE 2.30.

1.9.8 WORK AWAY FROM APPROVED FACILITY

DABS may perform work at a place other than its approved Facility (Base or Line) under special circumstances (**AOG** or for **supporting occasional Line maintenance**) provided it demonstrates the availability of facilities, material, equipment, technical data and personnel to perform such specific maintenance. Refer to MOE 2.32.

1.9.9 WORK ABOVE APPROVED SCOPE AT APPROVED FACILITY - WAAS

DABS may perform work at its approved Facility scheduled maintenance, major repairs and modifications that is not already described within scope limitation, under special circumstances provided it demonstrates the availability of hangar, shop, equipment and personnel to perform such specific maintenance. Refer to MOE 2.33.

1.9.10 COMPONENT MAINTENANCE UNDER AIRCRAFT OR ENGINE RATING

DABS is authorised to use Engine / APU and/or component maintenance data, when using Ax or Bx rated AMO privilege as described in MOE 2.31. Where the same maintenance task is available in different maintenance data, the maintenance data to be used should be specified in the customer Purchase order.

In case of specific request to perform maintenance activities (except repair) iaw CMM not provided by the TCH, assessment (DA-0137) is required to permit a certifying Staff to release the tasks.

1.9.11 AIRCRAFT DECOMMISSIONING AND DISASSEMBLING

DABS is authorised to disassemble **"Parts"** before aircraft dismantling, using Ax, Bx, and Cx-rated AMO privileges. Once the aircraft is decommissioned, the remaining structure enters the waste sector, where specialised companies handle its dismantling.

The disassembly process involves assessing, removing, and certifying components for reuse, either as spare parts for other aircraft or for non-aerospace applications. **This includes**:

- a **Disassembly Plan** to identify the procedures and steps involved in the aircraft decommissioning process, ensuring that all actions are planned, documented, and executed in compliance with applicable regulations and customer requirements. The disassembly process is implemented in Quantum and includes assessment, documentation, and certification of components. The plan outlines:
  - The scope of work, as defined in the Disassembly Services Agreement with the customer.
  - Specific requirements for item certification (e.g., dual EASA/FAA release or single release).
- a **Flight check** must be conducted according to the Maintenance data to confirm that the components are operational and to identify potential defects or issues. The test must be certified by an AC-Rated Staff.
  - A successful flight check provides evidence that the aircraft and its components were operational before disassembly. This facilitates the issuance of release certificates.
  - The flight check report becomes part of the maintenance history.
- The **Airworthiness status** of the aircraft must be **assessed** to ensure that components are in a condition suitable for the disassembly process. The **assessment** depends on the purpose and condition of the aircraft at the time of disassembly. It includes determining whether the aircraft has been properly maintained and whether it is in a condition suitable for identifying serviceable items for disassembly. It also includes a review of scheduled maintenance tasks, as per the MPD applicable to the aircraft type.
  - **Overdue MPD tasks** generally do not need to be completed before disassembly unless a specific component requires functional testing on the aircraft.
  - If overdue MPD tasks impact the airworthiness status of specific components, those components must be re-certified in shop.
  - For aircraft in **non-airworthy condition**, the airworthiness status is not assessed, as the focus is solely on identifying and removing items for further processing. Items removed are sent directly to the customer or approved shops for inspection, testing, and certification.
- A dedicated **Work Pack (WP)** is opened in Quantum for each disassembly project to track all actions taken during the disassembly process.
  - **Dedicated Task Cards** are created for each serialised component to document all maintenance actions performed. These task cards ensure proper documentation and traceability of the components. Task cards include detailed instructions for removal, tagging, and certification.
- The disassembly project is conducted under the **supervision** of an **AC rated Staff (Cat C)** who holds the relevant AC Type Rating. This staff ensures that all components are removed and documented iaw the appropriate maintenance data and the Disassembly Plan.
- All **documented aircraft defects** are reviewed during the disassembly process to assess their potential impact on the functionality of removed components.
- **Unserviceable components** are identified with a "RED Unserviceable" tag (DA-0122) and segregated for further review or decision on necessary actions.
- **Serviceable Components** are documented with a Component Release Certificate (EASA Form 1), issued by an appropriately authorised Certifying Staff (cat B1) in compliance with MOE 2.16.5.
- At the **end of the disassembly project**, following document are issued:
  - A work statement iaw MOE 2.16.3.5.
  - A complete list of items removed (serviceable and unserviceable).
  - The task cards documented with work performed and the history necessary to the certification.

Instruction **DA-0210** serves as the guiding document for the aircraft disassembly process, ensuring adherence to regulatory requirements and established procedures.

Annexes:

- **DA-0050** List of Procedures and Forms
- **DA-0105** Component Capability List
- **DA-0131**_SEA Single Event Authorisation
- **DA-0136_NDT** Work release NDT
- **DA-0137** Component Maintenance- Self Assessment Form
- **DA-0141 WAAS**-Authorisation to perform works above approved scope at approved Facility
- **DA-0141 WAB** - Authorisation to Perform limited works away from approved Facility
- **DA-0210** instruction for disassembly

1.10 PROCEDURES FOR CHANGES REQUIRING PRIOR APPROVAL

Part-145.A.15(a) / AMC 145.A.15 - Part-145.A30(a)(b) - Part-145.A.70(a) 10 / GM 145.A.70(a) 9 - Part-145.A.85 / AMC 145.A.85

1.10.1 GENERAL AND RESPONSIBILITIES

1.10.1.1 General

DABS will notify the FOCA/NAA according to Part-145. A.85 **at least 30 working days** before the date of the intended changes described in table below. Terms "**Direct approval**" is used in the MOE.

The notification includes the documents listed in table below, allowing FOCA/NAA to determine continued compliance with EASA and Swiss/NAA requirements and to amend the approval certificate if necessary.

MoC (**DA-0160**) and compliance evaluation are conducted for all changes described in table below, including **Risk Assessment RA** (**DA-0043**) as required iaw MOE 3.1 and 3.5. (available upon requested by the authority).

Other changes not requiring prior approval are described in MOE 1.11. ("**Indirect approval**")

1.10.1.2 Responsibilities

The **SQC Department** is responsible to:

- Timely notify and coordinate changes to the FOCA
- Notify concerned authorities listed in DA-0108 within 15 days, after FOCA approval.
- Publish the amended or new Manual/list/Procedure/Form on server, after FOCA approval.
- Update List of Procedures and Forms **DA-0050.**

1.10.2 TYPE OF CHANGES

The table below indicates the types of changes that require prior approval by FOCA, along with the documents to be provided, including manuals and the requirements for FAA approval.

	Document/Evidence to be provided						
Type of Change	Registry of commerce	Form 2	MoC	compliance evaluation	Experience & Training	data, tool, personnel	***Additional document***
Name of the organisation	X	X	X				MOE FAA appl. + Suppl.
Location/facility of the organisation or Base stations (new or deletion or change)	PPB change	X	X	DA-0040		X new	MOE FAA appl. + Suppl.
Location/facility of the Line station (addition or deletion or change)		X	X	DA-0040		X new	MOE FAA appl. + Suppl.
Accountable Manager		X	X		Staff CV		MOE 1.1 + 1.2 FAA appl. + Suppl.
Any of the nominated persons(*) *specified in 1.3*		X	X		Staff CV		MOE 1.3 FAA Suppl.
Reporting line between persons(*) *specified in 1.5*		X	X				MOE 1.5 FAA Suppl.
Work scope specified in 1.9.2 to 1.9.3. *(1)New or removed / (2)Extension or reduction*		X(1)	X(1)	DA-0040	X If appropriate	X	MOE 1.9 (1)FAA appl.
NDT Capability specified in 1.9.5. *(1)New / (2)removed method*		X	X(1)		X New Qualif	X	MOE 1.9 FAA appl.
Work scope specified in 1.9.6. *(1)new specialised service/ (2)removed*		X	X(1)	DA-0040 If appropriate	X If appropriate	X	MOE 1.9 (1)FAA appl.
Procedures/Forms in 5 or change of 1.11 *(1)New / (2)if affect the approval*		X(2)	X(2)	DA-0158_Data			MOE DA-0050
Authorised Staff list / Roster (DA-0103) *change affecting the scope*			X	DA-0138 DA-0158_Staff	X New Staff	X	DA-0103_Appendix
Subcontracted function (DA-1040) *(1)New / (2)Removed*			X(1)				
Subcontractor list (DA-0104) *(1)New / (2)Removed*			RA(1)	DA-0040		X	
Component Capability (DA-0105) *New Cx rating specified in 1.9.4.*		X	X	DA-0137 DA-0040		evidence	
AltMoC		X	X				AltMoC form

1.10.3 APPLICATION TIME FRAMES

The **SQC department** will apply for a change to an organisation certificate at least **30 working days** before the date of the intended changes. For planned change of a **nominated manager**, DABS should notify the authority at least **20 working days** before the date of the proposed change.
Unforeseen changes will be notified by the **VP Safety, Quality & Compliance** at the earliest opportunity to enable the competent authority to determine whether there is continued compliance with the applicable requirements and to amend, if necessary, the organisation's certificate and the related terms of approval.

1.10.4 APPLICATION TO THE AUTHORITY

1.10.4.1 Manuals

- Compliance is evaluated by the **Quality & Compliance Director** using the List of changes (DA-0051). This includes assessing/evaluating the changes for their impact on regulatory compliance (via Self-audit or compliance review form), as described in Table MOE 1.10.2,
- Management of Change (MoC) and Risk Assessment (RA) as appropriate, are reviewed by the **VP Safety, Quality & Compliance,** to evaluate their impact for potentials risks and safety implications.
- The Change is formally **approved** by the relevant **nominated Managers** in DA-0051 - List of changes).
- The "List of effective pages" is signed by the **VP Safety, Quality & Compliance** to confirm that the review has been completed.
- **DA-0050**, detailing the revision status of the documents, is issued by the **Quality & Compliance director**.
- The Authority is notified with **DA-0050** along with the associated documents, which must be duly signed.

DA-0051 and Evidence of MoC and RA, as appropriate, are available in SQC server and upon request.

1.10.4.2 Lists

The Certifying Staff List (DA-0103), the Capability List (DA-0105), the Subcontractors List (DA-0104), and the Subcontracting Function List (DA-1040) are stand-alone documents amended independently from this MOE. Amendments are requested by the nominated Managers and accepted by the SQC Department.
The SQC Department is responsible for conducting a compliance evaluation. Upon a positive evaluation outcome and agreement by the manager, the relevant list is amended.

The following documents (under conditions described in Table MOE 1.10.2) are submitted to FOCA and additional authorities for direct approval:

- Certifying Staff List: **DA-0103** (+ **DA-0138** + **DA-0103_Appendix**),
- Capability List: **DA-0105** (+ **DA-0137** + **DA-0040**),
- Subcontractors List: **DA-0104** (+ **DA-0040**),
- Subcontracting Function List: **DA-1040**.

Evidence of the Management of Change (MoC) and risk assessment (RA) as appropriate, is signed by the **VP Safety, Quality & Compliance** on the "Status page" and are available in SQC server and upon request.

1.10.5 APPROVAL BY AUTHORITY

Document are approved by the Authority in the "Status Pages". Following the Authority approval, "Records of revision" is updated with the date of approval. Amendment is published in internal server in 2 days. Approvals are recorded in SQC server.

1.10.6 REVIEW

The Manuals will be reviewed by the **SQC Department** and appropriate **Managers**, at intervals not exceeding 12 months (+-3 months) or more frequently when significant changes occur affecting the content of the MOE.
The **Quality & Compliance director** is responsible to assess any revision of the applicable regulations and AMC/GM for their impact on the organisation's manual/procedures/lists. Assessment evidence and implementation to demonstrate compliance with any applicable requirement is recorded in SQC server.

1.11 PROCEDURES FOR CHANGES NOT REQUIRING PRIOR APPROVAL

Part-145.A.70(a) 11,(b)(c) / GM 145.A.70(a) 6, 7 - Part-145.A.85

1.11.1 GENERAL AND RESPONSIBILITIES

1.11.1.1 General

This chapter is intended to describe the approval process of changes not requiring prior approval. Terms "**inDirect approval**" is used in the MOE.

It concerns certain changes to the organisation or amendments of the MOE and/or associated lists, forms, procedures, by delegating the approval to the **Compliance function**.

1.11.1.2 Responsibilities

The **Quality & Compliance director** is responsible for verifying the compliance of any amendments (revisions) to the document listed in the table below, as well as for notifying the Authority as appropriate.

The **nominated manager** (or process owner) is responsible for approving the changes not requiring prior approval.

SQC Department will be responsible for the timely distribution of the amendments.

1.11.2 TYPE OF CHANGE

As principle, the following is considered for **changes not requiring prior approval** from the authority:

- Correction of type errors on any document,
- Editorial changes or corrections that do not affect the technical content,
- Changes in Form/procedure referenced in Part 5, not affecting the approval,
- Amendment of internal departmental instruction,
- Renewal of Staff authorisation after competency assessment,
- Addition/removal of a certifying Staff in the CS list (**DA-0103**) not affecting the approval,
- Addition/cancellation of P/N in the approved capability list (**DA-0105**) where the EASA Part-145 "Cx" rating is held,

This Table summarising the documents which are part of the approval and for that certain changes can be managed without prior approval by the authority:

Type of Document	Document Reference	internal validations		Accepted by FOCA	Limitation
		manager	SQC		
MOE manual * Station MOE manual* MS manual*	DA-0100 DA-0098 DA-0001	DA-0051	DA-0051	DA-0051	Correction of typing error or clarification NOT affecting the approval
Authorised Staff list*	DA-0103	DA-0158_Staff	DA-0138	DA-0138	Addition/removal of Staff NOT affecting the approval
Component Capability List*	DA-0105	DA-0137	DA-0105	DA-0105	Addition/removal of component under Cx rating already held.
Procedures / forms	Part 5 & DA-0050	DA-0158_data	DA-0050	DA-0050	Procedure NOT affecting the approval
NDT PROCEDURES	DA-0114	on procedure by NDT Level 3	DA-0050	N/A	Addition/removal of methods already approved.

Since the regulations do not require FOCA review of the revisions before implementation, the **SQC department** will issue and publish on server new document after internal validations (as described above). **Note** that individual document identified with * **requires a FOCA acceptance.**

In the case of changes to departmental instructions, the updated instruction will be published by the concerned manager after review and advice from the **SQC Department**. Processes must be submitted to the **SQC Department** for compliance review, standardisation verification to ensure alignment with organisational standards and regulatory requirements.

1.11.3 APPLICATION TO THE AUTHORITY

1.11.3.1 General

- Change is evaluated in regard to the compliance by the **Quality & Compliance Director**.
- Change is accepted by **responsible manager** related to the process for concerned area.
- For manuals, the "List of effective pages" is signed by the **VP Safety, Quality & Compliance**.
- For Forms, Lists, the "List of effective pages / Status" is signed by the **Quality & Compliance Director**.
- **DA-0050** is issued by the **Quality & Compliance director** that includes revision status of documents.
- Authority is notified with **DA-0050** and associated document to be signed.

1.11.3.2 Lists and Documents

The documents, the certifying staff list (DA-0103_appendix) and the Capability list (DA-0105) are stand-alone document that may be amended (indirect approval) in the limits described in MOE 1.11.2. Amendments are requested by the **nominated Managers** with acceptance by the **SQC Department**.

The **SQC Department** is responsible to conduct a compliance evaluation iaw table in MOE 1.11.2. Upon positive outcome of the evaluation, the **document** is amended accordingly. The new **document** is sent to FOCA, and additional authorities for acceptance:

- Manual: Document itself (+ DA-0051),
- Procedure/Form: Document itself (+ DA-0050),
- Certifying staff list: DA-0103_appendix (+ DA-0138),
- Capability list: DA-0105 (+ DA-0137),

1.11.4 ACCEPTANCE BY AUTHORITY

Document are accepted by the Authority in document listed in MOE 1.11.2.

Amendment is published in internal server. Record of approvals is recorded in SQC server.

Annexes:

- **DA-0001** SQMS Manual
- **DA-0040** Checklist Self-Audit
- **DA-0050** List of Procedures and Forms
- **DA-0051** List of changes
- **DA-0103** List of Authorised Staff
- **DA-0104** Subcontractors List
- **DA-0105** Component Capability List
- **DA-0114** NDT Procedures (approved by a Level3 NDT)
- **DA-0137** Components Maintenance – Self Assessment Form
- **DA-0138** Authorisation Staff List Amendment Form
- **DA-0158** Compliance Review Form

1.12 PROCEDURES FOR ALTERNATIVE MEANS OF COMPLIANCE (ALTMOC)

1.12.1 GENERAL AND RESPONSIBILITIES

1.12.1.1 General

Alternative Means of Compliance (AltMoC) may be implemented in place of Acceptable Means of Compliance (AMC) to satisfy regulatory requirements, provided that an equivalent level of safety is maintained.

DABS may use AltMoC to establish compliance with Basic Regulation (EU) 2018/1139 and its Implementing Rules, provided the same level of safety is ensured.

The use of Alternative Means of Compliance (AltMoC) must be approved by FOCA.

1.12.1.2 Responsibilities

The **SQC Department** is the responsible and focal point for the development, administration and for coordinating the process for the submission and approval of AltMoC by the FOCA.

1.12.2 AltMOC PROCEDURE

FOCA or the Competent Authority must be provided with:

- An application and a full description of the Alternative Means of Compliance (AltMoC) using the form STO-F.05 AltMoC Application.
- The proposed revision/amendment of the manual reflecting the application of the AltMoC.
- A documented assessment, demonstrating compliance with Regulation and Implementing Rules.
- A risk assessment, demonstrating that an equivalent level of safety as the one established by the AMC adopted by EASA is reached.

FOCA may prescribe the conditions under which DABS can operate the maintenance activities during the implementation of an AltMoC,

DABS must not implement AltMoC without having received the formal approval granted by FOCA.

Once approved, the AltMoC will be listed in MOE 5.5 and recorded on server.

Annexes:

- **form STO-F.05** AltMoC Application

PART 2

MAINTENANCE PROCEDURES

PART 2 MAINTENANCE PROCEDURES

2.1 SUPPLIER EVALUATION AND SUBCONTRACTOR CONTROL PROCEDURE

145.A.42(b)(i)/(ii)/(iii), GM2 145.A.42(b)(i), GM3 145.A.42(b)(i), GM3 145.A.42(b)(i), 145.A.75(b), AMC1 145.A.75(b), 145.A.205(a)(b), GM1 145.A.205, GM2 145.A.205;

2.1.0 GENERAL & RESPONSIBILITIES

2.1.0.1 General

This chapter describes how DABS controls **Providers** that includes organisation providing component or Materials (Supplier) to be used during maintenance or organisation providing maintenance support (Contractor and SubContractor).

This process can be divided in three steps:

- **Selection**, including approved list of providers,
- **Evaluation**, including element to be evaluated,
- **Control**, including **Order**,

The **Selection** paragraph describe a list of Provider that will be selected by the quality of Services that complies to DABS requirements and standards.

The **Evaluation** procedure defines a list of criteria that will be analysed to determine the compliance and the quality of delivered Components or the quality of Services to DABS requirements and standards.

The **Control** procedure verifies the continuous efficiency of the Provider. Not only the quality of the delivered items is monitored, but the compliance of the service provided by the providers, communication, packaging and shipping instructions, costs, lead-time, invoicing, etc.

2.1.0.2 Responsibilities

The **Logistics Department** is responsible for evaluating / selecting Component Contractor and Supplier.

The **Customer Support** is responsible for selecting Organisation that will work on aircraft and component (Contractor and SubContractor).

The **SQC department** is responsible for evaluating Organisation working on aircraft (Contractor and SubContractor).

The **Logistics Department** is responsible for the incoming inspection of component to verify compliance with the PO including relevant Certificate.

The **Certifying Staff** is responsible for the final inspection of the contracted/subcontracted work to verify that work performed is compliant with the PO and relevant maintenance data.

2.1.0.3 Type of Providers

Any provider may fall in one of the following categories:

- Part **Supplier**
- Maintenance **Provider**
  - Component Contractor (Maintenance/Repair)
  - Maintenance Contractor (Contracting Organisation for maintenance services)
  - Maintenance SubContractor (Subcontracting Organisation for services)

COMPONENT SUPPLIER Refer to MOE 2.1.1.	Any source (OEM, TCH, parts distributor, aircraft operator, maintenance organisation, etc.) from which DABS is purchasing materials, standard parts, components, consumables to be used for maintenance under Part 145 approval. The list of suppliers is managed under the control of the **Logistics Department** in Quantum. This includes suppliers of tools.
COMPONENT CONTRACTOR Refer to MOE 2.1.2.	A Part 145 maintenance organisation which carries out maintenance work under its own approval. Types of services contracted includes specialised work and maintenance on component. The list of Component Contractors is managed under the control of the **Logistics Department** in Quantum. Tools calibration services providers are described in MOE 2.5.
SUBCONTRACTING ORGANISATION Refer to MOE 2.1.3.	An organisation, not itself appropriately approved to Part 145 for the work performed which carries out maintenance work on aircraft, engine of components as a subcontractor for DABS, as per 145.A.75(d). Types of services subcontracted could include painting, weighing, interiors work, cleaning/detailing work. The list of subcontractors is managed under the control of the **SQC department**. Refer to DA-0104.
CONTRACTING ORGANISATION Refer to MOE 2.1.4.	A Part 145 maintenance organisation which carries out maintenance under its own approval for another approved maintenance organisation. Types of services contracted could include engine maintenance, painting, NDT, interiors work, cleaning/detailing work.

2.1.1 SUPPLIERS

2.1.1.1 Selection of Supplier

The selection of suppliers includes the quality of their delivered equipment to ensure compliance with the required quality standards.

Suppliers of tools and tool calibration are excluded from this chapter. It is described in MOE 2.4.

The **Logistics Department** is responsible for selecting **Suppliers** as per the **following criteria:**

a) Services
- Quality and conformity to the type or production certificate, specifications, technical standard order (ETSO) or other specifications defined by the competent authority, and
- Delivery of authorised component release certificate or certificate of conformity to approved data,

b) Organisation
- Approval, (EN/AS9120, listed in the OASIS database; ASA-100; EASO 2012; FAA AC 00-56),
- Distributor, manufacturer, OEM and TC/STC-Holder,
- Term of delivery, availability, Conditions of payment and warranty.

Component being installed on an aircraft must be manufactured / repaired / overhauled and certified for release to service by an organisation approved as outlined in the following paragraph:

	Conditions (one of the following conditions)	Authorised **Release Certificate**
Manufacturers	• The appropriate Type Certificate (TC) • A Production Certificate (PC) • A Manufacturer Certificate from NAA or EASA country or the TC-holders NAA for that particular purpose.	Form 1 or equivalent* **is required**
Suppliers for Components	• Be a manufacturer, • Be approved as per EASA Part-145, • Being working in accordance with an international maintenance agreement (e.g.: USA, CANADA), • Being on the Supplier list. (Refer to Quantum)	Form 1 or equivalent* **is required**
Suppliers for Standard Parts	Standard parts are parts that are manufactured in complete compliance with an **established specification**. Refer to MOE 2.2. Standard parts are designated as such by the TC/STC holder and/or refer international specification.	Form 1 or equivalent* is not normally issued. CofC **is required.** Evidence of conformity traceable to the applicable standard/specification or IPC.
Suppliers for raw materials / consumables	Raw material / consumable / Ingredient must be identified by marking and Conform to specifications defined by the approved data.	CofC **is required.** Evidence of conformity traceable to the applicable specification.

*** Form 1 or equivalent are described in MOE 2.2.**

2.1.1.2 Approved list

These lists are kept current by the **Logistics Department** in Quantum.

This list contains the following data's:

1) The Supplier's name, address,
2) Approval certificate (if appropriate),
3) Type of supply component, standard part or material.

All approved suppliers and associated specific data are entered in Quantum.

2.1.1.3 Evaluation of Suppliers

Supplier evaluation depends on different factors, such as the type of component, whether or not the supplier is the manufacturer of the component, the TC holder or a maintenance organisation, or even specific circumstances, such as aircraft on the ground (AOG). This evaluation is limited to a questionnaire, and if deemed necessary a desktop audit of the supplier's procedures or an on-site audit.

DABS ensures supplied components and materials are in satisfactory condition and meet the applicable criteria of regulation. The elements to be considered for the initial and recurrent evaluation of the supplier are detailed in **DA-0040**.

In case of discrepancies, the **Logistic Department** may carry out a risk assessment in accordance with MOE 3.1.4 (supported by the **SQC department,** if appropriate).

Evaluation by Questionnaire (initial/recurrent every 2 years).

The **Logistics department** sends a Questionnaire (**DA-0040**) to the organisation whereby DABS to ensure that the organisation has the qualified personnel, the necessary equipment, and meets the required standard. This questionnaire and corresponding data are recorded in the server by the **Logistics department**.

2.1.1.4 Elements to be evaluated

The following elements should be considered for the initial and recurrent evaluation of the supplier (DA-0040) to ensure that the Components or materials are supplied in satisfactory condition:

- Availability of appropriate specifications and standards,
- Training and competence of personnel,
- Shelf-life control,
- Handling of electrostatic sensitive devices (ESD),
- Documentation to accompany components and materials, incl. batch splitting,
- Incoming inspection of components and materials,
- Appropriate storage, and control to ensure appropriate storage conditions,
- Adequate packing and shipping, including procedures for proper shipping of dangerous goods,
- Suspected unapproved components,
- Procedures for recall, if necessary,

2.1.1.5 Control of Suppliers

Surveillance monitoring is a continuous process to ensure that the purchased Components follow the required standards. The monitoring of suppliers will be based on the review of provided services, and on the analysis of the discrepancies, incidents. Surveillance of organisations is a continuous process to ensure that Suppliers follow the standards required by DABS.

Suppliers are controlled as per the following criteria:

a) Evaluation by Questionnaire (initial + recurrent based on surveillance monitoring**)**.

The **Logistics department** sends a Questionnaire (**DA-0040**) to the supplier to ensure that the components / materials are supplied in satisfactory conditions.

b) Surveillance monitoring by follow-up / control of their services and the **discrepancies analysis** from the incoming process.

The **Store personnel** must make sure by incoming inspection, that only approved Components have been delivered iaw acceptance requirements defined in MOE 2.2. In case of discrepancies/irregularities, the Store personnel completes a "Discrepancy report" (DA-0139) and forward it to Purchasing department. The concerned Part, after identification with a "**RED Unserviceable**" tag, is stored in the appropriate segregated areas.

The **Logistics department** advises the store personnel for a closer survey. If it appears, that the level of quality is low or insufficient, the **Logistics department** contacts the **SQC department** to perform a survey, visit or an audit. In case of repetition, the **SQC department** and the **Logistics department** may forbid any further purchase from this Supplier (Warning in Quantum).

2.1.1.6 Components/Materials Order

Requests for Components and Materials are initiated in Quantum by the **Technicians**, **Technical Services** and **Logistics** Personnel.

There are two ways to initiate an order for Components/Materials

- Via a Bill of Materials (BOM) by the **Technician** or **Technical Services**.
- Via a Purchase Order (PO) by the **Logistics department**.

BOMs are checked by the **Logistics department** for availability of the Components.

- If the Components are available, the store personnel prepares the Components and Components can be picked-up at the store by the **Technician** OR **directly delivered** to the maintenance event.
- If Components are not available, **Purchasing department** will generate a Purchase Order.

Responsibility for monitoring minimum stock levels in the store lies with the **Store supervisor**.

Every time a New Part has to be ordered, which is not yet known within Quantum:

- the Part has to be checked for applicability on the aircraft or the component , and
- the supplier has to be evaluated,

Once verified/evaluated, both are created in Quantum data base.

Forms used to order Part and Materials are generated by Quantum

- Purchase Order (includes Purchase, Exchange, Loan and Non-Stock types)

Forms must contain:

- Part Description and Part Number,
- Quantity, price, delivery date, delivery location,
- Certificate and paperwork requirements*,
- Minimum shelve live or minimum remaining life time,
- Special shipping and packing requirements,

Due to logistic delivery time or country custom facilities, the Components/Materials/Equipment may be sent directly from Manufacturer or the Suppliers to the Line Stations or to location where maintenance will be performed.

In such case, the Line Station Responsible or the Certifying Staff is in charge to complete the incoming inspection and to advise the **Logistics department** in case of discrepancies.

*Following requirement is added, as applicable

Material/standard part supplied to DABS must be traceable to a regulated source, incl. if appropriate.
SAFETY DATA SHEET (SDS)
Serialised components must be accompanied by:
***NEW PARTS**: FAA FORM 8130-3 or EASA FORM 1 or TCCA FORM ONE or UK CAA FORM 1*
***USED PARTS**: DUAL RELEASE (FAA/EASA) and (UKCAA)*
MAINTENANCE HISTORY and TECHNICAL SHOP REPORT MUST BE PROVIDED

2.1.2 COMPONENT CONTRACTORS

2.1.2.1 Selection of Component contractors

The selection of Component contractors includes the quality of their services to ensure that the services offered comply with the requirement of regulation.

The **Logistics Department** is responsible for selecting **Component contractors** as per the **following criteria:**

a) Services
- Authorised scope of work and approval certificate, and
- Delivery of component release certificate in regards of requirement of regulation.

b) Organisation
- Approval certificate (Cx) and capability list in regards of work perimeter,
- Term of delivery, availability, Conditions of payment and warranty.

Component being installed on an aircraft must be repaired / overhauled and certified for release to service by an organisation approved as outlined in the following paragraph:

	Conditions (one of the following conditions)	Authorised **Release Certificate**
Component maintenance Organisation	• Be approved as per EASA Part-145, • Being working in accordance with an international maintenance agreement (e.g.: USA, CANADA),	Form 1 or equivalent* **is required**

*** Form 1 or equivalent are described in MOE 2.2.**

2.1.2.2 Approved list

The lists are kept current by the **Logistics Department** in Quantum.

This list contains the following data's:

1) The Organisation's name, address,
2) Approval certificate,
3) Type of services and perimeter for work on component.

All approved organisation and associated specific data were entered in Quantum.

2.1.2.3 Evaluation of Component Contractors

This evaluation is limited to a questionnaire, and if deemed necessary, a desktop audit of the Component Contractor's procedures or an on-site audit.

DABS ensures provided components are in satisfactory condition and meet the applicable criteria of regulation. The elements to be considered for the initial and recurrent evaluation of the Component Contractor are detailed in **DA-0040**.

In case of discrepancies, the **Logistic Department** may carry out a risk assessment in accordance with MOE 3.1.4 (supported by the **SQC department,** if appropriate).

Evaluation by Questionnaire (initial/recurrent every 2 years).

The **Logistics department** sends a Questionnaire (**DA-0040**) to the organisation whereby DABS to be assured that the organisation has the qualified personnel, the necessary equipment, meets the standard required. This questionnaire and corresponding data are recorded in the server by the **Logistics department**.

2.1.2.4 Elements to be evaluated

The following elements should be considered for the initial and recurrent evaluation of the Component Contractor (**DA-0040**) to ensure that the component is provided in satisfactory condition:

- Approval certificate and perimeter
- Availability of appropriate data and standards,
- Training and competence of Staff, including component certifying Staff,
- Handling of electrostatic sensitive devices (ESD),
- Documentation to accompany components, incl. shop report,
- Incoming inspection of components before work,
- Appropriate storage, and control to ensure appropriate storage conditions of Components used for maintenance,
- Adequate packing and shipping,

2.1.2.5 Control of Component Contractors

Surveillance monitoring is a continuous process to ensure that the provided Components after maintenance follow the required standards. The monitoring of Component Contractors will be based on the review of provided services, and on the analysis of the discrepancies, incidents.

Surveillance of organisations is a continuous process to ensure that Component Contractors follow the standards required by the regulation.

Component Contractors are controlled per the following criteria:

a) Evaluation by Questionnaire (initial + recurrent based on surveillance monitoring**)**.

The **Logistics department** sends a Questionnaire (**DA-0040**) to the Component Contractors in order to ensure that Component Contractor are in compliance with DBAS and Authority requirements, including review of Approval certificate and scope of works.

b) Surveillance monitoring by follow-up / control of their services and the **discrepancies analysis** from the incoming process.

The **Store personnel** must make sure by incoming inspection, that only authorised component have been delivered iaw acceptance requirements defined in MOE 2.2. In case of discrepancies/irregularities, the Store personnel completes a “Discrepancy report” (DA-0139) and forward it to Purchasing department. The concerned component, after identification with a "**RED Unserviceable**" tag, are stored in the appropriate segregated areas.

The **Logistics department** advises the appropriate personnel for a closer survey. If it appears, that the level of quality is low or insufficient, the **Logistics department** contacts the **SQC department** to perform survey, visit or an audit. In case of repetition, the **SQC department** and the **Logistics department** may forbid any further purchase from this Component Contractors (Warning in Quantum).

2.1.2.6 Repair order

Requests for Component maintenance/repairs are initiated in Quantum by the **Technical Services** and **Logistics department**.

Repair orders are issued by the **Logistics department**.

Every time a component maintenance has to be ordered, which is not yet known within the Quantum:

- the Component Contractors has to be evaluated

Forms used to order component maintenance are generated by Quantum

- Repair Order (includes Purchase, Exchange)

Forms must contain:

- Part Description and Part Number,
- Defect found if appropriate,
- Service requested (maintenance, overhaul, repair, modification),
- price, delivery date, delivery location,
- Certificate (simple or multiple release) and paperwork requirements*,
- Special shipping and packing requirements,

*Following requirement is added, as applicable

DUAL RELEASE (FAA/EASA) and (UKCAA) ARE REQUIRED
***CERTIFICATE BLOCK 12** should specify:*
- Data + procedure/repair data (ref. and rev.) used for work,
- ADs, SBs accomplished,
- Reference to the technical shop report
- cumulative time or cycles and remaining time or cycles for identified next operation as applicable

***TECHNICAL SHOP REPORT** MUST BE PROVIDED in case of status "repaired" or "inspected/tested", incl.*
(1) Make, Model, P/N, S/N
(2) Parts removed and replaced, as applicable (certificates is attached in case of serialised parts))
(3) Work accomplished (e.g., refurbished, overhauled, repaired)
(4) Manual +specific procedure used
(5) Compliance with applicable AD and SB, as applicable
(6) Test/inspection results
(7) Signature and date of authorised Staff

HISTORY
Records shall include a copy of the history that identify repairs, overhauls, SBs incorporated and AD compliance.

2.1.3 MAINTENANCE SUBCONTRACTORS

2.1.3.1 Selection of SubContractors

A **Subcontractor** is an organisation that works, fabricates or provides a service **under the approval of DABS**. Work can only be subcontracted, if DABS holds an appropriate rating for verifying/certifying the work. Maintenance tasks may be subcontracted if DABS do not have the facilities, or equipment available on its premises or if DABS cannot accomplish the work scope within a specified time.

Specific Tasks are performed **under the Scope of approval of DABS**. Work may be subcontracted to a non-EASA Part-145 approved Organisation that is equipped and has the expertise to perform these tasks. **Sufficient technical knowledge and expertise** must be available **at DABS** to evaluate **the performed work** and **the associated reports**. These subcontracted tasks are performed under the responsibility, the control and the supervision of DABS, including the verification by test and/or inspection, that the work has been performed satisfactorily.

The SubContractor must use all the necessary data defined by DABS. The requested work must be documented with the required Procedures, Drawings and data.

The **Customer Support** is responsible for selecting the subcontractor. The **SQC department** is responsible for evaluating/accepting the SubContractor when selected. An **Agreement** between both parties is signed. A PO may be used instead of an Agreement to describe the requirements for one-time use or while the agreement is not signed. The Agreement includes provisions that allow the authorities to inspect and observe the facility's work.

Type of works (Maintenance Functions) that may be subcontracted are described in **DA-1040**:

- *Plating, anodizing, Heat treatment,*
- *Welding,*
- *Structural Repair,*
- *Repair of components, assemblies, subassemblies,*
- *Fabrication of parts, assemblies, subassemblies,*
- *Repair of composite structure and component,*
- *Interior refurbishment, including cabinetry and upholstery works,*
- *Painting and surface finishing,*
- *Peening,*
- *Maintenance and Modifications/alterations of components, subassemblies*
- *Engine removal / Installation*
- *Windshield/Windows polish*
- *Weighing, Cleaning*

SubContractors are selected as per the following criteria:

- Scope of work or Work perimeter,
- Complexity of tasks,
- Technical Expertise to perform the task,
- Term of delivery, availability, Conditions of payment and warranty.
- Evaluation and assessment of the Subcontractor/ Contractors

The Subcontractors carrying out maintenance on an aircraft must fulfil the following conditions:

	Conditions (one of the following conditions)
Subcontractor (for work)	• Figure on "*List of Subcontractor*" (Refer to **DA-0104**). Work is certified by **DABS**. *The Customer must be informed when tasks are subcontracted*

2.1.3.2 Approved subcontractor lists

This Subcontractors list (DA-0104) is maintained and send to the authority for approval by the **SQC department**. **The list contains organisations with the following data's:**

1. The Provider's name, address,
2. **Approval** - Part-145 approval / FAR 145 approval / Quality standard / Non-approved,
3. **Scope of Work or Perimeter**: Refers to the specific tasks subcontracted by DABS.
4. **Type or work (function)** - Refers to the function as described in DA-01040.

2.1.3.3 Evaluation of SubContractors

All subcontractors used for Maintenance are evaluated for initial qualification by the **SQC department** using survey (**DA-0040**).

Subcontractor Qualification - Requirements and level Qualifications are described in (DA-0104)

- **Level 1 –**Approved Maintenance Organisation with appropriate rating (without EASA approval) or Manufacturer or Production Approval Holder without maintenance approval
- **Level 2 –**Approved Maintenance Organisation (without the applicable ratings) or
- **Level 3** -Non-approved Maintenance Organisation possessing a Quality Monitoring System and qualification process (ISO 9001 / AS9100 / EN 9100 / ISO 3834)
- **Level 4** - Organisation without any maintenance approval

Evaluation - Subcontractors are evaluated as per the following criteria:

- **Initial audit for new subcontractors**, (with or without a specialised personnel).

  Audits are scheduled and performed in accordance with the procedures described in MOE 3.8. The questionnaire (DA-0040) can be used as a checklist for checking processes and requirements.

  Audit is organised as follows, based on the qualification of the providers, the work to be subcontracted and the Site where the subcontracted services are performed. Refer to MOE 3.8.3.

  - Physical audit at subcontractor Site, where the subcontracted services are performed (it may involve a specialist/Qualifying inspector).
  - Desktop audit of the Maintenance subcontractor's procedures if the subcontracted services are performed on DABS Site.

- **Agreement** should be signed to ensure that the organisation has the qualified personnel, the necessary equipment, meets the standard required.

  Based on a risk assessment, agreement could be limited to a PO and if deemed necessary a supervision of the work on DABS site depending on the scope and the qualification level.

DABS ensures provided services meet the applicable criteria of regulation. The elements to be considered for the initial and recurrent evaluation of the SubContractor are detailed in **DA-0040**.
In case of discrepancies, the **Maintenance Department** may carry out a risk assessment in accordance with MOE 3.1.4 (supported by the **SQC department,** if appropriate).

2.1.3.4 Elements to be evaluated

The following elements are considered for the initial and recurrent evaluation of the SubContractor (**DA-0040**) to ensure that the services are provided iaw requirements:

- Scope of works, facilities if appropriate,
- Availability of appropriate data and standards,
- Training and competencies of Staff,
- Documentation provided, work report and data provided,
- Adequate surveillance by DABS,

All approved organisation and associated specific data were entered in SQC folder, incl.:

1. Approval Certificate and capability list,
2. Organisation Exposition,
3. List of Staff, including authorisation/evaluation by the organisation,
4. Sample of work report document,
5. Questionnaire filled,

2.1.3.5 Control of SubContractors

Surveillance monitoring is a continuous process to ensure that the provided services follow the requirements. The monitoring of subcontractors will be based on the work supervision and review of provided services, and on the analysis of the discrepancies, incidents.

Surveillance of organisations is a continuous process to ensure that SubContractors follow the standards required by the regulation.

SubContractors are controlled per the following criteria:

a) Recurrent audit is organised **every year**

Audit is organised in regard to the level qualification of subcontractors and work to be subcontracted. Requirements and level Qualifications are described in **DA-0104**.

- In case the work is performed at subcontractor's site, an audit is scheduled **every year**. It may be scheduled **every 2 years** if the subcontractor evaluation, the audit and the risk assessment demonstrate an acceptable level of risk. FOCA must be notified.
- In case the work is performed on DABS' site, it can be limited to a desktop audit of the Maintenance subcontractor's procedures.

Audits are performed iaw the procedures described in MOE 3.8. The questionnaire can be used as a checklist for checking processes and requirements.

b) Records Evaluation

The following data are monitored by the **SQC department** to be assured that the organisation has the qualified personnel to carries the subcontracted services:

- List of Staff that could perform the work.
- Records for Initial and Recurrent training (HF, safety)
- Records for competency (knowledge and specific training in regards of work scope)

c) Surveillance monitoring by control of their services and the **discrepancies** from verification process.

The **Certifying Staff** must make sure by verification inspection, that works have been performed iaw acceptance requirements. In case of discrepancies/irregularities, the Staff report the discrepancy to his **manager** and inform the **SQC department**.

The **SQC department** advises the **Customer Support** and the **maintenance manager** for a closer survey. If it appears, that the level of quality is low or insufficient, the **SQC department** is contacting the SubContractor and proceed to a visit or an audit.

In case of repetition, the **SQC department** may forbid any further work from this SubContractors.

2.1.3.6 Purchase Order

The following process has to be followed:

1- **DABS** Issues a **PO*** in Quantum with description of requested work and reference to appropriate procedures and approved data (MOD, SB, Drawing, material list, etc). A meeting can be organised to define task card system to be used and appropriate data.

2- The **Subcontractor** is responsible for completing the work and to issue a Work report including reference to the PO and approved data. At the end of the work, Task cards or Work Package are provided to DABS.

3- **DABS** is responsible for the final inspection of the work to verify that work performed is compliant with the PO and relevant maintenance data. If it is impossible to fully inspect work carried out by the subcontractor during the final inspection, inspection of the maintenance work must be carried out on the subcontractor's facility. The WP must specify which inspections are delegated to the Subcontractor and which have to be conducted by DABS.

4- **DABS Certifying Staff** is responsible to certify the work in accordance with scope of work authorisation.

*The PO form must include, if not covered by the maintenance agreement and depending on the services:

- The work requested, including references to the appropriate procedures and approved data.
- The delivery date and work location.
- Delivery documentation and paperwork requirements.

The subcontracted company is responsible to complete DABS task cards or to supply a Work Package to DABS after the work:

1. Task card/ Tracing sheet that describes action taken with reference to the associated procedures/data, and person performing the task and the Staff inspecting the work,
   It includes data documented by the Staff to demonstrate work performed/not performed. (name of person)
2. Work Package if appropriate including:
   a. "Work statement" for tasks performed or "CoC for component" listed on PO which:
      - Summarises the maintenance performed (incl. reference to the maintenance procedures and data),
      - Refers the authorised Staff (name and signature), who confirms the work performed.
      - Refers the company approval, if appropriate,
      - List work performed iaw appropriate approved data (incl. reference to PO),
      - Lists any serialised component changed including TSN/TSO, CSN/CSO, if appropriate
      - Lists AD, SB, Modifications and Repairs carried out,
      - Lists any maintenance task completed and not completed,
   b. Tracing sheet/task card
   c. List of staff working and associated personnel records
   d. Certificates for used/replaced component/material/consumables (Form 1 / CofC / Burn certificates /Paint-coating test),
   e. Test Report / Test Specimens for painting / NDT report / measurement of thickness (if appropriate)
   f. Approved data including Engineering Order, Modifications, Repairs, Burn test plan (if appropriate)
   g. Details of weight changes brought about by work performed (painting, SBs, Modifications)

2.1.3.7 Maintenance Agreement

A maintenance Agreement (**DA-0007**) is established and signed by DABS with the SubContractor as necessary (Level 2, 3 and 4). Apart of administrative details, this Agreement specifies its purpose, the organisation activities, DABS and the organisation responsibilities, the list of personnel entitled by the organisation.
This Agreement also specifies authorisation to conduct audits whenever deemed necessary.

Control of the Subcontractor • Company Data / Scope of works / Services provided • Responsibilities Control of Parts, Materials, Tools • Facilities and Storage • Equipment and tools / Parts, Materials and Consumable Control of Staff • Personnel Control of working instructions / drawings • Data / Work Recording / Maintenance Records • Critical tasks / Independent Inspections	Certification procedure • Certification of work Monitoring of the Subcontractor • Occurrence Reporting / Monitoring • Hazards and Risk / Safety precautions • Confidentiality Specificity • Location Where The Services Will Be Undertaken • Staff Records • Specific Equipment and tools • Work Records / Sample of Task card / work statement

2.1.4 MAINTENANCE CONTRACTORS

2.1.4.1 Selection of Contractors

A maintenance Contractor is an organisation that works, or provides a service under its approval. Work can only be contracted to an organisation holder of an **appropriate rating and authorisation** to certify the work.

Work which cannot be performed by DABS due to lack of manpower, capability or other reasons may be contracted to an EASA Part-145 approved Organisation. The need for Contracting can be raised by Maintenance Management.

The **Customer Support** is responsible for selecting maintenance contractor. The **SQC department** is responsible for evaluating the Contractor when selected.

In case of repetitive contracted Maintenance function with the same Contractor, agreement between both parties must be signed. Agreement includes provisions that allow the appropriate authorities to inspect and observe the facility's work.

Contractors are selected as per the following criteria:

- Part-145 / FAR 145 / TCC / ANAC certificate approval,
- Authorised scope of work,
- Complexity of tasks,
- Availability of Approved technical data,
- Delivery of certificates of release certificate,
- Term of delivery, availability, Conditions of payment and warranty,
- Evaluation of the Contractor,

The Contractor carrying out maintenance on an aircraft must fulfil the following conditions:

	Conditions (one of the following conditions)
Contractor (for work)	• Figure on " *Contractor list*" in Quantum . • Be approved per Part-145 or appropriate regulation regarding aircraft Reg. • Approval certificate (incl. perimeter) and survey available

Work is certified by the maintenance provider. (Form 1 or CRS).

If works could not be certified by the organisation, the organisation must be considered as maintenance subcontractor.

2.1.4.2 Approved list

These lists are kept current by the **Logistics Department** in Quantum.

This list contains the following data's:

1) The Organisation's name, address,
2) Approval certificate, Part-145 approval / FAR 145 approved,
3) Type and scope of works.

All **approved Contractor** and associated specific data were entered in **SQC folder**, incl.:

1. EASA Part 145 Approval Certificate and others additional NAA certificate,
2. EASA part 145 capability list,
3. Maintenance Organisation Exposition, (or MOE extract – 1.4, 1.8, 1.9, 2.16),
4. List of authorised Staff,
5. Sample of release to service/work report document,
6. Survey filled,

2.1.4.3 Evaluation of contractors

This evaluation is limited to a questionnaire, and if deemed necessary a desktop audit of the Maintenance contractor's procedures or an on-site audit.

DABS ensures provided services meet the applicable criteria of regulation. The elements to be considered for the initial and recurrent evaluation of the maintenance contractor are detailed in DA-0040.

In case of discrepancies, the **Maintenance Department** may carry out a risk assessment in accordance with MOE 3.1.4 (supported by the **SQC department,** if appropriate).

Evaluation by Questionnaire (initial/recurrent every years).

In case of agreement signed, The **SQC department** sends a Questionnaire (DA-0040) to the organisation whereby DABS to be assured that the organisation has the qualified personnel, the necessary equipment, meets the standard required.

In case of agreement NOT signed, The **Technical Services** sends a Questionnaire (DA-0040) to the Contractor whereby DABS to be assured that the Contractor has the qualified personnel, the necessary equipment, meets the standard required. PO should describe the document required for the release.

2.1.4.4 Elements to be evaluated

The following elements should be considered for the initial and recurrent evaluation of the maintenance contractor (**DA-0040**) to ensure that the services are provided iaw requirements:

- Scope of works as described in Approval certificate and MOE 1.9,
- Availability of appropriate data and standards,
- Training and competence of Staff, including certifying Staff,
- Documentation provided, Form 1 or CRS, incl. work report and data provided; incl. MOE 2.16,

2.1.4.5 Control of contractors

Surveillance monitoring is a continuous process to ensure that the provided services follow the requirements. The monitoring of Maintenance contractors will be based on the review of provided services, and on the analysis of the discrepancies, incidents. Surveillance of organisations is a continuous process to ensure that maintenance contractors follow the standards required by the regulation.

Maintenance contractors are controlled per the following criteria:

a) Evaluation by Questionnaire (initial + recurrent based on surveillance monitoring and under responsibility of **SQC Department**).

Technical Services is in charge to control if the contractors have appropriate current approval certificate before contracting the services.

The **SQC department** or Technical Services sends a Questionnaire (**DA-0040**) to the maintenance contractors to ensure that the services are performed iaw requirements.

b) Surveillance monitoring by follow-up / control of their services and the **discrepancies** from verification process.

The **Certifying Staff** makes sure by inspection, that works have been performed iaw acceptance requirements. In case of discrepancies/irregularities, the Staff report the discrepancy to his **manager** and inform the **SQC department**.

The **SQC department** advises the **Customer Support** for a closer survey. If it appears, that the level of quality is low or insufficient, the **SQC department** is contacting the Contractor and proceed to a visit or an audit.

In case of repetition, the **SQC department** may forbid any further work from this Contractor.

2.1.4.6 Purchase order

Requests for work by maintenance Contractor are initiated in Quantum by the **Technical Services**.

PO form must contain:

- Work requested, including defect identified if appropriate.
- Delivery date, Work location.
- Release to service document and paperwork requirements*.

* The Following requirement is added, as applicable

The contractor company is responsible to supply a Work Package to DABS after the work with following:

1. Tracing sheet that describes action taken with reference to the associated procedures/data, and person performing the task and the Staff inspecting the work,
   It includes data signed by the Staff to demonstrate work performed/not performed.
2. Signed "CRS" or "Work statement" for tasks performed or "Form 1" for component listed on PO which:
   - Summarises the maintenance performed (incl. reference to the maintenance procedures and data),
   - Certifies the work performed iaw EASA 145,
   - Refers Part 145 Approval certificate number and the authorised certifying Staff (name and signature),
3. Work report / Shop report should include:
   - List work performed iaw appropriate approved data (incl. reference to PO),
   - Lists any serialised component changed including TSN/TSO, CSN/CSO, if appropriate
   - Lists AD, SB, Modifications and Repairs carried out,
   - Lists any maintenance task completed and not completed,
4. Certificates for used/replaced component/material/consumables (Form 1 / CofC / Burn certificates /Paint-coating test),
5. Test Report / Test Specimens for painting / NDT report / measurement of thickness (if appropriate)
6. Approved data including Engineering Order, Modifications, Repairs, Burn test plan (if appropriate)
7. Details of weight changes brought about by work performed (painting, SBs, Modifications)

2.1.5 ANNEXES

- **DA-0007** Contract
- **DA-0040** Checklist for Survey (DA-0040_CL4000)
- **DA-0104** Subcontractors List
- **DA-1040** List of Maintenance Functions

2.2 ACCEPTANCE AND INSPECTION OF AIRCRAFT COMPONENTS AND MATERIALS, AND INSTALLATION

145.A.42(a)(b)(c), AMC1 145.A.42(a), GM1 145.A.42(a)(i), GM1 145.A.42(b), AMC1 145.A.42(b)(i), GM1 145.A.42(b)(i), GM1 145.A.42(b)(ii);

2.2.0 GENERAL & RESPONSIBILITIES

2.2.0.1 General

This chapter describes the procedures for receiving components and materials. It includes the following processes:

- Acceptance of component/material from external sources,
- Incoming inspection/receiving inspection including Treatment of Parts not accepted / bogus Parts,
- Acceptance of components from internal sources,
- Components removed serviceable,
- Installation of components, standard parts and materials,

Classification and definitions:

All components/Materials are classified into the following categories:

- ***Components** includes Engine, APU, Propeller and serialised Parts*

1. ***Serviceable Components** which are in a satisfactory condition, certified on an EASA Form 1 or equivalent.*
2. ***Unserviceable components** which must be maintained in accordance with Part 145.*
3. ***Unsalvageable components** which are classified as per MOE 2.3.*
4. ***Standard parts** used on an aircraft, engine or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data.*
5. ***Raw material** is any material that requires further work to make it into a component part of the aircraft, such as metal, plastic, wood, fabric, etc. Material.*
6. ***Consumable material** is any material which is only used once, such as lubricants, cements, compounds, paints, chemical dyes and sealants, etc.*

- ***Consumables** includes only items intended to be permanently fitted to the Equipment/aircraft.* *hydraulic fluids, lubricating oils, greases, sealants, adhesives, silicone compounds, paints, lock-wire, tapes*
- ***Ingredients** means all items which are consumed in the execution of the Work, without being directly incorporated in the equipment/aircraft,* *solvents, cleaning agents, masking tape, and cutting oils*

*All **Materials**, (Raw, Consumables and Ingredients), must be accompanied by documentation clearly relating to the specific material and containing a conformity to specification statement plus both the manufacturing and supplier source.*

Items purchased in batches should be supplied in a package. The documentation/packaging states the applicable specification/standard, P/N, batch number and the quantity of the items. If the material is acquired from different batches, acceptance documentation for each batch should be supplied.

2.2.0.2 Responsibilities

- The **Logistic Department** is responsible to ensure, that the delivery is conform to order specification, that the required documentation is received, and that the incoming inspection is carried out.
- The **Store Receiving inspector** is responsible for the proper inspection of Components and material intended to be used in maintenance activities iaw the instruction for incoming inspection detailed in **DA-0129**.
- In case **of AOG situation**, The **Logistic Department** is responsible to ensure, that the delivery is conform to order specification, the **certifying Staff** is responsible that the incoming inspection is carried out.

2.2.1 ACCEPTANCE OF COMPONENTS FROM EXTERNAL SOURCES

2.2.1.1 Required documents and component release certificates

Beside the delivery note, the following documents are requested for acceptance:

TYPE OF ITEMS	AUTHORISED RELEASE DOCUMENT
New components manufactured in • **EASA-member country** incl. components manufactured under a (e)TSO Authorisation • **NAA=National Authority** under terms of a working agreement	**Forms is signed on left side**: ➢ EASA Form 1 (note1) -*(non-approved data is not acceptable).* ➢ JAA Form One issued by an APO until **28/09/2005.** ➢ Release document issued by an Organisation under the terms of a BASA IPA **(EASA/FAA/TCCA/ANAC/Japan/Israel/UKCAA)** (note2) ➢ Statement issued by the manufacturer that confirms the part was manufactured under a(e)TSO authorisation. ➢ Statement ** issued by the PAH that confirms the part "*with negligible safety effect*" was manufactured in conformity to design data. ➢ Statement issued by the US PAH that confirms the part was manufactured to design data + FAA Form 8130-3 Dual release issued by DABS (note5)
Used components • **EASA-member country** • **NAA=National Authority** under terms of a bilateral agreement (USA/Canada/Brazil)	**Forms is signed on right side** ➢ EASA Form 1 (note1 & note3) Single / Dual / Triple release. ➢ JAA Form One issued by an AMO until **28/11/2004.** ➢ TCCA Form One (Single or Dual) (note3) ➢ Release document **with Dual/triple release** issued by an Organisation under the terms of a BASA MIP **(EASA/FAA/ANAC)** (note3 & note4) ➢ Statement** that the part "*with negligible safety effect*" was repaired to design data
Standard Parts or Class III identified as such by TCH/STCH	**Certificate of conformity** * Evidence of conformity traceable to the applicable standard
Materials including Raw material and Consumables (liquids, compounds, oil, grease)	**Certificate of conformity** * Evidence of conformity traceable to the applicable specification, incl. life limitation Material specification data sheet (MSDS) when appropriate
Fabrics, leather, furnishing for Cabin fitting	**Certificate of conformity** * Burn-test certificate

Note1 EASA Form 1 (issue 1) or EASA Form 1 (issue 2) after **28/09/2010 or** EASA Form 1 (issue 3) after **24/03/2020**
Used components maintained by a CAO certified on an EASA Form 1 cannot be installed.

Note2 **Form 8130-3** or **TCCA Form One** or **ANAC Form F100-01** or **JCAB Form 18** or **UK CAA Form 1**

Note3 TCCA Forms with additional release are acceptable if issued before 11 July 2024.

Note4 **Form 8130-3** or **ANAC Form F100-01** - Forms with additional TCCA release are acceptable if issued before 11 July 2024
UK CAA Form 1 is not acceptable if NOT accompanied by an EASA Form 1

Note5 **iaw agreement US-Swiss.** Refer to MOE 2.16.6

PMA Parts could be installed on all aircraft if **FAA Form 8130-3 mentions** the following:
- «This PMA part is not a critical component»; **or**
- «Produced under licensing agreement from the FAA design approval holder»; **or**
- «The design of this PMA part has been approved under [EASA/NAA] approval ref. XXX»

"Rebuilt" status is acceptable only in **case of engines** rebuilt by the OEM.
NOT acceptable for propellers and all other components whether rebuilt by OEM or PMA. Only for N-registered aircraft

A valid *Certificate of Conformity (CofC) / **Statement (iaw 21.A.307(c)) must include:
- Reference to the Part (Name & P/N) referenced in IPC **as** "standard part" **or as** "part with negligible safety effect".
- Evidence of conformity traceable to the applicable ***Established Specification **or** Standard **or** Design data.
- Manufacturing source / Supplier source.
- Manufacturing Part Number and Batch or Lot Number.

** Statement must be issued by the manufacturer

***Established standards** as National Aerospace Standards (**NAS**), Army-Navy Aeronautical Standard (**AN**), Society of Automotive Engineers (**SAE, ARP**), Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, American National Standards Institute (**ANSI**), Military Standard (**MS** or **MIL**), **EN** Specifications etc… *BAC/NSA/ABS not acceptable.*

2.2.1.2 Acceptance of FAA PMA Parts

FAA has a system of granting approval called **PMA** (Parts Manufacturer Approval) which permits the holder to manufacture and supply parts to OEMs, maintenance organisation in lieu of parts manufactured by OEM provided such parts manufacture has the approval of FAA and part is not a critical component.

2.2.2 INCOMING INSPECTION - RECEIVING OF COMPONENTS / MATERIAL

All incoming Components/Material are segregated from the regular stock until the Incoming Inspection has been satisfactorily performed. A receiving Area is available for material reception and receiving inspection with a table including ESD sensitive mats.

The incoming inspection is carried out following the instructions detailed in **DA-0129**.

All data concerning Components are entered in Quantum. A label is printed and attached to the component/materials for traceability purpose.

Component Release Certificate is attached to serialised components.

The invoice, the Delivery note and the Component Release Certificate or CofC are scanned and recorded in Quantum.

2.2.2.1 Acceptance Criteria

Components, Standard parts and Materials to be used during maintenance activity are obtained from acceptable sources (refer to MOE 2.1) and must be formally accepted before issuance to the **Technician** for use or fitment on aircraft. This also includes those components provided by the customer.

Components/Materials are accepted as per the following criteria:

1) **Packaging Condition** – No external damage to the package and component. Appropriate package/protection* with respect of the type of component,
2) **Visual Inspection** - General conditions (Dust, plugs / caps appropriately installed to prevent damage or contamination),
3) **Quantity Verification -** Conformity to Purchase Order specification, quantity, quality,
4) **Identification & Labelling** - Correct identification/labelling (P/N, S/N) and appropriate proof of equivalency, if applicable,
5) **Release Certificates & Documentation** -Proper and valid accompanying documentation / Certificate including:
   - Component Release Certificate with appropriate dual release when required,
   - Document stating the conformity to design data or IPC for Parts with negligible safety effect,
   - CofC / document stating the batch number and conformity to standards or IPC for Standard Parts,
   - CofC / Document stating the conformity to specification data in case of materials,
6) **Appropriate information** in Block 12 (Modification / AD status / next inspection / life limitation),
   NOTE: Special attention must be given to AD applicable to the components by checking Quantum.
7) **Manufacturing Date & Shelf Life -** Shelf life remaining on life limited Parts/consumables, MOE 2.2.2.3
8) **Alternative Parts** - Confirm that alternative parts are justified by the supplier (IPC/SIPC/DOA letter) and accepted by the CPM/technician
9) Suspect Bogus part (refer to MOE 2.2.2.5),

**Component has ESD packaging, when necessary, all plugs and caps appropriately installed to prevent damage or internal contamination. Care is taken when tape is used to cover electrical connections or fluid fittings/openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units.*

Data Entry & Identification – The **store department** enters all relevant information concerning the Part in QUANTUM and Identifies the Part or its packaging with an identification label. MOE 2.2.2.2.

In case of discrepancies or irregularities, the **Logistics Department** completes a Discrepancy Report (**DA-0139**) and attaches it to the delivery note. This report is then forwarded to Purchasing department for further action. The affected Components/Materials are stored and segregated in the appropriate Holding area, tagged with the Discrepancy report (**DA-0139**), while awaiting feedback from the Purchasing Department (refer to MOE 2.2.2.4).

Any Component supplied by the **customer**, which is to be installed on the Aircraft, must be accompanied by the above-mentioned Documentation and a **supplier evaluation** iaw GM3 145.A.42(b)(i).

2.2.2.2 Identification and Labelling

After satisfactory incoming inspection:

- The receiver puts the entry stamp on **Delivery note** and attests the correct incoming inspection with his name/stamp . Additionally, the name of the receiver is entered in Quantum.
- All relevant information concerning the Part are entered in QUANTUM.
- Parts (or the package) are identified with barcode identification labels generated by Quantum with information about the purchase order, the part description, the Part Number and the WP if referenced during the order with a BOM. The following is added as appropriate:
  - Serialised Parts are identified with P/N and S/N.
  - Shelf-Life or next inspection for limited items / Consumables are marked on the labels.

The Component Release Certificate is attached to the Component.

The CofC is not attached to the consumables. Traceability is ensured within Quantum.

2.2.2.3 Control of shelf life

1) **Component/consumables with limited shelf life** as: adhesive, sealant primer, paint, finishing, rubber hoses, O-rings, fire extinguishers squibs, etc., are regularly inspected (at least once a month) for life limit control by the appropriate personnel (Store department or the Line Station Responsible). Older **Component/consumables** have to be used first.

2) **Component/consumables with expired shelf life** are not used on aircraft or component.
Items have to be removed from serviceable stock and tagged as unserviceable. Items can be sent to the manufacturer or to an appropriate shop as required for recertification, if needed.

2.2.2.4 Procedure for Part not accepted during incoming inspection

Discrepancies or irregularities during the incoming inspection are documented on a “Discrepancy report” (**DA-0139**) and forwarded to the **Purchasing department**.

Parts that are not accepted during the incoming inspection, must be identified and segregated as follow:

- Any Part not accepted during the incoming inspection is identified with the discrepancy report (DA-0139), including the reason for rejection.
- Such Parts are temporarily stored in the designated "**Holding area**" if they do not conform to the order specification or have Certificate issues, until the discrepancy is resolved and closed by the Purchasing department.
- If the part is ultimately rejected, it must be identified with a **'RED Unserviceable**' tag, clearly declaring the reason for rejection. The part must then be stored in the **'Quarantine Area'** or **'Unserviceable Area**' until it is either returned to the vendor or scrapped.

2.2.2.5 Suspected unapproved part – Bogus Part

Any suspected unapproved part « bogus part » must be identified with a "**RED Unserviceable**" tag by describing on the tag, the reason for rejection as described in **DA-0122**.

Generally, a bogus part is one which has been manufactured, remanufactured or repaired illegally, or which is time-expired and has been re-identified to hide the fact that it is time-expired, or which cannot be authenticated by correct documentation.

When a suspected unapproved part is detected, a notification is sent to the appropriate competent authority by the **SQC department**. Refer to MOE 2.18.

2.2.3 ACCEPTANCE OF COMPONENTS FROM INTERNAL SOURCES

2.2.3.1 Components maintained in DABS Shop

Components which have been maintained/repaired/tested in the DABS workshops must be certified by a component Certifying Staff with a Form1.

Following information are to be described in Form 1 (block 13):

1) Procedure, data used for maintenance/repair activity,
2) Modification / AD status / next inspection / life limitation,
3) Shelf life remaining on life limited Parts/Consumables,

NO SUCH UNIT must be returned to the Store and stored without a duly filled **Form 1**.

Note *In case of Work is performed on a component removed and fitted on the same aircraft iaw data provided by the TC holder/manufacturer, a Form 1 may not be necessary. (refer to MOE 2.16.3.2)*

2.2.3.2 Acceptance of internally Fabricated Parts

Parts fabricated in-House may only be used by DABS. All parts are accompanied by a Form PFTS (**DA-0164**) as described in MOE 2.30.

Under no circumstances Parts fabricated can be qualified for certification under Form 1.

2.2.4 COMPONENTS REMOVED SERVICEABLE

Refer to MOE 2.16.5 for release to service procedure.

2.2.4.1 Removed for Installation on the same product

Components removed serviceable from an aircraft for installation **on the same product (Aircraft / Engine / APU)**, must be tagged with a "**BLUE Identification**" tag (**DA-0122**).

2.2.4.2 Removed for Installation on other product

Components removed from an EASA Aircraft/Engine or from a Component (assembly) for installation **on other Product/part** are inspected by an **AC-Rated Staff**. An **EASA Form 1** is issued and attached to the component before installation on the product/part. Refer to MOE 2.16.5.1.

The form issued for components removed must Identify:

- The identifying information concerning the aircraft,
- The serial number, part number, and any other identifying information concerning the part,
- Visual inspection and operational tests performed for removal,
  Visual inspection *is an Inspection of the part for* ***any*** *physical degradation, corrosion, or visible defect.*
  Operational tests *are performed according to the manufacturer's recommendations and requirements.*
- The documentation concerning the maintenance history,
- Last certification and all available documentation regarding the part, including the ON/OFF History, certificate of conformity, and maintenance history,

In case the component is removed from Non-EASA aircraft, If all inspections and tests are satisfactory, DABS will issue a Serviceable Certificate, in accordance with regulations in force on donor aircraft. Refer to MOE 2.16.3.2.

In case of removal from an assembly, the assembly must be NEW, listed on IPC and a formal authorisation should be given by the TC holder. An **EASA Form 1 "inspected/tested"** (visual inspection with satisfactory status, reference to assembly Form 1, TSN=0) is issued by a B1 Staff and attached to the removed part before installation.

2.2.4.3 Removed for storage

Components, which are not scheduled to be installed immediately on aircraft, are stored in the Store in the storage area if a certificate (EASA form 1) has been issued **or** in a restrictive Quarantine area with a "**RED Unserviceable**" tag (**DA-0122**) if certificate was not issued. The Tag should list the aircraft registration and serial number, components part and serial number, hours, cycles and reason for removal.

In case of Used aircraft components removed from an aircraft withdrawn from service (including decommissioning and disassembling), refer to MOE 1.9.11 and 2.16.5.

2.2.5 INSTALLATION OF COMPONENTS/MATERIALS

2.2.5.1 Verification before installation/use

It is the responsibility of the **Team leader / CS,** prior to the installation of components and prior to use materials on an aircraft or component, to verify that:

- the component is on satisfactory condition,
- the component is accompanied by appropriate component release document (Form 1 or equivalent) for installation iaw MOE 2.2.1,
- the Item, without Form 1, is a consumable or a Part referenced in IPC **as** "standard part" **or as** "part with negligible safety effect" (iaw 21.A.307(b)),
- the component is eligible to be fitted when specified in the applicable maintenance data (IPC, SB, EB),
- the component is eligible to be fitted when different modification or AD or configuration is applicable,
- Consumables due dates,

Note - It is the responsibility of the **Logistic department,** prior standard Parts / materials issuance, to verify the satisfactory condition, with an appropriate CofC / Statement traceable to applicable standard / specification / design Data.

2.2.5.2 Installation of a Component with not Appropriate Component Release Certificate

When an aircraft is grounded, **in case of unforeseen circumstances** due to the non-availability of a component with the appropriate component release certificate, it is permissible iaw 145.A.50(f) to temporarily fit a component without the appropriate component release certificate for a maximum of **30 flight hours** or until the aircraft returns to its station.

Under Below conditions, CIRC Form **DA-0132** is completed and sent to the Customer for agreement:

- A Maintenance contract must be established with the customer,
- Component **is** considered **serviceable** and accompanied by documentation clearly stated "as serviceable" and meets required specification and, applicable maintenance and operational requirements,
- Component complies with applicable ADs,
- Component has appropriate traceability, including life-limit and time-control information.

CIRC form **(DA-0132**) is integrated in the Work Package.

Such components must be removed by the time limit provided for in the first sentence of this point unless an appropriate release certificate has been received.

Upon receipt, Form **DA-0132** is completed and resent to the customer with the concerned appropriate component release certificate.

2.2.6 ANNEXES

- **DA-0122** Identification Tag
- **DA-0129** Incoming Inspection
- **DA-0132** CIRC Authorisation to fly with a component with inappropriate Release Certificate
- **DA-0139** Discrepancy report
- **DA-0164** Parts Fabricating Tracing Sheet (PFTS)

2.3 STORAGE, TAGGING AND DELIVERY OF COMPONENTS AND MATERIALS TO MAINTENANCE

145.A.25(d), AMC 145.A.25(d),145.A.42(a), AMC1 145.A.42(a), AMC2 145.A.42(a)(iv), 145.A.42(c), AMC1 145.A.42(c), GM1 145.A.42(c)(i)

2.3.0 GENERAL & RESPONSIBILITIES

2.3.0.1 General

This chapter describes procedure for:

- Components and material storage in satisfactory storage conditions, and Control,
- Tagging / labelling of components/standard parts/materials,
- Disposal and segregation of components/standard parts/materials,
- Delivering components and material to the maintenance process,

Classification and definitions:

All components are classified and appropriately segregated into the following categories:

- *Components which are in a satisfactory condition, certified on an EASA Form 1 or equivalent,*
- *Unserviceable components,*
- *Unsalvageable components,*
- *Standard parts,*
- *Material both raw and consumable used during maintenance,*

Documentation accompanying components and material are detailed in the table under MOE 2.2.

Unserviceable Components

A component is considered unserviceable in any one of the following circumstances:

- Expiry of the Service Life Limit as defined in the Aircraft Maintenance Programme,
- Non-compliance with the applicable ADs or any Continued Airworthiness requirement,
- Absence of necessary information to determine the airworthiness status or eligibility for installation,
- Evidence of defects or malfunctions,
- Involvement in an incident or accident likely to affect its serviceability,

Unsalvageable Components

Components that have reached their certified life limit or contain a non-repairable defect are classified as **unsalvageable**. It includes the following types of components:

- Components with non-repairable defects, whether visible or not to the naked eye,
- Components that do not meet design specifications, and cannot be brought into conformity with such specifications,
- Components subjected to unacceptable modification or rework that is irreversible,
- Certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records,
- Components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment,
- Components for which conformity with an applicable AD cannot be accomplished,
- Components for which maintenance records and/or traceability to the manufacturer cannot be retrieved.

Components classified as unsalvageable must not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair carried out using approved data.

Standard Parts and Materials are described in MOE 2.2.

2.3.0.2 Responsibilities

- The **Store Supervisor** is responsible for labelling, storage, monitoring and issuing procedure for components, standard parts and material.

2.3.1 STORAGE AND CONTROL

Tags for identification of the status are described in **DA-0122**.

2.3.1.1 Storage Locations

Access to the Store is restricted to the Store personnel and appropriate authorised personnel. The following storage locations are available:

- **Stores** for serviceable components, Tools.
- **incoming "Holding area"** for Parts, Tools following problem during incoming process.
- **"Unserviceable area"** for Parts, Tools to be shipped.
- **"Quarantine zone"** for Parts Unsalvageable/Unserviceable Parts, Unserviceable Tools waiting for customer or DABS decision for scrapping or dispatch.

Note: In Stations Holding Area, unserviceable area and Quarantine zone can be combined.

2.3.1.2 Storage Conditions

The storage areas are permanently checked for the Temperature and Humidity. Appropriate records are maintained in internal server to permit a control of deviation by the Logistic department.

In case of deviation, actions are taken by **Store supervisor** as necessary, in cooperation with **SQC department**.

Components / standard parts / Materials are to be preserved iaw the Manufacturer's Recommendation or other acceptable Industry Practices. Where possible, Components are stored in the original packaging in appropriate area to minimize damage and corrosion during storage.

The Storage areas are cleaned, well-ventilated and maintained at adequate temperature to protect Components against Humidity, Dust, or other Damage. It includes:

- ESD sensitive parts are stored on shelves and cupboards that are ground-bonded,
- Tires and complete wheel assy's are safely stored in special racks, protected against light and contamination,
- Flammable fluids and chemicals are stored iaw the manufacturers' instructions (SDS) and in dedicated area or special metal flammable Cabinets in Stores, Hangars or Shops. Dedicated storage cages are used on maintenance area for heavy projects in small quantities.
  (refer to 2.7.1 for safety precaution),
- Hardware is stored in separate drawers and bins identified with the part number in the Store and in free issue dispensers in the workshops,

2.3.1.3 AD Control

Relevant ADs are provided by **SQC department**. The **Store supervisor** must verify stocked component/ material against applicability of ADs and up-date Quantum and organise applicability if necessary. Warning is issued in Quantum to permit a verification when component is identified or issued.

2.3.1.4 Shelf-life Control

A due list report is generated from Quantum to control life-Limited Parts and Time-Controlled Components and send to the store function responsible. Actions must be done by the responsible to remove expired components/consumables from stocking area. Additionally, once per week, the Logistics Department also sends a reminder in case of actions are needed.

Additionally, once a month, free issue stock are checked in respect to the Remaining life of perishable products. Check is also performed in case of chemical products stored in Hangar, Shop or in maintenance area (dedicated cages for maintenance project).

Component/consumables with expired shelf life must not be used. Items must be removed from serviceable stock and tagged as unserviceable. Items may be sent to the manufacturer or to an appropriate shop as required for recertification.

2.3.2 LABELLING SYSTEM

Description of labels used is described in **DA-0122**.

A label is printed through Quantum and attached to the components. Certificate and associated documents are attached to the components before storage.

Standard parts, materials with a limited shelf life are labelled with the expiry date described on the label.

2.3.2.1 Identification and Labelling

All Parts after satisfactory incoming inspection must be identified with barcode identification labels generated by Quantum with information concerning the purchase order, the part description, the Part Number and the WP if referenced. The following is added as appropriate:

- Serialised components are identified with P/N and S/N.
- Shelf-life limited items / Component /consumables are marked on the identification labels.

The Component Release Certificate must be attached to the Part or is printed when issued from store in case of standards Parts.

The Component Release Certificate is not attached to the consumables. Traceability is ensured in Quantum.

2.3.2.2 Serviceable Components

1) **Components** from Manufacturers, Suppliers or Contractors, when being stored, are identified with a label and **component release certificate** attached if appropriate or available in Quantum.
   A copy **of component release certificate** is kept on Quantum.
2) **Class III products and standard parts** are non-serialised items. Batch number is indicated on the label. This number, together with the Part Number, will lead to the original release document (**component release certificate** or **statement of conformity)**.
   Traceability is kept on Quantum.
3) **Components** which have been maintained at DABS have to be identified with an **EASA Form 1 with FAA dual release provision**. Canada or Brazil dual release could also be issued.
   A copy of the **Form 1** is kept in the appropriate folder and on Quantum.
4) A "**BLUE Identification**" tag is used for components removed from aircraft in serviceable condition. In case the component is not reinstalled on the aircraft, a Form 1 may be issued (MOE 2.2.5).
5) **Components returned to the customer** are identified with a Form **DA-0136_CoC**. A record will be made in the WP showing that the components were returned to the customer.

2.3.2.3 Unserviceable Components

1) **Unserviceable components**, removed from an aircraft to be maintained in DABS facility, are identified with a "**WHITE Unserviceable**" tag.
2) A "**WHITE Unserviceable**" tag is used for components removed from an aircraft that have not been inspected and require further inspection before reinstallation. This excludes the dismantling process, where the use of tags is outlined in procedure DA-0210. This procedure specifies how tags should be applied when items are removed, as this process differs from the MOE, given that the items will not be reinstalled on the aircraft.
3) **Unserviceable Components**, removed from an aircraft to be sent to external organisation or failing the incoming inspection, are identified with a "**RED Unserviceable**" tag.
   *When the component is considered as unsalvageable, it must be identified with a "**RED Unserviceable**" tag and placed into the Quarantine area located in the Store.*
3) **Scrap Parts** are identified with a "**RED Unserviceable**" tag with "**SCRAP**" ticked.
4) Components returned to the customer are identified with a "**RED Unserviceable**" tag. A record is made in the WP showing that the part was returned to the customer.
5) Aircraft Parts involved in an incident /accident are identified with a "**RED Unserviceable**" tag with "**part involved in occurrence**" ticked . It will remain attached until investigations are completed.

2.3.3 DISPOSAL OF COMPONENT

2.3.3.1 Serviceable Items

The Store is used to store components and materials that have been subjected to an incoming inspection and accepted as serviceable, and where the appropriate records are available.

Components have to be identified according to MOE 2.2 either with Form 1 or equivalent or with tag/label bearing all relevant information to assure the traceability.

Store location of components is recorded in Quantum. An inventory list is maintained and managed in the Quantum.

Components are stored in suitable Area, Rooms, Shelves and Cupboards.

2.3.3.2 Customer Items

Customer components, if not entered in Quantum, are identified with an Orange or Red Tag and identified as ***"Customer property - To be controlled before installation".*** In case of use, an incoming process is performed, and data is entered in Quantum before installation on aircraft.

Customer components are segregated in dedicated segregated area.

2.3.3.3 Standard Parts and Material

Standard Parts are stored in such a way that the individual parts of the entire batch can be traced. Different batches cannot be mixed. Depending on the type and size of the parts, they are stored in labelled plastic bags and/or storage boxes on frames or in drawers.

Some material is subject to special conditions such as storage condition or life limitation, that should be included on the documentation and / or material packaging.

2.3.3.4 Unserviceable Items

Unserviceable components must be identified by means to prevent unwanted separation of the tag from the component, and stored in a secure location under the control of Logistic Department until a decision is made on the future status of such component.

Unsalvageable parts must be identified with a "**RED Unserviceable**" tag and put into the secure Quarantine area located in the Store.

1- **Parts/Tools not accepted during the incoming inspection** are stored in specific **incoming "holding area**", when not directly returned to the supplier. It concerns Parts/Tools do not conform to order specification or for which the release documents have not been received or are not correct.

2- **Unserviceable components** removed from aircraft or unserviceable Tooling are tagged with a "**RED Unserviceable**" tag completed with status information's**. Unserviceable components/ tools** waiting for repair or maintenance are stored in "**Unserviceable" area**.

3- **"Quarantine Area"** is separated from the rest of the Store. It consists of a lockable room / cupboard. Only Store personnel and auditors including the authorities are permitted to enter. Unserviceable / Unsalvageable component / Tools are tagged with a completed "**RED Unserviceable**" tag until further disposal.

2.3.3.5 Unsalvageable Parts

Once the Assessment that the unserviceable Part is considered as unsalvageable, it is identified with a "**RED Unserviceable**" tag and placed into the secure Quarantine area located in the Store.

2.3.3.6 Scrapped Part

After the customer approval, the **Store supervisor** is responsible that the scrap Parts are mutilated* in a Way that ensures the part cannot be restored for use and prevents them to be returned to Service.

Following this Action, the related information data are entered in Quantum to maintain Traceability of such Parts. Certificate and/or pictures are attached in Quantum.

** Mutilation should be accomplished in such a manner that the components become permanently unusable for their originally intended use. Mutilated components should not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by replating, shortening and rethreading long bolts, welding, straightening, machining, cleaning, polishing, or repainting.*

Mutilation may be accomplished by one or a combination of the following procedures:

- *grinding, burning, removal of a major lug or other integral feature, permanent distortion of parts, cutting a hole with cutting torch or saw, melting, sawing into many small pieces; etc*

2.3.4 ISSUE OF COMPONENTS/MATERIAL

Quantity, Part Number, Description and Serial Number (if applicable) are recorded in Quantum, including a unique Stock line.

2.3.4.1 Issue of Components

Components are issued by **Store personnel** ONLY in accordance with a BOM filled by the technical services or technician in Quantum.

2.3.4.2 Issue of Material

Standard Parts/Materials are issued by **Store personnel** in accordance with a BOM filled by the technical services or technician in Quantum.

Ingredients are available on Free-issue area where ingredients are identified with Description.

2.3.4.3 Dispatch of Components for repair/Overhaul/Calibration

Unserviceable component, removed from and supposed to be reinstalled in the same aircraft after repair/overhaul are directly given by the **Technician** to the appropriate workshop, if in house capability exists. These Components are identified with a "**WHITE Unserviceable**" tag.

If not, such components as well as core units of exchange parts are temporarily stored on the Store with a "**RED Unserviceable**" tag. These parts are dispatched with an appropriate "Order" to the different contractors by the **Logistics** department. A copy of the "Order" is kept in quantum.

Components maintained in-house and reinstalled directly on the same aircraft during inspection, are recorded in the aircraft WP.

- Form 1 is issued if maintenance on component is performed iaw capability list,
- Form 1 is not issued if maintenance concerns sheet metal work or painting,

Components maintained in-house for stock or Customers are covered under a separate WO on request of the **Shop supervisor**.

2.3.5 ANNEXES:

- **DA-0122** Identification Tag
- **DA-0136_CoC** Parts removed serviceable

2.4 ACCEPTANCE OF TOOLS AND EQUIPMENT

145.A.40(a)i, AMC 145.A.40(a), 145.A.40(b), AMC 145.A.40(b)

2.4.0 GENERAL & RESPONSIBILITIES

2.4.0.1 General

This chapter describes the procedures for the acceptance of new tools / equipment received and also the loan / hired tooling.

Tooling includes calibrated tools and equipment, Tooling in need of servicing or preventive maintenance, standard tools, task-specific Tooling, alternative Tooling, un-calibrated Tooling, GSE (platforms / docking / Stairs), ESD mats and wrist straps, personal or loaned Tooling.

Classification:

Tools and equipment are classified into:

- "**Standard**" Tooling
- "**Task specific**" Tooling

  - **Standard Tooling** that are commercially available and not exclusively used in the aviation industry (*i.e. being commercially available*) and being generically identified by the maintenance data by type and/or family and/or characteristics.

    Ladder, access platform, screw driver, standard wrench, protective cover, circuit breaker safety clip, nitrogen bottle, caps and plugs, grease gun, Multimeter; Torque wrench; Pressure Gage.; jack; Portable Hydraulic Cart..

  - **Task-specific Tooling** are those tools and equipment designed for the particular aircraft / engine/ component / NDT / Maintenance task and specifically identified in the maintenance data.

    MLG wheel adapter; pin - Locking; jack adapter; tire removal; wheel/brake change; jack Axle; GFCI Tester; Hydraulic Pump; air data system flushing; charging pitot probe; standby compass calibration.

The Tooling to be used for Maintenance must conform to standard industry practices and to the specification in the appropriate maintenance data. Deviations from these specifications are acceptable only when the same standards can be obtained and demonstrated. Alternative Tooling are described in MOE 2.4.3.

All Tooling as specified in the manufacturers' data are listed on Quantum and are available in the different Workshops and in the Hangar.

Prior to use any Tooling, the user must ensure that the tooling is in good and safe working condition and that calibration/inspection, if applicable, is not overdue; Refer to MOE 2.5.2.

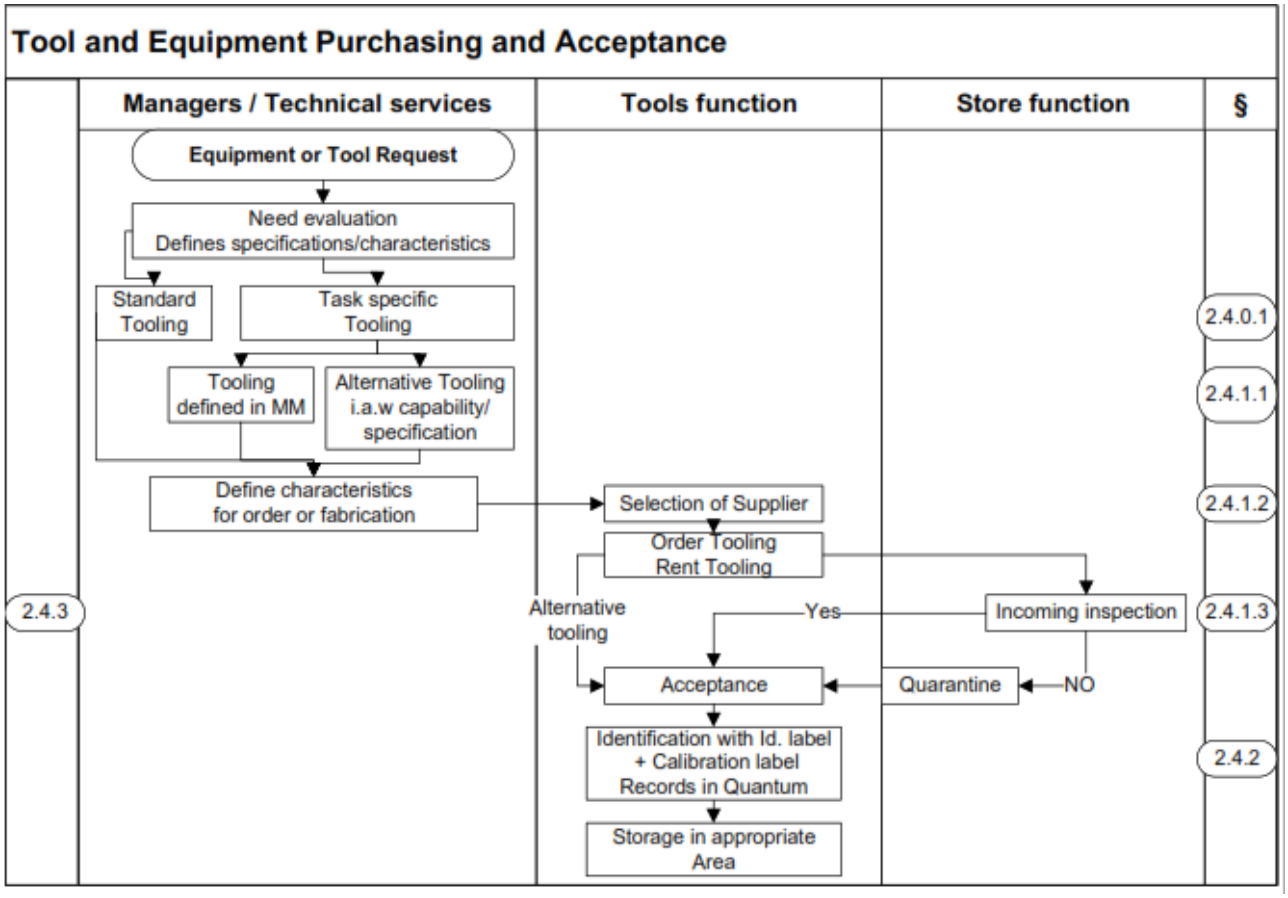
Controls (Verification / inspection /calibration) of Tooling are described in MOE 2.5.

Any Discrepancy must be reported to the **Tooling department**.

2.4.0.2 Responsibilities

- The **Tooling department** is responsible to purchase Tools and Equipment, upon request of the **appropriate manager / Shop supervisor** and with the approval of the **Maintenance management**.
- The **store Function** is responsible for Incoming inspection**, before** dispatch to the **Tools function** for technical verification including certificate.
- The **Tooling department** is responsible to receive the Tooling and to identify the Tooling with a unique inventory Id. number in Quantum with their Designation, Manufacturer, Type, Part Number and Serial Number. Tooling certificate is recorded in Quantum.
- The **Tooling department** is responsible to manage the Alternative tooling process**.**

2.4.0.3 Flow chart



2.4.1 TOOLING PURCHASING AND ACCEPTANCE

2.4.1.1 Purchasing

Tools and Equipment are purchased by the **Tooling department** on request of the appropriate manager / Shop supervisor with the approval of the **Maintenance management**.

Tooling needs are evaluating by management. The characteristics are defined by the **Technical services** with regard to the Tooling required to perform the intended scope of work by analysing the maintenance tasks.

A **Calibration Certificate** is requested when a measuring Equipment or a Master Test Equipment is ordered.

2.4.1.2 Selection of Supplier

The **Tooling department** is responsible for selecting Tooling supplier. A PO is issued including requirement for tooling **characteristics** (type, accuracy, range, capacity) and **Certificate** (incl. **Calibration Certificate** for measuring Equipment or a Master Test Equipment).

2.4.1.3 Acceptance -incoming inspection

A visual inspection for transportation damage is carried out by the **Store function**. An inspection of required documentation and a functional check is carried out by the **Tooling department** and the appropriate Manager / Shop supervisor.

A **Calibration Certificate** must be received for Measuring Tooling and Test equipment.

The acceptance of Tooling by the **Tooling department** is based on the manufacturer's data or the shipping documentation mentioning the part number and serial number which must be conform to order.

Any Tooling found not satisfactory is either to be sent for checking, repair, testing and/or calibration, or placed in Quarantine until further disposition can be made. Under no circumstance it is permitted for a Tool / Equipment designated for Quarantine to be used.

2.4.1.4 Identification

The **Tooling department** is responsible to identify Tools and Equipment with a unique inventory Id. number in Quantum with their Designation, Manufacturer, Type, Part Number and Serial Number.

2.4.1.5 Periodicity

The calibration/inspection periodicity given by the manufacturer must be followed. In case there is no periodicity given by the manufacturer, a **period of 12 months must be applied.**

Ground Support Equipment (GSE) and Special Equipment available for the storage and installation of heavy Equipment, such as Engines, Flight controls are subject **to regular preventive Maintenance** with a **period of 12 months**. Maintenance performed is recorded on **DA-0127.**

2.4.2 TOOLING IDENTIFICATION

2.4.2.1 General

New Tools, other than Hand Tools, and Equipment must be identified for inventory control and traceability of the Calibration.

All Tools and Equipment bear an Inventory Id. number recorded in Quantum. This number is assigned by the **Tool supervisor** and is to be kept throughout its entire useful Life.

A label including **identification** and **control due** is apposed on the tooling. (**DA-0126**)

2.4.2.2 Toolbox

The Toolboxes are identified with an identification personal number. This identification is associated to one **Technician**. Toolboxes are made available for the storage of Tools.

The Hand Tools are marked with an identification that identifying the Toolbox. A **Toolbox Inventory List** is used to set content of the Toolbox (Tools, PPE, drill bits, screw bits). All added/missing tools are to be identified in the Inventory List.

Toolbox Inventory List is available in the Toolbox and in the Tooling department.

Hand personal tools are identified with the personal tool number of the employee.

All tools have individual silhouetted locations / Picture in Toolbox to reflect the content of each compartment and will thus facilitate the inventory. Inspection is primarily assigned to the **Technician**.

2.4.2.3 Tooling - contracted personnel

The hand tools for general use are property of the contracted personnel. The **Tooling department** is responsible to ensure that:

- Toolboxes are checked on entering any DABS facility and the **Toolbox Inventory List** is completed and kept in Quantum,
- Tools are identified with a clear reference written for all tools to be used,

2.4.3 ALTERNATIVE TOOLING

Alternative Tooling may be accepted or fabricated In-House or by Contractors in compliance with aircraft /equipment manufacturers' Drawings and Specifications. Compliance with this process is under the responsibility of the Tooling department.

2.4.3.1 General

DABS can fabricate alternative tools or elect a contractor for fabricating it when:

- Drawings / Schematics made available by manufacture's documentation or by a Design Organisation,
- Alternative Tooling can perform same functions (Tests and checking as required),
- Alternative tooling does not alter the maintenance instructions but eases the process (e.g. Extension of cables for measurements).

If Tooling perform a **Critical function,** it can be fabricated only if written authorisation is obtained from the Original Equipment Manufacturer (OEM) or TC holder.

Critical functions are:

- Tooling used to perform measurements or adjustments.
- Any Tooling where a calibration check is required by the Manufacturer.
- Tooling used to perform its function in Critical Area/tasks.

The following criteria must be defined to demonstrate equivalency of the alternative tooling:

- Technical characteristics (*i.e. dimensions, material, functions, accuracy, etc.*).
- Acceptance criteria (incoming inspection process to verify the tooling meets the requirements),
- Applicable inspection criteria requirements (inspection / service / calibration needed),
- Validation, such as a practical demonstration (*i.e. functional check, etc.*),

Form **DA-0162** is used to record the assessment performed**.**

2.4.3.2 Process

The term **Equivalency** means equivalent to that recommended by the manuals. The Equipment must be capable of performing all Tests and checking all Parameters as required. The level of accuracy must be equal to or greater than that recommended by the Manufacturer.

1. **Request** - Once the Maintenance management decides that there is a need to order or build equivalent Tooling, Form **DA-0162** is prepared by the **Maintenance Manager** in coordination with the **Tooling department**. Form must describe Function and Capability of the Tooling and to review the required technical data and specification. The **SQC department** must be notified.

2. **Technical specification** - The **Maintenance management** evaluates the Tooling to be ordered or proposed method to fabricate and test the Tooling. The technical data of the Tooling recommended by the manual and those proposed are reviewed. The Tooling may look different, be made of different materials, be of a different color, etc. However, if the Tooling is functionally equivalent, it is accepted.

   The **SQC department** must evaluate and accept assessment performed. If necessary, the **Certification/Engineering function** is consulted.

3. **Acquisition** - The Tooling is ordered or fabricated by the Department/Contractor assigned. The certification/engineering function may be available during the fabrication phase for guidance to ensure compliance is maintained.

4. **Acceptance** - After the Tooling has been fabricated/ordered, the **Tooling department** is responsible for the incoming inspection. After successful incoming inspection iaw defined criteria (test, dimensional inspection), Form **DA-0162** is completed, signed and recorded for formal approval.

5. **Identification** - The **Tooling department** identifies the alternative Tooling and assigns it an Internal Id. Number and control period if necessary for tracking purposes and enters it in Quantum.

2.4.3.3 Identification

These alternative Tooling are identified by Internal Id. Number in Quantum and a label. (**DA-0126**)

In case of fabrication, an additional number is added ("identification "given by the data and "**_DABS**" is added in the end). If manufacturer or data does not issue Tool/Equipment identification, the Tool/Equipment is identified by a P/N DABS.

2.4.3.4 Records

In case of fabrication, it is documented by Form **DA-0162** completed and signed.

It must include technical data such as picture, drawings, specifications and details of equivalency and criteria to verify conformity of the Tool/Equipment.

All documentation for local fabricated tools is recorded in Quantum with supporting documentation by the **Tooling department**.

2.4.4 LOAN TOOLING

Any Tooling required to perform maintenance on aircraft or components can be loaned.

An agreement or a Purchase order (PO) is established by the **Maintenance management** with a Part-145 Organisations or Manufacturer.

An incoming inspection must be carried out by the **Tooling department** ensuring that:

- the tooling complies with the manufacturer's requirements and PO issued for loan,
- the tooling is in good condition and has no signs of damage,
- copy of the calibration/control certificate is recorded in Quantum (or in the WP in case of AOG), if appropriate, and
- the time limit for the next control has not been exceeded.

Loaned Tooling must be entered in quantum with a specific inventory number created for traceability and records.

For AOG and Line maintenance events, loaned Tooling used infrequently may be directly traced with a PO in a specific WP, including appropriate service records, to ensure traceability. (Note: inventory entry in Quantum is not required).

2.4.5 ANNEXES

- **DA-0126** Label, Sticker for Tools, and Components
- **DA-0127** Tool Control Record Sheet
- **DA-0162** Fabricated Tool/Equipment data sheet

2.5 CALIBRATION OF TOOLS AND EQUIPMENT

145.A.40(b), AMC 145.A.40(b)

2.5.0 GENERAL & RESPONSIBILITIES

2.5.0.1 General

DABS ensures that Tooling (tools, equipment and particularly test equipment) are controlled / calibrated at a frequency to ensure serviceability and accuracy.

DABS sends the Tooling for calibration/service to an approved metrology provider when required.

This chapter describes the procedures related to the control, revision, modification, checking and calibration of the Tooling.

The Tooling control management system is composed by the following minimum elements:

- Selection of metrology provider for tool calibration/service & incoming inspection,
- Inspection / Calibration Control programme including recording and labelling system,
- Serviceability monitoring system,
- Action in case of control failure,

Classification:

The tooling control processes are in the following groups having different control requirements in order to establish serviceability:

- **On Condition,**
- **Service,**
- **Calibration,**

The main driver for establishing in which group a certain tooling is entered depends on the applicable requirements defining the serviceability. This information is normally given by the tooling manufacturer instructions, when published.

Measuring Tooling, and **test equipment** used to measure, calibrate, or test an aircraft/aircraft system/aircraft component must be inspected / serviced and, where appropriate, calibrated at set initial intervals which generally are of 12 months, if not otherwise specified.

- **On Condition -** Tooling which requires a visual inspection prior to each use.
  Simple tooling which are not used for measuring purposes: LDG lock pin, LDG adapters, wheel dolly, screw driver, standard wrench, ladder.;
- **Service -** Tooling which requires a visual inspection prior to each use and servicing/preventive maintenance at established frequency.
  Portable Hydraulic pump, grease gun, movable platforms, GSE, general equipment.
- **Calibration -** Tooling which requires a visual inspection prior to each use, and calibration at established frequency and, when applicable, servicing.
  Multimeter, torque wrench, manometer, test benches, crimping tools, etc.

Tooling is controlled and checked/inspected at regular intervals to ensure that it meets the required standard.

Master equipment – calibrated equipment, which is used to test the other measuring tools or test equipment. It shall not be used for other work, as the accuracy of this equipment is higher and must be maintained. The access of Master Equipment is under control of **Tooling department** in locked area.

2.5.0.2 Responsibilities

The **Tooling department** is responsible for:

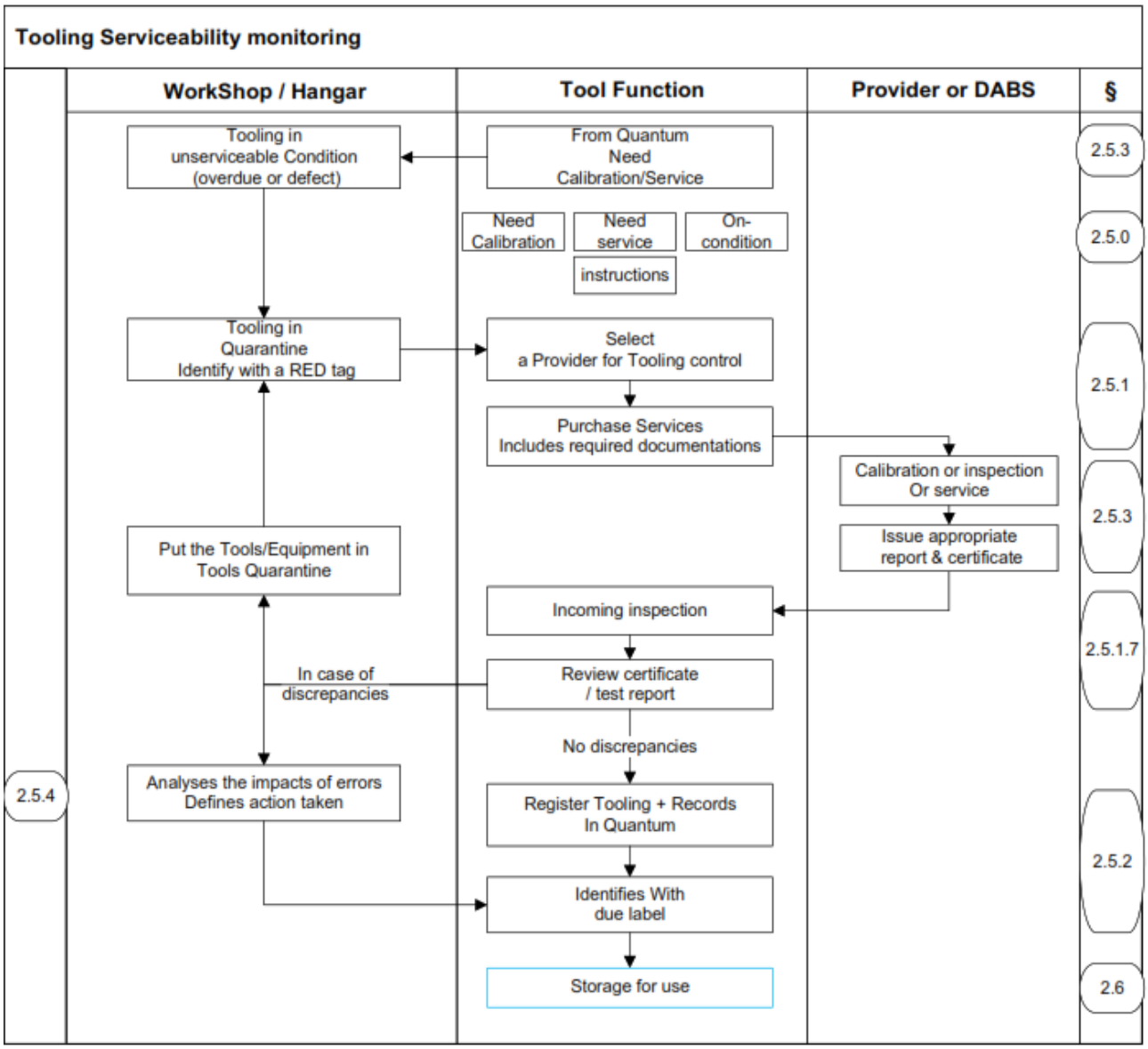
- Maintaining database of tools and equipment in Quantum.
- Ensuring that Tolling used are timely tested / inspected / calibrated.
- Maintaining the Calibration/inspection/Service history report for each Tool/Equipment.
- Issuing the **Due Tool Report List** once per month.
- Performing incoming inspections following Calibration/inspection/Service.
- Issuing **Label** (**DA-0126**) and sticking to the Tooling.
- Verifying the serviceability of the Tooling prior to and after use.

The **Staff** ensures that the Tooling to be used are in serviceable condition and the due date is not expired.

Defective Tooling or Tooling with the control Date past due are reported to the **Tooling department** and identified with a "**RED Unserviceable**" tag (**DA-0122**) and appropriately segregated.

If the accuracy of any calibrated Tooling is doubted or in case of damage, the Tooling must be recalibrated.

2.5.0.3 Flow chart



2.5.1 METROLOGY PROVIDERS

2.5.1.1 Selection of Metrology provider

The selection of Metrology provider encompasses primary the quality of their services, in order to ensure that the services offered comply with the specific requirement for preventive maintenance /inspection / calibration.

The **Tooling department** is responsible for selecting Metrology provider. Refer to **DA-0128**.

Metrology providers are selected as per the following criteria:

a) Services
- Technically competent to perform the required test, calibration or measurement,
- To deliver a certificate in regards of requirement of appropriate specification/standard.

b) Organisation
- Approval laboratory certificate with Authorised scope of work,
- Term of delivery, availability.
- Price, discount, conditions of payment and warranty.

Tooling being tested, calibrated must be repaired / calibrated and certified o officially recognised standards by an organisation approved as outlined in the following paragraph:

Metrology	• Figure on "*List of Metrology provider*" (Refer to **DA-0104_metrology**), • Being Technically competent to perform the required test, calibration or measurement and issue accurate test and calibration data, • Being accredited laboratory or the original tool manufacturer in case of calibration.

2.5.1.2 Approved list

This Metrology list (**DA-0104_metrology**) is maintained and send to the authority for acceptance by the **SQC department**.

The list contains organisations with the following data:

1) The Provider's name, address,
2) Approval certificate / Quality standard,
3) Type of services and perimeter.

All approved organisation and associated specific data were entered in Quantum.

2.5.1.3 Evaluation of Metrology provider

This evaluation is limited to a questionnaire, and if deemed necessary a desktop audit of the Metrology provider's procedures or an on-site audit.

DABS ensures provided Tooling are in satisfactory condition and the provider can supply accurate and reliable results. The elements to be considered for the evaluation of the Metrology provider are detailed in **DA-0040**.

In case of discrepancies, the **Tooling department** may carry out a risk assessment in accordance with MOE 3.1.4 (supported by the **SQC department,** as appropriate).

Evaluation by Questionnaire

The **Tooling department** sends initially and then every two years a Questionnaire (**DA-0040**) to the organisation whereby DABS ensures that the organisation has the qualified personnel, the necessary equipment and meets the required standards.

This questionnaire, as well as the corresponding documentation, are recorded in the server by the **Tooling department**.

2.5.1.4 Elements to be evaluated

The following elements must be considered for the initial evaluation of the Metrology provider (**DA-0040**) to ensure that the tooling services is provided in satisfactory condition:

- traceability of measurements and calibrations to officially recognised standards,
- appropriate testing environment,
- technical competency of Staff including qualifications and experience,
- appropriate standards and documentation for the services provided,
- use of suitable test equipment that is appropriately calibrated and maintained,
- accurate recording certificate and reporting of data,

2.5.1.5 Control of Metrology provider

Surveillance monitoring is a continuous process to ensure that the provided service after inspection/calibration follows the required standards. The monitoring of providers is based on the review of provided services, and on the analysis of the discrepancies, incidents.

2.5.1.6 Repair order

When the tools are sent out for servicing and/or calibration the **Tooling department** issues a Repair order detailing the activity to be carried out and possible specific requirements/information (e.g. Tool incidentally damaged or specific accuracy requirements contained in the A/C, engine, CMM or tooling manufacturer instructions).

Every time a tooling service are ordered, which is not yet known within the Quantum, the Metrology provider must be evaluated before use.

Forms used to order tooling service are generated by Quantum. Forms must contain:

- Tooling Description and Part Number,
- Defect found, if appropriate,
- Service requested (maintenance, overhaul, repair, calibration, inspection),
- price, delivery date, delivery location,
- Certificate requirements,
- Special shipping and packing requirements.

2.5.1.7 Incoming inspection

When receiving tooling which has been tested, calibrated or serviced, the **Tooling department** performs the incoming inspection to verify if the tooling meets all applicable standards.

Particular attention must be placed on the documents/certificate received with the calibrated tools.

DA-0128 Procedure contains required information on the calibration certificate:

- Identification of the organisation (traceability to ILAC accreditation),
- Standard used for the specific calibration (*i.e. EN/ISO 837-1 for the calibration of pressure gauges*),
- Test results (before and after calibration),
- Identification of specific method used, results of measurement,
- Evaluation of the results to verify if within acceptable limits.

The satisfactory result of the incoming inspection allows to proceed with the entry of relevant data in Quantum.

The unsatisfactory result of the incoming inspection requires to consider the tooling as unserviceable and to quarantine it in order to avoid its use until any identified problem is solved.

2.5.2 INSPECTION / CALIBRATION CONTROL PROGRAMME

2.5.2.1 Recording

Quantum maintains the inventory and status of all the Tooling in use by DABS.

All Tooling are identified with:

- A Unique Inventory Number,
- Designation of Tools/Equipment, Manufacturer, Type,
- Part Number, Serial Number
- Location of the Tools/Equipment
- Status (*i.e. serviceable, unserviceable, scrapped, sent for calibration, loaned, etc.*).
- identification of the control process (servicing /inspection / calibration / on-condition/uncalibrated)

Quantum is also used to control the status and monitor the Service / Inspection / Calibration programme. It contains the following where applicable:

- Need for Calibration or Inspection or Service,
- Interval of Calibration/Inspection/Service,
- Applicable standard/instruction for Calibration/Inspection/Service to be used and the provider.
- Date and results of last Calibration/Inspection/Service, including last certificates and History.

2.5.2.2 Interval for Tooling control

The base for intervals for Calibration / Inspection / Service of the Tooling are:

- The manufacturer's Recommendations or
- Industry Standard Practices i.e. every 12 months.

Due date for inspection, calibration and service is extended to the end of the month.
Inspection, Calibration can be anticipated by up to 1 month without affecting the next due date.
In case of preventive maintenance/service, operations can be anticipated by up to 2 months without affecting the next due date.

In case of Tooling is not returned for calibration / inspection / service due to being in used, an extension may be accepted only if assessed by the **Tooling department**, reviewed by the **management,** accepted by the **SQC department** and recorded in appropriate form (**DA-0127**).

Periodicity and Control intervals could be escalated based on variations depending on frequency of utilisation and/or normal industry standard. A written authorisation should be obtained by the manufacturers.

2.5.2.3 Labelling of Tooling

The purpose of the tooling labelling is to indicate to the end users that the Tooling is within any inspection or service or calibration time-limit, and formally declare the tooling serviceability status.

After receiving a tooling, a label must be affixed to each Tooling, that shows the identification reference of the tool, the date of last calibration/service, next due date and the name of the person / provider who has performed the test or calibration.

For Tooling not under Inspection / Calibration programme, a label must be affixed to the Tooling. It must show the identification reference and the status of the Tooling (Verification or Uncalibrated).

Tooling Labels are identified in **DA-0126** and text identification for service to be written on Tooling is described in **DA-0128**.

After the labelling, the tooling enters the maintenance process and remains in serviceable condition subject to the serviceability monitoring system.

2.5.2.4 Control Due List

The Measuring Tools, Test Equipment and Master Test Equipment as listed on Quantum must be inspected and/or calibrated at defined intervals.

The Quantum database is used to control and monitor the Service / Inspection / Calibration programme.

A **Due Tool Report List** is monthly established with Quantum by the **Tooling department**. This list is dispatched to the appropriate managers.

All Tools and Equipment have a Label on the Tool that shows the next due Date for Calibration / Inspection / Service.

Tools and Equipment which cannot be calibrated within limits must be disposed in Quarantine with a "RED Unserviceable" tag.

2.5.3 TOOLING SERVICEABILITY MONITORING SYSTEM

2.5.3.1 Monitoring of serviceability

All Tooling which needs to be controlled must be forwarded to the **Tooling department**, who is performing the service or send it out to the provider for servicing and/or calibration or repair.

- **Interna**l- Tooling inspected and calibrated **In-House**, must be performed with Master Equipment and iaw the procedures detailed in Tooling department/Quantum. A report **DA-0127** is issued.
- **External**- Tooling sends **out** for Inspection/Calibration must be returned with a **Certificate** and a **Test Report**. The **Certificate** must show traceability to the National Standards.

Tooling which cannot be calibrated/inspected within limits must be disposed in Quarantine with a "**RED Unserviceable**" tag. To prevent its use, Tooling due for control, that not been returned on time to the Tooling department, will be subject to tracking investigations by the appropriate manager. If there is no recovery result, the involved tooling will be considered as “Missing Tool” and searching process will be applied. Refer to MOE 2.6.3 and **DA-0161**.

2.5.3.2 Calibration/Inspection/Service

The Tooling used for adjustments, measurement and verifications must be calibrated/inspected as per a procedure given by manufacturer/standard.

A **Certificate** has to be issued for each Tooling after periodic calibration/inspection. At the completion of the Incoming Inspection, Certificate/documents are recorded in the **Tooling department** and on the **Quantum**.

- **Internal Calibration/Inspection/Service**

  Internal instructions may be developed by DABS to describe specific processes to perform some / Inspection / Service on Tooling in accordance with Manufacturer instructions/standards. These methods should use suitable master equipment. Internal instruction describing the procedures for control are available in Tooling department/Quantum.

  The **Tooling department** should ensure that the Staff in charge of internal Inspection / Service are qualified, the documentation use is valid, and the Master Equipment is capable.

- **External Calibration/Inspection/Service**

  The Tooling must be sent to approved service provider. The **Purchase Order** issue for the calibration must state the requirement for a **Certificate** and a **Test Report**.

2.5.3.3 Records & Certificate

A **Calibration Certificate** or an **in-house certificate** (**DA-0127)** has to be issued for each Tooling after periodic calibration/inspection. The procedure **DA-0128** contains required information and details that are to be recorded on the calibration certificate. The **Test report** and **Certificate** is recorded in Quantum.

2.5.4 ACTION IN THE EVENT OF CALIBRATION FAILURE

Non-repairable or defect tools must be identified with a "**RED Unserviceable**" tag (**DA-0122**), showing the type of defect. They must be stored in a separate locked area by the **Tooling department**, who sends them to appropriate Facility or scrap it.

If any defect Tool or calibrated Equipment determined not valid have a risk to involve aircraft or components conditions, investigation will be performed **Maintenance Supervisors** with the **SQC department** to fix decision to be taken.

If it appears during utilisation, that the accuracy of Equipment is not sufficient, a shorter period according to the frequency of utilisation must be selected. Quantum data base must be amended with the new period.

2.5.5 ANNEXES

- **DA-0104_metrology** Provider List for metrology
- **DA-0122** Tags for Parts Identification
- **DA-0126** Label, Sticker for Tool and Component
- **DA-0127** Tool Control Record Sheet
- **DA-0128** General Calibration/Inspection Procedure

2.6 USE OF TOOLING AND EQUIPMENT BY STAFF

145.A.40(a)i, 145.A.40(a)ii, AMC 145.A.40(a), 145.A.40(b), AMC 145.A.40(b), AMC 145.A.45(d)

2.6.0 GENERAL & RESPONSIBILITIES

2.6.0.1 General

This chapter describes tooling distribution and return of the tooling after use.

DABS use Tooling specified by the manufacturer data unless **the use of alternative tooling.**
Tooling includes calibrated tools and equipment, Tooling in need of servicing or preventive maintenance, standard tools, task-specific Tooling, alternative Tooling, un-calibrated Tooling, GSE (platforms/docking/Stairs), ESD mats and wrist straps, personal or loaned Tooling.

2.6.0.2 Responsibilities

The **Tooling department** is responsible to distribute serviceable Tooling and kit (Refer to MOE 2.5).

The **Tooling department** is also responsible that available equipment in Hangar and shop are serviceable.

The **Team Leader** / **CS** is responsible to ensure that the Tooling is available before the scheduling of maintenance.

Maintenance Staff is responsible to:

- Before using measuring and calibration Tooling, ensure understanding of the basic function, operation and safety precautions of the Tooling and having been trained accordingly.
- Before using alternative Tooling, ensure the equivalence between alternative tools and the Tooling recommended in the maintenance data.
- Perform a visual control for damage of tooling (and kit entirety) when issuing and returning after completion of work to the Store.
- Document the calibrated tooling used in task cards.
- Ensure that Tooling issued from Store/Shop are given back after completion of work,
- Report any missing tools to the Team Leader and complete the Missing Tool Report (**DA-0161**) as per MOE 2.6.3.

Toolboxes

The **Tooling department** is responsible to:

- Ensure that Toolboxes are registered in Quantum,
- Ensure that a Toolbox Inventory List is available in each Toolbox and in the server,
- Check for completeness of the toolbox iaw the Inventory List when issue from or return to the store,

Each **Maintenance Staff member** (including contractor) is responsible to:

- Check the contents of their Toolbox after completion of any critical task or upon termination of a work and at the end of his duty, or prior to Aircraft leaving hangar,
- Check Toolbox for completeness iaw the Inventory List once per year,

Contracted Staff

The Tooling department or station manager is responsible to ensure that the toolboxes of contracted Maintenance Staff are checked on entering the facility:

- All tools are Identified with a clear reference and inventoried in Inventory List,
- Inventory List is recorded,

The **contracted Maintenance Staff** is responsible to review the tools box content at the termination of contract prior to leaving the facility with Tooling department.

2.6.1 DISTRIBUTION OF TOOLING

2.6.1.1 "Task specific" Tooling.

Measuring tools and test equipment are located in the Tools store or in appropriate Workshop. Area is restricted to the **Tooling department**, **shop supervisor** and **Team leader**.

Tooling is available to any **Maintenance Staff**, having the necessary knowledge or instructions for their use, with the consent of the responsible **Team leader / CS** in case of specific tooling.

Tooling is properly stored and protected to prevent them from damage.

Tooling is issued from the tools shop by scanning the Tooling bar code, which ensures traceability in Quantum at WP level:

- Tool ID, outgoing date, WP, name of Technician, return date.

Calibrated Tooling usage is directly documented at Task card level to ensure traceability of such tooling.

2.6.1.2 Ground Support Equipment (GSE)

Serviceable access equipment and inspection platforms/docking/ladders are available directly in the hangar. These Equipment are controlled by the Tooling department iaw MOE 2.5.3.

2.6.1.3 Toolbox

Every **Maintenance Staff** in the Hangar and the Workshops have a set of standard tools kept in a lockable Toolbox (identified with the personal number) with picture or foam-lined drawers containing cut-outs corresponding to the shape of the tool.

Hand tools are identified with the personal number of each employee.

2.6.1.4 Private Tools

The use of private tool is allowed at DABS. Private Hand tools are listed and controlled in the inventory toolboxes after acceptance by the Tooling department.

Private measuring and test Equipment are not allowed to be used.

2.6.1.5 Tooling - contracted Staff

Temporary contracted Staff are not authorised to use any **private measurement tools** out of **DABS control.**

The **Tooling department** controls the inventory at the first entry work date. Copies of mentioned inventory are retained in the Tools shop. Refer to MOE 2.4.2.3.

Any missing inventoried tool will be subject to investigations described MOE 2.6.3.

2.6.1.6 Loan Tooling

Tooling or test equipment required to perform maintenance on aircraft or components may be loaned to a third part 145 maintenance organisation or the manufacturer or TC holder. Refer to MOE 2.4.4.

2.6.2 USE OF TOOLING

Calibrated Tooling usage is directly documented at Task card level to ensure traceability of such tooling.

Tools due for control not returned at the due date to the Tools shop (or specific shop) is considered as "Missing" and searching process applies.

2.6.2.1 General precautions

The **Staff** are responsible for the Tooling they are using. The following general rules must be followed:

- Tools used in an aircraft, must be carried in a suitable appropriate bag,
- Never a tool should be put down on unprotected, seats or carpets, on cockpit side consoles or pedestals, engines, air intakes, wings, etc
- Always keep the tools in the Toolbox or tool bag when not in use,
- At no time, Tools should be carried in pockets of overalls when working inside of an aircraft. There is a high risk for loosing such tools or damaging aircraft interior and furnishing,
- When leaving the working area, once the work is completed, a tool check must be performed to ensure that the aircraft or component is clear of all tools, equipment. Any tool which has been carried out on board must be removed,
- Missing tools must be searched before the aircraft is released to service. MOE 2.6.3.

2.6.2.2 Tooling availability

All Tooling as specified in the maintenance data must be available when needed. If not, they anticipate and organise case by case a tool equipment loan agreement with concerned manufacturer, representative of major service center or maintenance organisation.

2.6.2.3 Tooling serviceability

Before using Tooling, the Staff must check that the tooling has a current valid **label** with **identification** and **control Due** attached. Tooling with **NO identification** must NOT be used.

Defective Tooling, GSE or test equipment and/or with missing label or overdue calibration, are reported to the Tooling department and identified with a "**RED Unserviceable**" tag (**DA-0122**). **Such Tooling must NOT be used.**

The Tooling department will segregate appropriately such unserviceable and defective tools/equipment's.

2.6.2.4 Training in the use of Tooling

The **Staff**, before using specific Tooling, must ensure that they understand the basic function, operation and safety precautions of the unit. If not, they must read first the instructions for use or they have to ask for instructions.

No such Tooling must be used by anybody who doesn't have the necessary instructions.

2.6.2.5 Control of alternative Tooling

Demonstration of equivalence between design/manufacturing data of alternate Tooling and the data/features of the tools recommended in the maintenance data, In-house approval, identification and records are described in **DA-0162** and MOE 2.4.3.

2.6.2.6 Use of controlled Tooling away from approved facility

In case of work away from Approved facility and in case of use of controlled Tooling not owned by DABS, these Tooling are referenced in the WAB form and Task cards, and a copy of the control certificate is available in records.

2.6.3 LOST/MISSING TOOLS

In the event a tool becomes lost / missing, the **technician** responsible for the tool must notify their direct **manager/Team leader.**

If the tool is located as a result of the initial search, the technician is not required to report to the **Tooling department** and **SQC department**.

If the tool could not be found during the initial search and before the aircraft certification, the technician must complete a **Missing Tool report** (**DA-0161**) and send the report to the **manager/Team leader** and the **Tooling department,** that assigns a reference to the Report for tracking purposes.

Missing Tool report is available at the Tools shop or on electronic format on internal Server.

The **manager/Team leader** must organise and conduct a search to find the tool.

If the tool cannot be located, the **manager/Team leader** will notify the **SQC department**.

The **SQC department** is in charge to review the report for any additional comments, further actions and signature.

In the event a tool is found by an employee, the tool will be handed over to the **Tooling department** who will compare all Missing Tool reports to the Tools located in these repositories.

Report is completed, and lost Tools are returned to their Owner.

In Line Stations or when the Personnel works away from approved Facility, Personnel responsible for release to service is in charge to complete form and perform the search before aircraft certification.

The **Station manager** is in charge to review the report for any additional comments, further actions and signature. Copy of form is sent to the **Tooling department** and **SQC department.**

2.6.4 ANNEXES

- **DA-0127** Tool Control Record Sheet
- **DA-0161** Missing Tool Report
- **DA-0162** Fabricated Tool/Equipment data sheet

2.7 PROCEDURE FOR CONTROLLING WORKING ENVIRONMENT AND FACILITIES

145.A.25(d), AMC 145.A.25(d), AMC 145.A.47(a); 145.A.60(a)

2.7.0 GENERAL & RESPONSIBILITIES

2.7.0.1 General

The prevention & cleaning programme to control working environment is established as a basis to ensure a high standard of orderly and clean maintenance facility, resulting in health and safety at working place and FOD prevention.

Temperature and humidity levels are controlled to ensure that personnel can perform their tasks comfortably. Specific locations are monitored for these environmental factors, with limits established based on the requirements of the stored materials.

2.7.0.2 Responsibilities

- The **Maintenance director** is responsible for this programme and should ensure that each personnel in the corresponding Department adheres to the preventions in working environment. He ensures that the facility complies with waste disposal and fluid spillages.
- The **Hangar managers** (with the support of **Maintenance Supervisors)** and **shop supervisors** are responsible for the Cleanliness of the Hangar, Workshops, Stores and Vehicles.
- The **store department** provides the necessary equipment for cleaning aircraft, Hangar and Workshops.
- **Each individual Staff** must observe the requirements for prevention and cleanliness in their respective areas of work.

2.7.1 PROGRAMME

2.7.1.1 Prevention

To prevent injuries and to prevent aircraft, engines and removed components from dust and contamination, the following general rules are followed:

a) The working area is kept clean.
b) Enough garbage bins are placed near the working area.
c) A sufficient first-aid measures are available in the workplace (e.g., eye washers, first aid kit)
d) PPE -personal protective equipment- are used (*e.g. gloves, respirators, glasses, boots, etc.*) to prevent skin, eyes, respiratory and digestive tracts from being exposed to chemicals.
e) Removed components, systems tanks hoses, tubes, openings, etc., are protected with caps, suitable covers or other protective material as required, to prevent from contamination. not to use covers which could enter and disappear in the openings.
f) All components, wherever practicable, are remain packaged in protective material, to minimize contamination, damage, and corrosion during storage.
g) Loose hardware and standard parts are not stored inside of an aircraft, on pedestals, consoles, underfloor, etc. are put in plastic bags or small containers, marked / stored in a tray outside of the aircraft. For short time storage, a suitable box or container may be used.
h) Waste, garbage rest of safety wire are not thrown away inside or outside the aircraft in the hangar or on the tarmac.
i) Removed floor panels and fuel tank panels are reinstalled as soon as practical. Open areas are protected by means of wooden floor panels or other suitable protecting material.
j) Chemicals are stored in appropriate cabinet with appropriate warnings (Refer to the SDS).
k) Workshops and paint shop are organised in accordance with standard Industry Practices.
l) Access equipment and inspection platforms/docking/ladder/machining are controlled/serviced to ensure satisfactory condition.
m) Customer properties are identified and stored in dedicated area. "**BLUE Identification**" tag is used or/and temporarily be stored in a closed cabinet marked with the aircraft registration.

2.7.1.2 Control of working environment

The **Technicians**, **Shop supervisors**, **Team leaders** and **Maintenance Supervisors / Hangar Managers** are responsible for maintaining a safe, good order and clean working environment on Maintenance project:

- Wear Overshoes and clean Overalls when going on Board an Aircraft.
- Protect Aircraft Interior while working in the Cabin, Cockpit, Galley, etc.
- Keep clean the floor in the working area around the aircraft by using drip trays when cleaning engines, undercarriage, etc.
- Clean up when the Job is finished and at the End of the Day.
- Return the unserviceable and Off-Core Units promptly to the Store.
- Clean up liquid Spills. Fuel or oil spots is removed immediately with rags or special absorbing sand.
- Identify unserviceable Tooling and report to the **Tooling department**.
- Dispose of used Rags immediately in the Containers envisaged for this Purpose.
- Return Tools to personal Toolbox or Tools store after work or at the end of the day.
- Clean up Workbenches and Machines after using.
- Material to be disposed of, such as Plastic, Aluminium, Wood, Steel, Tire, and Waste are put into the Recycling Containers.
- Ensure that cable protectors are in place in the assigned walkways around the aircraft.
- Temperature and hygrometry are monitored.

2.7.1.3 Cleaning Standards

The hangar floor and Workshops are cleaned by using a large broom or vacuum cleaner or a wet type-cleaning machine.

1 Aircraft interior

Aircraft interior is vacuum cleaned, shampooed or cleaned with special cleaning products, as recommended by the manufacturers, or equivalent.

2 Aircraft exterior

When washing aircraft, all pitot tubes and static ports as well as air intakes door locks, etc. must be protected from water with appropriate protections.

Only products & procedures recommended by the manufacturer shall be used.

Installed protective material is removed before releasing the aircraft to service.

3 Engine, Component

Engines and components are cleaned according to manufacturer recommendation.

2.7.1.4 Waste material disposal

At no time waste material shall be thrown away in an aircraft, in the hangar, in the workshops in the Store and on the ramp. Enough garbage containers are placed at different hangar locations and at least one per workshop. All waste material must be disposed in these containers.

2.7.1.5 Foreign material exclusion

The presence of extraneous matter inside components can have serious consequences and special care is necessary to always ensure thorough cleanliness.

Components that are supplied in special transport cases or packaging, are not unpacked until required for the maintenance task. Blanks or caps fitted to opening or connections are only removed prior to installation.

Whenever it is necessary to remove an item, component or equipment, the work is performed in a controlled area to prevent foreign material ingress into the component or equipment.

2.8 MAINTENANCE DATA AND RELATIONSHIP TO AIRCRAFT/AIRCRAFT COMPONENT MANUFACTURERS' INSTRUCTIONS, INCLUDING UPDATING AND AVAILABILITY TO STAFF

145.A.45.(a), 145.A.45.(b)1, 145.A.45.(b)2, 145.A.45.(b)3, 145.A.45(b)4, 145.A.45(b)5, 145.A.45(d), 145.A.45(e): 145.A.45(f), 145.A.45(g), AMC 145.A.45(d), AMC1 145.A.45(e), AMC 145.A.45(f), AMC1 145.A.45(g)

2.8.0 GENERAL & RESPONSIBILITIES

2.8.0.1 General

This chapter describes the management of the data/documentation in use within DABS. It includes maintenance data from external and internal source in order to perform the intended scope of work.

Maintenance tasks are carried out in accordance with the technical, maintenance and repair data issued by the Aircraft, Engine Manufacturers, TC Holder, STC Holder (including data from ICA), ETSO holder, Component Manufacturers, Design Organisations, and Competent Authorities.

Chapter 2.8.3 describes on how to ensure that maintenance data are correctly transcribed into work instructions. The templates for task cards and their use in the maintenance process are described in MOE 2.13.

Classification

1 External data

External documentation consist of particular applicable maintenance data for the appropriate Aircraft, Engines, APU and component being maintained according to MOE 1.9. These data are iaw M.A.401(b):

- Standards/Regulation/procedures issued by the competent authorities (FOCA, EASA, FAA, ...).
- Airworthiness Directives (AD) or SIB issued by the competent authorities (EASA, NAA, FOCA, ...).
- Maintenance Data* (AMM, LMM, SRM, IPC, NDTM) issued by the TC/STC holders.
- Component maintenance data issued by OEM and acceptable to the TC/STC holder
- Component maintenance data issued by OEM and approved by the Capability list (**DA-0105**)
- Component maintenance data issued by OEM and assessed (DA-0107) – See MOE 1.9.
- Instructions for Continuing Airworthiness (ICA), issued by TC holders, STC holders, any other organisation required to publish such data by Part-21. These documents should be provided by the Customer.
- Service Bulletins (SB) and Modifications/Repairs data issued by the appropriate TC/STC holders or DOA.
- Customer's documentation (CAME, AMP, MEL).

The customer Maintenance Programmes (AMP) reflect the Instructions for continued Airworthiness (ICA).

*DABS has a subscription for the maintenance data directly with the TCH/OEM.

In the case of an Initial or Change of an EASA Part-145 approval for Cx ratings, DABS demonstrates having direct access to the TCH/OEM maintenance data (with assessment form for change - DA-0040-AMO-WS)

2 Internal documentation

Internal documentation consists of documentation created by DABS to meet the intent of standards. These documentation may be:

- Maintenance Organisation Exposition -MOE,
- Associated procedures and instructions
- Supplement Manual to describe specific policies and procedures to fulfil special requirements coming from NAA regulations
- Documented procedures and instructions required by all applicable standards,
- Records/ Forms required by all applicable standards,
- Documents needed by the organisation to ensure the effective planning, operation and management of its processes.

2.8.0.2 Responsibilities

- The **Technical services** is responsible to ensure that Maintenance Data are current and in a satisfactory readable Condition, including CMM.
- The **Technical Services** is responsible for the procurement and monitoring and review of all maintenance data as well as for the implementation on internal Server. Status of Data used are recorded in Quantum (published, received, and effective), except for CMM.
- The **IT Department** is responsible that any Computer used by Maintenance Personnel is configured to access all data contained on internal Server.
- The **Technical Services (Methods)** is responsible for the analysis and dispatch maintenance data to the appropriate Staff.
- The **Shop supervisor** is responsible to ensure that appropriate Maintenance data for Components are available and current in shop when work is performed. The **Component Certifying Staff** is in charge is responsible to verify he status of Maintenance Data before initiating any maintenance activity.

2.8.1 CONTROL OF MAINTENANCE DATA

2.8.1.1 Standards/Regulations

Standards, Regulation are received by email through official publications by the competent Authorities.

Standards/Regulations are analysed by the **SQC department** and dispatched to the appropriate managers.

Standards/regulations are available on internal Server.

2.8.1.2 Airworthiness Directives -ADs-

Applicable Aircraft, Engine and Appliances ADs are received by email through official publications by the competent Authorities.

ADs are available on internal Server and a link is available to control status of last current Ads issued by the different authorities. Ads status are dispatched by the **SQC department**, Refer to MOE 2.11.

ADs are reviewed by the **Customer Support** and could be discussed with the customer for embodiment.

2.8.1.3 TCH data

The **Technical Services in GVA** is responsible for the subscription* with the different TCH and ensures that all data (including SBs) for Aircraft, Engines, APUs are available and kept current.

* This means:

1. The AMO has a subscription for the maintenance data directly with the TCH/OEM, or
2. The operator/customer provides data at the time of work or audit **and** DABS has direct access to TCH/OEM to verify the revision status of the data provided.
   a. the MOE 1.9 is limited to AOG and limited line.
   b. the MOE 1.9 is limited as necessary to the operator and appropriate scope. A contract must be in place for ensuring the availability, the update of the maintenance data from the customer/operator and formal authorisation for the use of such data.
   A notification is done according to MOE 1.10 when the contact is terminated/cancelled because this may directly affect the approval.

Data are received via mailing /emailing alert from TCH.

Data are reviewed by the Technical services and changes are implemented on quantum template.

Data are available on internal Server. The **Technical Services** is responsible to monitor that technical data are reviewed, implemented on internal Server. Notification Email is sent to all DABS Staff.

Data status and history are recorded in Quantum by the Technical services (published, received, and effective), except for CMM.

2.8.1.4 OEM data

The **Technical Services in GVA** is responsible for the subscription with the different OEM, when available and ensures that all data (including SBs) for components are available and kept current.

Data are received via mailing /emailing alert from OEM or available on website.

Data are available on internal Server. The **Technical Services** is responsible to monitor that technical data are reviewed, implemented on internal Server. Notification Email is sent to appropriate Shop.

A copy for reference is available on internal Server. The Component Certifying Staff is in charge to check the status before commencing the work. Reference and Revision of data is described in shop report and Form 1.

2.8.1.5 Operator / Customer Data

Data from operator/customer (Contract, AMP, CAME) are provided by email at the time of work acceptance.

Data status and history are recorded in Quantum by the Technical services (published, received, and effective), except for CAME and MEL.

In addition, all the supplemental technical data (ICA associated to modification embodied) are provided by email at the time of work acceptance.

The contract in place ensures the availability and the update of the AMP and ICA.

All these Data are available on internal Server.

2.8.1.6 Internal documentation

Controlled documents (procedure, instruction and form) are listed in Chapter 5 and **DA-0050**.

Internal controlled documentation are available on internal Server to all personnel.

The **SQC department** ensures that all documents are identified and their distribution managed. It also prevents the unintended use of obsolete documents.

Current Documentation issued for internal information purposes (e.g. safety information bulletins, quality alerts, occurrence investigation reports, etc.) as applicable are available on internal server.

2.8.2 AVAILABILITY AND ACCESS

All documentation (external and internal) are available on internal Server for access to all the DABS Staff.

Data covering aircraft / engine / APU as listed in the scope of work (Refer to MOE 1.9) are available on internal Server to all personnel in the hangar and in the workshops.

Data covering components as listed in the Capability List (Refer to DA-0105) are available on internal Server to all personnel in the workshops. The **Component certifying Staff** is responsible to check the status of data before work is starting.

The **IT department** is responsible that any Computer used by Maintenance Personnel is configured to access all data contained on internal Server.

Access is controlled by individual login and password. Only DABS maintenance personnel could have access. (Available only if personnel have a DABS ID and a DABS computer)

Publications used **for training only** are identified as such.

2.8.3 USE OF MAINTENANCE DATA

2.8.3.1 Use of Taks card system

This chapter is intended to cover on how to ensure that maintenance data are correctly transcribed into Taks cards. MOE 2.13 and **DA-0110** describe the task cards templates, including WDS, and their use in the maintenance process.

The **Technical Services** is responsible to prepare the Work Package based on customer PO, including task cards and associated maintenance instructions**,** and distributed to assigned **Team leader** / **CS**. If necessary, Customer could be contacted for additional document required for specific tasks completion or for identification of SBs/Mods already applied.

Associated Procedure / supporting data to be used for performing work are provided with the Task card:

- For scheduled maintenance, data are printed and status verified by the **Technical personnel**.
- For troubleshooting, unscheduled maintenance or defect correction, data are printed by the **technician** directly from the internal server.

Task cards also include identification of specific CRITICAL tasks and specific instructions related to FTS/CDCCL and EROPS (if applicable from the customer).

Task cards permit to differentiate disassembly, accomplishment, reassembly, and testing works.

All **Technicians,** who directly participated to the work, record the tasks they carried out. Sign-off and/or stamp is performed on task card and associated procedures to record what was accomplished by each Staff.

DABS utilises Maintenance data as additional records for maintenance performed (e.g., sign-off of stage breakdown, task performed/not performed, values or readings) to ensure traceability. Refer to MOE 2.13.

Whenever printed copies of Maintenance Procedures/Instructions are used for performing the work, these must be attached to the Task Card in order to avoid circulation of uncontrolled Copies. Copies of maintenance data incorporated in the Work Package form part of the aircrafts record.

In specific cases (Complex or long maintenance tasks), Work Descriptive sheet (WDS) is used to retranscribe clear stages of maintenance data.

Documentation generated during maintenance (Task cards, procedures, shop reports, forms) are completed in hard copy format and filed by unique WP number given by Quantum. Exception is made in case of AOG processes where procedures could be stamped electronically.

2.8.3.2 Use of data during maintenance event

All necessary approved data for maintenance, all procedures and instructions are made available in close proximity of the aircraft being maintained, either on paper or in digital format on internal server, for the maintenance Staff.

The revision of maintenance data used during a maintenance event is the revision stated and agreed with the customer in the WAF before the starting of the maintenance event.

For scheduled maintenance, the revision used will be the same during all the maintenance event. This revision will be stated in the aircraft certification. In case of revision change during the maintenance event, this revision will not be used to ensure a clear status of work performed.

In the event of request by the customer, DABS could assess the changes and issue an evaluation statement in addition of the aircraft certification.

Current revision is used for unscheduled maintenance and additional defect. At that case the revision used is written on task cards. Refer to MOE 2.13.

2.8.4 ANNEXES:

- **DA-0050** List of Procedures and Forms
- **DA-0110** Work Package Form and Use

2.9 ACCEPTANCE, COORDINATION AND PERFORMANCE OF REPAIR WORKS

145.A.45(a), 145.A.48(c)(4), AMC 145.A.50; M.A.304- M.A.4012

2.9.0 GENERAL & RESPONSIBILITIES

2.9.0.1 General

The Term Maintenance refers preventive Maintenance, Maintenance, Alterations and Repairs used for all of the Activities.

Maintenance may only be accepted, when the work does not exceed the scope Rating, the Equipment, Technical Data, Material and qualified Personnel available. Refer to MOE 2.10.

This chapter describes the repairs to be carried out iaw approved maintenance data.

Definition:

"**Approved Data**" is any data used in support of Maintenance that includes Repairs or Modifications/alterations (Change). It also includes specific Modifications / Repairs, which not covered by the manufacturer manual (incl. SRM) or applicable certification specifications that might affect structural strengths, flight characteristics or other qualities affecting airworthiness.

2.9.0.2 Responsibilities

- The **Technical Services** / **Customer Support** is responsible to verify if data are approved/accepted by the customer and in coordination with the **certification/engineering function**, if necessary.
  Data must be approved/accepted by the competent authority or by an approved Part-21 design organisation, before beginning of work.
- The **Customer Support** is in charge to confirm with the Customer to agree repair to be performed.
  A formalised Purchase Order is provided and signed by the Customer.

2.9.1 REPAIR WORKS ACCEPTANCE

Before accepting on aircraft / component for maintenance including repair, the **Customer Support** and the **Maintenance Managers** are in charge to verify feasibility of works. MOE 2.10

Repairs/modifications will only be carried out if Approved and applicable Repair Instructions or Technical Data are available, such as a Structure Repair Manual (SRM), Modification or repair data, Component Maintenance Manual (CMM):

- On aircraft, which are listed on MOE 1.9,
- On components, which are listed on the Capability List,

In case all the above conditions are met, the **Technical Services** open a task in WP Quantum and prepare the Work.

SQC department could be contacted to review the different possibilities of extension of scope**.**

2.9.2 APPROVED DATA FOR REPAIR

2.9.2.1 EASA Repair design data

Repairs, including required repair parts manufacturing (e.g. repair patches, splice angles etc.), can only be carried out by DABS if the work required are within the approved scope of work and the technical and capability of DABS

DABS will perform maintenance, or repairs iaw approved data from the following sources:

- TC-holder data, e.g. Structural Repair Manual (SRM), Overhaul Manual, repair drawing(s) and repair instructions, Service Bulletins (SB), Service Letters (SL),
- The manufacturer's overhaul and/or repair manual or approved repair scheme,
- An approved Design Organisation in accordance with Part 21,

These data also include damage tolerance approvals, certification life limited parts information, airworthiness limitations and Airworthiness Limitation Items (ALI), if applicable.

Any maintenance activity, which is not within the limitations of the maintenance / overhaul and / or repair manual, or prepared by an organisation not appropriately approved in accordance with Part 21, will not be undertaken until appropriate approval is available.

2.9.2.2 US Repair design data

Following US Repair Design Data are available for use on EASA-registered aircraft and related articles, if issued from:

1) TC Holder, for their own products
2) STC Holder, for their own STCs
3) Suppliers to TC and STC Holders, developing data under TC or STC Holder's systems

b. acceptable data for use as minor repair

In the event of Repair Design Data developed by US organisations, the **SQC department** in coordination with **Certification/Engineering** will define the foregoing process.

2.9.2.3 Damage Assessment

The Certifying Staff must assess the damage of the aircraft or component against published approved repair data and report to the **Technical Services**, who ensures that all repairs could be done according to Approved Data and within the scope of work as detailed in MOE 1.9.

- The damage can be repaired by replacement of damaged parts, or
- The damage can be repaired in accordance with the published approved repair data, being,
- The damage is within the limitation of the Structural Repair Manual issued by the TC holder, or
- The damage can be repaired according to data issued by the TC/STC holder.

If the damage requires an in-depth inspection for Hidden Damage of consecutive damages, areas not directly related to the damage-area will be inspected and assessed as well.

If the damage is beyond the limits or outside the scope of the available data, or when during maintenance a finding leads to a required repair not described in the applicable maintenance or structural repair manual, the Certifying Staff ensures that the description/condition-information included must be as complete as possible and include as much detail and references as possible.

Upon Damage Assessment, appropriately **AC-Rated Staff** will decide whether Generic Approved Repair Instructions are applicable or if specific Repair Instructions need to be obtained.

2.9.2.4 Structural and Corrosion Repairs

Level 2 and Level 3 corrosions findings are subject to the reporting requirements.

In accordance with AMC M.A.305(c)2 in respect to structural repairs, the status of the current repairs should contain the description of the repair (e.g. doubler, blend, crack, dent, etc.), its location (e.g. reference to stringers, frames, etc.) and the dimensions.

In the case of corrosion blend-out repairs, the remaining material should be recorded too.

2.9.3 REFERENCE DOCUMENTS

2.9.3.1 Instructions for Continuing Airworthiness

Due to the Standard Repairs being embodied, the aircraft instructions for continuing airworthiness (ICA) may need to be updated. This update is part of this Standard Repairs, and, therefore, requires no specific approval.

2.9.3.2 Aircraft Flight Manual Supplement

Due to the Standard Repairs being embodied, the AFM may need to be updated. This manual supplement is part of this Standard Repairs, and, therefore, requires no specific approval.

2.9.4 STANDARD REPAIRS ACCORDING TO EASA CS-STAN

2.9.4.1 Description

Standard Repairs (SR) are repairs in relation to:

- Aeroplanes with a MTOM of 5700 kg and below,
- Rotorcraft of 3175 kg MTOM or less,
- ELA 2 - aeroplane with 2000 kg MTOM of or less that is not classified as complex motor-powered aircraft,
- ELA 1- aeroplane with 1200 kg MTOM or less that is not classified as complex motor-powered aircraft,

Standard Repairs (SR) do follow design data included in Certification Specifications (CS-STAN) issued by the Agency (EASA), containing acceptable methods, techniques and practices for carrying out and identifying Standard Repairs, including the associated instructions for continuing airworthiness.

Standard Repairs must not conflict with TC holder's data.

Standard Repairs are to be installed with Acceptable Data and not with Approved Data and therefore, requires no Approval from any Design Organisation nor from the Agency (EASA).

Standard Repair can be embodied by a Certifying Staff.

2.9.4.2 Scope

These detailed Certification Specifications for Standard Repairs (CS-SR) contain design data with acceptable methods, techniques and practices for carrying out and identifying SRs. SRs, designed in compliance with these Certification Specifications, are not subject to an approval process, and, therefore, can be embodied in an aircraft when the conditions set out in the relevant paragraphs of EASA Part-21 for SRs, *i.e. 21.A.431B*, are met.

In addition to the conditions of Part-21, for each SR, these Certification Specifications may further restrict its applicability to certain aircraft, or to some areas of an aircraft, or to certain aircraft operations as defined in the specific Standard Repair CS-SR.

2.9.4.3 Documentation

Design and production considerations or operational restrictions/limitations established in the SR documents of the CS-STAN publication are applicable unless otherwise stated and, therefore, may further restrict the applicability of the SR. The same applies to other documents referred to in these aforementioned referenced documents. Any restriction or limitation established in the referenced document, directly or 'in cascade', affecting the operation or airworthiness of the aircraft, is included in the aircraft manuals or records, as necessary, and **EASA Form 123** for Standard Repairs.

If foreign acceptable data is used for reference always the latest available versions of the third-party references should be considered unless otherwise stated by the Agency (EASA).

Advisory material and references to other (e.g. foreign) legislation in the referenced documents are not applicable and are replaced by the relevant European rules .

2.9.4.4 Instructions for Continuing Airworthiness

Due to the Standard Repairs being embodied, the aircraft instructions for continuing airworthiness (ICA) may need to be updated. This update is considered to be part of this Standard Repairs, and, therefore, requires no specific approval.

2.9.4.5 Aircraft Flight Manual Supplement (AFMS)

Due to the Standard Repairs being embodied, the AFM may need to be updated. This manual supplement is considered to be part of this Standard Repairs, and, therefore, requires no specific approval.

2.9.4.6 Acceptable Means of Compliance (AMC)

AMC for the release to service of the aircraft after embodiment of the Standard Repairs, the eligibility of the persons entitled to this release, the parts and appliances suitable for use in a Standard Repairs and their identification, the documents to be produced and kept with the Repair, the required amendment to aircraft manuals, the EASA Form 123 (repair embodiment record, prepared by the SQ department and signed by the Certifying Staff having performed respective Standard Repairs).

2.9.4.7 List of Standard Repairs

- CS-SR801a — Aircraft Repair according to FAA Advisory Circular AC 43.13-1B
  Limitation: Aeroplanes not being complex motor-powered aircraft and any ELA2 aircraft.
- CS-SR802b — Repair of Sailplanes, Powered Sailplanes, LSA and VLA
  Limitation: Sailplanes and powered sailplanes, as defined in ELA2, LSA, and VLA.
- CS-SR803a — Temporary repair of canopy cracks by drilling a stopping hole
- CS-SR804a — Use of alternative adhesive for repairs of wood and wooden mixed structures

2.9.5 ANNEXES

- **DA-0105** Component Capability List

2.10 ACCEPTANCE, COORDINATION AND PERFORMANCE OF SCHEDULED MAINTENANCE WORKS

145.A.45 (a)(b)(c)(d)(e)(f)(g) / AMC 145.A.45(b)(c)(d)(f)(g) - 145.A.70(a) 12(b)

2.10.0 GENERAL & RESPONSIBILITIES

All aircraft scheduled maintenance is carried out according to the Customer maintenance programme (AMP).

2.10.0.1 General

Requirements for scheduled Maintenance tasks and due inspections are described by the manufacturer in the form of Maintenance Planning Documents (MPD), Instruction for Continuing Airworthiness (ICA) and established by the operator's maintenance programme. Those requirements detail time limitations and inspection intervals.

The Operator's maintenance programme (AMP) describes in detail the maintenance tasks which are required to maintain the aircraft in an airworthy and reliable condition.

The purchase order received from the customer must Identify the maintenance programme under which the maintenance has to be carried out.

The maintenance certification will relate to the task specified the PO which itself may cross-refer to maintenance data.

Deviations from the maintenance programme and related approval by the competent authority of the operator is intended to be described in the MOE 3.15.

Computerised Maintenance Tracking Systems (CMTS) - The CMTS is the controlling tools to manage the maintenance programme for the Customer and are subject to a contract with the Customer. It provides an accurate, simple, and convenient method of monitoring and scheduling inspections, service bulletins, airworthiness directives, scheduled maintenance activities.

2.10.0.2 Responsibility

- **Customer**
  It is the Customer responsibility to tailor those requirements to the individual aircraft Serial Number in the Maintenance programmes and keep them up to date, taking also into account FTS, EWIS, CDCCL, EROPS requirements.

  The Customer is responsible to obtain approval for the Maintenance Programme by the Competent Authority.

  The Customer is responsible to establish and update the CMTS to include all requirements from its Maintenance Programme and from maintenance performed upon completion of the maintenance event.

- **DABS**
  The **Planning function** in collaboration with the **Maintenance Managers** is in charge to accept and plan the Maintenance project, and with, depending on the Extent of Work involved, the concerned Team Leader.

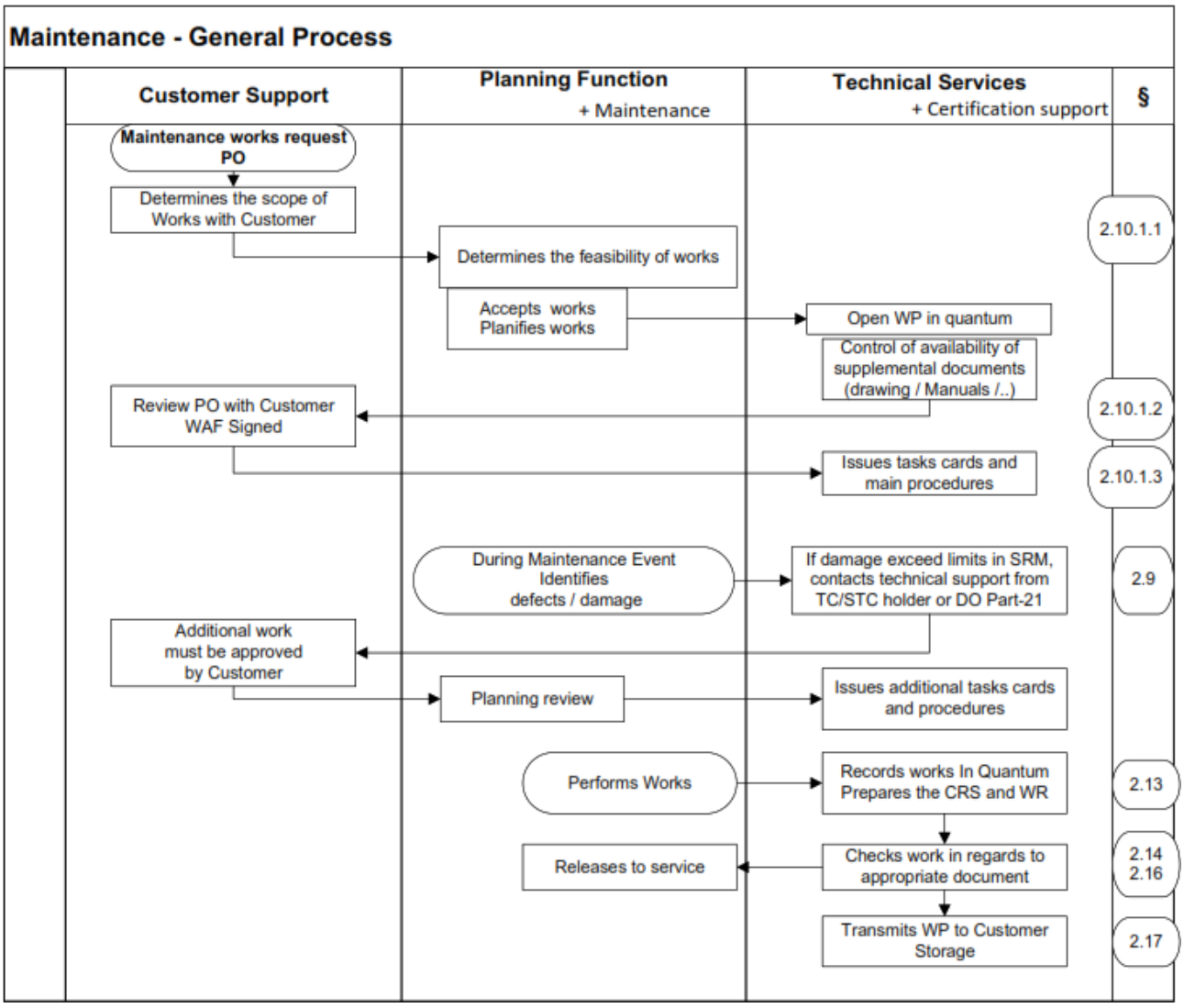
  The **Technical services** in coordination with the maintenance manager and the planning function is responsible to determine the feasibility of the works.

  All maintenance activities are carried out in accordance with the respective regulatory requirements and in accordance with the procedures as detailed in this MOE.

  The **Technical services** is responsible for using the latest revision of the operator maintenance programmes and manufacturer's manuals to prepare the Work Package.

  The **Certifying Staff** is responsible that upon completion of the work, that the associated tasks cards are duly completed and signed by the maintenance personnel.

2.10.0.3 Flow chart



2.10.1 WORKS ACCEPTANCE

DA-0111 is describing the process in details including management in Quantum.

2.10.1.1 Works feasibility

Before accepting on aircraft / component for maintenance including repair, the **Customer Support** and the **Maintenance Managers** are in charge has to verify conformity with the following conditions:

- The approved scope of work is not exceeded (see MOE 1.9 and Capability List - DA-0105).
- Trained and licenced personnel are available (see MOE 1.6 and MOE 2.28).
- Approved data's are available and current (Maintenance, overhaul and Parts Manual, Service Bulletins, ADs, Maintenance programme, etc.). It also includes Data for repair.
- Tools/Equipment are available.
- The actual workload allows acceptance of additional work.
- The required component/part/material is on stock or available in time

In case all the above conditions are met, the **Technical personnel** open a WP in Quantum and prepare the Work. **Should the above conditions be exceeded, the work must either be delayed, refused or contracted.**

SQC department could be contacted to review the different possibilities of extension of scope**.**

2.10.1.2 Purchase Order

The **Customer Support** review the PO with the customer, including:

- List of works and Supplementary works requested the customer,
- List of ADs to be embodied ordered by the customer,
- List of optional modification / SB ordered by the customer,
- data required in case of modification ordered by the customer,

A **WAF** is signed by the customer, including:

- list of tasks to be performed,
- Reference and revision of data to be used for scheduled maintenance,
- List of tasks that will be subcontracted or contracted,
- List of CRITICAL tasks for scheduled maintenance,

2.10.1.3 WP opening

Aircraft maintenance event

The **Technical personnel** is in charge to open the WP in Quantum (see MOE 2.13). A task with the request coming from PO is created for each task to be performed. Task cards are issued by the **Technical Services** with appropriate Data.

Component maintenance event

Components from outside sources are received by the Store department and are directly forwarded to the appropriate **Shop supervisor**, who opens a WO.

Components removed from aircraft are directly repaired/overhauled in the workshop. The **Team leader** in charge of the aircraft opens a task card in the WP of the aircraft.

A worksheet for accessories is issued and completed for each component.

2.10.2 PERFORMANCE OF MAINTENANCE WORKS

Upon completion of the maintenance event the Team Leader will review the worksheets and task cards for completeness and prepare the Aircraft Technical Log entry containing the reference to the maintenance programme and the certificate for release to service by the authorised Certifying Staff before the departure of the aircraft.

Any deviation to the programs and related procedures will be notified to the concerned owner / operator's representative prior implementation of such deviation.

2.10.3 ANNEXES

- **DA-0111** General Maintenance Work Process

2.11 ACCEPTANCE, COORDINATION AND PERFORMANCE OF AIRWORTHINESS DIRECTIVES WORKS

145.A.45(b)2, 145.A.42(b)(ii), GM1 145.A.42(b)(ii), GM1 145.A.50(a)

2.11.0 GENERAL & RESPONSIBILITIES

2.11.0.1 General

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

ADs consist of mandatory requirements for the appropriate Aircraft, Engines, APU and Appliance.

This chapter defines the methods policies and procedures in use by which DABS ensures that all AD will be applied in accordance with the means of compliance, standards and time frame as stipulated on the AD.

The owner or operator's CAMO as applicable is responsible for compliance of ADs on his aircraft, engines, and aircraft components.

2.11.0.2 Responsibility

The **Customer** or **operator's CAMO** as applicable is responsible for compliance of ADs on his aircraft, engines, and aircraft components. The customer's PO should contain the requirement for embodiment of ADs.

DABS is then responsible for embodying the ADs which have been ordered.

The **SQC department** is responsible for:

- Subscription to ADs related to this Maintenance Organisation's Activities when this service is available.
- Periodically Reviewing ADs through a check of the web sites of the Authorities for Applicability to DABS's Activities.
- Advising the **Customer Support, Technical Services** and the **Store supervisor** about any newly issued ADs in DABS scope perimeter.

The **Customer Support** is in charge to inform the Customer of any received AD if this one has not been mentioned in the Purchase order.

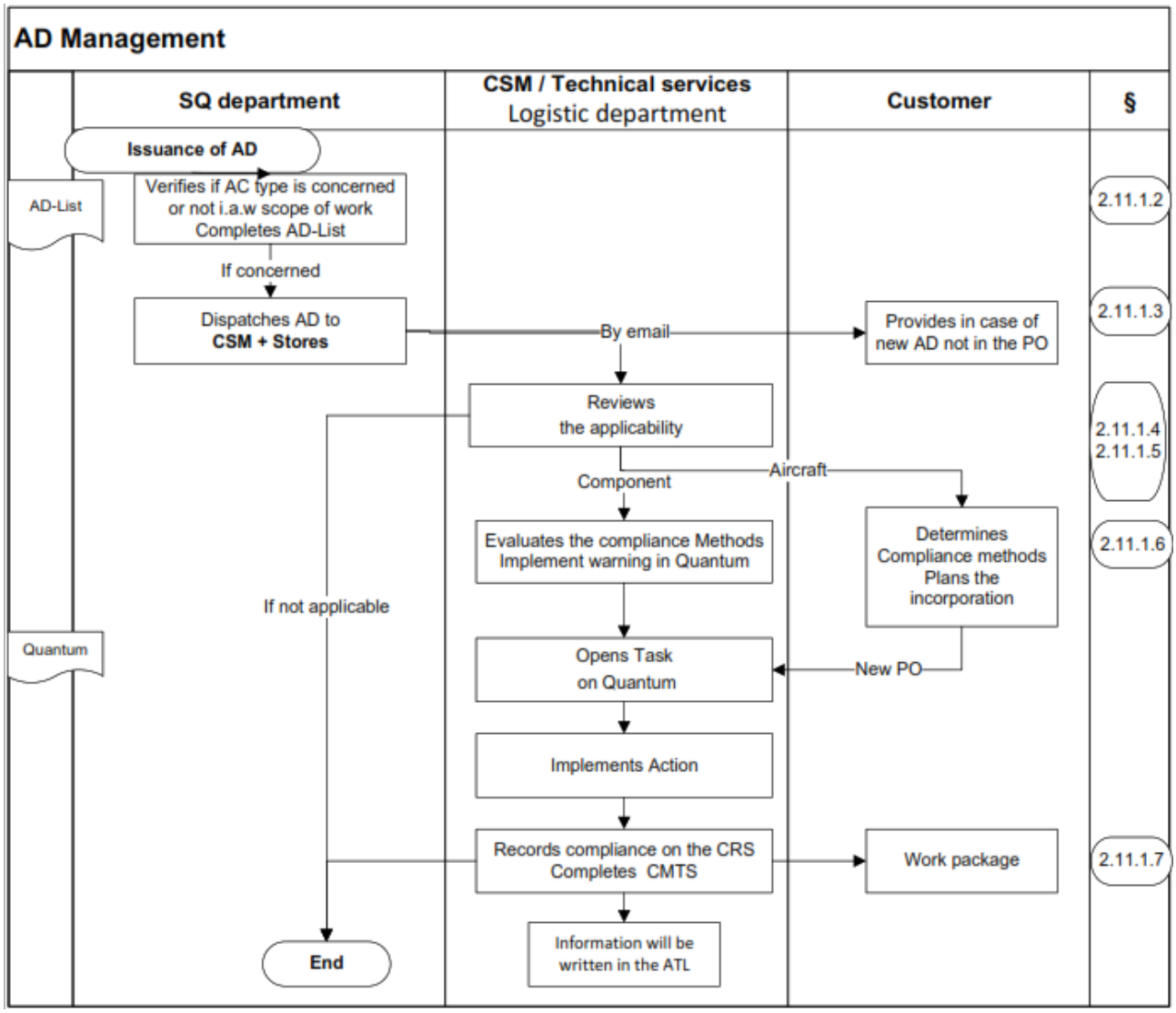
The **Technical services** is responsible to:

- 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 for appliance.

2.11.0.3 Flow chart



CMTS = Computerised Maintenance Tracking System (CAMP, etc)

2.11.1 AIRWORTHINESS DIRECTIVES MONITORING

2.11.1.1 Access to the relevant ADs

Applicable current ADs (e.g. ordered by the customer, needed for the control of components in store) are available on the authority website (MOE 2.8).

2.11.1.2 Analyse

When ADs and Revisions are received by DABS, the **SQC department** verifies that for each new or revised ADs the managed aircraft/component affected or not by the AD in regards of the scope of work (MOE 1.9).

The **SQC department** lists all ADs received (**DA-0070**) including ADs not applicable with:

- Original number, the State of Design and the revision,
- Subject,
- Applicable (Yes/No) with regards to the aircraft type / Appliance in Approval certificate.

If an AD which requires immediate attention, the **SQC department** advises the **Maintenance management**. If immediate action is required by the AD, the customer is advised as soon as possible.

2.11.1.3 Dispatch

The **SQC department** dispatches any AD or Revision affecting the Aircraft or component in the approved scope of work to the **Customer Support**, the **Technical Services** and the **Store supervisor** (by email).

The **Customer Support** is in charge to alert the Customer that an AD or Revision could affect its aircraft if appropriate.

2.11.1.4 Control of ADs applicable to Aircraft/Engine

The **Customer** is responsible to determine the applicability of issued AD. The **Customer** should advise the **Customer Support** how best to comply with the AD, and the decision on when to proceed is made jointly, based on the impact on operations, considering the specific compliance requirements.

When the AD is incorporated in the PO, the **Technical personnel** issues task card from Quantum to ensure correct implementation.

The **Technical Services** also need to ensure that a maintenance release to service is not issued in case of overdue AD (MOE 2.16).

2.11.1.5 Control of ADs applicable to component in the store

The **Store supervisor** is responsible to determine:

- if AD is applicable to Component ordered or in stock,
- when and how best to comply with the AD, considering the specific compliance requirements.

The **logistics,** in case of applicability of AD to a component, will enter a warning in quantum to permit:

- Verification that, before issuance from the stock or during incoming inspection, a component is affected by an AD may be applicable for installation on an aircraft (MOE 2.2)

2.11.1.6 Compliances

ADs to an Aircraft/Engine/APU and Component are accomplished iaw design data mentioned in the ADs and approved by the State of Design.

For aircraft, compliance with ADs is recorded on WP and aircraft/engine release to service.

For component, compliance is recorded on specific WP which is attached to the Component in Quantum.

2.11.1.7 Recording

The following information are recorded on task cards and on the release to service document:

- Date/hours at compliance,
- Method of compliance (Service Bulletin number, AFM revision, not applicable, etc.),
- Next compliance due date/hours/cycles/landings (if recurrent action requested),

AD embodied which have an influence to the operation of the aircraft is noticed to the pilot/Customer prior to next flight by the **Customer Support** and Information is written in the CRS/MRC and the ATL page.

the **Customer** is in charge to update its Maintenance programme if required.

The **Store supervisor** is in charge to implement an alert in Quantum to notify this requirement for new Component ordered.

2.11.2 CONTROL & DEVIATION

ADs must be carried out within the time frame specified. Any deviation must be submitted by the Customer / Operator to the competent authority for approval. Deviation requests state the reason for request and must include supporting data. Based on a “Sufficient Level of Safety” determination, an approval may be granted by the competent authority.

2.11.3 ANNEXES

- **DA-0070** AD list

2.12 ACCEPTANCE, COORDINATION AND PERFORMANCE OF MODIFICATION WORKS

145.A.45(d), 145.A.48(c)(4), AMC 145.A.45(d), GM1 145.A.48(c)(4)

2.12.0 GENERAL & RESPONSIBILITIES

2.12.0.1 General

All Changes or Modifications of aircraft and/or Components must be carried out iaw approved data.

This Chapter refers to the modifications to be embodied on the aircraft/equipment/engines described in the manufacturers' documents and approved data issued by a DO part 21. For Aeroplanes with a MTOM of 5700 kg and below, certification specifications for standard changes and standard repairs (CS-STAN) as described in MOE 2.9 may be used instead of approved modifications.

It must be noted that the privilege to develop modified maintenance instructions (as described in MOE 2.8), is excluding the engineering design of repairs and modifications.

Maintenance procedures established to ensure that damage is assessed, and repairs are carried out using approved data are described in MOE 2.9.

"**Approved Data**" is any data used in support of Repairs or Modifications/alterations (Change).

2.12.0.2 Responsibility

The **Customer** / Operator is responsible for the approval of any changes or modification. **DABS** will support the Customer / Operator in the approval process.

The **Technical Services** is responsible to ensure that applicable approved Design Data and Technical Instructions are received and described in PO. If not received, the **Customer Support** is in charge to coordinate with the customer the supply of Data, from the certification/engineering function, external Part-21 DO, TC Holder or STC Holder.

The **Customer Support** is also responsible to ensure with the customer that the **Modification** has been classified and approved, and if applicable of the necessity of additional approval by the competent authority of the country of registration.

The **Certification/Engineering function** may support the consideration of a Major or Minor Classification.

The **Customer Support** is responsible to inform the maintenance department and Technical Services on the forthcoming Change or Modification.

The **Customer** / Operator is responsibility to monitor the Aircraft Records. This includes the status of applicable SB/Modifications to the concerned aircraft.

Before work, the **Technical services** is responsible to:

- Review the CMTS status for SBs status by comparison to the PO given by the customer.
- Print the applicable approved Design Data (SBs, Modification) and associated Technical Instructions and integrate them into the WP.

After work, the **Technical services** is responsible to:

- Issue a List of SBs, Modification embodied, which becomes part of the Aircraft Records (Logbook).

The **Customer Support** is responsible to inform the Customer of any embodied Changes or Modifications that have impact on the aircraft (change in operational or airworthiness documentation, weight and Aircraft Flight Manual.

A copy of the approval/acceptance and all supporting data have to be kept in the Work package.

2.12.1 MODIFICATION WORKS ACCEPTANCE

The **Technical services** is responsible to verify if data are approved/accepted by appropriate authority with the customer and in coordination with the certification/engineering function, if necessary.

Data must be approved/accepted before beginning of work.

The following work **is subject to approval**:

- Major Change not covered by manufacturer/TC holder or outside repair specifications,
- Major Change not approved by the competent authority,
- Major Change /STC approved by a foreign authority,

The following work **is not subject to** the **competent authority approval**:

- a Technical Instruction (TI), Engineering Orders (EO) or Service Bulletins (SBs), in relation with a change approved in accordance with Part-21. (Approval by EASA, Competent Authority or Part-21 DO)
- Safety Information Bulletin (SIB) issued by the authority,
- Minor Change,
- Major Change approved by TC Holder,
- Major Change approved by a foreign authority iaw EASA agreement,

If Modifications not approved before work, approval iaw EASA requirements is initiated by the **Customer Support** in consultation with the Customer. Modification Incorporation is based on Customer decision.

2.12.2 MODIFICATION MANAGEMENT

2.12.2.1 Embodiment of Modifications

For EASA registered Aircraft, and Aircraft for which the Competent Authority accepts an EASA Part-21 modification approval, the Minor or Major Modifications will be classified by an organisation holding a DOA (EASA Part-21-Subpart J) or EASA.

The classification determines what kind of data is required for performance of the modification by DABS iaw scope of work described in MOE 1.9.

In all other cases, each modification must be classified, recorded and certified iaw procedures required by the respective, responsible competent authority. The **Customer Support** is the point of contact with the customer for ensuring appropriate verification before start of work.

If Modification has already been approved by the Competent Authority of the TC-holder (by STC, AD, SB etc.), the **Customer Support** is responsible to verify with the **Customer** the necessity of additional approval by the competent authority of the country of registration. If no further approval is required, these modifications will be implemented as per the approved data.

2.12.2.2 Control of Modification

The **Technical personnel** open a task in Quantum for each applicable SB / SL / modification to ensure that all are performed during the maintenance project.

Any modification completed in the maintenance facilities are inspected and certified by a Certifying Staff for conformity to manufacturers and approved data.

2.12.2.3 Recording

After implementing, the SB/Modification is recorded in the **Certificate of Release to Service (CRS/MRC)** reflecting the SB/Mod reference, and the supporting Documents are filed with the Work Package.

Next compliance due date/hours/cycles/landings are indicated if recurrent action requested.

Modification embodied which have an influence to the operation of the aircraft (including weighing amendment or operational documentation to be updated) is noticed to the pilot/Customer prior to next flight by the **Customer Support** and Information is written in the CRS/MRC and the ATL page

The **Customer** is in charge to update its Maintenance programme if required.

2.13 MAINTENANCE DOCUMENTATION DEVELOPMENT, COMPLETION AND SIGN-OFF

145.A.45(g), 145.A.45(e), 145.A.45(f), 145.A.55(a)(1)(1), GM 145.A.55(a)(1)(1), M.A.201(c), GM1 145.A.48

2.13.0 GENERAL & RESPONSIBILITIES

2.13.0.1 General

This chapter does not refer to the management of the manufacturer's documentation in MOE 2.8.

It refers the standard Work Packs and how to complete the work documents.

DA-0110 refers document template used, such as WAF, Task cards, Work Summary, certification, logbook entries, AD & SB/Mod list, and deferred items and limitations (DIL).

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 (Task cards, procedures, shop reports, forms) is completed and filed by unique WP number given by Quantum.

Task cards are completed in hard copy format, sign-off/stamped. Associated procedures are stamped. Exception is made in case of AOG processes where procedures could be stamped electronically.

In specific cases, when tasks are complex or lengthy, it is possible to transcribe main step in addition Work Descriptive sheet (WDS).

Definitions:

Work Packs *(WP) is created in Quantum. It details the tasks, labour, equipment, and materials required to complete tasks according to timescales set out in the maintenance Schedule. The information in Work Packs provides those who are managing the budget, the schedule and who are responsible for efficient delivery of the project with an overview of what needs to happen to complete more high-level areas of work.*

So, a **Work Pack** is a set of documents that describe how something is to be maintained. It is a set of instructions that is used to inform the Staff in the field how something will be done.

A Work Pack then takes this and formalises the scope of work, adds the Tools and materials required to complete the job, the data and work instructions, pulls relevant drawings, adds in Tests and then closes out the documentation.

Task cards *contain everything that the team/Staff on the ground needs to complete the task. The Task card contains a detailed list of what needs to be done to complete a task. It includes descriptions of specific tasks, detailed instructions about to how to complete the job, all the related data and drawings.*

Work Packages *is completed during the work and finalised after the work by the* ***Technical services****. It details the tasks completed. The information in Work Packages provides maintenance records to demonstrate works that have been performed and certified.*

So, a **Work Package** is a set of documents that describe how works is performed. It is a set of maintenance records including Staff working, aircraft certification and component release certificate that is used to demonstrate the customer in the field how something was done.

2.13.0.2 Responsibility

Technical services is responsible to:

- prepare the Work Pack in Quantum iaw the customer PO, in coordination with the **Team leader,** for each maintenance project. It includes issue of Task cards and associated procedures,
- control the documentation/data status,
- compiles the Work Package during and at the end of the maintenance project,

The assigned **Team leader** is responsible to:

- direct and supervise the work performed during an assigned maintenance project.
- monitor the timely in-progress work in Quantum.
- ensure all tasks are performed using established standards and data.
- ensure that Task Cards are duly completed, signed and stamped, including Removal, Work, Installation and Test and all the relevant procedures are duly completed and stamped before the Aircraft or Component is released to Service.

All **Technicians** who directly participated to the work must record the work they carried out. The **Technicians** in the Hangar and the Workshops have to **Sign-off** work carried out in task cards, shop report and to stamp procedures.

The **Qualifying inspector** is responsible to check work performed in case of specialised task.

The **AC-Rated Staff** is responsible to:

- ensure / declare that task was performed/inspected to the required standard by appropriate Staff.
- check work performed by unauthorised Staff (Staff without Stamp / Trainee / Temporary contracted).
- **release work carried** out in Task card,

Independent inspection must be performed as appropriate iaw MOE 2.23 by a **licenced Staff (B1 or B2).**

The **Certifying Staff** is in charge to certify Aircraft or Component.

*For **Line maintenance works** and **unscheduled maintenance**, the **Certifying Staff** acts as supervisor, and will issue MRC when confident that all the maintenance ordered by the Customer has been accomplished or properly deferred.*
*For **Base maintenance works**, The **Team leader** acts as supervisor. The Certifying Staff has ensured that all the maintenance ordered by the Customer has been accomplished or properly deferred.*

The **Certifying Staff** is also responsible that a general verification is carried out and signed off after completion of maintenance, to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted. Final check of the Work Package regarding the task ordered in PO is performed by the assigned **Technical personnel**.

2.13.1 WORK PACK

2.13.1.1 Work Pack Content

A WP is opened in Quantum for each maintenance project on Aircraft by the **Technical Services**.

WP contains aircraft general data (Registration, Aircraft, Engine and APU type, S/N, Hrs, Cycles, AMP, etc.), customer information.

WP contains all maintenance tasks ordered by the Customer, which is generally:

- Scheduled Inspections and Due list (*i.e. routine tasks*),
- Discrepancies reported by Pilots, or as noted in the ATL (*i.e. non-routine tasks*),
- Deferred works/maintenance as noted in the Deferred Items and limitations (DIL),
- All ADs, SBs as applicable, eventually requested Repairs / Modifications.

A Work acknowledgement form (**WAF**) issued from Quantum is provided by the **Technical Services** and is signed by the **Customer** to approve the details of work to be performed including revision of Data, identification of CRITICAL tasks and subcontracting work.

DA-0111 details the process for establishing the Work Pack.

2.13.1.2 Work Pack Preparation

When PO is received, the **Technical Services** reviewed the request**, including** tasks from the CMTS**,** customer supplementary tasks from AMP and list of critical maintenance tasks, EROPS and CDCCL tasks required by the customer, to elaborate the Work Pack.

In case of discrepancy, a TDR form (**DA-0019_TDR**) is sent to the customer for review and action. At the end of this process, **WAF** is provided for final agreement.

Work Pack is established by the **Technical Services** based on the above criteria. it contains:

- **Work summary** where all requested maintenance tasks are described,
- **Task cards** issued from template in QUANTUM, including identification of "specific tasks": CRITICAL (MOE 2.23 and 2.28), B2, CDDCL and EROPS (from manufacturer or customer requirements),
- **Associate Procedures/ Specific data** as appropriate, including SBs, Mods, ICAs and ADs,

Model of Work Pack, including task cards are described in **DA-0110.**

2.13.1.3 Type of Task cards

1 Routine cards

Task cards for **scheduled maintenance** are issued by the **Technical Services** with associated procedures as appropriate, including data, and distributed to assigned **Team leader** / **CS**, including identification of specific tasks.

Procedure / supporting data is provided with the Task card.

2 Non-Routine cards

In case of **troubleshooting/defect/additional works**, Task cards are issued by the assigned **Team leader** / **CS,** after agreement by the customer by APO. Identification of specific tasks is directly made by them.

*Procedures necessary to work are printed by the **technician**. Procedure must be attached to the tasks.*

If necessary, Customer could be contacted for additional document required for specific tasks completion (e.g. ICA in regard to STC or mods, specific procedure for operational task).

2.13.1.4 Work Pack composition

Tasks are organised in different sections on the WP in Quantum:

- Routine cards including *Scheduled Inspections* (0) / *Due list* (1) / *Modification, SB* (2),
- Non-routine cards for Defect rectification including *Mechanic* (3) / *Electrics/Avionics* (4) / *Structure* (5) / *Cabin* (6)
- Additional: *Servicing/Ramp Cleaning* (7)
- AD (8)

Following task cards are also integrated in WP:

- Incoming inspection,
- Review to ensure that identification of critical tasks and error capturing methods have been performed effectively, taking account the customer requirement, if appropriate,
- Final verification to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material and that all access panels removed have been refitted,
- Outgoing inspection for Base maintenance
- Weighing amendment in case of Mods/SBs embodied,
- Operator information in case of ICA,

2.13.2 COMPLETION AND SIGN-OFF

The White-out Blank is prohibited for any error's Corrections on Document and Records. Error should be strikethrough, corrected and stamped/signed.

2.13.2.1 Task records

Task Card is a Sheet issued from describing the requested task to be performed or the defect to be corrected.

All Quantum task cards* must be filled with the work carried out, details of approved maintenance data (including revision status), list of controlled Tools used, serialised components replaced/installed and must be signed-off by the Staff ensuring the step of work is terminated.

Task not applicable is described with the reason.

The Maintenance data is used as additional records for maintenance performed with all necessary information (e.g. sign-off of stage breakdown, task performed/not performed, values or readings).

Copies of maintenance data incorporated in the Work Package form part of the aircrafts record.

In case of the **Customer provide its own cards (e.g., CAMP cards)., the **Technical services** shall ensure that such documentation is placed as cover of work cards, signed and stamped by the Technical Services Team, including the appropriate reference of each Quantum Task card*

2.13.2.2 Task accomplishment

Box 3.1 must describe work performed that is understandable and legible, of what performed to correct or satisfy the request/discrepancy, including documentation of applicable data used (reference) and calibrated tooling used.

A description of work performed is completed in each single line by the **Technician** that will refer as minimum:

- Removal, Work, Installation or Description of Maintenance, Troubleshooting, and
- Description of Test performed (functional, operational or leak check as appropriate).

Additionally, the associated **data/procedure** must be completed/stamped by **Technicians** performing the task during the work or just after completion to indicate step of work performed.

When work is stopped, it must be indicated by a line directly in the procedure indicating where the work has been stopped followed by the technician's stamp (and date if relevant).

When step is not performed on data, it must be indicated by strikethrough directly in the procedure indicating step of the work not performed followed by the technician's stamp (and reason if relevant).

Specific test reports / Checklists for recording test values or results must be completed as required.

Each step requires the technician's signature and stamp with date in **box 3.2** when step is terminated.

Sign off in the **box 3.2** indicates that the **Staff** ensures that the task or group of tasks has been fully correctly performed iaw attached data. It relates to one step in the maintenance process and is therefore different to the release of the task card by an **AC-Rated Staff** in **box 6**.

2.13.2.3 Task checking

Requirement to sign **box 3.3** is under the decision of **AC-Rated Staff** releasing the task in **box 6**.

Work checking* (*inspection / review / supervision*) in **box 3.3** is **required** in these below cases by:

- an **AC-Rated Staff** in case of independent inspection (**inspection**),
- a **Qualifying Inspector** in case of specialised task - MOE 1.6.2; (**inspection**),
- a **Team leader** or **AC-Rated Staff** in case of work inspection requested by the **AC-Rated Staff** releasing the task (**inspection**),
- an **AC-Rated Staff** in case of work performed by unauthorised Staff (**supervision**),
  – Staff without stamp (trainees, apprentices, temporary contracted Staff),
- an **AC-Rated Staff** in case of shift (**review**).

Type of Checking

***Inspection** is accomplished by physical inspection.*

***Review** is accomplished by ensuring that different steps have been signed by appropriate technicians in data. It may not have necessarily included an actual witnessing of the work.*

***Supervision** is accomplished by ensuring that unauthorised Staff (staff without stamp) have signed data and important steps have been inspected. It includes an actual witnessing of the significant steps of work.*

Sign-off in the **box 3.3** indicates that the appropriate **Staff** has checked/reviewed task or group of tasks to verify that work has been satisfactorily performed. Checks could also be additionally stamped directly in the data. Checking action relates to one step in the maintenance process and is therefore different to the release of the task card by the **AC-Rated Staff** in **box 6**.

2.13.2.4 Task Release

Sign off/Task release* in **box 6** indicates that the **AC-Rated Staff** has assessed** that:

- the **actions** and the **error capturing method** (if relevant) were performed by an **appropriate Staff**,
- the requested work has been appropriately performed iaw Data,
- the discrepancy has been corrected, and
- the acceptable/approved data has been used and documented.

***** Note that in Line perimeter, release of the task also includes certification of work performed.

****** The Staff may not have necessarily included an actual witnessing or a checking of the work. An additional check may be performed by an **Authorised Staff** in **box 3.3** if necessary, as described in MOE 2.13.2.3.

2.13.2.5 Component removal/change/Installation

Removal/Replacement/Installation of a **serialised** Component associated with task performed will be entered on the **box 5**. Upon removal of any Component, a technician is performing a General Visual Inspection (GVI) of the removed Component, and any panels removed to gain access to the Component.

The technician signature/stamp in the **box 3.2** indicates that the Component was removed in a serviceable condition without noted discrepancies, unless otherwise documented.
If defects or damage are found, a new task card is generated to correct any discrepancies.
***Note:** Entry on the box 5 does not require a supporting signature/stamp.*

2.13.2.6 Critical Tasks

Error capturing method is completed and signed off when CRITICAL task has been identified. Refer to MOE 2.23 and 2.28. The **Error capturing method** could also be additionally stamped and completed directly in the task card / WDS or procedure.
Independent inspection must be described and signed-off in box 4.

2.13.2.7 Sign-off Summary

Type of task **Box 3.1 of task card**	**Task step accomplishment** **Box 3.2 of task card**	**Task step checking** **Box 3.3 of task card**	**Additional records** **Box 3.1 +3.2**	**Error capturing method** **Box 4**
Normal task Description of Removal, Work, Installation and Test	authorised (Mechanic, SS, specialist) Task performed	authorised (SS, inspector, TL) Task **inspection** IF **APPROPRIATE**		
	unauthorised (Trainee, contractor) Task under supervision	authorised (SS, inspector, TL) Task supervision	authorised Staff (SS) Task **inspection**	
Critical maintenance task with **Independent inspection**	authorised (Mechanic, SS, specialist) Task performed	authorised (SS, inspector, TL) Task inspection		authorised Staff (Not AC) **independent inspection**
	unauthorised (Trainee, contractor) Task under supervision	authorised (SS, inspector, TL) Task supervision	authorised Staff (SS) Task inspection	authorised Staff (Not AC) **independent inspection**
Identical maintenance task with **inspection by other Staff Or Work by different Staff**	authorised (Mechanic, SS, specialist) Task performed on 2 systems	Different authorised (SS, inspector, TL) Task inspection	Recommended	Optional
	2 authorised (Mechanic, SS, specialist) Task performed on 1 system (each)	authorised (SS, inspector, TL) Task inspection (could be 1 of 2)		
	unauthorised (staff without stamp) NOT authorised except if inspected			
Critical task (limited to unforeseen circumstances) with **re-inspection**	authorised Staff (SS, specialist) Task performed	Same authorised Staff Task inspection	Same authorised Task re-inspection	

2.13.3 REVIEW

2.13.3.1 Task cards review

The **AC-Rated Staff** releasing the task is responsible to review the following documented document:

- Task cards should be completed, dated and signed with:
  - Actions taken including description of significant steps (*i.e. Removal, Work, Installation and Test*); Complex maintenance tasks must be subdivided into clear stages in WDS and stamped on the procedure,
  - Details of action taken, and indication of action not performed or N/A (on the procedure),
  - All relevant details (includes values, result of test or trouble shooting),
  - Reference to the procedure / Approved data,
  - Reference to the calibrated tools/equipment used. Could be also recorded directly in associated data or in tracking system in Tools store,
  - Details of all serialised Components installed (including S/N On/Off),
  - Details of Error capturing method when Critical tasks have been identified,

- Task cards should be documented with following:
  - Attached Test report or appropriate Work sheet,
  - Attached component Release certificate (Form 1 or equivalent) for serialised Components,
  - Attached Approved Data / Drawings / Diagrams related with the maintenance carried out,
  - Attached proof to use Data / Drawings / Diagrams not in manufacturer manuals (Form CDS for Dassault, Form SRPSA for Bombardier; etc...).

- Associated procedure/data should be documented by the technician performing the task with:
  - Work personally performed is stamped,
  - Bracket is used to indicate step and discontinuity of work,
  - Work not to be performed due to applicability is strikethrough,
  - Work not performed is strikethrough with reason indicated,
  - Assessment of action to be taken, and indication of defect/damage found is described (Y/N),
  - Calibrated tools/equipment used are recorded if not already recorded in task card,
  - Values found are recorded, when relevant.

2.13.3.2 Work Pack review

The **Technical services** is responsible for checking the following before release to service:

- All tasks described on the Customer PO have been performed, deferred or cancelled,
- Each technical failure reported by pilots in the ATL has been answered,
- Incomplete maintenance, deferred or cancelled work has been accepted by the Customer,
- All deferred items in "DIL" page have been closed if necessary,
- There are no non-compliances which are known that hazard seriously the flight safety.

When **additional Checklist/Protocol** is used for scheduled Inspections, each individual Task card is released, and the Checklist completed, signed and stamped by a certifying Staff.

The **Customer Support** is responsible for checking the following before release to service:

- All supplementary tasks issued during maintenance have been performed, deferred or cancelled,
- Limitation in aircraft certification (CRS/MRC) has been discussed and accepted by the Customer,
- All data used during project for major modification or repair have been appropriately approved.

In case of discrepancy, a WPDR form (**DA-0019_WPDR**) is sent to the Customer Support for review and action.

2.13.4 RELEASE TO SERVICE

Release to Service is issued from Quantum and signed by appropriate certifying Staff before flight:

- Either a CRS/MRC for Aircraft and a CRS for Engine or APU
- Either a Form 1 for Engine/Components.

The content of CRS/MRC includes:

- The total landing and time in service when the Aircraft, Engine or Part is released to service,
- A description of the work performed or type of inspection,
- The details of all tasks performed including defect rectification / repairs / modifications / SBs / ADs,
- The serialised Components replaced or repaired,
- List of any SB/Modifications embodied / AD performed,
- List of work deferred/cancelled/not performed,
- Reference to the procedure / Approved data used,
- The date, signature, stamp of the Certifying Staff,

The **Technical personnel** is in charge to send the following to the customer for acceptance of CRS before flight**:**

- Status of work performed / work deferred / work not performed (DIL),
- Serialised Components replaced/installed,

2.13.5 WORK PACKAGE

Final Work Package is described in MOE 2.14 and DA-0110. An electronic copy is kept on internal server

2.13.6 ANNEXES

- **DA-0019_TDR** Technical Discrepancy report
- **DA-0110** Work Package Form and Use
- **DA-0111** General Maintenance Work Process
- **Quantum Form** (WAF, Task cards, WR, CRS, MRC, DIL, List of Mods, List of ADs) -described in DA-0110

2.14 TECHNICAL RECORD CONTROL

145.A.55(a)(1), 145.A.55(a)(2); 145.A.55(a)(3); 145.A.55(a)(4); GM1 145.A.55(a)(1), AMC1 145.A.55(a)(3)

2.14.0 GENERAL & RESPONSIBILITIES

2.14.0.1 General

This chapter describes control of maintenance records to be retained including:

- Composition of Work Package including any maintenance records retained by the MO,
- Records keeping systems, including Computer system and related backup,
- Access to the records,

The original Work Pack containing **maintenance records** as described in MOE 2.13 are handed over to the Technical Services. When satisfactory reviewed and completed with maintenance records, Work Package is scanned, and a digital copy is saved on DABS internal server and linked to Quantum.

Original paper Work Package is sent to the Customer (MOE 2.17). Only digital copy is retained as computer-based records.

2.14.0.2 Responsibility

- The **Team leader** is responsible that the Work Pack and all the relevant Documentation are duly completed signed and stamped before the Aircraft or Component is released to Service. (MOE 2.13)
- The **Technical personnel** is responsible to check and review the Work Package before to scan/store it adequately on the internal server.
- The **IT department** is responsible to define the safeguard measures for installations, safeguard of data, the security of access to the network and data loose, as well as the back-up system. Refer to MOE 2.21.2.

2.14.1 WORK PACKAGE

2.14.1.1 Composition of Work Package

At the Completion of any maintenance task, the **Technical Services** reviews the Task cards / associated signed maintenance data and legibility of the maintenance records, signatures, presence of all component release certificates and related documents.

The **Technical personnel** is in charge to verify and compile the final Work Package. It **must contain:**

1- Cover page (generated by Quantum),
2- Customer PO + Additional PO + WAF,
3- Work Summary (WS) (generated by Quantum) - Details of work performed and additional tasks such as travel time or administrative task.
4- Aircraft Certificate of Release to service (MRC/CRS) for work performed (generated by Quantum),
5- Release to service document -CRS or logbook entries- (generated by Quantum) for Engine and APU,
6- Copy of ATL completed with RTS,
7- List of deferred items and limitations (DIL) (generated by Quantum) if appropriate.
8- Detailed maintenance work (WP) including Task cards and associated maintenance data completed,
9- Component Release certificate (Form 1 or equivalent) for serialised component installed,
10- In case of Modifications/repairs/SBs applied during the maintenance project, the appropriate ICA documents to be retained by the customer (as wiring diagrams, MM-supplements, AFM-supplements, operational instructions), are described in Work Package.
11- Work Report (generated by Quantum) - Details of work performed and additional tasks such as travel time or administrative task,
12- List of SBs / Modifications embodied, and List of ADs performed, (generated by Quantum)
13- Weight and balance amendment if relevant,
14- Release certificate for non-serialised part/consumables (electronic only),

2.14.1.2 Maintenance recording

A unique WP is issued on Quantum for each maintenance project.

The **Technical Services** retains **an electronic copy** of the Work Package on internal Server in a Folder under the Aircraft's Registration. All records are kept in a manner that ensures protection from damage, alteration and theft, and retrieval of records. (MOE 2.21).

The **Technical personnel** is in charge to supply **Original Work Package** to the Customer within 25 days but not later than 30 days. (MOE2.17).

If requested, the Technical Services could send an electronic WP to the customer and/or the computerised maintenance tracking system (CMTS) as soon as practical but in no event more than 7 days after the day of the maintenance release.

In case of discrepancy received by the customer, a WPDR form (**DA-0019_WPDR**) is created sent to the **Customer Support** for review and action.

The **Logistics Department** in coordination with the **Customer Support** is in charge to send the invoice to the Customer.

2.14.2 RECORDS KEEPING

2.14.2.1 Retention of records

Work Package including certificate of release to service, and all associated support technical documentation (Component Release Certificates, Relevant Procedures, SBs, ADs, weight & balance report), documents in relation with Modifications (such ICA supplements as drawings, wiring diagrams, AMM, AFM) are stored for **at least 8 years** on internal Server as electronic data.

Maintenance Instructions / Data such as MMs, ADs, SBs, which are referred in the Task cards are **also recorded** in the Work Package.

2.14.2.2 Computer system and related backup

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. (**MOE 2.21.2).**

Computer record systems have a backup system, which be updated within 24 hours of any new entry. Computer record systems include safeguards to prevent unauthorised personnel from altering the data. Backup system is stored in a different location from the one that contains the working data.

2.14.3 DISPOSAL OF RECORDS

2.14.3.1 Transfer of Aircraft

In case of customer request when an aircraft is transferred, maintenance records covering the last 3 years could be sent to the customer.

2.14.3.2 Lost records

In case of customer request when maintenance records are lost or destroyed, maintenance records covering the last 3 years could be sent to the customer.

2.14.3.3 Termination of Maintenance Activities

In the event that DABS terminates its operation, all retained maintenance records covering the last 8 years will be distributed to the last owner/customer of the respective aircraft or component. If it is not feasible to trace the owner/customer, maintenance records will be stored as required by FOCA.

2.14.4 ANNEXES

- **DA-0019_WPDR** Work Package Discrepancy report
- **DA-0110** Work Package Forms in Use

2.15 RECTIFICATION OF DEFECTS ARISING DURING MAINTENANCE

145.A.50(c), 145.A.50(e); AMC1 145.A.50(e);

2.15.0 GENERAL & RESPONSIBILITIES

2.15.0.1 General

This chapter describes how new defects or incomplete maintenance work identified during maintenance are brought to the attention of the customer/operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance purchase order.

MOE 2.16 is applicable to issue the release to service (with incomplete/deferred maintenance).

Incorporation of standard defect rectification in work pack, record, release to service and information to the customers are to be dealt with in paragraphs 2.13, 2.14, 2.16, 2.17.

2.15.0.2 Responsibility

- The **Team Leader** is responsible to review Defects or Maintenance Item, which for any reason cannot be corrected, that should analyse according to the aircraft MEL/CDL if the item could be deferred.
- The **Customer** is responsible for the compliance of all deferred maintenance items within the period given by the MEL and for keeping the appropriate records.

It is the Customer's / Operator's responsibility to have the DIL cleared on time.

2.15.1 DEFECTS FOUND DURING MAINTENANCE

Upon the discovery of a defect, the **Customer Support** will contact the Customer and advise it of the necessity to assess and rectify the Defect. **Additional PO** form is sent to formalise the request.

If the Defect has resulted or may result in an Unsafe condition that hazards seriously the Safety, the Competent Authority, the State of Registry and the Organisation responsible for the design of the Aircraft or Component must be informed. Refer to **MOE 2.18**.

When Approval for rectification is obtained, the work is recorded in a task card issued from Quantum, including defect description, assessment and correction iaw approved data.

If the Customer decides to **not** rectify the defect, an Entry in the Task card and CRS/MRC reflects such fact and the aircraft limitations: "***Defect not corrected according to the Customer's Instruction.***"

It is the Customer's responsibility and decision whether to operate the Aircraft in airworthy conditions or not.

However, DABS must not issue a **Release to service** if there are reasons to believe that the defect or non-compliance could lead to an unsafe condition or where safe operation could not be assured or the aircraft in not in airworthy condition. Refer to MOE 2.16

2.15.2 DEFERRED DEFECT

2.15.2.1 Policy

Defects listed in the ATL or any other Maintenance Item which for any reason, lack of material or time, cannot be corrected immediately, may only be deferred in following described conditions.

- Items, not affecting the Airworthiness, *i.e. Cabin Items or not required Equipment*, may be deferred.
- Item that affects airworthiness may be deferred if specifically allowed by approved data (MEL or CDL or NTO), issued by the manufacturer or the competent authority. Refer to MOE 2.16.2.4.
- **Airworthiness Items, which are not listed in the MEL, are not allowed to be deferred.** Items must be repaired before the next flight or certified iaw MOE 2.16.2.6 in case of incomplete maintenance.
- When deferrals of certain Items require special Maintenance Actions, (*i.e. pinning of Thrust Reversers, pulling and securing Circuit Breakers, etc*) described in the manufacturer documentation, these actions are described in task cards.
- Items that may be deferred are transferred to the Deferred Items and limitations List (**DIL**), including maintenance actions performed iaw Customer's instruction.
- Inoperative Instruments or Systems have to be labelled "INOP".

Particular Attention must be given when multiple MEL Items are deferred.

NOTE: Items having an Influence on the Airworthiness not listed in the MEL/CDL must be serviceable. In **case of any doubt** or when the MEL does not list defects, which could affect Airworthiness of an Aircraft, the Customer have to be informed by the **Customer Support,** for further actions (*i.e. contacting the manufacturer or competent authority to obtain a special Authorisation or delaying the rectifying of the defect*).

The **Certificate of Release to Service** is **not** signed if:

- an Airworthiness Item is not repaired/serviceable (except in case of MOE 2.16.2.6) or
- Agreement from the customer has not been obtained.

2.15.2.2 Transfer to DIL

Deferred (or incomplete) maintenance is described in the task card, CRS/MRC and transferred to the DIL in Quantum (Template is described in **DA-0110**). Entries in the DIL must include:

- Description of incomplete maintenance,
- Justification for deferral (Data/MEL reference) if applicable, and the time limit for the deferral,
- A statement that any Maintenance Actions have been performed, as required, before flight and iaw the described M Procedures in MEL, and
- The Date and Signature of the Staff making the deferral Entry.

The DIL has to be controlled by the Customer, including deferred maintenance rectification.

2.15.2.3 Deferred defect rectification

The Customer is responsible for the compliance of all deferred maintenance items within the period given by the MEL and for keeping the appropriate records.

Each deferred item and the appropriate corrective action are recorded in the current WP. Correction of deferred items has to be dated, signed and the action to be described in ATL and the DIL, as appropriate.

2.15.3 REPORT TO THE CUSTOMER

In case of differed defects iaw MEL, an "INOP" placard could be affixed on the affected inoperative system, indicator or control. The Flight Crew must be notified of the deferment before flight with the DIL and an entry in the ATL. The **Technical personnel** must inform the Customer of deferred defects. DIL is signed by the customer for acceptance. A copy of signed DIL is retained in the Work Package.

2.15.4 ANNEXES

- **DA-0110** Work Package Forms in Use
- **Quantum Form** (WAF, Task cards, WR, CRS, MRC, DIL, List of Mods, List of ADs) -described in DA-0110

2.16 RELEASE TO SERVICE PROCEDURE

145.A.30(g), 145.A.30(h)1, 145.A.30(h)2, 145.A.30(i), 145.A.30(j)5, AMC1 145.A.30(j)(5), AMC1 145.A.30(j)(5)(i), AMC1 145.A.30(j)(5)(ii), 145.A.48(c)(3)(1), 145.A.48(b), 145.A.50(a), GM1 145.A.50(a), 145.A.50(b), 145.A.50(c), 145.A.50(e), 145.A.50(d), 145.A.50(f), AMC1 145.A.50(b), AMC1 145.A.50(d), AMC2 145.A.50(d), GM 145.A.50(d), AMC1 145.A.50(e), AMC1 145.A.50(f), AMC1 145.A.48(a), 145.A.48(c)(5), 145.A.35(a), 145.A.55(a)(1)(1), 145.A.75(e), 145.A.75(c), 145.A.30(j)3, 145.A.30(j)4, AMC1 145.A.30(j)(4), Appendix I

2.16.0 GENERAL & RESPONSIBILITIES

2.16.0.1 General

This chapter refers to the Release to Service of an Aircraft or Component as described in Part-145.A.50 and associated AMC.

DABS is responsible for the maintenance that is performed within the scope of its approval. (MOE 1.9)

A Release to Service is issued by **appropriately authorised DABS Certifying Staff** when it has been verified that all maintenance ordered has been properly carried out by appropriate authorised Staff, considering the availability and use of the **maintenance data** and that there are no non-compliances which are known to **endanger flight safety**.

A Release to Service is issued **before flight** at the completion of any maintenance.

Maintenance Data used are described in MOE 2.13.

'Endangers flight safety' means any instance where safe operation could not be assured, or which could lead to an unsafe condition.

> *These typically include, but are not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage, and any emergency system or total system failure, AD that is overdue.*

***Note**: It is possible to release the maintenance performed, as long as the incomplete maintenance is properly identified and communicated to the operator and possibly to the competent authority if a disagreement with the operator exists.*

"Appropriately authorised DABS Certifying Staff" is a Staff with **internal authorisation certificate**, be formally authorised by **SQC department** that has verified qualification requirements and assessed its competency. (MOE 3.10)

In addition, it is important to stress that a release to service, does not necessarily mean that the aircraft is airworthy and ready for flight. A release to service is just a release after the performance of maintenance and its issuance is the responsibility of the maintenance organisation. However, the responsibility for defining the airworthiness status of the aircraft is the responsibility of the CAMO/operator.

2.16.0.2 Responsibility

Before releasing to service, the **Team leader** has to ensure that:

- every maintenance task is signed off after completion,
- CRITICAL tasks are clearly identified and error capturing method signed,
- work performed by personnel under supervision (*i.e. temporary contracted Staff, trainees*) is checked and signed off by an **AC-Rated Staff** or **Qualifying inspector**,

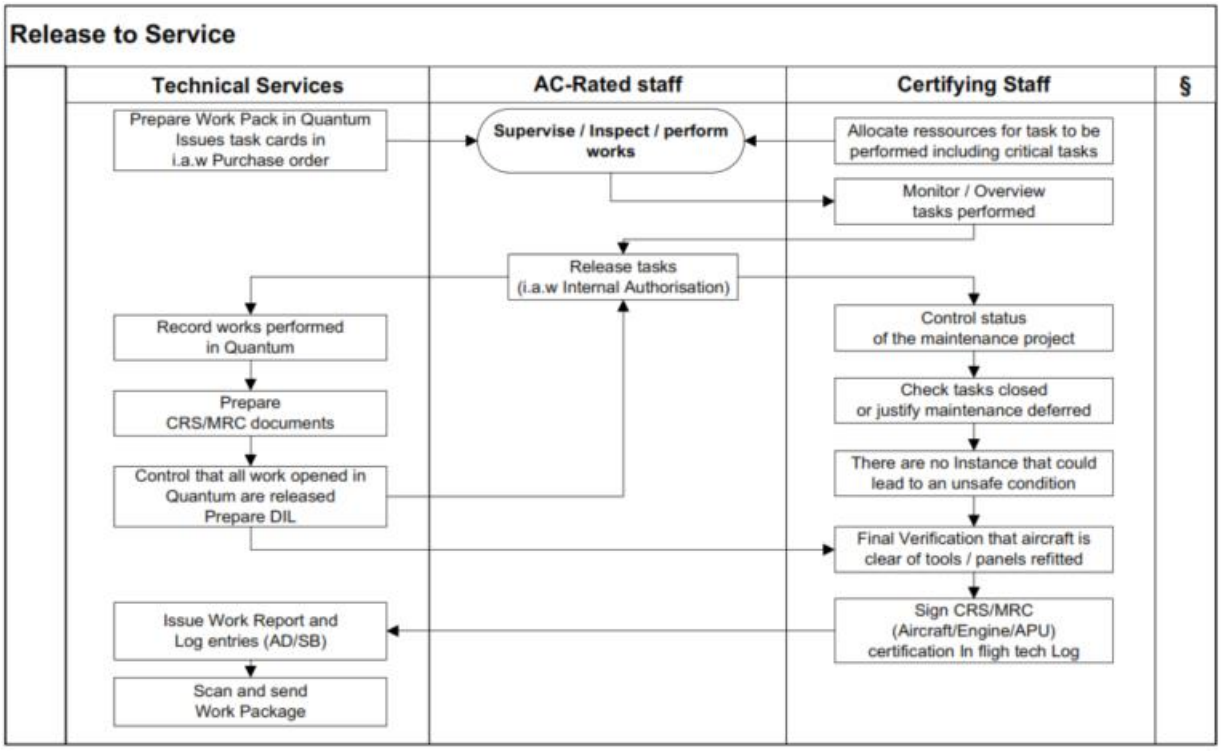
the **Technical services** have to check that:

- all maintenance tasks ordered by the customer and the corrective actions resulting there from, have been executed in accordance with the signed PO,
- work not performed has been deferred based on information contained in the MEL/CDL or acceptable data.

the **Customer Support** have to check that:

- all supplementary works have been executed and have been ordered/accepted by the customer,
- all work not performed/deferred have been approved by the customer.

2.16.0.3 Flow chart



2.16.1 CERTIFYING STAFF AND PRIVILEGES

2.16.1.1 Maintenance Certifying Staff

A **list of authorised Staff** is kept current in **DA-0103** on internal Server, including description of Privileges embodied on the **Internal Authorisation certificate** of each Staff. Privileges are described in **DA-0201**.

Description of Licence/Privilege of Staff and **Internal Authorisation** are described in **MOE 1.6.**

Description of Qualification/Training of Certifying Staff are described in **MOE 3.9.**

The Certificate of Release to Service of an Aircraft (CRS/MRC) or Component (Form 1) or specialised work (Work statement) after any maintenance may only be issued by a Certifying Staff iaw privilege mentioned on **Internal Authorisation certificate**.

a) Aircraft Release to service (CRS) after **base maintenance works** or Major modifications and repair is issued by Certifying Staff holding Privilege **"C" within its scope of privilege.**

b) Aircraft Release to service (MRC) after **Line maintenance works/Defect rectification** is issued by a **Certifying Staff** holding Privilege **"A", "B1", "B1L" or "B2" within its scope of privilege.**

c) Component Release to service after maintenance in **workshops** on components listed in the Capability list, is issued on a **Form 1** by **Component Certifying Staff** holding appropriate Privilege **"S" (based on qualification** (outside Swiss facility) or a **Swiss Licence "S"** / **"P" authorisation** (Swiss facility). It includes Engine and APU.

d) Release to service after NDT work is issued on a **Form 1** (component) **or** appropriate **Work release DA-0113** (work on aircraft) by qualified NDT personnel with Privilege NDT.
In case of additional works on component after NDT, component is certified on Form 1 issued by Component Certifying Staff as applicable including NDT works and reference to the NDT report.

e) Release to service for components removed in **serviceable conditions**, is issued on a **Form 1** by an **AC-Rated Staff** holding Privilege **"B1" or "B2".**

f) Certification of works after **specialised task** (Cabin, Sheet metal, Welding...) is issued on **Work statement** by **Qualifying inspector** or Component Certifying Staff.

g) Certification of works **on aircraft** (including Cabin, Sheet metal, Welding) **for another AMO** is issued by Qualifying inspector or Component Certifying Staff on **Work statement**.

2.16.1.2 Limited authorisation certification for Pilot

Limited single maintenance tasks iaw maintenance data (including daily inspection / servicing operations / MEL items / monthly task / data download) could be performed and signed by trained **Pilot** with a specific "**Limited authorisation certification"** iaw Part-145A.30(j)4.

This Authorisation does not provide or permit the Pilot to certify maintenance or any defect rectification other than the authorised tasks described in MOE 3.9.6 and iaw maintenance data.

2.16.1.3 One-off authorisation

A one-off authorisation "SEA Form" (**DA-0131**) is delivered by **SQC department** iaw Part-145A.30(j) 5.

MOE 3.9 specifies the related qualification requirement.

MOE 2.32 specifies the associated procedure to issue a one-off authorisation.

When an aircraft is grounded at a location other than the Geneva base due to a defect was unexpected and where no Part-145 organisation or appropriate Certifying Staff are available to issue a certification for a task on an aircraft type, DABS, **as contracted organisation,** may issue a one-off certification authorisation.

The **SQC department** may issue a SEA form:

- To one of **DABS Certifying Staff** holding equivalent type authorisations on aircraft of similar technology, construction and systems, or
- To **any person** with five years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the AC Type.

A one-off authorisation should not be issued where the level of certification required could exceed the knowledge and experience level of the person it is issued to.

In all cases, due consideration should be given to the complexity of the work involved and the availability of required tooling and/or test equipment needed to complete the work. Task affecting flight safety need to be re-checked.

All one-off authorisation has to be reported to the competent authority **within 7 days** after CRS issuance.

2.16.2 CERTIFICATE OF RELEASE TO SERVICE

2.16.2.1 Certificate of Release to Service form

A Certificate of Release to Service must be issued by **appropriately authorised DABS Certifying Staff** when it has been verified that all maintenance ordered has been properly carried out by appropriate authorised Staff, considering the availability and use of the **maintenance data** and that there are no non-compliances which are known to **endanger flight safety**.

A certificate of release to service must be issued **before flight** at the completion of any maintenance. **DA-0110** is described template used from Quantum.

1 Aircraft Base maintenance - CRS

Certificate of Release to Service (**CRS**) is a printed release to service document issued from Quantum after completion of any maintenance and/or defect rectification.

For Base, the assigned **Team leader** issues the CRS.
*If the assigned **Team leader** is not rated on the AC Type or absent on the day of the CRS, the Aircraft must be handed over to an appropriate **Certifying Staff** in order to issue the CRS based on CRS check list. **DA-0045**.*

The **Technical personnel** is responsible to prepare the following Release to service document from Quantum:

- CRS for the aircraft including Engine/APU fitted on the aircraft.
- Specific CRS for the Engine and/or APU Logbook whichever is concerned, when maintenance, supplementary works, scheduled inspections, modifications and/or AD have been performed.

The Certifying Staff who signs the CRS has also to make an administrative entry on the ATL.
The ATL entry indicates the significant maintenance with a reference to the WP.

2 Aircraft Line maintenance - MRC

Release to Service is signed on each task cards by the appropriately authorised A, B1 or B2 certifying Staff, as applicable, holding certification privileges for the work covered by the release statement.

Maintenance Release Certificate (**MRC**) is a printed document issued from Quantum after completion of any defect rectification.

For Line maintenance, the assigned **Certifying Staff** issues the MRC.

The **Technical personnel** is responsible to prepare the following Release to service document from Quantum:

- MRC for the aircraft including Engine/APU fitted on the aircraft.
- Specific CRS for the Engine and/or APU Logbook whichever is concerned, when maintenance, supplementary works, scheduled inspections and/or AD have been performed.

A Certifying Staff has also to sign-off the ATL with appropriate Part-145.A.50 entry. A CRS can only be issued by certifying Staff holding certification privileges for all the maintenance tasks covered by the release statement.

Note: If the maintenance event is including both mechanical and avionic tasks:

- A certifying Staff holding a "B1+B2" authorisation can issue the single CRS in ATL,
- In case of only stand alone "B1" and "B2" certifying Staff available, B1 certifying Staff is issuing a CRS in ATL *for the mechanical tasks*, and B2 certifying Staff is issuing a CRS in ATL *for the avionic tasks*, *Electrical tasks* could be signed by a B1 or a B2 Staff,
- The certifying Staff releasing the task cards for a defect written in the ATL must be the Staff who issue a CRS in the ATL,

Answers in ATL must give an exhaustive description of the work performed, including reference of data in regards of defect described and maintenance performed with a reference to the WP.

3 Component/Engine/APU - Component Release Certificate

Form 1 should comply with the format described in **DA-0124** and appropriate MOE supplement.

A component release certificate - **Form 1** (with Dual release if appropriate) - is issued by a Component Certifying Staff at the completion of maintenance on component iaw Capability List (**DA-0105**) and scope (Bx / Cx) in MOE 1.9.

It constitutes the components certificate of release to service after maintenance in the workshops. A **Shop report** signed by an appropriate Staff/inspector is required to demonstrate the conformity/inspection and traceability to the maintenance data.

Note *In case of Work is performed on a component removed and fitted on the same aircraft iaw data provided by the TC holder/manufacturer, a Form 1 may not be necessary.*

A component release certificate - **Form 1** is also issued by a Certifying Staff after removal from aircraft iaw scope (Ax) in MOE 1.9. **Refer to 2.16.5.** It constitutes the components certificate of release to service after removal serviceable from aircraft.

In case of component is removed unserviceable, a work statement **DA-0136_WS** could be issued if need to be sent to an external company.

The Form 1 accompanies the component. One copy is filed in Quantum and another copy is retained with the Work Package.

2.16.2.2 Content of Certificate of Release to Service

Minimum information to be contained in the certificate of release to service are:

- The reference of Purchase Order (PO) from Customer,
- The reference of Aircraft Maintenance Programme (AMP) in case of scheduled maintenance,
- The reference to flying hours/cycles/landings, as appropriate, when the release to service is issued,
- Details of the maintenance carried out (with reference to job card as applicable to the product or component being maintained and the related maintenance data),
- The revision status of the data used (MOE 2.13),
- The List of serialised removed / installed component,
- Details of the incomplete work or Work carried out not in accordance with the approved data, if any,
- Description of deferred maintenance, if any,
- The limitations to airworthiness or operations, if any,
- The date such maintenance was completed,
- The location where the release to service is issued,
- The address of the PPB (Form 1 block 4) of the organisation, including a tracking unique number,
- *The identity of the organisation, including the approval number of the maintenance organisation,
- *The name of the certifying Staff issuing the release to service, including individual authorisation number (stamped) and the signature,

Additionally, the following information must also be indicated in the certificate of release to service:

- One-off authorisation (SEA),
- Maintenance Away from the Approved Facilities (WAB),
- Maintenance above the approved scope in Line stations (WAAS),

*The Certifying Staff issuing the release to service uses its personal stamp (MOE 1.6), showing the company's name, as well as the name and Internal Authorisation number of the undersigning person and signature.

2.16.2.3 Conditions to issue Certificate of Release to Service

Prior to issuing Certificate of Release to Service, following must be ensured:

- All maintenance ordered in the PO and APO has been fully completed and documented,
- Uncompleted maintenance has been deferred as per Customer MEL/CDL,
- All task cards (including **Error capturing method**), test reports have been completed and signed accordingly,
- All associated procedures have been stamped,
- General Final check has been performed:
  - Aircraft or component is clear of all tools, equipment and any extraneous part or material. There are no foreign objects,
  - All panels removed has been reinstalled.
- All items removed from the aircraft during the work are back on board,

2.16.2.4 Certificate of Release to Service with deferred works

Deferred work is coming from:

- Defects (e.g., delamination, cracks, premature wear) discovered during inspection may only be deferred with the Type Certificate (TC) holder's assessment and approval.
- Discrepancies in equipment may only be deferred in accordance with the **MEL**.
- Defects that influence flight and affect the aircraft configuration may only be deferred if **the limitations** are described in the **AFM** or, if applicable, in the Configuration Deviation List (**CDL**).

Deferred work (DIL) is **approved by the Customer** and specified on ATL and Certificate of Release to Service.

2.16.2.5 Certificate of Release to Service for incomplete maintenance

A CRS for an aircraft may be issued for incomplete maintenance provided that:

- The maintenance to be performed is properly ordered by a customer PO.
- Limitations are clearly identified in the DIL, ATL, CRS.
- The limitations are approved and signed by the customer in the DIL.

In such cases, the CRS is issued with the approved aircraft limitations, stating the maintenance not completed, or operational limitations. The CRS and the DIL are communicated to the customer/operator and, if applicable, to the competent authority. **If appropriate, An Entry is also made in the ATL with the limitation/description**.

Deferred defects/items are described in MOE 2.15 and MOE 2.16.2.4.

Note: CRS is **NOT issued** when there are known **non-compliances which endanger flight safety** (hazards which could lead to an unsafe condition or when safe operation could not be assured). Refer to MOE 2.16.2.6.

2.16.2.6 Limitation to sign Certificate of Release to Service

A CRS must **NOT** be issued when it has been verified that hazards exist which could lead to an unsafe condition or when safe operation cannot be assured, such as in the following cases:

- An AD that is ordered or known to be applicable is overdue and not embodied.
- An ALI/CMR that is ordered or known to be applicable is overdue and not embodied.
- Work has been carried out **not** iaw approved data.
- Significant damage or other discrepancies impairing the safety of the aircraft/component are found *(e.g., significant cracking, deformation, corrosion, or failure of primary structure; evidence of burning or electrical arcing; significant hydraulic fluid or fuel leakage; or failure of any emergency or total system)*.

Note: Maintenance performed under such conditions may be signed off in a Work Statement (MOE 2.16.3.5), provided that any limitations are clearly identified, agreed upon, and communicated to the operator and, if applicable, the competent authority.

2.16.2.7 Error(s) on a Certificate

If error(s) is found on a Certificate, the Certificate is re-issued, as a new Certificate only if the error(s) can be verified and corrected. The new Certificate is signed with the date of correction. Both Certificates should be retained. The Certificate must have a same reference/tracking number with a revision number.

The new Certificate should refer to the previous Certificate by the following statement:

- *For CRS/MRC – item in 999xx* ***"This Certificate corrects the error(s) in block x- Item y [enter item(s) corrected + description of correction] of the Certificate [enter original reference number] dated [enter original issuance date] and does not cover release to service condition"***. New revision* is signed by the CS, the TS or the SQC department.
- *For Form 1 – Block 12 -* ***"This Certificate corrects the error(s) in block(s) [enter block(s) corrected + description of correction] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service"***. New revision* is signed by the CCS or the SQC department.

**in case of the certificate is signed by the TS or the SQC department, text of certification is strikethrough.*

or

- ***"This Certificate supersedes the Certificate [enter original tracking number] dated [enter original issuance date]***. New revision is signed by a CCS or a CS.

Note: If the error is a simple typo or administrative error (e.g., errors in hours, cycles, landings, or product P/N) and is accepted by the customer, the text may be corrected directly on the certificate by the Technical Services team, with the correction signed and dated. A revision should be indicated in the footer.

Such corrections are subject to written customer acceptance. A record of the customer's acceptance must be retained electronically.

2.16.3 AIRCRAFT CERTIFICATION (AX RATING)

2.16.3.1 EASA registered Aircraft

CRS issued, as described in MOE 2.16.2, must contain the following statement:

"The undersigned certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-145 and in respect to that work, the aircraft/aircraft component is considered ready for release to service."

2.16.3.2 Non-EASA registered Aircraft

Evidence that the authority (with a working arrangement with EASA) allows EASA release must be verified, including reference of *Aviation Code of the State of Registry*. Refer to DA-0125 or supplement for text to be used for CRS issued. According to EASA policy, sample of text to be adapted:

"The undersigned certifies that the work specified, except as otherwise specified, was carried out in accordance with (Aviation Code of the SoR) and in recognition of the organisation's EASA Part-145 approval, and in respect to that work the aircraft is considered ready for release to service."

2.16.3.3 Maintenance Check flight (MCF)

This procedure applies if during a maintenance event, a **task needs to be performed in-flight**, (*i.e. MCF after defect/ heavy inspection or major repair/modification*). Form **DA-0133** is completed including conditions and level of flight as described in MOE 2.24.11 and the following Statement is entered into the ATL:

"Aircraft released to service for maintenance check flight. Condition of flight described in DA-0133."

A new WP is opened and CRS must be reissued after **MCF** stating:

"Maintenance check flight performed satisfactory."

The aircraft operator retains the responsibility for the MCF (guidance is available in GM M.A.301(i) about the various MCF scenarios, including in particular cases where a permit to fly may be necessary or where the DABS may rely on the crew to complete data and make statements about in-flight verifications).

2.16.3.4 Certification with a Component with not appropriate certificate

When an aircraft is grounded at a location other than its designated station (e.g., a location where a maintenance contract exists) due to the non-availability of a component with the appropriate release certificate, it is permissible, in accordance with 145.A.50(f), to temporarily fit a component **without the appropriate release certificate**. This temporary installation is allowed for a **maximum of 30 flight hours** or until the aircraft first returns to its designated station, whichever occurs first.

A component is only be considered serviceable for this purpose if:

- It complies with all applicable Airworthiness Directives (ADs) and life limitations.
- It is accompanied by documentation clearly stating as "serviceable", including the name and the approval reference of the organisation who issued this document.
- It meets the required specifications and has suitable traceability.

To document the temporary installation, a Component Installation Release Certificate (CIRC) Form (DA-0132) must be completed. This includes confirming compliance with the above criteria and providing justification for the installation. The completed form must be sent to the operator for written agreement. A record of the agreement must be kept electronically.

The original form must be retained within the Work Package.

An entry specifying the limitation must be made in the Aircraft Technical Log (ATL).

2.16.3.5 Aircraft NOT in safe conditions

A CRS could not be issued when there are known non-compliances which endanger flight safety iaw 145.A.50(a). The following statement must be entered into the work statement and ATL:

> ***"All work specified, except as otherwise specified, was carried out iaw the customer's Purchase Order, and in compliance with the EASA Part-145 and relevant approved data.***
>
> ***The aircraft CANNOT be considered ready for release to service due to attached list of discrepancies and/or unairworthy items, which have been provided to the Customer."***

In case of **aircraft withdrawn from service**, the text issued after completion of disassembly plan iaw MOE 1.9.11, must include the following statement:

> ***"All work specified, except as otherwise specified, was carried out iaw the customer's Purchase Order, and in compliance with the EASA Part-145 and relevant approved data.***
>
> ***"The work identified was carried out as part of a disassembly plan for the aircraft, which has been permanently withdrawn from service. All removed items have been listed. Individual CRS will only be issued for components that have been removed, inspected, and confirmed to meet airworthiness requirements."***

2.16.4 COMPONENT CERTIFICATION (BX/CX RATINGS)

This chapter concerns Components/Engine/APU certification under privilege Bx and Cx rating. Component removed serviceable are described in MOE 2.16.5.

2.16.4.1 New component

DABS has not the privilege to issue Form 1.

DAB may fabricate parts during maintenance, subject to the condition specified in MOE 2.30.

2.16.4.2 Maintenance on component

Components brought to the DABS Workshop for service, inspection, overhaul or repair are traced via a Quantum **WO**. Components sent to a Part contractor for maintenance are traced via a **Repair Order** issued by Quantum. The maintenance on Component is performed as per Capability List / Scope.

Following this work, the following is issued to ensure appropriate records:

- An appropriate Shop Work Report is established, and referenced appropriately in Form1-block 12,
- A Form 1 is issued by a component certifying Staff with a unique number for the tracking. the following statement is entered:

> ***"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 the work the items are considered ready for release to service."***

Form 1 is completed iaw **DA-0124** when a part is in a condition ready for use**.**

Block 11 must include the status condition of work performed:

- **"Inspected/Tested"**: The component has been inspected or tested to verify its serviceability without requiring additional repairs.
- **"Repaired"**: The component has been repaired to address specific faults or defects, following approved repair procedures. This status is used when maintenance actions were taken to restore the component to serviceable condition without an overhaul.
- **"Overhauled"**: The component has been disassembled, inspected, repaired (if needed), and tested according to the overhaul requirements in approved maintenance data.
- **"Modified"**: The component has been modified according to an approved modification. This status is used when a change in the component's configuration or capability is made in compliance with applicable data.

Block 12 contains:

- detail of maintenance performed, maintenance data used including reference and revision status,
- limitations, incomplete work (deferred items are entered in workshop report),
- list of ADs incorporated, service life, Time Since New (TSN), Time Since Overhaul (TSO) if appropriate.

EASA Form 1 with Dual release statement may be issued in case of bilateral agreement (limited to EASA Form 1 issued iaw FAA or ANAC or TCCA). Bloc 14a need to be ticked and reference of NAA approval to be entered in Block 12. **In case of additional release** required for other authorities, an additional form is issued in accordance with appropriate regulation**. (refer to MOE supplement)**

Note: In case of Work is performed on a component removed and refitted on the same aircraft iaw data provided by the TC holder, a Form 1 may not be necessary.

2.16.4.3 Works not completed

DABS ensures that all reasonable measures have been taken to ensure that only approved and Serviceable components are endorsed with a Form 1. Such Certification must not be endorsed for any item when it is known that the item is Unserviceable,
Except DABS may issue EASA Form 1 for unserviceable component undergoing a series of maintenance processes (limitations to be entered in block 12).

2.16.4.4 Limitation

It is **not authorised** to issue Form 1 intended:

- to “complement” the component release certificate of return to service issued by the organisation having carried out the work in a regulatory system different from EASA.
- to “cover” the component release certificate for return to service issued by the organisation having carried out the work on the sole basis of tests and/or review of the applicable ADs.

Works cannot be put back into service by another organisation, in a regulatory system different from that of carrying out the work. The only possibility of accepting work carried out by a third-party organisation not approved in the regulatory system required is to consider this organisation as subcontractor (MOE 2.1.3).

2.16.5 COMPONENTS REMOVED FROM AN AIRCRAFT (AX RATING)

Components removed serviceable from aircraft/component* for storage and /or reinstallation in another aircraft must be inspected by an **AC-Rated Staff**. An appropriate **Component Release Certificate** must be issued (*i.e. EASA form 1*).

* In cases where components are removed iaw AMM or EMM from serviceable assemblies with the status "NEW," they are treated as serviceable items, subject to the same certification and documentation requirements. This removal must be authorised by the TC or TSO holder.

Note: Components removed for accessibility which are reinstalled in the **same** aircraft, are identified with a "**BLUE Identification**" tag and temporarily be stored in a tray marked with the aircraft registration number to prevent them from damage and contamination.

2.16.5.1 Component release Certificate content

Following information are entered in **EASA Form 1** iaw AMC2 145.A.50(d):

Block 11: "**inspected/tested**”:

Block 12 specifies in addition (basic information in MOE 2.16.2.2):

- reference to the aircraft from which the component was removed, including Hrs / Ldgs of the aircraft,
- reference to the maintenance data for the removal action,
- description of inspection performed for damage, corrosion and leakage to ensure good condition,
- when the last maintenance was carried out and by whom,
- a list of all ADs, repairs and modifications known to have been incorporated before removal. If no ADs or repairs or modifications are known to be incorporated then this should be so stated,
- detail for life-limited parts (LLP) and time-controlled components (TCC) being any combination of maintenance, overhaul, or storage life,
- reference to the maintenance history record, acceptance test report or statement, if applicable, should be attached to the Form 1.

Form 1 is issued by a certifying staff (cat B1) holding AC type.

Block 12 includes the following: **(In Bold** is the minimum required information.)

"Component removed in serviceable conditions from aircraft X at XX hours / XX landings.
Component TSN/CSN *and TSO, CSO (mandatory for LLP and TCC) if applicable*
Component has been removed iaw AMM "Aircraft type" procedure YYY.
Component *has been inspected iaw AMM "Aircraft type" procedure YYY. Or* **Visually inspected** *as applicable*
All work performed iaw data library (*Field/Smartpub***) "Aircraft type" revision YYY**
Last maintenance performed at [location] by [organisation]. Refer to [Work Package number].
All ADs known have been incorporated.
No Modifications and Repairs performed*. Or Modification / Repair implemented are listed in [document] if applicable*
Life limit is xxxx or Next inspection" if applicable

2.16.5.2 Limitation / Multiple release

It is not authorised to issue **an EASA Form 1 for multiple release** (FAA/TCCA) for a component that has been removed, except in cases where DABS has the capability to **control** the **airworthiness status** of the components using the complete component maintenance history records. This **Control** must be conducted by CAMO or an individual with assessed competency in airworthiness review procedures.
The staff in charge must demonstrate:

- **Comprehensive knowledge** of applicable regulations, including **FAA, EASA Part-CAMO** and **Part-145**,
- **Relevant expertise & experience** in airworthiness reviews process, ADs, modifications, and repairs,
- **Relevant understanding** in applying TCH or OEM maintenance data,
- **Recognised qualifications** in aviation.

Conditions for multiple release

- The **DABS facility** issuing the **EASA Form 1** must hold **EASA Part 145** approval as well as approvals from the relevant **foreign Regulatory Authorities**.
- The component being released must be **airworthy** and meet **both EASA** and the **foreign Regulatory** requirements. This involves adhering to any differences in **maintenance standards, documentation, and traceability** required by both authorities.
- The control of the airworthiness status must include:
  - **Confirming** that all the component maintenance has been performed by an approved organisation using TCH or OEM **maintenance data**, with records referencing these approved data.
  - Ensuring the **availability** of **Component Release Certificate** that conforms to both regulatory requirements for any component installed during that maintenance. These components must themselves be certified as airworthy and compliant with both **EASA** and **foreign** regulations,
  - Verifying **compliance** with all applicable **ADs** issued in both sets of regulations.
  - Ensuring that the **repairs** or **modifications** have been **approved** iaw both sets of regulations.

Dual Release Statement

- The EASA Form 1 must clearly indicate a **dual release** statement, confirming that the component complies with both EASA and the applicable foreign regulations.
- Two boxes to be checked in Block 14a: one for the **EASA release** and the other for the **other authority**.
- For countries that do not have a bilateral agreement with EASA, separate component release certificates must be issued.

Traceability and Record Keeping

- Full traceability and **proper documentation** for the component maintenance, and certification must be maintained in the **component maintenance history records**, ensuring compliance with both EASA and the foreign regulatory requirements.
- This documentation must include clear references to the verification performed including any applicable **ADs**, **SBs**, **repairs**, **modifications** and **maintenance tasks** performed under both sets of regulations.

In case of this control in not possible or if the verification did not permit an accurate assessment of the component airworthiness in both regulatory requirements, the only possibility to issue Form 1 Dual release for the removed component is to be disassembled by an appropriately rated AMO (Cx rating) and subjected to a check for incorporated ADs, Repairs and Modifications to establish satisfactory condition.

2.16.5.3 Components removed for storage / reinstallation

This chapter concerns Components removed serviceable for storage and /or reinstallation in another aircraft (*i.e. cannibalisation*).

Standard Parts serviceable removed is released with a CofC using Ax rating (**DA-0136_CoC**).

A **Component Release Certificate** (*i.e. EASA form 1 for EASA registered aircraft*) is issued for serialised component subject to compliance with the following.

a. The component was removed from the aircraft by an **appropriately qualified authorised Staff**.
b. The component may only be deemed serviceable if **the last flight** with the component fitted revealed **no faults** on that component/related system. A statement from the Operator is acceptable.
c. The component is **inspected for satisfactory condition** including for damage, corrosion or leakage and compliance with any additional manufacturer's maintenance instructions. This inspection could be an NDT.
d. The aircraft record should be researched for any **unusual events** that could affect the serviceability of the component such as involvement in accidents, incidents, heavy landings, lightning strikes. *Under no circumstances. a Form 1 may be issued if it is suspected that the component has been subjected to extremes of stress, temperatures or immersion which could affect its operation.*
e. The **maintenance history record** is available for all used serialised components.
f. Compliance with known **modifications and repairs** is established.
g. The flight hours/cycles/landings as applicable of any life limited parts including TSO/CSO is established.
h. Compliance with known applicable **AD** is established.

The appropriate maintenance history records / test reports are attached to the **certificate**. The certificate is attached to the component before storage in the serviceable parts stock.

On the basis of this information, Form 1 is issued iaw 2.16.5.1.

Form 1 with dual release may be issued **iaw 2.16.5.2** if analyse of maintenance history may permit to assess and demonstrate that all works was performed in respect of appropriate regulation.

Note1 In case of components are removed and fitted on the same aircraft, a Form 1 may not be necessary.

Note2 It is authorised for **removed components from an aircraft** to perform minor maintenance or repairs according to the AMM and SRM (CMM excluded). The following conditions applies for the work performed:

- Maintenance is performed under the aircraft maintenance (Ax Rating).
- There is no need for a Cx rating for the maintenance/repair conducted.
- There is no need for a shop or specialised tooling.
- The work is released by a certifying staff (cat B1).
- The Form 1 status is "**inspected/tested**."

Work performed could include:

- Replacement of O-rings, seals, and other similar components.
- Replacement of Standard parts such as bushings, bolts, screws, and nuts.
- Touch-up paint.
- Minor corrosion treatment, such as removing corrosion with "sanding" technics and reapplying surface protection.
- Minor repair on fairings or panels (e.g., wingtips, cowlings).

Form 1 must record work performed in Block 12.

2.16.5.4 Components removed from a non-EASA registered aircraft

Serviceable components removed from a non-EASA registered aircraft is issued with an **EASA Form 1 only when DABS has the capability to control the airworthiness status of components**.

The following cases are considered acceptable for the **control of airworthiness:**

- the components are **leased or loaned** by **DABS** which retains the airworthiness status.
- the components (including Engine or APU) are **leased or loaned** from an **organisation** which retains the airworthiness control under "commercial control programme".
- the organisation that **controls the airworthiness status** can provide full history records and a status iaw MOE 2.16.5.2.

A Component removed serviceable from a non-EASA registered aircraft is certified under Ax rating with an EASA form 1 ticked ONLY "other regulations" specified in block 12 and status "**inspected/tested**".

When DABS has the capability to control the airworthiness status of components in compliance with **both EASA** and the **non-EASA authority's** regulatory requirements, then it is allowed to issue component release certificate(s) iaw the applicable foreign regulations and EASA requirements. Refer to MOE 2.16.5.2.

If the airworthiness status could not be verified, the component must first undergo workshop maintenance by a Part-145 component maintenance organisation in accordance with the procedure described in §2.8 of AMC2 145.A.50(d) before 'EASA Form 1' can be issued.

2.16.5.5 Components removed from an aircraft withdrawn from service

Components removed from an EASA registered aircraft withdrawn from service must comply with MOE 1.9.11 and the following additional requirements specified in AMC2 145.A.50(2 7), in addition to those in MOE 2.16.5.3.

- A dedicated WP is created to trace all actions performed during the aircraft disassembly process.
- A dedicated task card is used for each serialised component to ensure all maintenance actions related to the removals are properly documented.
- The disassembly process is conducted under the supervision of **AC-Rated Staff** (cat C) who ensure that components are removed and documented iaw the appropriate data and the disassembly plan.
- All recorded aircraft defects are reviewed and the possible effects these may have on functions of removed components are to be considered.
- Components removed serviceable are documented with a **Component Release Certificate** issued by appropriate Certifying Staff**. Refer to MOE 2.16.5.2 for multiple release.**
- Components found to be unserviceable are to be identified as such with a "**RED Unserviceable**" tag (**DA-0122**) and segregated pending a decision on the actions to be taken.

Records of the maintenance accomplished to establish serviceability are part of the component maintenance history. These works are recorded in Task cards or referenced in the certificate.

The component release certificate must contain additional information:

- Reference to the WP.
- Reference to the maintenance data for the inspection.
- Reference to the maintenance history record

Maintenance history record is attached to the certificate.

The certificate is only issued if no additional inspection is required. A **certificate of conformity** may be issued if additional inspection is required.

The **Certificate**, where known, includes the need for the alignment of scheduled maintenance necessary to comply with the MPD applicable to the aircraft type on which the component is to be installed.

2.16.5.6 Components temporarily removed for maintenance

A component may be temporarily removed to facilitate access for maintenance or repair, provided it is reinstalled on the same aircraft.

This approach is applicable in case where access is limited except when its removal generates the need for additional maintenance that the organisation is not approved to perform.

The temporary removal and reinstallation must be documented in the aircraft's maintenance records, specifying that the component was removed to facilitate access and maintenance. Certification is made under the **aircraft (Ax rating)**, provided that the following conditions are met:

- The work is within the aircraft rating's scope.
- Approved data is used, including CMM under condition described in MOE 2.31.
- The component is reinstalled on the same aircraft.
- Any functional checks, tests, or inspections required by approved data are performed to verify that the component operates correctly.
- Proper documentations are completed.

An **EASA Form 1** is not required for a component temporarily removed, as it remains part of the same aircraft and is not being released separately as an individual component.

Note: if a component is removed during a disassembly project (MOE 1.9.11), the component does not need to be reinstalled on the aircraft.

2.16.5.7 Components removed for Swap

Form 1 is not required. An internal **blue Tag** is used as described in **DA-0122**.

Components removed serviceable from aircraft for Swap /change over serviceable components between different positions of the same aircraft must be inspected by an **AC-Rated Staff**, subject to compliance with the following:

a. The component was removed from the aircraft by an appropriately authorised Staff.
b. The component is inspected for satisfactory condition.

However, the Staff may issue a Form 1, if requested by the customer, that states:

Block 12: "***Component removed from position #x in serviceable conditions from aircraft X at XX hours / XX landings for swap. Component has been visually inspected. Component reinstalled on same aircraft to position #x. Airworthiness status of the component is the responsibility of the Customer.***"

2.16.5.8 Loan Components removed

Form 1 with dual release may be issued if analyse of maintenance history may permit to assess and demonstrate that all works was performed in respect of appropriate regulation during the loan period. These Components need to be loaned from an organisation controlling the airworthiness status.

2.16.6 NDT CERTIFICATION (D1 RATING)

NDT Examination performed on Component removed from the aircraft are certified with **a Form 1**. These components are described in the **Capability list** (**DA-0105**) with reference to the appropriate data.

In case of additional mechanical work is performed on the component, the NDT qualified Staff (level 2) performing the NDT task should sign the report (**DA-0113**). A component certifying Staff should release the works performed to the component (including the NDT task) on a Form 1.

In the case of DABS performing NDT examination **on the aircraft or component fitted on aircraft**:

- If work performed is **part of a maintenance project** or may require other associated maintenance tasks (such as removal/installation of panels, open/ closing of access), it would require an appropriate aircraft certification by an A rated organisation. DABS report (**DA-0113**) is used without issuing a Form 1.
- In case of work performed is **stand-alone work**, it would require an appropriate CRS by a D rated organisation. DABS release (**DA-0136_NDT**) is used without issuing a Form 1.

2.16.7 SPECIALISED TASKS CERTIFICATION

This case concerns when an external AMO contracted work to DABS for a specialised task included in the DABS scope of work (MOE 1.9.6).

The scope of works is limited to specialised tasks on Aircraft, Engine or Component, such as minor repairs/modifications, minor works, cabin refurbishing, sheet metal work and repair:

DABS must ensure that all work is carried out by personnel who meet the necessary qualifications and are authorised to certify their own work if required. **Qualifying inspector** are personnel who are authorised to sign off on maintenance tasks and declare that the work is completed to required standards. These staff must be qualified, experienced as described in MOE 3.17.

A **Work statement** is issued including the following:

"All work specified, except as otherwise specified, was carried out iaw the customer's Purchase Order, and in compliance with the EASA Part-145 and relevant approved data."

"The work was performed using the correct procedures and tools as required for the specialised tasks included in the DABS scope MOE 1.9."

"The related tasks are part of a maintenance event and require additional certification by an appropriately rated organisation to certify the component/aircraft."

2.16.8 TASK CONTRACTED TO DABS

This case concerns when an external AMO contracted work to DABS for a specific task included in EASA certificate. Work sign off is performed by a certifying Staff.

Final certification of the aircraft is performed by the external AMO with appropriate rating.

Statement includes:

"All work specified except as otherwise specified was carried out iaw the customer's Purchase Order."

"The related tasks are part of a maintenance event and require additional certification by an appropriately rated organisation to certify the component/aircraft."

The undersigned certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-145 and in respect to that work, the aircraft/aircraft component is considered ready for release to service."

2.16.9 ANNEXES

- **DA-0113** Work Report Specialised Tasks
- **DA-0122** Tags for Parts Identification
- **DA-0124** Component Release Certificate Guidance and Completion
- **DA-0125** Release to Service Guide
- **DA-0131** SEA – Single Event Authorisation
- **DA-0133** Certificate of Fitness for Flight
- **DA-0136_CoC** CofC Sample
- **DA-0136_WS** Work statement for component
- **DA-0136_NDT** Work release for NDT
- **Quantum Form** (WAF, Task cards, WR, CRS, MRC, DIL, List of Mods, List of ADs) -described in DA-0110

2.17 RECORDS FOR THE PERSON OR ORGANISATION THAT ORDERED MAINTENANCE

145.A.55(b) - 145.A.70(a) 12

2.17.0 GENERAL & RESPONSIBILITIES

2.17.0.1 General

This chapter is limited to the transmission of records to the Customer. It describes the composition of maintenance records as described in MOE 2.13 (Work Package) to be provided to the customer/operator.

Contract is describing the specificities applied to the Customer (records to be provided / format(s) / Who will receive it) / When records will be provided)

2.17.0.2 Responsibility

Technical Services is responsible for:

- composition and provision of the records to the Customer iaw specificity in contract if available.
- scanning the Work Package and for storage it to the DABS Server.

2.17.1 MAINTENANCE RECORDS

On completion of any maintenance, a Certificate of Release to Service will be issued by DABS, before flight at the completion of any maintenance.

2.17.1.1 Records provided prior to departure

The Release to Service certifies that the maintenance ordered by the customer has been performed and certified in accordance with Part-145 and does not guarantee the aircraft airworthiness. Consequently, the CAMO must ensure that a flight does not take place unless the crew is notified that the aircraft is airworthy.

DABS will supply to the Customer the following information:

- Copy of Release to Service or maintenance entry in the ATL,
- Aircraft Release to Service (CRS/MRC) with Summary of the maintenance tasks carried out,
- Deferred Items and limitations list (DIL),
- Certificates for serialised components (Form 1 or equivalent),
- Weight and Balance amendment report (if modified).

The CRS issued has to go always on board the aircraft as part of the Technical Log System, together with all the information related to rectification of defects, deferral of maintenance actions, etc

2.17.1.2 Records provided after acceptance by the CAMO

DABS will provide the Customer / Operator **within 25 days, but not later than 30 days** after the aircraft release, the following Work Package:

- Aircraft Release to Service (CRS/MRC) containing full details of maintenance carried out (Serialised Components installed, Scheduled maintenance, Due list, SBs, Mods, Repairs, Defect correction, ADs, Work deferred, Work cancelled),
- Log book certificate (One original for each concerned Log book - Engine(s)/APU),
- List of deferred tasks and, if applicable, Deferred Items and limitations list (DIL) signed by the customer,
- List of any AD which have been accomplished, if any,
- List of Modifications or SB embodied, if any, with corresponding ICA documentation,
- Check flight Report, if appropriate,
- Weight and Balance amendment report, if appropriate,
- **Original copies** of all maintenance related records (task cards, related data/procedures, tests, shop report, Mods, SBs, Repairs with corresponding specific data used),
- Certificate for components, standards parts and materials (CofC or Form 1 or equivalent),
- List of any serialised component replaced.

2.17.1.3 Format of records

Each maintenance project on an aircraft or component is subject of a separate Purchase Order.

Electronic Copy of Work Package including copies of the component release certificates are stored on internal server.

The Work Package will be sent to **Customer** by paper and electronically**.**

The **Customer** is responsible for updating his Computerised Maintenance Tracking Systems (CMTS)**.**

2.17.1.4 Retention of records

A **copy of all detailed maintenance records and any associated data** is retained by DABS for at least 8 years from the date the Aircraft or Component, to which the work relates, was released to service. (MOE 2.14.2). It permits to covers a period between heavy maintenance on All AC type.

Maintenance records are stored on internal Server and linked to Quantum. It includes a back-up system every 24 hours iaw MOE 2.21.2.

2.17.2 CONTRACT

Arrangements for processing and supplying of Customer's maintenance records are described if appropriate in Maintenance Contracts.

2.17.3 ANNEXES

- **DA-0354_CAMO** Maintenance & Assistance Contract
- **Quantum Form** (WAF, Task cards, WR, CRS, MRC, DIL, List of Mods, List of ADs) -described in DA-0110

2.18 OCCURRENCE REPORTING

145.A.60(a), 145.A.60(b), 145.A.60(c), 145.A.60(d); AMC 1 145.A.60(a); AMC 2 145.A.60(a); GM1 145.A.60; GM1145.A.60(b); - Regulation EU No 376/2014 and 2015/1018

2.18.0 GENERAL & RESPONSIBILITIES

2.18.0.1 General

This chapter describes the reporting procedure to the customer, FOCA, appropriate competent Authorities, the State of Registry, the manufacturer and the TC/STC Holder any occurrences that has resulted or may result in unsafe condition that affect the safety of the aircraft.

The scheme will identify the occurrences to be reported according to the list and method described in this chapter.

Occurrence is defined as **any safety-related event** or **condition*** of an aircraft or component identified that endangers or, if not corrected or addressed, could endanger an aircraft or any other person.

**It includes any incident, malfunction, technical defect, exceedance of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information, contained in the data, or other irregular circumstance.*

Hazards is defined as **potential safety-related event** or **condition*** that have a risk to endangers an aircraft or any other person.

This chapter also describes the internal event reporting and error management use to contribute to the aim of continuous improvement of the organisation. Aims and objectives of an error management system are described in MOE 1.1 including encouragement of reporting and a just culture in place.

Continuous Improvement requires an open mind, the commitment of all, analyses of data, and implementation of improvements.

2.18.0.2 Responsibility

All maintenance personnel are responsible for reporting safety-related events through the internal event reporting system as outlined in MOE 3.2.

Occurrences, near misses or hazards identified at DABS are reported by the staff to the **SQC department** via an online form, available through a QR code, or by email. Refer to MOE 2.18.1.2 and MOE 3.1.2.

NER report (DA-0019) is requested by the **SQC department,** in case of occurrence outlined in MOE 2.18.1. This report is necessary to facilitate the first contact with relevant parties (authorities, customer, manufacturer).

The **SQC department** is responsible to report mandatory Occurrences to appropriate competent Authority, the State of Registry, the TC/STC Holder and the Customer **within time frame described in** MOE 2.18.4).

The **VP Safety, Quality & Compliance** responsible for ensuring that hazards and occurrences are investigated, associated risks and corrective / preventive action are identified and implemented to control those risks.

The same procedure applies to the Line stations.

2.18.0.3 Objectives of event reporting system

The occurrence/event reporting system is an essential part of the overall monitoring function. This system is described in the SQMS manual and associated procedures.

The objective of the occurrence reporting systems is to use the reported information to contribute to the improvement of safety, and not to attribute blame, impose fines or take other enforcement actions.

Occurrence reporting includes investigation of reported occurrences to an appropriate level of detail in order to discover their root causes and follow up in terms of action and feedback to employees.

The detailed objectives of the occurrence reporting systems are:

- To assess the safety implications of each occurrence to be made, including previous similar occurrences. This includes determining what and why it had occurred and what might prevent a similar occurrence in the future.
- To initiate any necessary action.
- To ensure that knowledge of occurrences is disseminated so that other persons and organisations may learn from them.

The aim of such a reporting system is:

- to learn from events, and
- to either prevent them from happening again, or
- to ensure that they are unlikely to result in unwanted consequence.

2.18.0.4 Aim of event reporting system

The aim of the process is to identify the factors contributing to incidents / maintenance errors and to make the system resistant to similar errors.

An Occurrence Management Process contains the following elements:

- Corporate encouragement of free reporting and participation by individuals,
- A mechanism for reporting and recorded occurrences,
- An investigation process to determine causal and contributory factors,
- Appropriate actions based on investigation,
- Feedback of results to ensure the continued support for the process,
- A mechanism for sharing data, whilst ensuring confidentiality of sensitive information,
- An analysis of the collective data showing contributing factor trends and frequencies,
- An education for Staff, and training where necessary.

Occurrence summary including description, investigation and action taken are available on internal Server for review. In addition, a review is made during the Human Factors course to discuss about the most significant event. Refer to MOE 3.13.5.

2.18.1 EVENT REPORTING SYSTEM

2.18.1.1 Internal reporting

If in the view of the reporter an occurrence did not hazard the safety but if repeated in different but likely circumstances would create a hazard, then a report should be made.

DABS has established an internal reporting system whereby reports are centrally collected and reviewed.

The perception of safety is central to occurrence reporting. Reportable event are:

- occurrences are those events occurred, where the safety was or could have been endangered or which could have led to an unsafe condition.
- hazards are not occurred but have potential risks or conditions where the safety could have led to an unsafe condition.

The reporting system scheme is based on the following:

- Indemnity against disciplinary measures (as described in Just culture and legally acceptable),
- Report is confidential and may be dis-identified* (if appropriate),
- Feedback to reporters,

The reporting system scheme encourages reporters to try to identify causes and contributory factors, including further investigation.

2.18.1.2 Methods of Reporting

DABS has implemented an internal reporting system where reports are centrally collected and reviewed.

The system provides a direct method for reporting **discrepancies** discovered or identified **hazards.** It permits to initiate corrective / preventive actions.

The system offers a simple and confidential (and/or anonymous) way for reporting safety related occurrences, such as accidents, incidents, hazards and near misses. It provides a direct method for reporting discovered discrepancies enabling to initiate correction, corrective or preventive actions.

The following methods is used for Reporting:

- **QR Code**: Scan the QR code found on safety promotion flyers across the facilities.
- **Web Form**: https://forms.office.com/e/qYLKcpGGgU.
- **Email:** to dabs-safety@dassault-business.com.

Upon receipt of the report, the **SQC Department** will process it and in case of occurrence, a NER report (DA-0019) is requested by the **SQC department** to permit a first contact with the authorities, customer, manufacturer.

If an occurrence is brought up at any maintenance meeting and has not been previously reported, a NER may be issued directly and submitted via email.

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

- Aircraft registration number, Type, make, and model,
- Date when the occurrence, failure, malfunction, or defect was identified.
- A detailed description of the occurrence, including the failure, malfunction, or defect,
- Apparent cause of the issue
- Any additional relevant information needed for more accurate identification, assessment of seriousness, or corrective action.

The reports and associated data are recorded on internal Server by the **SQC department**.

2.18.1.3 Investigation

One of the objectives of the investigation is to discover successful strategies to avoid errors and share them with the entire maintenance organisation. Processes can be changed, procedures improved or corrected, facilities enhanced, and best practices shared. **DA-0090** form is used. Refer to MOE 3.2.

2.18.2 MANDATORY OCCURRENCE REPORT (MOR)

2.18.2.1 List of Mandatory Occurrence to be reported

The **SQC department** should report to, TC/STC holder, the Customer and FOCA/NAA, Authority of registration any condition of the aircraft or component that could affect the airworthiness and safety of the aircraft.

Paragraph 3 of Annex II of the Regulation (EU) No 2015/1018 lists event should be reported:

1) Serious structural damage (for example: cracks, permanent deformation, delamination, debonding, burning, excessive wear, or corrosion) found during maintenance of the aircraft or component.
2) Serious leakage or contamination of fluids (for example: hydraulic, fuel, oil, gas or other fluids).
3) Failure or malfunction of any part of an engine and/or transmission resulting in any one or more of the following: *(a)Non-containment of components/debris; (b)Failure of the engine mount structure.*
4) Damage, failure or defect of propeller, which could lead to in-flight separation of the propeller or any major portion of the propeller and/or malfunctions of the propeller control.
5) Damage, failure or defect of main rotor gearbox/attachment, which could lead to in-flight separation of the rotor assembly and/or malfunctions of the rotor control.
6) Significant malfunction of a safety-critical system or equipment including emergency system or equipment during maintenance testing or failure to activate these systems after maintenance.
7) Incorrect assembly or installation of components of the aircraft found during an inspection or test procedure not intended for that specific purpose.
8) Wrong assessment of a serious defect, or serious non-compliance with MEL and Tech Log procedures.
9) Serious damage to Electrical Wiring Interconnection System (EWIS).
10) Any defect in a life-controlled critical part causing retirement before completion of its full life.
11) The use of products, components or materials, from unknown, suspect origin, or unserviceable critical components.
12) Misleading, incorrect or insufficient applicable maintenance data or procedures that could lead to significant maintenance errors, including language issue.
13) Incorrect control or application of aircraft maintenance limitations or scheduled maintenance.
14) Certifying an aircraft from maintenance in case of any non-compliance which endangers the flight safety.
15) Serious damage caused to an aircraft during maintenance activities due to incorrect maintenance or use of inappropriate or unserviceable ground support equipment that requires additional maintenance actions.
16) Identified burning, melting, smoke, arcing, overheating or fire occurrences.
17) Any occurrence where the human performance, including fatigue of personnel, has directly contributed to or could have contributed to an accident or a serious incident.
18) Significant malfunction, reliability issue, or recurrent recording quality issue affecting a flight recorder system (such as a FDR system, a data link recording system or a CVR system) or lack of information needed to ensure the serviceability of a flight recorder system.

Note: Reporting must also includes, notification to EASA of all cases where an occurrence is originated as a result of maintenance carried out by the organisation, regardless of the registration of the aircraft or customer and besides any other reporting responsibility to the competent authority responsible for the approval under which the maintenance was carried out
A typical example is a situation where the organisation is made aware of a technical incident of a non-EASA customer following a maintenance carried out by the organisation itself, e.g. where an incorrect assembly of aircraft parts by the maintenance organisation was identified as the cause of the incident.

2.18.3 METHOD OF REPORTING

The **SQC department** is in charge to establish which reports meet the criteria for mandatory occurrence reporting to the competent authority and other organisations, as required.

2.18.3.1 Report to the Customer

The timescale for reports to be reported is decided between the **Customer Support** and the Customer. DABS forms (**DA-0090/DA-0019**) are used to detail the defect and the action taken.

What is important is that a relationship exists between the organisations to ensure that there is an exchange of information relating to occurrences.

2.18.3.2 Report to the design Organisation / Manufacturer

Reports are executed by E-Mail, joining photos and/or drawings as necessary.

2.18.3.3 Report to FOCA / Competent authority

Specific form referenced in NAA website should be filled. Additionally, DABS forms (**DA-0090/DA-0019**) may be used to detail the defect and the action taken. If necessary additional pages, pictures or drawings are joined to the report form.

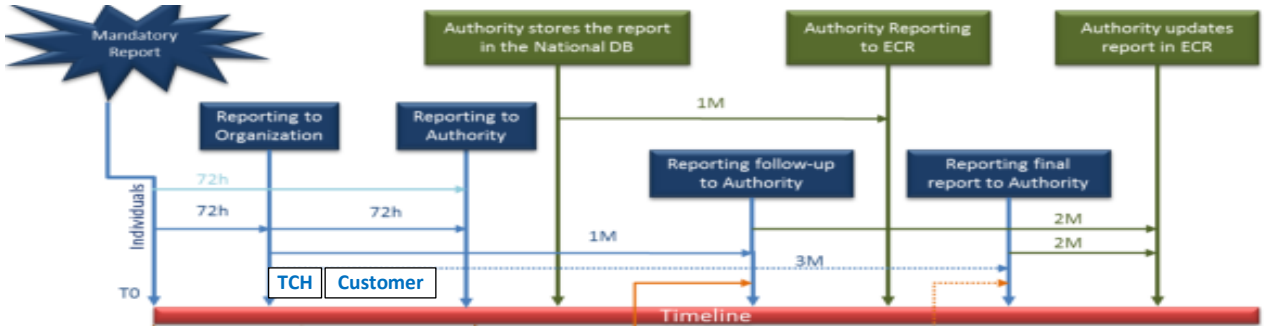
Reporting of occurrences concerning EASA registered aircraft is done directly via the European Aviation Safety Reporting portal: www.aviationreporting.eu by the **SQC department**.

For simplicity both **mandatory occurrences**, as defined under the current mandatory reporting regulation and **voluntary report** that require the attention of the NAA/EASA can be submitted using the Reporting Portal, the same information is required.

2.18.4 REPORTING TIMESCALE

The **SQC department** is in charge to establish which reports meet the criteria for occurrence reporting to the competent authority and other organisations.

The period of **72 hours** is normally understood to start from when the person or organisation became aware of the occurrence. This means that there may be up to 72 hours maximum for a person to report to the organisation or to directly report to the competent authority, plus 72 hours maximum for the organisation to report to the competent authority.



Within the overall limit of 72 hours for the submission of a report, the organisation should determine the degree of urgency based on the severity of consequence judged to have resulted from the occurrence:

- Where an occurrence is judged to have resulted in an immediate and particularly severe consequence, EASA and/or the competent authority expects to be notified immediately, and by the fastest possible means (e.g. telephone, e-mail) of whatever details are available at that time.
- Where the occurrence is judged to have resulted in a less immediate and less significant risk, the report submission may be delayed up to the maximum of 72 hours in order to provide more details or more reliable information.

2.18.5 ANNEXES

- **DA-0019** Hazard and Occurrence Report (Different Forms)
- **DA-0090** Event Cause and Analysis Report (ECAR)

2.19 RETURN OF DEFECTIVE AIRCRAFT COMPONENTS TO STORE

145.A.42(a).(iii), 145.A.40 - 145.A.42 (c) / AMC 145.A.42 (c) - 145.A.70 (a)12

2.19.0 GENERAL & RESPONSIBILITIES

2.19.0.1 General

This chapter refers to the process of defective/unserviceable parts returned to the store.

The policies and procedures contained in this chapter define the methods used by DABS to ensure that unserviceable items are segregated from serviceable items at all stages of the maintenance process. The storage of unserviceable components awaiting allocation of repair or overhaul activity, or 'on hold' awaiting determination of serviceability are stored in a dedicated area.

Unserviceable items are identified by a "RED Unserviceable" tag (**DA-0122**) and made traceable in such a manner that their origin and removal reason can be determined.

Unserviceable items component are considered unserviceable in any one of the following circumstances:

- Expiry of the service life limit,
- Non-compliance with the applicable AD,
- Non-compliance with airworthiness requirement mandated by the Competent Authority or the AMP,
- Absence of the necessary information to determine the airworthiness status or eligibility for installation,
- Evidence of damage, defects or malfunctions,
- Involvement in an incident or accident likely to affect its serviceability.

2.19.0.2 Responsibility

- **Rated Staff** are responsible for ensuring that all unserviceable items are correctly identified.
  Such personnel are also responsible for ensuring that all unserviceable items are correctly segregated within the working area, and correctly labelled with an 'unserviceable' tag prior to return to store.
- The **certifying Staff** in in charge to decide further action for investigation, possible need to report the occurrence as per MOE 2.18
- The **Logistic Department** is responsible for the correct storage and segregation of such material in such a way to ensure that these items will not re-enter the circuit.

2.19.1 LABELLING, IDENTIFICATION

The classification of components is described in MOE 2.3.0.

Once it has been established that a component is defective or unserviceable, the component removed from an aircraft has to be tagged by the **Technician** with a "**RED Unserviceable**" tag (**DA-0122**), which must be properly filled in and attached to the part. The Component is stored in dedicated unserviceable area.

The tag must bear the following information:

- Aircraft registration,
- WP number/Task number,
- Parts name/and position (e.g.: LH or RH, No 1/No 2/No 3, etc.),
- Parts Number and Serial Number,
- Reason for removal, including defects or malfunctions detected or reported,
- Indication if Component was installed on aircraft that was involved in an incident,
- Date and signature of Technician,

When aircraft was released to service, identified Unserviceable components are stored in a secure location under the control of the **Logistics department** until a decision is made on the future status of such component.

2.19.2 STORAGE OF DEFECTIVE COMPONENTS

The components are stored in hold/quarantine area of the Store depending of the status.

2.19.2.1 Component can be repaired

Properly identified Component must be forwarded to the Store, where they are temporarily stored waiting for logistic decision and shipping to the approved contractors.

2.19.2.2 Component cannot be repaired

Components are identified with a "**RED Unserviceable**" tag bearing "**SCRAP**" indication (see DA-0122) and must be kept in a special locked area located in the Store.

They have to be stored separate from serviceable parts, and must be damaged/mutilated in the way they cannot be reused and put in the appropriate rubbish bin.

The Customer must always be advised before in case of specific procedure (*i.e. warranty applies*).

2.19.3 ANNEXES

- **DA-0122** Tags for Parts Identification”

2.20 DEFECTIVE COMPONENTS TO OUTSIDE CONTRACTORS

145.A.40 - 145.A.42; 145.A.75(b)- 145.A.70(a) 12, 14, 16

2.20.0 GENERAL & RESPONSIBILITIES

2.20.0.1 General

This chapter define the methods used by DABS for the dispatch of parts and components removed unserviceable from aircraft or components removed from next higher subassembly to the customer/operator or external suppliers for the purpose of repair or modifications for which DABS Part 145 maintenance organisation does not have repair/overhaul capabilities.

2.20.0.2 Responsibility

- The **Store** is in charge to controls Component as described in MOE 2.19, before shipping.
- The **Logistics Department** is responsible:
  - for the selection of contractor for planned work iaw Contractor's list in Quantum in consultation with the **Customer Support**. MOE 2.1.
  - that shipped materials are accompanied by a Delivery note and the identification and traceability documents as necessary.
  - for the Follow-Up of parts and components sent for repair and overhaul to outside contractors.

2.20.1 SELECTION OF CONTRACTORS

Orders for the repair and overhaul of components and parts are only issued to contractors that have appropriate Part-145 approval and could issue appropriate component release certificate (Dual Release to Service if appropriate).

2.20.2 IDENTIFICATION OF REQUIRED WORK

2.20.2.1 Component identification

The Component subject for test, repair or overhaul sent to contractors is identified by a "**RED Unserviceable**" tag which indicate the part number, serial number, WP, a brief problem description and if applicable the Parts TSN, TSO, CSN, CSO as described in **DA-0122**.

2.20.2.2 Repair Order

Computed PO is issued by the **Logistics Department** from Quantum. This form must contain:

- Unit description and Quantity
- Part Number and Serial Number
- Brief description of the requested work and if applicable TSN, TSO, CSN, CSO
- Request for specific "Authorised component Release Certificate"

2.20.2.3 Follow up

Follow up is exercised by the **Logistics Department**.

The component and the associated documents are archived in the **Logistics Department** together with the copies of the PO and the component release certificate.

The Store is in charge to controls return Component as described in MOE 2.2.

2.20.3 LOAN PART

Serviceable loan parts are treated as per MOE 2.2, 2.9 and 2.16.

2.20.4 SHIPPING AND SPECIAL TRANSPORTATION CONDITION

The instructions specified by the manufacturers and standards are respected for any shipping or handling, during storage in the Store, in specific Area for shipping and in the Workshops.

Shipping is under the responsibility for the **Logistics department**. The shipped materials are accompanied by a Delivery note and the identification and traceability documents necessary.

The packages of origin are used each necessary time.

2.20.4.1 Pre-Shipping inspection

Prior to shipment to a Contractor/Customer, appropriate **Logistics personnel** must perform a visual inspection of all parts and accompanying paperwork as described in **DA-0135**.

The Pre-Shipment Inspection ensures that the part meets the regulation and manufacturer's requirements. The appropriate **Logistics personnel** is in charge to:

- Review the physical condition of the part for cracks, dents, corrosion or other damage,
- Verify that all appropriate plugs and caps are installed,
- Verify that tape has not been used to cover electrical connections or fluid fittings/openings. (Adhesive residue can insulate electrical connections and contaminate hydraulic / fuel lines),
- Verify that P/N, S/N of the items being shipped match the accompanying documentation,
- Verify that the quantity, P/N of the items being shipped match the customer's request,
- Verify that packing slips contain required information and that the waybill matches the "ship to" address,
- Verify the shipping container and packing is appropriate for the items being shipped, including a review of IATA Standard concerning Dangerous goods,
- Verify that all appropriate required documentation (Release, material certificate, traceability documents, etc.) are properly completed, and signed,
- Verify that a "**RED unserviceable**" tag is accompanying the Component, including Part Description, P/N and S/N, WO, Reason for removal and Signature.

The inspection will be documented on the Repair Order form with initials of the shipping personnel. Pictures of the component are done for hight value components.

Any discrepancies found are indicated on the Discrepancy Report Form (**DA-0139**).

2.20.4.2 Special transportation condition

Specific packages or containers, in conformity with the recommendations of the manufacturers are bought for the sensitive materials such as Gyroscopes, Cathode ray Tubes, Radar Antenna, etc. These packages are labelled so that the conveyor and the receiver can identify the risk incurred during transport and/or storage.

Hazardous Substance or Materials and Dangerous Goods must be properly classified described, packaged, marked, labelled, documented and in condition for transport in compliance with applicable regulations and instructions.

DABS has **Logistics personnel** with Dangerous Goods Training. These personnel will handle the Hazmat and will be specifically responsible during receiving, warehousing and shipping.

2.20.4.3 Transport on customer's aircraft

Only **Logistics personnel** are authorised to supervise or perform any job functions involving material for transport on customer's aircraft (*i.e. acceptance, rejection, handling, storage, packaging and loading*). These personnel receive a Training to enable to identify material marked or labelled as Hazmat as per **DA-0106**.

2.20.5 ANNEXES

- **DA-0106** Maintenance Training Programme
- **DA-0122** Tags for Parts Identification
- **DA-0135** Shipping process & Inspection
- **DA-0139** Discrepancy Report

2.21 CONTROL OF COMPUTER MAINTENANCE RECORD SYSTEM

145.A.45(e), 145.A.55(a)(3)2, GM 145.A.55(a)(1)

2.21.0 GENERAL & RESPONSIBILITIES

2.21.0.1 General

This paragraph refers to the computer systems used to manage and/or record information regarding the maintenance tasks carried out.

2.21.0.2 Responsibility

- 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 backup system.

2.21.1 DESCRIPTION OF THE COMPUTER RECORDS SYSTEM IN USE

2.21.1.1 Internal Server

Procedures, Forms and Maintenance Data are controlled in the on Internal Server. Access is only possible with a DABS login.

2.21.1.2 Quantum

Quantum is used as Maintenance System to control all works performed, that includes the following capabilities:

- Reflects material cost and man-hour involvement,
- Allows running of hour and cycle reports to check the accuracy of hours for a maintenance event,
- Generates WP through Quantum with all relating detailed information for a maintenance event. It includes the tracking of ongoing maintenance, the start and end date, each tasks requested, the status of each item and the corrective or deferred action, Components removed/installed,
- Generates Work Package. Release to service, work report/summary, log book entry, man hours report, and invoicing is available,
- Management of stocks: quantity, location, and follow-up of stock limits,
- Management of tools,
- Management of external documentation and data,
- Management of records, including scan of certificate and Work Package,
- Management of Purchasing processes,
- Permit to issue Quote and direct sales of components,
- Management of Components receiving and shipping,
- Physical Inventory of component.

2.21.1.3 ,Computerised Maintenance Tracking Systems (CMTS)

DABS has access to the following Computerised Maintenance Tracking Systems as described in the contract with the customer (i.e. CAMP, TRAXXALL, Etc.).

These systems are the controlling tools to monitor the AMP for Customer's aircraft (subject to a contract).

These systems were developed to provide aircraft with a reliable system for operational maintenance recording, scheduling and control. It provides an accurate, simple, and convenient method of monitoring and scheduling inspections, service bulletins, airworthiness directives, scheduled and unscheduled maintenance activities.

These systems provide measures of maintainability and reliability. Long-range projections are also provided to assist the Customer for upcoming aircraft maintenance operation.

2.21.2 BACKUP 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 backup 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 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
- 1 backup monthly
- 1 backup weekly
- 1 backup daily

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, cautiously and with consideration for the risks involved.

2.21.3 ANNEXES

- **IT Recovery Plan**

2.22 CONTROL OF MAN-HOUR PLANNING VERSUS SCHEDULED MAINTENANCE WORK

145.A.47(b), 145.A.47(c), 145.A.30(d), AMC1 145.A.30(d), 145.A.25(a)1, 145.A.25(a)2, AMC1 145.A.25(a)

2.22.0 GENERAL & RESPONSIBILITIES

2.22.0.1 General

This paragraph refers to the planning of the organisation for maintenance Operations.

DABS has a maintenance man-hour plan showing that the organisation has sufficient Staff to plan, perform, supervise, inspect and monitor the organisation in accordance with the requirements of Part 145.

Planning is critical to human factors in that it should aim to ensure that there are adequate appropriately qualified personnel, tools, equipment, material, maintenance data and facilities at the right place, at the right time, for the scheduled (and, as far as is possible, unscheduled) tasks.

2.22.0.2 Responsibility

- The **Maintenance Director** in coordination with the Maintenance managers (Base) and Maintenance (Ramp) & AOG are responsible to ensure that all necessary resources and support to ensure the completion of maintenance without undue time pressure.
- The **Team Leader** is responsible to ensure the scheduling of Critical Tasks during periods when Staff are likely to be most alert.
- The **Team Leader** is responsible to reassess work intended to be carried out when actual Staff availability is less than the planned level for any particular work shift or period.

2.22.1 MAINTENANCE MAN-HOUR PLAN

The planning function includes two complementary elements:

- Scheduling the maintenance work ahead, to ensure that it will not adversely interfere with other maintenance work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities. Performed by the **Planning function** in coordination with the **Maintenance Director.**
- During maintenance work, organising maintenance teams and providing all necessary support to ensure the completion of maintenance without undue time pressure, including Scheduling of CRITICAL tasks during periods when Staff are likely to be most alert. Performed by the **Team leader.**

2.22.2 TYPE OF PLANNING

2.22.2.1 Global planning (scheduled maintenance)

The **Maintenance Director / Head of Technical Services** makes for the next 12 months period a global planning concerning scheduled maintenance inspections expected for each customer aircraft according with the Maintenance Programme and an estimate annual flight hours average.

The planning shows the aircraft type and registration, date raised, designation of maintenance and the man-hours estimated.

2.22.2.2 Monthly planning

A "Monthly planning" is completed each week by the **Planning function** to define the actual maintenance workload. The Maintenance Plan is reviewed on a daily Basis, and updated when necessary.

2.22.2.3 Staff availability planning

A monthly planning is completed by the **Planning function** to define the availability of Staff and to verify that the organisation has sufficient Staff to plan, perform, supervise, and inspect the maintenance tasks.

The Maintenance Plan is reviewed on a daily Basis, and updated when necessary.

2.22.3 MANAGEMENT OF PLANNING VERSUS TIME AVAILABLE

2.22.3.1 Planning establishment

When establishing the planning, considerations are given to the following:

- Logistics and part ordering,
- Inventory control,
- Hangar availability,
  Particular attention is given to the situation where an aircraft has supplementary works or are delayed.
- Man-hours estimation,
  Particular attention is given to Employed vs. temporary "contracted Staff",
- Man-hours availability, including temporary "contracted Staff",
  Particular attention is given to the situation when the same person is acting with different roles during a maintenance event (e.g. a Staff who is acting at the same time as certifying Staff (Cat. C) and AC-Rated Staff (Cat B1 or B2), a Staff who is acting as trainer or supervisor and AC-Rated Staff, a Staff who is acting as component certifying Staff and sign-off Staff during a component workshop maintenance, etc.).
  In such cases the man-hour plan for the maintenance event should take into account this aspect to ensure the person is allocated enough time to carry out the necessary activities required for each of the different roles he/she undertakes and appropriate consideration is given to human performance limitations.
- Preparation of work, including issuance of task cards and procedures in paper form,
  Particular attention is given to the situation when the PO is received in the last moment.
- Record of work,
- Coordination with internal and external providers,
  Particular attention is given to Human performance limitations, Complexity of work.

Any deviation of >25% in available manhours during a calendar month must be reported during the MRB.

A risk assessment is performed by the maintenance management in case of:

- Actual Staff available lower than planned level for a week period
- Actual Staff available higher than planned level for a week period
- Temporary increase of contracted Staff for specific operational needs

2.22.3.2 Daily Meeting

The **Planning function** organise each day a meeting with the **Maintenance Managers**, the **Technical Services** and **Customer Support** for Maintenance report decisions. It includes planning decision and part availability according with the works plan.

2.22.3.3 Use of "contracted" personnel

At least half the Staff that perform maintenance in each workshop, hangar or line on any shift must be employed to ensure organisational stability. For the purpose of meeting a specific operational necessity, a temporary increase of the proportion of contracted Staff may be permitted to the organisation by the competent authority, in accordance with a risk assessment, which describes the extent, specific duties, and responsibilities for ensuring adequate organisation stability.

2.22.4 AOG MANAGEMENT

MCC is available 7/7 to support organisation of the AOG event, including evaluation of the work to be performed and all the preparation of the work for the Staff including travel, parts and tools avialbility.

Specific Maintenance personnel including **in DA-0103** are available for AOG.

2.22.5 ANNEXES

- **DA-0103** List of Authorised Staff
- **"Planning Long term"** Status for maintenance event versus man hour availability

2.23 CONTROL OF CRITICAL TASKS AND ERROR CAPTURING METHODS

145.A.48(c)(1,2), AMC1 145.A.48(c)(2,3), AMC2 145.A.48(c)(2,3), AMC3 145.A.48(c)(2,3), AMC4 145.A.48(c)(2,3)

2.23.0 GENERAL & RESPONSIBILITIES

2.23.0.1 General

This chapter related to 145.A.48 describes specific procedures implemented to avoid generating errors during the maintenance that may have serious consequences on the aircraft.

"Critical maintenance task" means a maintenance task that involves the assembly or any disturbance of a system or any part on an aircraft, engine or propeller that, if an error occurred during its performance, could directly endanger the flight safety; (e.g. tasks that may affect aircraft as described in MOE 2.23.1.1)

"**CRITICAL tasks**" are mainly the tasks whereby errors may lead to an unsafe condition of the aircraft:

1. "Critical maintenance task" = Disturbance / Disconnection or Disassembly/Reassembly of components (or their controls) that may affect the control of the aircraft, (MOE 2.23.1) or
2. "Identical maintenance task" =Removal / Installation of components on more than one similar system, (MOE 2.28.1).

***Note**: Visual inspection or servicing without component removal **is not a CRITICAL task** (incl. CDDCL/RVSM/EROPS tasks).*

"Independent Staff" is **AC-rated Staff** or **qualifying inspector** that is responsible to perform the independent inspection. This "Staff" has a certifying Staff privilege, **not** required to hold **Rating** on **AC type**. This "Staff" is **not involved** in the task (*before the independent inspection*) and is **not issuing** the **Task Release**.

2.23.0.2 Responsibility

- The **Technical services (Methods)** is responsible for identify of a list of "critical maintenance tasks" for each AC type. These tasks are identified in Template in Quantum.
- The **Technical services** is responsible for determining what specific works are "CRITICAL tasks" subject to requires an additional inspection or independent inspection or additional check at the planning stage.
- The **Maintenance Supervisor** is responsible to review tasks prior Base/ Heavy Maintenance to ensure that all "CRITICAL tasks" are appropriately identified in regards to work to be performed during repair / modification / maintenance.
- The **Team leader** has the ultimate responsibility to ensure that appropriate actions have been performed for all "CRITICAL tasks" to reduce the risks of error.

2.23.1 CRITICAL TASKS IDENTIFICATION

2.23.1.1 Critical maintenance task

The following criteria is established to prevent and /or detect maintenance errors that could, as a minimum, result in a failure, malfunction, or defect endangering the safe operation of the aircraft if not performed properly. Critical Tasks are requiring to be identified as such on the task card.

Critical maintenance task =According to AMC2 145.A.48, the following maintenance tasks are considered critical and should be reviewed and assessed for an independent inspection:

- Tasks that may affect the control of the aircraft, flight path and attitude such as installation, rigging and adjustments of flight controls,
- Tasks that may affect the Aircraft stability control systems –autopilot, fuel transfer-,
- Tasks that may affect the propulsive force of the aircraft, including installation of aircraft engines, propellers and rotors,
- Overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes,

In addition to the above, the following tasks are considered **CRITICAL Tasks**:

- Engine Oil and Fuel filters, pipe lines, and associated equipment – these require a ground run and leak check to be performed

A matrix (**DA-0202**) has been developed to describe and help personnel in this identification.

2.23.1.2 Identical maintenance task

Identical maintenance task tasks are considered critical and should be reviewed and assessed for an error capturing method. Refer to MOE 2.28

2.23.1.3 Additional consideration

Consideration should also be given to: (Evaluation of work to be performed by the **Team leader**)

- The information from the STC / TC holder
- The criticality and the complexity of the task on systems and consequences of failure,
- The vulnerability of the task to human error due to un-normal operations,
- The presence or absence of other checks (e.g. functional checks),
- Previous experience of maintenance errors, depending on the consequences of the failure.
- Previous experience of accident or occurrence
- Feedback from the Customer or training

2.23.1.4 List of critical tasks

The **Technical services (Methods)** is responsible for identify of a list of "critical maintenance tasks" for each AC type. These tasks are identified in Template in Quantum.

This service ensures that critical maintenance tasks are reviewed to assess the impact on flight safety. The list of critical maintenance tasks is customised to the AC type and may contain critical tasks only to certain aircraft or components.

This list is subject to continuous evaluation and when necessary amended by the **Technical services (Methods).** Review is performed when:

- Data Source from TCH (MPD, MM) are amended
- Data Source from customer (AMP, CAME, CMTS) are received or amended
- Based on feedback from the Staff and Team leader (DA-0019_DDR)
- Based on feedback from the **SQC department** after maintenance errors investigations

When the operator/customer defines its own list of critical maintenance tasks, the effective independent inspection tasks to be carried out are the error capturing method required by DA-0202 plus the ones required by the customer/operator, if relevant.

2.23.2 ERRORS CAPTURING METHODS

The task cards must be clearly identified as "CRITICAL", → **STAMP** "**CRITICAL TASK**"

An error capturing method is implemented after the performance of any CRITICAL task; Action taken should be adequate for the work performed. It could be a combination of several actions:

- An **independent inspection**,
- Task **performed by Different personnel** (**for work** on **identical tasks** on similar systems),
- Task **inspected by different Staff** (**for work** on **identical simple tasks** by the same Staff**),**
- Task **reinspected** (**in unforeseen circumstances when only one person is available),**
- An **additional check** (Visual, Leak, Operational Functional, Run-up),

A matrix (**DA-0202**) has been developed to describe different error capturing method.

Depending upon design and complexity of tasks to be performed, the **Team leader** may decide that it needs to be subjected to additional error capturing method (visual inspection, operational check, functional test, rigging check).

Sign-off policy is described in MOE 2.13 and DA-0110.

2.23.2.1 Independent inspection

The **Team leader / CS** must be sure that one Staff will be available to inspect a critical maintenance task.

Independent inspection is a combination of:

1. Task inspection made by an **AC-Rated Staff** signing the box 3.3 who assumes full responsibility for the satisfactory completion of the work, and
2. Independent inspection made by an **Independent Staff** who attests that no deficiencies have been found signing the box 4.

The independent inspection must be carried out by a **Rated Staff not involved** in the task concerned at the time of inspection. This independent inspection must be described in Task card. It may be also directly completed in the procedure. Description is required because this generally differs from verification performed and the scope is to verify correct assembly, locking, routing or connection.

This Rated Staff should hold **an internal authorisation as certifying Staff** but is not required to hold the relevant **AC type Rating.** (refer to MOE 3.13)

When checking systems, the Staff performing the independent inspection should consider the following points independently:

- **all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking,**
- **the system as a whole should be inspected for full and free movement over the complete range,**
- **cables should be tensioned correctly with adequate clearance,**
- **the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct direction,**
- **if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls, and**
- **software that is part of the critical task should be checked,** *i.e. version, compatibility with AC configuration***.**

In case of work is performed and aircraft certified by a "Cat A Staff", independent inspection could be performed a **Rated Staff.**

2.23.2.2 Action in case of Tasks performed on similar systems

To minimise the risk of errors during work on critical task and the risk of errors being repeated in identical maintenance tasks, additional precautions are taken as described in MOE 2.28:

- different persons (not necessary AC-Rated Staff) should work on identical task in similar systems, or
- an inspection should be performed by a different Staff in case of same Staff working,

2.23.2.3 Additional check

Any critical tasks which involve engine oil pressure, hydraulic, pneumatic, system must be subject to one integrity check such engine run up or particular aircraft systems leak check, operational or functional check.

Additional check/test performed and the result of the test observed must be described / referred in Task card. Avoid just recording "satisfactory", results of checks should be indicated; *i.e. values or absence of leakage*.

2.23.2.4 Re-inspection

Re-inspection is an error-capturing method subject to the same conditions as an independent inspection, except that the 'AC rated staff' is performing and inspecting the maintenance task is also acting as 'independent staff' and performs the Re-inspection.

Re-inspection should only be performed in **unforeseen circumstances** when only one person is available to carry out the task and perform the independent inspection.

'unforeseen' *means that the grounding of the aircraft could not reasonably have been predicted by the operator because the defect was unexpected. The circumstances cannot be considered* ***'unforeseen'*** *if DABS has not assigned a suitable 'independent qualified Staff' or a second Staff to that particular task.*

There should be a **period of time or "pause**" between performing/inspecting the task **and** performing the Re-Inspection. The Task card should record the identification and the details of the re-inspection. **Time of performance of both inspections should be recorded.** Refer to MOE 2.13.

2.23.3 APPLICATION

2.23.3.1 General

Any Task Card, inspection or repair identified as **CRITICAL** by **Team leader** or **Technical personnel** will be "**Critical" Stamped** and subject to "error capturing method" **before** further Release to Service by Certifying Staff and further flight.

Each **Team leader / CS** is in charge to determine case by case the **competent Staff** who will be able to control and sign off specific error capturing method.

Staff performing the independent inspection have to be listed in the current list of authorised Staff.

The CRITICAL tasks "sign-off" is a **statement describing action taken** by the competent Staff performing the inspection. Refer to **DA-0202**.

The Independent inspection "sign-off" relates to one step in the maintenance process and is therefore different to the release to service of the aircraft.

2.23.3.2 'Best practice'

- Task inspection and the Independent inspection must be carried out by competent Staff ,
- The Independent inspection is carried out by a **Staff** not involved in the task before in the event,
- Independent inspection should take place as soon as possible after the task has been inspected,
- Indicate the **date and time** of independent inspections or re-inspection,
- **For control systems**, the independent inspection should cover checks for full and free movement (freedom and range of movement),
- The task cards should describe the independent inspection performed,
- Record on task cards the measurements taken (e.g. range of movement, clearances, tensions, operating performance), compared against required figures/limits in maintenance data,
- Record the result of the inspection observed during check (the nature and extent of the movement). "Cat A Staff" could certify an aircraft when independent inspection is performed by a different **Staff.**

2.23.4 ANNEXES

- **DA-0110** Work Package Forms in Use
- **DA-0202** Critical Tasks Matrix.

2.24 SPECIFIC MAINTENANCE PROCEDURES

2.24.0 GENERAL & RESPONSIBILITIES

2.24.0.1 General

For the performance of Maintenance, preventive Maintenance, Repairs and Inspections, the **Technician** must use the approved technical Data from the Manufacturer or the Customer.

The **Technical personnel** must ensure that data used are to the latest Revision or in accordance with the maintenance programme, especially when supplied by the Customer.

The same status revision is used in case of scheduled maintenance during a maintenance project. This status is agreed before the maintenance project start with the customer.

2.24.0.2 Annexes

- **DA-0019** Hazard and Occurrence Report
- **DA-0059** Mass & Balance Report / Dry Report Form
- **DA-0103** List of Authorised Staff
- **DA-0106** Maintenance Training Programme
- **DA-0114** NDT Procedures (Approved by Level 3 NDT)
- **DA-0133** Certificate of Fitness for Flight

2.24.1 INTERNAL PROCEDURE/INSTRUCTIONS

Basically, procedures are provided by the manufacturer. Work instructions may also be elaborated by, and used within, DABS.

2.24.1.1 Elaboration

The fundamental elements of the procedures must not deviate from the manufacturer's requirement, but there is often scope for presenting that information in such a way that it is more easily understandable and usable.

DA-0050 list internals procedure accepted with the MOE.

Each department have also an additional list of instructions use in daily basis.

2.24.1.2 Approval and distribution

All specific maintenance procedures issued must be in conformity to approved standards as per the aircraft manufacturers and/or the Authorities. DABS must advice the TC/STC holder of any changes, which they have implemented regarding maintenance manuals.

Changes must be approved by the **SQC department** before application.

Procedure is distributed to the appropriate manager and concerned personnel and be accessible to everybody who must rely on.

2.24.1.3 Training

It is the duty of manager of the appropriate service, to make sure, that such procedures are applied by its personnel. If required, the manager gives the necessary training/instruction or makes a request for such training/instruction to the **SQC department**.

2.24.1.4 Ambiguities or missing information in procedures/instructions

DABS has in place a system (form **DA-0019_DDR**) whereby such inaccuracies, ambiguities or missing information are recorded and reported to the **Technical Services**.

The **Technical Services** is in charge to communicate with the manufacturer/TC holder.

Refer to MOE 2.27.

2.24.2 AIRCRAFT TOWING

2.24.2.1 Responsibility

Aircraft are towed using a **Tractor with Tow-Bar** or the **Electro-Car** using the Nose-Wheel-Lifter.

Aircraft are towed by **Ramp personnel** or **qualifying Staff** having received the necessary training. Guidance, instructions and procedures for towing is described in Chapter 9 of the respective AMM.

Privileges for Towing are described in assessment form in case of Qualifying Staff and in internal authorisation if appropriate. A separate list of authorised personnel is available.

Particular attention must be given to the permitted turning radius and deflection angles of the nose landing gear. For aircraft with hydraulic steering, the nose landing gear steering must generally be disengaged before towing. It is permitted in a surely obstacle free environment to tow aircraft **with 2 persons**; one person on the tractor or Electro-Car and one person with chocks at the nose landing gear.

When moving the aircraft in congested area, Wing walkers (2 operators) should be stationed, to check clearance between aircraft and adjacent structure, for avoiding damage to wing tips and/or empennage.

When using a Towbar, one additional personnel should be on the cockpit to operate the emergency/park brake system and the navigation lights.

2.24.2.2 Safety precautions

Turning Limits are described in AMM/GSM. It must be ensured, that these limits are not exceeded.

The **towing speed** is adjusted to take account of external conditions such as:

- Surface conditions: Ice or snow
- Degraded visibility: rain, fog or sun-glare
- Clearance to obstacles

Before moving the aircraft, personnel must ensure that:

1) Wheels chocks and the flight control gust lock are removed.
2) The Parking Brake is operable.
3) The hydraulic electric power steering is disconnected if applicable by either disconnecting the torque knee / the steering control pin / steering mechanism grounding cable and/or electrical connectors as appropriate and iaw the respective aircraft towing procedure (see AMM).
4) The cabin door is closed or partially closed for Learjet only.

When moving the aircraft by hand

Do not pull/push on propellers and or control surfaces.

When moving the aircraft

1) Make smooth starts and stops.
2) A qualified person follows the ground operation with direct chokes access to prevent any incident when manoeuvring.
3) The rotating beacon shall be switched on when towing Aircraft to the parking area and when moving on taxiways if the APU or one engine is running.

After moving the aircraft, personnel must ensure that:

Turn nose/tail wheel to centre, reconnect power steering mechanism and or circuit breakers as appropriate, install flight control gust lock, set parking brake, chock wheels, attach grounding cable (if applicable) and remove tow bar from aircraft.

Aircraft off the Runway, which has become mired in soft earth or mud, shall **not** be towed by the nose wheel/nose gear, or damage may be caused to the nose gear strut, nose gear and actuator attach points and adjacent structure. Such aircraft shall be towed by the main gear according with the appropriate AMM.

2.24.2.3 Airport prescription

Prescriptions have to be followed when towing aircraft on taxiways, when crossing runways, etc. a "FOLLOW ME" car must be called at Specific airport. The instructions of the Apron Control must be followed.

2.24.3 ENGINE & APU RUN-UP

2.24.3.1 Authorised personnel

Authorised personnel is an **AC-Rated Staff** holds aircraft type rating in its internal authorisation after having appropriate training as described in MOE 3.9.

In case of a technician is not authorised for Run up or **is not instructed for** operational standards/**radio** in conformity with Airport Authority Regulation, it could be accompanied by a Staff/pilot who received these instructions. This information "*Run performed by the pilot*" should be added in the task cards.

Privileges for Engine Run up are described in their internal authorisation certificate.

Authorised personnel are described in DA-0103.

Basically, the **APU running privilege** is automatically endorsed with the aircraft type rating in its licence.

2.24.3.2 Place

Incoming and outgoing engine run-ups and system operational checks are carried out in a special area as determined in the local airport prescriptions.

2.24.3.3 Noise avoidance / Time limits

To avoid excessive noise and complaints from the airport neighbours, the local time limits must be respected and full power runs must be reduced to a minimum. The local airport prescriptions must be followed.

2.24.3.4 Safety precautions

1) Before starting an engine, the oil quantity must be checked the chocks and parking brake set.
2) Air in takes and the area in front of the engine must be free of foreign objects.
3) The operating procedure, as outlined in the Maintenance Manual, must be followed.
4) For full power runs, wheel chocks must be used.
5) During the run-up, a radio connection must be established with APRON CONTROL for safety reasons.

2.24.4 AIRCRAFT TAXIING

2.24.4.1 Authorised personnel

Authorised personnel is an AC-Rated Staff holds aircraft type rating in its internal authorisation after having appropriate training as described in MOE 3.9.

In case of a technician is not authorised for ERT or **is not instructed for** operational standards/**radio** in conformity with Airport Authority Regulation, it could be accompanied by a Staff/pilot who received these instructions.
This information if relevant "*Taxy performed by the pilot*" should be added in the task cards.

Privileges for aircraft taxiing are described in their internal authorisation certificate.

Authorised personnel are described in DA-0103.

2.24.4.2 Taxi Clearance

Clearance must be coordinated by radio contact with the Local Ground/Traffic Control Service (APRON CONTROL).

The person in command is responsible, to apply the controller's instructions, received per radio.

2.24.4.3 Airport prescription

Prescriptions must be carefully observed and respected by the personnel in command.

2.24.4.4 Congested Area

When Taxiing in congested area, wing walkers (2 operators) should be stationed to check the clearance between aircraft and adjacent structure for avoiding damage to wing tips and/or empennage.

2.24.5 CABIN PRESSURIZATION TESTING

2.24.5.1 Responsibility

The **Team leader** designates the qualified personnel, to perform aircraft pressure tests.

The latter is responsible to take the necessary precautions.

2.24.5.2 Personnel requirements

Qualified personnel, assigned to work under pressurised conditions, must be trained.

2.24.5.3 Place

1) Pressure runs (with running engines) are carried out at the areas reserved for engine Run-up. In such case, the engine run-up procedure as per MOE 2.24.3 applies.

2) Cabin pressurization test, by using a special equipment and air, may be carried out in the hangar.

2.24.5.4 Special procedures

Cabin pressurization testing is conducted in conjunction with a planned maintenance project or as a result of a repair or modification to the cabin structure. Pressurization testing must be accomplished only in accordance with the Aircraft Maintenance Manual.

2.24.5.5 Safety precautions

1) Before pressure runs, special care must be taken for closing cabin doors, emergency exits, windows, hatches, etc., they must be completely locked. Inspection panels, plates, covers and openings in the pressurised area must be closed with all screws/fasteners installed.

   All manufacturers' prescriptions must be followed carefully.

2) During pressurization test in the hangar, the aircraft entrance door must be secured by using a strong safety net which shall withhold the door in case of accidental opening. The presence of personnel around entrance door, emergency exit, etc. shall be avoided as long as the aircraft is pressurised. The bypass of the test unit must be unobstructed and the shut off value must be operational.

3) The qualified personnel must remain at the pressurization control unit as long as the fuselage is pressurised.

4) The maximum rate of pressure increase/decrease must not exceed 1000 ft/min. if personnel are on board and 2000 ft/min. without personnel on board.

5) During a pressure run, trouble shooting on cabin pressurization control systems and/or cabin leak tests, the cabin pressure differential must be monitored carefully, to ensure, that cabin pressure does not exceed the maximum allowable limit. In case, the maximum pressure has been exceeded, the applied pressure must be recorded and reported to the aircraft manufacturer who decides about further actions.

6) After a pressure run or cabin pressurization it must be ensured, that there is no residual difference pressure in the cabin, before attempting to open the cabin door or window.

2.24.6 COMPENSATION OF MAGNETIC COMPASS-SYSTEMS

2.24.6.1 Requirements

Magnetic compass-systems have to be periodically compensated iaw **specified in the maintenance programme**.

Compass compensation is also required after long aircraft grounding periods, after installation of Transmitting or Navigation-equipment, etc., which could influence the magnetic compass.

2.24.6.2 Place

Compass swings are carried out in special areas reserved for such activities at the Airport.

The compensation area is periodically corrected concerning the Magnetic North Declination Variation under responsibility of Airport technical services.

2.24.6.3 Personnel requirements

Only **AC-Rated Staff**, with appropriate avionics skills are authorised to perform compass swings.

Privilege is automatic and not written in **internal authorisation certificate.**

2.24.6.4 Safety precautions

1) One person outside of the aircraft - in charge for aircraft alignment as per the guidelines on ground.
2) One person in command in the cockpit - in charge for taxiing the aircraft, to align it as per the instructions received from the person outside, to record the values and to adjust the Compass/compass-system as necessary.
3) In case that the personnel in the cockpit is unable to perform the necessary adjustments without leaving the pilot seat, a third person must assist.

2.24.6.5 Records

Headings must be recorded every 30 degrees (through 360 degrees) as indicated, in a special compass swing report.

DEVIATION CARD

Showing deviations from the nominal cap every 30-degree (throughout 360 degree), must be established, dated and signed.

This card has to be attached in the cockpit near the compass. It must be visible to both pilots.

ATTESTING

Periodic compass compensation must be recorded in the Work Package and in the ATL.

2.24.7 AIRCRAFT WEIGHING

2.24.7.1 Preparation

1) Before weighing, the aircraft must be cleaned and inspected for foreign objects. Aircraft are usually weighed with empty tanks, unless otherwise specified by the customer.
2) All equipment as per customer configuration list must be on board. All other items must be removed.
3) As per AFM or TCDS, the right quantity of fuel, oil or other liquids must be weighed.
4) All pressure bottles must be filled to max. pressure. The aircraft must be fully equipped, the seats in the right position, windows and doors closed.

Aircraft weighing must be performed in a closed hangar with a solid and horizontal floor. Air current must be avoided.

2.24.7.2 Weighing

Only calibrated weighing equipment is used.

Weighing of aircraft must complete in accordance with the instructions given in the AMM.

Weighing equipment must be placed horizontal on the floor. The aircraft must be levelled, and the necessary markings are made on the floor by using a plumb wire, if not otherwise specified.

At least two weightings are necessary. If both results are within 1 % of the total mass, a third weighing is not necessary.

2.24.7.3 Report

The **Maintenance Supervisor** is responsible that the Weighing results must be recorded in the DABS weighing form referenced **DA-0059.**

The **Technical services** is responsible that the weighing Report is completed and signed by an **AC-Rated Staff**.

A file copy of the report should be available in the Aircraft and in the work package.

In addition, the mass and CG of aircraft must be re-established, by the Customer, by weighing or calculation whenever the cumulative changes of the Dry Operating Mass exceed ± 0.5 % of the Maximum Landing Mass or the cumulative change in CG exceeds ± 0.5 % of the mean aerodynamic chord.

2.24.7.4 Updating of flight documentation

The AFM and / or weight and Balance Manual have to be updated with the new report.

2.24.8 PREPARATION OF AIRCRAFT FOR MAINTENANCE

2.24.8.1 Aircraft Fueling / Defueling

Fuel service comply with OEM fueling / defueling procedures.

Concerning Defuelling / Refuelling Aircraft of small fuel quantity **inside hangar** for Maintenance purpose, tanks and electrical Fuelling / Defuelling fuel pump, filter & ground wired equipment are used for such operation. Following precautions should be taken

- Performed under supervision of the Team Leader,
- Doors open to ensure ventilation of Area,
- Appropriate Extinguisher in Area,
- Security Area zone around the aircraft (3 meters),
- Mobile phone forbidden in this security Area zone,
- No work on the aircraft during the operation,

Before Defuelling operation, water contamination detection is completed as well as the **record of Aircraft fuel property identification** on each container-attached record's binder.

The same Aircraft **recorded fuel property** quantity will be refitted on the concerned aircraft with date of terminated operation in the mentioned container record's binder as well.

If any fuel contamination is detected, the concerned **Customer Support** will be immediately advised to inform the Customer concerning remediate actions.

2.24.8.2 Aircraft Grounding

All aircraft must be grounded when performing maintenance in the hangar. Periodically controlled ground cables are available in the hangars. Specific grounding precautions must be observed during fueling/defueling or when performing oxygen service.

2.24.8.3 Aircraft Jacking

Aircraft jacking must be accomplished in accordance with the applicable Aircraft Maintenance Manual. Only jacking equipment specified in the AMM or equivalent equipment may be used. Jacking equipment displays evidence of recent load-test certification iaw OEM recommendations.

Only trained, qualified maintenance Staff are conducting aircraft jacking, under the direct supervision of type-rated Certifying Staff. Observers are positioned at appropriate locations to ensure no damage to the aircraft or surrounding equipment or personnel.

2.24.8.4 CB Pulling

In general, and especially during inspections and/or maintenance various circuit breakers (CB's) must be pulled and secured to prevent its re-engagement, causing harm to maintenance personnel and/or aircraft systems. To do so, the Circuit Breaker Ring, or an alike method will be used. This ring is red in colour.

Due to the diversity of the various aircraft systems, it is not possible to establish a generic list of CB's to be pulled for maintenance actions. It must be also understood that aircraft on ground and aircraft in jacked configuration require different CB's to be pulled.

Hence, it is the responsibility of an **AC-Rated Staff** / **Team leader** to ensure that all the necessary CB's are pulled.

2.24.9 SERVICING

2.24.9.1 Servicing –Oxygen System

This procedure is to set guidelines for gaseous oxygen service and to alert personnel of the hazards when performing this task. **These procedures are not to be used in lieu of direct manufacturer instructions.**

However, these safety precautions must be followed in addition to applicable maintenance instructions.

The **Team leader** is responsible to ensure that **qualifying Staff** assigned to service oxygen systems are knowledgeable of the safety procedures.

1 General Precaution

- Oxygen under pressure and petroleum products can result in **SPONTANEOUS COMBUSTION** when brought into contact with each other.
- Keep connectors and fittings clean and capped.
- Keep open flames and hot objects away from oxygen equipment.
- Prohibit electrical switching actions in or adjacent to the aircraft while oxygen servicing.
- Oxygen servicing operations are not permitted while passengers are on board the aircraft, during fuelling, oiling, and de-icing operations, or when work is being performed that could provide a source of ignition (does not include portable bottle replacement).
- Do not refill portable oxygen cylinders inside the aircraft.
- Reject oxygen cylinders that exhibit rust or corrosion.
- Connect the oxygen servicing cart bonding lead to a suitable earth ground.
- Ventilate the cockpit and the cabin under the floors when doing a sealing test of the oxygen system.

2 Oxygen servicing

Prior to Oxygen Servicing, the technician must ensure to:

- Verify bottle hydrostatic date and check general condition.
- Consult the applicable Manual to determine the equipment required and the procedure to be used.
- Determine the service pressure from the appropriate maintenance manual.
- Hands, clothing, and servicing equipment are free of oil, grease and dirt.
- Before moving the servicing cart, ensure the oxygen cylinders are secure.
- The oxygen used to service the system is **Breathing Oxygen MIL-PRF-27210H**.
- Two technicians to service the system. One person will be stationed at the service equipment control valves and the other person stationed where they can observe the system pressure gauges of the aircraft (Aircraft with permanently installed oxygen tank).

During Oxygen Servicing on the Aircraft, the technician must ensure to:

- Remove blanking cap from the aircraft-charging valve and connect the hose from the charging cart.
- If the aircraft bottle valve cannot be opened by hand or if the valve requires unreasonable force, reject the bottle.
- Open / close the valve slowly.
- When servicing is complete, close the bottle valves and relieve the pressure on the regulator, then close the delivery valves. Allow the system to cool.
- Check the system contents on the indicator and top-off if necessary.
- Disconnect the hose and bonding lead.

2.24.9.2 Servicing – Lavatory and potable water

Servicing of Lavatory and Potable water are performed by Ramp or **qualifying Staff** having received the necessary training.

Guidance, instructions and procedures for cleaning is described in the respective AMM.

1 General Precaution

The following safety precautions are respected when servicing an aircraft:

- Follow manufacturer instruction to operate access panel and perform servicing.
- Check contamination and clean up in case of leakage.
- One Technician should always inspect the aircraft for an acceptable condition and that all connections are removed after servicing activities.

2 Ground support equipment

Dedicated carts are available to perform these both servicing.
Cleaning of carts is performed at regular interval.
The source water is coming from the airport potable water system. A water purification tablet is always used to ensure contamination free.
A water sampling is performed on cart to ensure the quality of the water and that water is safe.

2.24.10 WASHING/DETAILING - INTERNAL AND EXTERNAL

Aircraft are washed by **Cleaning/Detailing personnel**.

Guidance, instructions and procedures for cleaning is described in respective AMM. Only approved consumables (or equivalent) are used.

Contaminated water should be collected in respect of applicable airport rule.

The following safety precautions are respected when washing an aircraft:

- Cover all static ports / pitot static ports / TAT / AoA probes with the applicable covers. (**Do not use tape directly on these sensitive openings)**
- Safety the edges of the covers with adhesive tape, if necessary, to prevent water and cleaning material contamination.
- Before landing gear, wash cover the wheels with the appropriate blankets.
- Do not direct water stream into any opening of the aircraft/engine.
- Only apply smooth water pressure.
- One Technician should always inspect the aircraft for an acceptable condition and that all covers are removed after washing activities.

Additionally, in case of deep cleaning/small repair to be performed on wood or leather, **Cabin/interiors supervisor** is responsible to organise work and certification if appropriate.

2.24.11 MAINTENANCE CHECK FLIGHT (MCF)

2.24.11.1 Responsibility

The definition of and operational requirements for MCFs are laid down in the Air Operations Regulation and are carried out under the control and responsibility of the operator.

2.24.11.2 Procedure

If a check flight is required by manufacturer's instructions or as requested by the **Customer**, the **Customer** is in charge to determinate the **Level of the check flight*** and elaborate the Flight programme in coordination and in agreement with the **DABS**. Form **DA-0133** is used.

***Level A**: the use of abnormal or emergency procedures is expected as defined in the AFM or where it is required to prove the functioning of a backup system or other safety devices;* MCF must be carried out iaw the **Customer**'s procedure.

***Level B**: check flights other than a "Level A" maintenance check flight;* MCF must be carried out iaw the manufacturers' documentation.

All check flights are to be conducted under the control of the **Customer** that selects adequate flight crew members considering the aircraft complexity and the level of the maintenance check flight.

Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios are possible: *(**Note:** Refer to MOE 2.16.4.7 for text)*

1-The AMM/EMM, or any other maintenance data issued by the design approval holder, requires that an MCF be performed after completion of the maintenance check.

Aircraft certification should be issued, and the aircraft can be flown for this purpose under its CofA. After MCF, the maintenance records should be completed, the remaining maintenance actions performed, and the final release to service issued.

2-Based on its own experience and for reliability or quality considerations, the operator wishes to perform an MCF after certain maintenance while maintenance data does not call for such a flight.

Therefore, after the maintenance has been properly carried out, a aircraft certification is issued, and the CofA remains valid for this flight.

3-After the troubleshooting of a system on the ground, an MCF is proposed as confirmation that the solution applied has restored the normal system operation.

During the maintenance performed, the maintenance instructions are followed for the complete restoration of the system and therefore aircraft certification is issued before the flight. The CofA is valid for the flight.
An entry identifying this limitation requesting this flight is recorded in the ATL.

4-An aircraft system has been found to fail, the dispatch of the aircraft is not possible iaw the maintenance data, and the satisfactory diagnosis of the cause of the fault can only be made in flight.

If the troubleshooting is not described in the maintenance data. the aircraft cannot fly under its CofA, a permit to fly is required. After the flight and the corresponding maintenance work, the aircraft can be released to service and continue to operate under its original CofA.

For certain MCFs the data obtained or verified in flight will be necessary prior to issuing the aircraft certification. For this purpose, when the maintenance personnel cannot perform these functions in flight, the crew may complete required reporting information, in support of the final release to service to be issued by the certifying Staff.

2.24.12 SPECIFIC MAINTENANCE (CAT II, RVSM, EROPS)

DABS could perform specific maintenance on aircraft listed in MOE 1.9.

The specific maintenance document for the appropriate aircraft contains a detailed maintenance programme for all equipment and instruments used for CAT II landings, RVSM and EROPS operations. All specific maintenance has to be completed in accordance with this maintenance programme and the operator's manual (if appropriate).

Personnel performing maintenance on aircraft which are operated under CAT II, RVSM and EROPS conditions, must:

- be holder of a current Part-66 **Licence** (in accordance with Cat. work) and
- have followed a basic training course on the appropriate system.

2.24.12.1 Cat II Maintenance

Technicians are instructed on Cat II issues during theoretical aircraft type training.

In Order to operate an Aircraft under IFR (Instrument Flight Rules) and fly approaches with reduced decision heights, other than Cat I limits, the Aircraft must be equipped, certified and maintained iaw Cat II requirements.

The Maintenance Schedule is defined by the Customer. All Tests, Inspections and Bench Checks will be performed at the Intervals specified in the Maintenance Programme.

Changes to the Systems forming Part of the Cat II Equipment may not be altered, unless a STC is available and approved by the appropriate Authority.

2.24.12.2 RVSM Maintenance

Technicians are instructed on RVSM issues during theoretical aircraft type training.

DABS will use the RVSM approved maintenance programme of the Customer or Manufacturer in so far as it pertains to the work being accomplished. It includes the maintenance practices stated in the applicable aircraft and component manufacturers' maintenance manual.

In addition, for all aircraft, attention should be given to the following items:

- All RVSM equipments are maintained in accordance with the component manufacturers' maintenance instructions and the performance criteria of the RVSM approval data package.
- Any modification, repair or design change which in any way affects the initial RVSM approval are subject to a design review acceptable to the competent authority.
- Any maintenance, not covered by approved maintenance documents that may affect the integrity of the continuing RVSM approval, e.g. those affecting the alignment of pitot/static probes, repairs to dents or deformation around static plates, are subject to a design review acceptable to the competent authority.
- Built-in Test Equipment (BITE) testing will not be used for system calibration unless it is shown to be acceptable by the aircraft manufacturer or an approved design organisation, and with the agreement of the competent authority.
- An appropriate system leak check (or visual inspection where permitted) will be accomplished following reconnection of a quick-disconnect static line.
- To ensure the proper maintenance of airframe geometry for proper surface contours and the mitigation of altimetry system error, surface measurements or skin waviness checks will be made, as specified by the aircraft manufacturer, to ensure adherence to RVSM tolerances. These checks will be performed following repairs, or alterations influencing airframe surface and airflow.

When replacing RVSM components, all replacement parts must be checked by the **Team leader** for RVSM compatibility so as not to deviate from aircraft data package compliance.

In case of repair, it is considered as CRTICAL task.

2.24.12.3 Fuel tank safety (FTS) / Critical design Configuration Control limitations (CDCCL)

Appendix IV to AMC / GM 145.A.48 (c)4

Effectivity is Large aeroplanes with a maximum type certified passenger capacity of 30 or more or a maximum certified payload capacity of 7500 lbs. (3402 kg) cargo or more.

CDCCL refers to a feature of the fuel system design the integrity of which must be maintained to ensure that unsafe conditions do not develop. These features may exist in the fuel system and its related installation or in systems that could, if a failure condition were to develop, interact with the fuel system in such a way that an unsafe condition would develop in the fuel system.

It is the responsibility of the **Customer** to identify the affected CDCCL task.

DABS should ensure that when performing maintenance, the CDCCL are not compromised.

The **Team leader** should pay particular attention to possible adverse effects of any change to the wiring of the aircraft, even of a change not specifically associated with the fuel tank system.

All Technicians, when working with fuel system related tasks, must pay attention and comply with AMM Warning or Caution Notes for the critical item in the AMM procedure affected.

Team leader and **Certifying Staff** must ensure that all defects affecting the ignition prevention features are rectified and that the correct configurations are ensured and maintained.

2.24.13 SPECIFIC TRAINING

2.24.13.1 FTS/CDDCL

FTS/CDDCL Training are provided to avoid indiscriminate routing and splicing of wire and to provide comprehensive knowledge of critical design features of fuel tank systems that would be controlled by a CDCCL.

Personnel to be trained on FTS are described in DA-0106.

The training is organised by **SQC department** iaw Appendix IV to AMC 145.A.30(e). Recurrent training should be conducted in a two years period. It consists of a review of any new material or revisions to publications.

2.24.13.2 Electrical Wiring Interconnection system (EWIS)

EWIS Training are provided to improve the awareness and skills of maintenance organisations and persons performing field approval modifications or repairs a model an overview of proper procedures, methods techniques, and practices used when performing maintenance, preventive maintenance, inspection, alteration, and cleaning of EWIS.

Personnel to be trained on EWIS are described in DA-0106.

The training is organised by **SQC department** iaw AMC 20-22. Recurrent training should be conducted in a two years period. It consists of a review of any new material or revisions to publications.

2.24.13.3 Electro Static Devices (ESD)

The procedures in this section apply to all personnel that come into contact with electrostatic discharge sensitive devices (ESD) used on any components, directly or indirectly.

Anyone handling ESD sensitive devices is responsible for protection during possession, and for ensuring that appropriate packaging, labelling and ESD information accompany the part.

An assembly or equipment labelled as ESD sensitive, which can be threatened by discharge into receptacle pins, or terminals must have a conductive cap, caver or other protective material (specific ESD bag) until the unit is properly plugged into the product's system.

ESD sensitive devises or assemblies should have placards with appropriate symbols affixed prominently to the component or outer packaging.

Typically, the primary means of controlling static charge on personnel is with a wrist strap. When properly worn and connected to ground, a wrist strap keeps the person wearing it near ground potential. Each **Technician** has a wrist strap in Toolbox. Wrist straps should be tested before used.

The electrostatic mats used throughout the Avionics, Electrical Shop and the **Logistics** Department are connected to the ground and is periodically checked for continuity.

All Logistic/SC personnel involved with ESD sensitive electronic parts are trained for ESD awareness.

2.24.13.4 Dangerous goods Awareness

Material that, when placed into transportation, can present a safety hazard is called “Dangerous Goods”. In order to prevent opportunities for incidents, all Staff that come in contact with materials that are deemed Dangerous Goods by the international transportation industry shall undergo appropriate training that provides individuals with awareness of specific types of dangerous goods *and* reinforces the importance of preventing placement of dangerous goods on aircraft inadvertently.

An all-inclusive list includes hundreds of categories of materials and thousands of products that fall into the category of “Dangerous Goods” (reference IATA Dangerous Goods Regulations).

Policy is that no employee will place dangerous goods on an aircraft for transport except IATA Certified Dangerous Goods Shippers. Awareness of what constitutes “dangerous goods” is an important reason to ensure all affected employees receive proper DG Awareness training.

Employee training records are recorded by the **SQC department**.

2.25 PROCEDURES TO DETECT AND RECTIFY MAINTENANCE ERRORS

145.A.48(b), 145.A.48(c)(3), AMC 145.A.48(c)(3), GM1 145.A.48(c)(3)

2.25.0 GENERAL & RESPONSIBILITIES

2.25.0.1 General

This chapter describe procedures to minimise the risk of errors, including errors being repeated in identical maintenance tasks that could compromise more than one system or function.

Identification of maintenance critical tasks that is important way to reduce error is described in MOE 2.23.

Maintenance errors identification is part of the occurrence reporting system, as described in MOE 2.18.

It is important to understand the root causes behind errors and deviations which may re-occur, and whether it is a problem of human factor nature or induced by the organisational system. The identification of maintenance errors and the understanding of the root causes, whether an error is a 'one off', a methodical problem, or whether it is a human factor problem will contribute to minimise potential hazards and risks.

An **error** is the failure of planned actions to achieve their desired goal where this occurs without some unforeseeable or chance interaction.

2.25.0.2 Responsibility

- The **Planning function** is responsible to plan the maintenance event with sufficient resources and time to achieve the project correctly.
- The **Technical services** is responsible to prepare the maintenance event with appropriate data, parts and tools.
- The **Team Leader / CS** is responsible during the maintenance project to minimise the risk of errors:
  - for the supervision of Base Maintenance Project.
  - for the completion of all maintenance tasks and duly signed and completed task cards
  - for the General Final Inspection to ensure that any maintenance carried out, is completed in such a manner to minimise safety deficiencies or hazards.
- The **Maintenance Staff** is responsible to report to **SQC department** any discrepancies or errors for investigation and further preventions measures,

2.25.1 IDENTIFICATION OF MAINTENANCE ERROR

There are two types of mistakes, intended and unintended.

- Intended mistakes are deliberate violations, something one does out of disregard for the rules, inability to follow them, or occasionally as a thrill-seeking behaviour.
- Unintended/honest mistakes, which are more benign in nature. They may be slip-ups or momentaneous lapses, and happen to all the Staff.

Several mechanisms that lead humans to make errors and the main contributing factors is, in regards of feedback from Event reporting system, attention and the "conscious workplace".

Example of contributing factors are:

- Inadequate or inappropriate documentation. E.g. procedures and checklists.
- Time pressure or fatigue e.g. perceived or real time restraints.
- Untidy or disorganised work areas.
- Poor coordination or communication e.g. task not completed by end of the day,
- Inadequate tools or equipment.
- Lack of knowledge or experience.
- Procedure usage during tasks.

2.25.2 PREVENTING RISK OF ERRORS & OMISSIONS

2.25.2.1 Policy and just culture

As described in MOE 1.1, the following is promulgated throughout the organisation:

- Personnel are encouraged to provide related information concerning undesirable event through the event reporting system,
- Disciplinary measures are strictly limited to those acts that do not qualify as honest mistakes, just culture
- Personnel understand the hazards/risks inherent in their activities,
- Personnel understand the importance to identify and control or manage potential hazards and risks,
- When hazards or occurrences are reported, they are analysed, and appropriate actions are taken,
- Actions to control hazards and occurrences are tracked and reported in the **SQC department**,
- Personnel and management communicate openly and frequently concerning hazards and occurrences,
- Efforts are made to eliminate potential errors from the system coming from investigation and audit,
- Feedback is provided to reporters and Personnel, and all could see the benefits of their reporting in knowledge sharing.

2.25.2.2 General measures – Key principles consideration

The following are promulgated throughout the organisation as continuing improvement considerations:

- Consider training to improve the skills and the competence of Staff,
- Consider audit, spot check and Root cause analysis as a tool for improving the processes,
- Consider the hangar & equipment for maintainability (perform preventive maintenance, reduce complexity; improve accessibility; improve storage area for components & Tools),
- Consider the working environment (noise; temperature; lighting, hazards chemical) and the working risk when using equipment and GSE (PPE, first aid and fire extinguisher are available),
- Consider human error analysis during investigation and audit,
- Consider the design of maintenance tasks (work is interesting and challenging; tools and components/Materials are provided; adequate time is available; distractions are minimised),
- Consider competence and skills of Staff and not only the privileges,
- Consider critical maintenance tasks in terms of complexity and planning,
- Consider realistic error capturing method when performing task on identical systems,
- Involve all relevant maintenance personnel in facilities & equipment design, task analysis, writing instructions,
- Ensure supporting resources are available (Planning; tools and spares, quality and safety, technical services, IT etc.),
- Understand fatigue,
- Provide effective communication channels between department and maintenance.

2.25.2.3 General measures during a maintenance event

Several measures are in place to minimise errors:

- Work is scheduled and organised under **Team leader** supervision
- Tasks are assigned appropriately in regards of the Staff skills
- Tasks are Signed off during and after completion, including performance, inspection and check
- Tasks are Checked before releasing task card,
- Different persons are organised to perform identical task (or additional inspection by other Staff),
- Independent inspection is organised when task is considered as critical maintenance tasks
- Re-inspection is performed in case of unforeseen situation,
- Functional checks, leak checks are organised to ensure the systems are operating correctly,
- Final general Inspection of aircraft is performed before release to service for FOD and panels,
- Pre-flight checks is performed after base maintenance to ensure aircraft suitability,

2.25.2.4 Work organisation and completion

Maintenance project is always under the supervision of one **Team leader (base) or CS (line)**. The following is applied to minimise the risk of errors:

- The maintenance schedules are managed and regularly reviewed,
- The qualified Staff is notified before work commence to able the person to familiarise himself of the job to be performed,
- Every maintenance task is signed off during and after completion,
- Procedure or maintenance data is stamped during completion as described in MOE 2.13,
- In the case of a lengthy maintenance task involving a succession of personnel to complete such task, procedure should indicate what was accomplished by each individual person,
- Critical steps are identified and stamped in the procedure,
- Work performed by personnel under supervision (*i.e. temporary contracted Staff, trainees*) is checked and signed-off by a **Team Leader** or an **AC-Rated Staff** or a **qualifying inspector**,
- Work is verified by the **Team leader** before release to service (**DA-0145_checkList**),

2.25.2.5 Safety culture

As described in MOE 1.1, the following is promulgated throughout the organisation:

- Personnel are encouraged to provide related information concerning hazards and safety event through the event reporting system,
- Personnel are encouraged to learn from errors and mistakes,

2.25.3 ERROR CAPTURING METHOD

2.25.3.1 Preventing risk of errors being repeated in identical maintenance tasks

To minimise the risk of errors being repeated in identical maintenance tasks involving removal/installation or assembly/disassembly of several components fitted to more than one system on the same aircraft or component during a particular maintenance check, the following is applicable:

- different persons (not necessary Certifying Staff) are requested to work on identical maintenance task in similar systems, or
- independent inspection/inspection by a different Staff or re-inspection (in unforeseen circumstances when only one person is available) is performed.

Note:

- *If tasks are considered simple (i.e. Chip detectors, Engine Fuel and Oil Filters / Oil Replenishing), a same Staff may re-inspect work if works are performed at different time*.*
- *if an inspection and an "additional check" (i.e. leak check) is scheduled, a same Staff may work on same system if works are performed at different time*.*
- *in unforeseen circumstances when only one person is available, an additional re-inspection step or additional check step must be incorporated in Task card*.*

**2 different steps must be described in Task card. Additional check/re-inspection must be described in Task card.*

The task card record the details of the inspection, as necessary, in addition of the work performed.

Note that identical maintenance tasks compromising more than one system or function may also be listed as critical tasks, requiring independent inspections as per MOE 2.23

2.25.3.2 Independent Inspections

Independent inspections are carried out on safety sensitive maintenance tasks as described in MOE 2.23.

Independent inspections are inspections where one technician performs the task or process, a task check carried out by a **Qualifying Staff**, and then independent inspection carried out by an **Independent Staff**.

2.25.3.3 Additional Checks

Functional/operational checks allow detecting if something is not installed, secured properly, adjusted correctly or meets specified criteria in the manuals.

2.25.3.4 Final general inspection

The **Team leader** / **CS** is in charge to

- inspect the Aircraft/Component on which DABS has performed work.
- inspect all areas where maintenance has been performed to ensure that maintenance works are completed, the Aircraft/Component is clear of all Tools, Equipment and Parts, and that all access panels removed have been refitted, in a manner that reflects safety considerations and eliminates safety deficiencies or hazards.

2.25.3.5 Pilot Pre-flight Checks

The pilot Pre-flight checks should act as another barrier to prevent maintenance error.

2.25.4 ERROR REPORTING SYSTEM

2.25.4.1 General

A key element of an assurance programme is a system whereby problems, or potential problems, can be reported and dealt with.

A Mandatory Occurrence Reporting scheme requires to report to the competent authority occurrences meeting the criteria described in MOE 2.18.

DABS have an Internal Event Reporting System for technical issues or maintenance discrepancies, human errors, ambiguities with procedures, mismatches between required and actual practice, etc.

Event Reporting System enables the collation of Hazards, Errors and Occurrence reports, including the assessment and extraction of relevant information in order to identify adverse trends or to address deficiencies.

2.25.4.2 Type of error reporting

Errors to be reported are:

- Maintenance error during maintenance (including Human Factor),
- Maintenance errors found during maintenance,
- Maintenance errors found after release to service,
- Non-compliance with Procedures,
- Serious cracks, permanent deformation, burning or serious corrosion of structure found during scheduled maintenance of the aircraft or engine / propeller / component, (Occurrence as described in MOE 2.18)
- Failure of any emergency system during scheduled testing.

2.25.4.3 Internal reporting scheme

Involved Technician must transmit a report to the **SQC department** for investigation and further preventions measures, or for report to the Authorities if appropriate as per MOE 2.18.

To avoid requesting unnecessary information and unnecessary duplication of forms, the Staff are encouraged to report using the **form DA-0019** or **QR codes** which taking into account the requirements of those who may need to investigate the incident or analyse the data. Refer to MOE 3.1.2.2.

2.25.4.4 Mitigation and Records

Reports which are classified as incident must be closed by a mitigation action. Either immediate corrective action is done, or a process is modified to improve the system and avoid any adverse Furthermore, all reported maintenance errors, procedural/publication errors, tooling improvements, etc., will be gathered and collected to provide guidance and learning material for the internal human factors training according to MOE 3.6 and taken up for internal safety investigation as detailed under MOE 3.2.

2.25.5 ANNEXES

- **DA-0019** Hazard and Occurrence Report

2.26 SHIFT/TASK HANDOVER PROCEDURES

145.A.47(c), AMC 145.A.47(c)

2.26.0 GENERAL & RESPONSIBILITIES

2.26.0.1 General

This Chapter concerns changeover / handover in the case of shift changes or relieving of personnel as described in Part-145.A.47(c).

This process is also used to manage the work interruption such as end of the day or End of the work.

The primary objective of the handover information is to ensure effective communication at the point of handing over the continuation or completion of maintenance works.

- The handover process for exchanging information and planning between Staff is performed by reviewing of the following:
- Maintenance event status in **Quantum**: Taks cards completion, Component arrival are described,
- Work steps Performed and stamped in the Maintenance data,
- Findings issued and opened in **Quantum** during maintenance,
- logistic and planning expected activities arrival are described in **Quantum**.

Work status is completed, and maintenance records (such as Task status) are updated in **Quantum**.

In addition, the Maintenance data such as, but not limited to the procedures MM allows a clear indication and status of work and last work step performed. MOE 2.13 and DA-0110.

2.26.0.2 Responsibility

- The **Team Leader** is responsible to manage/monitor the Status of on-going Work in **Quantum**.
- The **Staff** ensures that the work accomplished is stamped in the data before leaving his working place. Work should be completed and maintenance records such as Task Cards should be updated and/or closed. Procedures must be completed (MOE 2.13) to indicate status of work and last work step performed.

2.26.1 DESCRIPTION

DABS have a system appropriate to the amount of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities to ensure the safe completion of the maintenance work. MOE 2.22

When it is required to hand over the continuation or completion of a maintenance work for reasons of a personnel changeover, relevant information must be adequately communicated between outgoing and incoming personnel.

The objective is to ensure effective communication at the point of handing over the continuation or completion of maintenance work including identification of CRITICAL tasks.

- The outgoing person needs to understand and communicate the important elements of the task being passed over to the incoming person.
- The incoming person needs to understand and assimilate the information being provided by the outgoing person.

2.26.2 APPLICATION

2.26.2.1 General

Aircraft related **change over: In case of change due to vacancy**

Progression of work is directly recorded in data by the **technicians** and Status updated in Quantum by the **Team leader (Base)** or **the technical Services (Line).**

2.26.2.2 Base maintenance

Every morning and evening, the team leader organise a review of WP to permit an update during **daily meeting** (MOE 2.22) that concerns project status, work hours progression and Part availability

In case of aircraft related organised **Shift** for operational reason on **Base maintenance:**

- Incoming and outgoing personnel must overlap for 30 minutes. (could be by phone)
- **Team leader** is responsible to conduct a Hand-Over-Meeting.
- **Team leader** must facilitate that incoming and outgoing Technician talk face-to-face with the Task Card at hand being handed over.
- Critical or important information must be entered in Quantum in addition to the verbal information given in the Hand-Over Meeting.

The daily "**Production journaliere**" is updated with the following information for each aircraft in the Hangar:

- Description of status of the aircraft including status of mechanical, avionics, sheet metal, paint and interiors work as applicable,
- Description of status of component availability,

2.26.2.3 Line works

In case of organised **Shift** for **Line works:**

- Incoming and outgoing personnel must overlap for 30 minutes.
- Hand-Over-Meeting must be conducted.
- Incoming and outgoing Technician talk face-to-face with the current works at hand being handed over.
- Critical or important information must be entered in "Line Planning" / "handover document" for addition information given in the Hand-Over Meeting.

The daily "**Line planning**" is updated with the following information for each aircraft in the on-going work:

- Description of status of the aircraft including status of due items, non-routine works, servicing and cleaning work as applicable,
- Description of status of component availability,

2.26.2.4 AOG works

In case of organised **Shift** for **AOG works:**

- **Technical Services** are responsible to conduct a Hand-Over-Meeting with all required information concerning the status of the aircraft from different Staff.
- Critical or important information must be entered in Planning for in addition to the verbal information given in the Hand-Over Meeting.

The daily "**DRS**" is updated with the following information for each aircraft in the on-going work:

- Description of status of the aircraft including status of critical items, including component availability

2.26.3 ANNEXES

- **"Production journaliere"** Status for Base Maintenance
- **"Line planning"** Status for Base Maintenance
- **"DSR"** Status for MRT

2.27 PROCEDURE FOR NOTIFICATION OF MAINTENANCE DATA INACCURACIES AND AMBIGUITIES

145.A.45(c), AMC 145.A.45(c)

2.27.0 GENERAL & RESPONSIBILITIES

2.27.0.1 General

This chapter concerns the management of inaccurate, incomplete or ambiguous information in the maintenance data discovered when preparing the WP or when carrying out maintenance.

Discrepancy concerns data with instruction not clear, complete, or consistent. Sometimes, instructions are vague, ambiguous, or open to interpretation, leaving room for uncertainty or misunderstanding. Other times, requirements are missing, incomplete, or outdated, leaving gaps or inconsistencies in the task to be done.

Data concerned may be issued by:

- Aircraft/component design organisation (MM, SB, SRM), or the competent authority (AD, SIB),
- The customer (AMP, PO, specific instructions), or the organisation itself (procedures, instruction, forms),

2.27.0.2 Responsibility

- Each **DABS personnel**, if inaccuracies or ambiguities in maintenance data are discovered, must notify the details of discrepancy to the Technical Services,
- **Technical Services** (**Methods**) is responsible to notify the author of the publication on the details of the discrepancies,
- **Technical Service** is responsible to inform **SQC department** on any case of discrepancy,

2.27.1 AVAILABILITY OF MAINTENANCE DATA

It is important practice for DABS to ensure that maintenance data are correct, complete, unambiguous and 'user friendly', both from the outset and on a continuing basis.

2.27.2 REPORTING DISCREPANCIES

Some data provided sometime have inaccuracies, ambiguities or missing information.

Staff are encouraged to report such discrepancies in data to the **Technical Services (Method),** using DDR form (**DA-0019_DDR**) by email.

In case of inaccuracies on the PO issued by the Customer, the **Technical Services** is using TDR form (**DA-0019_TDR**) to communicate with the Customer. MOE 2.13.

2.27.3 NOTIFICATION PROCESS

The **Technical Services (Method)** are in charge to report discrepancy to the author (*i.e. manufacturers, the TC holder or the authorities*) and ensure the follow-up. **SQC department** must be copied.

In most cases, the notification will be made by e-mail to get first-hand information about the suspected data discrepancy. If deemed necessary, this will be followed with a written report directly on manufacturer's web.

In case of risk on the task to be performed, a statement will be required from the author of the data and will be communicated to the Staff describing the impact of the data ambiguity on the ongoing maintenance.

Once the discrepancy is corrected by the author in a later manual amendment, then the **Technical Services** will close the DDR and informing the Staff about correction performed.

2.27.4 ANNEXES

- **DA-0019_TDR** Technical Discrepancy report
- **DA-0019_DDR** Data Discrepancy report

2.28 PLANNING AND ORGANISING OF MAINTENANCE ACTIVITIES

145.A.47(a)(b), AMC 145.A.47(a), AMC1 145.A.45(b), 145.A.10, AMC1 145.A.10, 145.A.65(b)1; GM2 145.A.65(b)(1), GM1 145.A.47(b)

2.28.0 GENERAL & RESPONSIBILITIES

2.28.0.1 General

This chapter concerns the maintenance planning as specified in Part-145.A.47(a)(b), including the preparation tasks, scheduling, process, launching and follow-up of the work.

It defines the methods to ensure that the organisation will only accept and carry out maintenance activities within the frame of its manpower capabilities.

2.28.0.2 Responsibility

- The **Customer support** is responsible to review the work requested,
- The **Planning function** is responsible to review the availability of resources before accepting work,
- The **Technical services** is responsible to prepare the WP iaw PO after acceptance of the work,
- The **Team leader** is responsible to organise and manage the maintenance event during the input,

2.28.1 REVIEW OF THE WORK REQUESTED

The **Customer support** ensure before accepting a work:

- a contract has been agreed with the customer,
- a clear PO clearly establish the maintenance to be carried out,
- the requested maintenance remains within the approved scope of approval,

2.28.2 ACCEPTANCE OF THE WORK

The **Planning function** ensure the availability of the necessary resources in regards of the established planning and man hour plan (MOE 2.22):

- The Area in hangar for the aircraft type,
- the required team leader, technician / specialist, considering the workloads and the fatigue and limitations of human performance,
- Outsourcing contractors, as necessary,
- Shops or contracting organisation for component works, as necessary,
- the necessary tools to perform workscope,
- the component and kits to perform tasks and SBs, as necessary,
- the Staff to perform error capturing methods during periods when Staff are likely to be most alert,
- the Staff to perform identical tasks on identical tasks and associated inspection,

When work accepted, the **Technical services** ensure that the PO provided by the customer is complete with all required information and data. A Work Pack is prepared as detailed in MOE 2.13 based on PO and CMTS.

2.28.3 SCHEDULING OF THE WORK

When it has been verified by the **Planning function** the availability of adequate resources, the maintenance project is accepted, scheduled and entered in the maintenance planning.

the **Team leader** ensure

- the organisation of the maintenance event and the Staff working in regards of the scheduled work.
- the reassessment, during the event, of the work intended to be carried out and the resource needed or the planning change required when Staff availability is less than the planned level for any particular work or when defect found and additional work required or when parts have not been received.

2.28.4 ANNEXES

- **DA-0103** List of Authorised Staff
- **"Planning Long term"** Status for maintenance event versus man hour availability

2.29 AIRWORTHINESS REVIEW PROCEDURES AND RECORDS

The DABS scope of Part-145 maintenance activities does not include Airworthiness Reviews on ELA 1 aircraft, subsequently this chapter is not relevant to DABS maintenance organisation.

2.30 FABRICATION OF PARTS

145.A.40; 145.A.42(b)(iii) , AMC1 145.A.42(b)(iii); 145.A.45; 145.A.60:

2.30.0 GENERAL & RESPONSIBILITIES

2.30.0.1 General

This chapter contains the Requirements and procedures for the Fabrication of parts under the privileges of the MOE 1.9 in accordance with AMC1 145.A.42(b)(iii).

During maintenance, repair or modification activities, the necessity may arise sometimes to fabricate Parts (*i.e. bushings, sleeves, shims, secondary structural elements, skin panels, flexible and rigid pipes, electrical cable looms and assemblies, machines sheet metal panels, etc.*).

Fabrication of Parts includes new or modified Parts produced in conformity to design data.

***Note**: The term "**fabrication**" is to be used in the Part 145 environment to identify a restricted production under the limitations of PART 145.A.42 (b)(iii). The term "**manufacture**" is used in the Part-21 Subpart G and Subpart F (POA).*

2.30.0.2 Responsibility

- The **shop supervisor** is responsible to ensure that requirements to fabricate a particular Part are met.

2.30.1 FABRICATION

2.30.1.1 Requirements

- Parts fabricated by a Part-145 organisation may only be used by that organisation in the course of maintenance, modifications, or repair of aircraft or components undergoing work within its own facility.
- It **is not authorised to issue a Form 1** for the fabricated parts.
- It **is not authorised to fabricate critical parts or prototype parts.**
- Fabricated parts should be identified with a **Part Number** iaw design data for traceability purpose.
- Subcontracting of part of fabrication is allowed. PO should contain all necessary information for fabrication and for verification of conformity.
- In case of fabricated Parts are stored, parts are physically labelled, segregated and excluded from any delivery certification.

2.30.1.2 Scope and Limits of fabrication

Scope is described in MOE 1.9.7 Fabrication of parts should only be performed iaw following data:

- data in overhaul or repair manuals (SRM),
- data provided by the TC holder or approved modification schemes and service bulletins (SB),
- The fabrication, inspection and test provided by:
  - EASA or
  - **TC/STC holder or** Part-21 DOA holder, or
  - the manufacturer of the part

2.30.1.3 Process

The **shop supervisor** is responsible to ensure that requirements to fabricate a particular Part are met and recorded on PFTS form (**DA-0164**).

1-Identification and content of required data

Parts must be fabricated in compliance with acceptable data* which includes design, fabrication, test & acceptance criteria, and identification requirements.

It includes all information necessary to **fabricate** and **verify conformity** of the Part.

- All data to fabricate the part should be approved either by EASA or the TC/STC holder or Part-21 DOA holder, or the manufacturer of the part.
- The data should include special conditions such as storage condition or life limitation etc.
- The data may include repair procedures.

- The data should include details of part numbering, dimensions, materials, processes, any special fabricating techniques, special raw material specification and identification.
- Where special processes or inspection procedures defined in the approved data are not available at DABS facilities, accepted alternative could be given by the holder of the data.

Examples of acceptable data

- *Established standards: NAS, AN, SAE, ANSI, EN Specifications etc…*
- *Approved data issued by TCH, STCH, ETSOH, It includes MM, SRM, CMM, Overhaul / Repair Manuals, SB,*
- *Minor/major approved change or repair data outside SRM.*
- *Manufacturing drawings for parts specified in IPC or directly provided by TCH, STCH or Part 21 organisation, which is not referred to in other data. In this case, a direct authorisation (or no objection) received from the holder is necessary, which must include the identification of the data to be used.*

2-Assessment - The **shop supervisor** ensures that DABS has the following to perform the work:

- The necessary capability,
- Material and competent personnel,
- Acceptable data or alternate approved data, Where the data are insufficient, an incoming inspection of old Part is performed to detail necessary data requested to fabric and inspect new Part,
- A described step process to fabricate, inspect and verify conformity of the Part.

3-Fabrication of parts

Records are maintained for such fabrication processes including heat treatment and the final inspections.

4- Final inspection

Any fabricated part is subjected to an inspection stage before, separately, and preferably independently from, any inspection of its installation. This inspection should establish full compliance with the relevant data and shall be recorded in PFTS form to demonstrate the conformity.

5-Identification - All parts, except those having not enough space, should be unambiguously identified with:

- **"EPA**" (if appropriate**), (EPA** means European Part Approval)
- **Part number** from the data**, (+ component description)** if appropriate
- **Organisation's approval** (Name may be added if appropriate)**,** and **WP Reference,**
- **Name of holder of fabrication data** and **reference of data** (if appropriate)**,**
- **Specific compliance** if requested (*i.e. 14 CFR 25.853(C)*)

	Data not belonging to TC holder**	**Data from TC holder**	**Data from TSO holder (Seat / Divan)**
New Part	EPA / [Part Number] [Approval] / [WP] [Data holder] [ref MOD-STC] or [n° Drawing]	[Part Number] [Approval] / [WP]	[Part number] - Fabricated by [Approval] /[WP] [Data holder] [n° Drawing] *Complies with 14 CFR 25.853(C), March 6, 1995*
Part modified	[Approval] / [WP] Modified iaw [Data holder] [n° MOD-STC]	Marking only if requested in SB	[Approval] / [WP] Modified iaw [Data holder] [n° MOD/SB]

** *Any new or modified component (except PMA) produced in conformity to design data not belonging to the TC holder must be marked with letters EPA.*

2.30.2 ANNEXES:

- **DA-0164** Parts Fabricating Tracing Sheet (PFTS)

2.31 PROCEDURE FOR MAINTENANCE UNDER AIRCRAFT OR ENGINE RATING

145.A.42; 145.A.45: 145.A.50; 145.A.65; M.A.502; GM1 145.A.45(b)

2.31.0 GENERAL & RESPONSIBILITIES

2.31.0.1 General

This chapter contains the Requirements and procedures to use component maintenance data under Aircraft (Ax) or Engine (Bx) ratings under the privileges of the MOE 1.9 in accordance with GM1 145.A.45(b).

Component, when maintenance is assessed simple and within DABS capability, could be removed temporarily from and re-installed on same aircraft after maintenance, using component maintenance data (*i.e. CMM*). It does not require a Form 1. Work is recorded directly on Task card and certification could be made by a Certifying Staff. Assessment is formalised with **form DA-0137**.

The decision of whether to perform component maintenance activity within the "Ax", "Bx" or "Cx" rating is determined by the maintenance data, and/or when a Workshop is required.

1. ""**Cx**" rating is used in the case of modification, repair, test, when it is necessary to work iaw CMM or specific Mods/repairs data on the uninstalled component on workshop and when a particular test equipment is required.
   - Form 1 is required. Certification is issued by a Component certifying Staff.
   - Part should be in Capability list (**DA-0105**).
   - CMM or AMM/EMM could be used. Where the same task is available in different data with different instructions, AMM/EMM can only be used if clearly specified in the PO.
   - In case of use AMM/EMM, limitation in Form 1 should indicated the restriction to be used only on the AC type or Engine type.
2. **"Ax**" Rating is used when the activity is carried out on aircraft iaw the AMM/EMM or CMM only whilst such components are fitted to the aircraft.
   - Component may be temporarily removed; Workshop is not required.
   - Form 1 is not required. Certification is issued by a certifying Staff (B1 or B2) in task cards.
   - **DA-0137** is used to assess the use of CMM (e.g. Staff, tools, maintenance data, materials, etc.). Only Staff skills are assessed where the component is already in the Capability list (**DA-0105**)
3. "**Bx**" Rating is used when the activity is carried out on an engine / APU components, iaw EMM, APUMM or CMM, only whilst such components are fitted to the Engine / APU
   - Component may be temporarily removed. Workshop is not required.
   - Form 1 is not required. Certification is issued by an Engine certifying Staff.
   - **DA-0137** is used to assess the use of CMM (e.g. Staff, tools, maintenance data, materials, etc.) Only Staff skills are assessed where the component is already in the Capability list (**DA-0105**)

2.31.0.2 Responsibility

- The **Certifying Staff** is responsible for the correct performance of any maintenance activities and Release to Service in accordance with the procedure as described in MOE 2.16.

2.31.1 CONDITION FOR USING THE PRIVILEGES

2.31.1.1 Condition

- Maintenance on component is assessed simple as defined in the following paragraph,
- DABS should assess the task is within the technical capability (e.g. Staff, tools, maintenance data, materials, etc.) on Form DA-0137.
  Work should be performed and released by appropriate Staff as described in the assessment.
- If CMM is data provided by the TC holder, this assessment can be considered met without further demonstration, Form DA-0137 do not need to be completed.
  At that case, work should be certified by an **AC-Rated Staff**.

Such maintenance is not eligible for the issuance of an EASA Form 1 and is subject to the aircraft Release to Service requirements. MOE 2.16.5.6.

Acceptance by the authority is not required.

2.31.1.2 Simple component maintenance

The Assessment demonstrate the capability for using the particular maintenance data to precisely record the part of the maintenance task effectively carried out.

- The tasks to be carried out are not requiring any specific workshop environment (e.g. special temperature/humidity requirements, particular cleanness standard) or workshop test bench,
- The component may be temporarily removed from the aircraft to improve access to that component, except when such removal generates the need for additional maintenance,
- The component is reinstalled to the same aircraft,
- The related maintenance is recorded in the aircraft maintenance work package,
- Status of component maintenance data used is controlled,

DA-0137 permit to record assessment performed. This form should be recorded in WP.

2.31.2 SCOPE LIMITATION

Work is limited to:

- Simple maintenance or inspection (e.g. fire extinguisher weighing, seats inspection, ELT coding)
- Cosmetic repairs (e.g. seats, galleys, lavatories, stowage, partitions)
- Minor repairs (e.g. seats subpart replacement)

2.31.3 ANNEXES

- **DA-0105** Component Capability List
- **DA-0137** Component maintenance- Self-assessment Form

2.32 MAINTENANCE AWAY FROM APPROVED LOCATIONS

145.A.40;145.A.42;145.A.45;145.A.50; 145.A.55; 145.A.65; 145.A.75(c);

2.32.0 GENERAL & RESPONSIBILITIES

2.32.0.1 General

145. A.75 (c) allows the privilege for DABS to maintain any aircraft **for which it is approved** at any location subject to the need for such scheduled or unscheduled maintenance of the aircraft, provided that the work can be carried out iaw manufacturer's data, within the scope of its approval, and on the provision maintenance away from approved Locations is indicated in MOE 1.9.

DABS may perform work at a place other than its approved Facility (Base or Line) under special circumstances (**AOG** or for **supporting occasional Line maintenance**) provided it demonstrates the availability of facilities, material, equipment, technical data and personnel to perform such specific maintenance.

The privilege is covering the need for such maintenance arising either:

- from aircraft unserviceability (MOE 2.32.1) or
- from the necessity of supporting limited Line Maintenance works (MOE 2.32.2) for contracted aircraft under Customer request.

2.32.0.2 Responsibility

- The **Maintenance Manager** is responsible for:
  - authorising on a case by case the performance of maintenance away from approved location,
  - the assessment and adequacy of hangar facility, the feasibility and downtime of the maintenance project, using the **WAB** Form (**DA-0141_WAB**) in case of scheduled work,
- **MCC** is responsible for
  - organising availability of hangar, as required,
  - the composition of Maintenance Work Team and availability of parts, tool & equipment,
  - organising travel arrangements, Visas and Hotel reservations,
  - preparing the Work Pack, including availability of data,
  - reviewing the records (Work Package) and Invoices,
- The **Manager** is responsible to perform the Risk Assessment,
- The **SQC Department** is responsible to ensure compliance with the processes.

2.32.1 AIRCRAFT UNSERVICEABILITY - AOG - AWAY FROM APPROVED FACILITY

2.32.1.1 Condition

DABS may carry out any defect rectification subject to the need for such work arising only from unserviceability (**AOG**) of the aircraft or component **for which it is approved** at any location provided DABS has the appropriate technical data, Staff and tools to perform and certify required maintenance.

In this regard , DABS will provide an emergency on-call service by responding to special circumstances such as AOG requiring defect correction.

The following options are possible:

Discrepancies will be **corrected "on site"** with appropriate Staff, parts, tools and documentation. It could be:

1. A DABS Certifying Staff **with Aircraft Type rating** on licence

   Work should be formalised in the "**WAB**" Form (**DA-0141_WAB**) ONLY in case of **Extensive maintenance works** (*i.e. repair requiring team, specific Tools, hangar, shop or more than 12 hours down time*);

2. A DABS Certifying Staff **with similar technology/system on Aircraft Type** on internal authorisation using a one-off authorisation "**SEA**" Form* (DA-0131) as described in MOE 2.32.1.2
3. an external Staff, with experiences, holding ICAO licence rated for the Aircraft Type requiring certification using a one-off authorisation "**SEA**" Form* (DA-0131) as described in MOE 2.32.1.2
4. an authorised **Pilot** according to the described scope in their **limited authorisation certification (LAC)** issued by the **SQC department**

Note: *Maintenance performed away from the approved facilities under Bx ratings, Cx-components, D1 ratings is limited to the activities carried out "on-wing" to support an aircraft unserviceable due to an unscheduled event, such as an AOG condition.*
*Outside of the above conditions, a **WAB** must be issued* as described in MOE 2.32.2.2*;*

In addition, the following apply:

- *Coordination is organised with the Ax rated AMO responsible for issuing the aircraft certification,*
- *With regards to Cx rating, this privilege is limited to those components which are not readily transportable (thrust reverser, radome, LDG strut, etc.).*

2.32.1.2 One off Process / SEA

The following process must be followed:

1. The **Customer** communicates details of the defect to the **Customer Support**.

2. The **Maintenance Director** must ensure that:

   a) Full technical details, maintenance data and any special technical instructions relating to the work required to be carried out have been established and passed to the Certifying Staff.

   b) The DABS Staff holds authorisations of equivalent level and scope on other aircraft type of similar technology, construction and systems. Equivalency, if appropriate, is described and recorded directly in the form.

   c) For Staff not employed by DABS, full qualification details relating to the authorised Staff are made available.

   d) if additional inspection by DABS is required after the work regarding the complexity of the work and the potential consequence on safety.

3. For Staff not employed by DABS, The **SQC department** must verify full qualification details relating to the authorised Staff and accept them.

4. When works is assessed and accepted, the **SQC department** issues a "one off authorisation" SEA form (**DA-0131**) that is sending to the staff with all appropriate data for work.

5. The authorised Staff signs off the detailed worksheet and issue a release to service in the MRC and ATL.

   "Aircraft released to service under DABS approval - CH.145.0248 iaw SEA xxx"

6. After work, the **SQC department** verifies that Task cards have been completed, dated and signed/released including reference to the relevant associated document. Appropriate certificates have been verified for parts installed.

6. SEA form is signed and recorded in Work pack.

All one-off authorisations must be reported to the competent authority within 7 days after issuance.

2.32.2 OCCASIONAL LINE MAINTENANCE – AWAY FROM APPROVED FACILITY

2.32.2.1 Condition

DABS may perform work at a place **other than** its approved Facility (Base or Line) for **supporting occasional Line maintenance** aircraft or component **for which it is approved** ,provided it demonstrates the availability of facilities, material, equipment, technical data and personnel to perform such specific maintenance.

The following are typical **Line maintenance activities** may be accomplished **away from the approved Facility without using WAB privilege**:

- **Trouble shooting / Defect rectification** / **Repair** in case of unserviceability,
- Parameter **Download** / Database **Upload / Parking check / Task from 5-50**,
- Non-destructive Inspections (NDI) or examination (NDT),

WAB is ONLY required if extensive work or complex
(*i.e. requiring Team/specific Tools, Hangar, Shop and/or more than 12 hours down time scheduled*)

The following are typical **Line maintenance works** may be accomplished **away from the approved Facility using WAB privilege**:

- Basic inspection / Monthly inspection / Due list,
  (i.e. scheduled work down time up to 2 days and/or 25 hours of man-hours)
- SB/AD implementation,
- Painting,
- Work for pre-Storage / Return to Service after Storage,

Work should be assessed and formalised in the "**WAB**" Form (**DA-0141_WAB**). Form is accepted by **SQC department** and when appropriate* by the **authority**. The use of this privilege is limited to those cases where DABS has a maintenance contract with the customer.

When the number of uses of the same non-approved location **for scheduled maintenance (MPD tasks) is more **than 5 events** per year (more than **2 events** per year for the same customer), it should be justified to the authority, or the extension or approval of a Line Station is requested to FOCA based on an assessment and site audit.*

In case of **MRU** (approved Van) is used for maintenance **without** necessity of use a **hangar**, WAB is not required because including in the DABS privilege. **.** Tools, equipment, data, parts, consumables can be transported in location by an approved Van as described in **Station MOE**.

In case of Hangar is required, **WAB** is required.

2.32.2.2 WAB Process

The **Maintenance management** is responsible to authorise case by case to perform maintenance on any aircraft, engine or component for which DABS is approved, at any location subject to the need for such maintenance arising either from the necessity of supporting limited Maintenance works under customer request.

In case of use of non-approved facility for more than one event, the paragraph 2.32.3 (**Temporary Stations) should be followed.**

One time event

The **SQC department** is responsible to ensure that the process is conducted as follows:

- Purchase Order is issued by **Customer/CAMO** describing the request and the reason for maintenance,
- Feasibility and downtime are approved by the **Maintenance management**,
- Requirement for adequate Hangar is assessed by the **Maintenance management**.
- Composition of Maintenance work team and availability of parts, tool & equipment are organised by the **MCC**, specifically:
  - Personnel, equipment, materials and parts (incl. appropriate component release certificate).
  - Technical data required for the maintenance.
  - Controlled Tools and calibrated equipment required for the maintenance.
  - At least half the personnel that perform the specified maintenance are full time employed by DABS in accordance with AMC 145.A.30(d).
  - Work is conducted under supervision of DABS Certifying Staff.
  - Release of the work is issued by DABS Certifying Staff.
- Trip travel, Passport validity & visas, Hotel reservation & vehicle are organised by the **MCC**,
- WP, Works process, Invoice process and paperwork is controlled by the **Technical services**,
- Records of work, including a description of the work, date and location where the work was performed and WP reference, are made available for examination by the authority by the **Technical services**,
- Records for additional Staff, including a Background, Total years of experience, experience during last 2 year and Human factors course are maintained by **SQC department** and are available for examination by the authority,
- Assessment by DABS (and Notification to the authority, if appropriate) are performed with form **DA-0141_WAB**.

The **Technical services** will ensure that a copy of WP is stored in the **SQC folder**.

2.32.3 TEMPORARY STATIONS

When the duration expected for the maintenance is more than 90 days, the approval of a new station is requested to the competent authority.

Formal approval by the authority is requested before starting the operation in Station. It could be:

- Approved WAB (one event) or
- Approved MOE (Station) or
- Approval letter (other case based on specific case including risk assessment – *i.e. aircraft type not on scope, aircraft implicated in accident, aircraft with CofA expired* -)

Scope of work is limited to:

- Aircraft type listed in the scope of work* and,
- Maintenance, routine tasks and scheduled check at maintenance level defined in MOE 1.9.2.6 or WAB (Scope is limited to defined assessed scope),
- trouble shooting and defect rectification,

**In the case of aircraft type not in the scope, the scope is limited to:*

- *Pre-flight, Post flight, routine tasks up to and including monthly check / "cat A" Tasks,*
- *Trouble shooting and defect rectification.*

The following should be performed before starting work:

1. Assessment of the capability to work at the facility,
2. Audit performed by the **SQC department** ensures that the necessary facilities, certifying Staff, tools, equipment, material, maintenance data are available as required (alternatively, a desktop audit could be performed by the **Compliance Monitoring manager** + facility assessment by Staff)
3. Audit report including:
   - Demonstration of need,
   - Aircraft type(s),
   - Scope of the requested maintenance activity,
   - Location,
   - Number and category of certifying Staff assigned to support this activity,

***In the case of aircraft type not in the scope**, the following is required:*

1. *A risk-based approach stated that the risk is low (for example in case of acquisition if aircraft type already in the scope of the previous company and if the company was already approved by EASA). WAAS is issued to assess the capability to work on the aircraft type ,*
2. *Audit performed by the **SQC department** ensures that the necessary facilities, certifying Staff, tools, maintenance data is available as necessary for each aircraft type,*
3. *Audit report for each new aircraft type including:*
   - *Aircraft type(s),*
   - *Number and category of certifying Staff assigned to support this activity,*
   - *SQC department signature.*

In of aircraft type not in the scope, on-site audit by the authority is required in maximum 30 days.

2.32.4 ANNEXES:

- **DA-0131 SEA** – Single Event Authorisation.
- **DA-0141_WAB** Authorisation to perform limited maintenance away from approved location

2.33 PROCEDURE FOR ASSESSMENT OF WORK SCOPE AS LINE OR BASE MAINTENANCE

145.A.30 / 145.A.47 / 145.A.50 / 145.A.65 AMC1 145.A.10 / GM 66.A.20(a)

2.33.0 GENERAL & RESPONSIBILITIES

2.33.0.1 General

AMC 145.A.10 / GM 66.A.20(a)

The definition of Line maintenance works is provided in AMC.145.A.10, together with a list of activities which "may" be considered as Line maintenance work. The word "may" is used because it is not possible to establish a provision giving a border line between line and base maintenance, having general applicability to all cases.

Based on the above, DABS should ensure before any intended maintenance project in **Line Stations/MRU** that the activity can be carried out under its Line maintenance scope of approval and does not fall under base maintenance.

This assessment is based on already established scope. A description of work considered as Line maintenance work is generally described per Aircraft type in maintenance programme.

Description of rules applicable in fixed base is described in DA-0103.

1 Line Maintenance works

The following provide criteria to consider the level of maintenance to be carried out under the Line maintenance scope of approval:

A. **Trouble shooting, Defect Rectification**, are those unscheduled tasks required for the daily operation of an Aircraft.

B. **Component replacement** with use of external test equipment if required. Component replacement may include components such as **engines**.

C. **Scheduled checks**, are those scheduled tasks which includes visual inspections that will detect obvious unsatisfactory conditions/discrepancies but **do not require extensive in depth inspection**.
It may also include internal structure, systems and powerplant items which are visible through quick opening access panels/doors

D. **ADs, Minor repairs/modifications, SBs** that do not require extensive disassembly and can be accomplished by simple means.

2 Base Maintenance works

Maintenance tasks falling outside Line criteria are considered to be Base Maintenance.

Example of maintenance activity considered to be Base Maintenance.
When any of the following are required to be carried out (scheduled maintenance check or arising from a defect rectification/AOG situation), Category "C" Certifying Staff and a Base maintenance scope of approval are needed to accomplish the following:

- *High number of different type of tasks to be carried out, (i.e. a combination of routine task cards, non-routine task cards, scheduled maintenance, out of phase tasks, deferred items from previous maintenance, minor repairs, minor modifications, component replacement, etc.),*
- *Replacement of any major component where the related maintenance procedures clearly address the need of special GSE and/or complex and lengthy maintenance,*
- *Any scheduled maintenance task which requires extensive disassembly of the aircraft and/or extensive in depth inspection,*
- *Major repairs and/or major modifications,*
- *Trouble Shooting and/or Defect Rectification requiring special ground support usually relevant to base maintenance (e.g.: special equipment, complex and lengthy maintenance).*
- *A scheduled maintenance project, which in the planning phase has been already identified as significant in terms of duration and/or man-hours (i.e. Down time above **1 week and/or above 100 men-hours**).*
- *A work event requiring coordination in terms of team or (sub)contacting or Staff involved on shift.*
- *A work event requiring a complex team composition (avionic, structure, cabin, NDT) or Staff involved on shift.*

3 Scope Extension – one time

DABS **may perform at approved Line Stations** that is not already described within scope limitation, including **base maintenance (ADs, SBs, Scheduled tasks)**. A specific assessment should be performed for availability of dedicated team, technical data, equipment and tools. Acceptance by **SQC department** and request for authority approval are performed through "**WAAS**" Form (**DA-0141_WAAS**).

2.33.0.2 Responsibility

- The **Maintenance Manager** is responsible for
  - authorising on a case by case the performance of maintenance away from approved location,
  - the assessment and adequacy of hangar facility, the feasibility and downtime of the maintenance project, using the **WAAS** Form (**DA-0141_WAAS**) in case of scheduled work,
- The **Technical services** is responsible for
  - verifying adequacy of hangar, as required,
  - the composition of Maintenance Work Team and availability of parts, tool & equipment,
  - sourcing adequate manpower and organising travel arrangements, as required
  - preparing the Work Pack, including availability of data,
  - reviewing the records (Work Package),
- The **Manager** is responsible to perform the Risk Assessment,
- The **SQC Department** is responsible to ensure compliance with the processes.

2.33.1 SCOPE ASSESSMENT

This assessment may not be required to be performed at each occasion, but be based on already established template.

This assessment is based on already established scope. A description of work considered as Line maintenance work is generally described per Aircraft type in maintenance programme.

The main driver to determine whether the requested maintenance is within the scope of approval and to be classified as line or base maintenance, is the content of the specific work-order.

Additional tasks or constraints may be also associated to the requested activity such as deferred items, rectification of defects, inspection requesting skilled workers, qualification of the Certifying Staff, environmental conditions, overall length of the tasks etc. Therefore, an evaluation is necessary to assess whether the content of the maintenance activity is within the scope of approval.

In addition, access to special facilities (e.g. hangar for Line maintenance, etc.) is part of the decision making.

Even if this assessment confirms that the activity is Line maintenance, DABS also verifies if this activity requires other means than the ones already in use at a Line station (e.g.: use of a hangar, platforms, stands, etc.).

DABS ensures prior to any maintenance event if it falls within the definition of line or base maintenance, may be needed in two different moments/situations:

- for an initial/change of approval, when evaluating the scope of work the maintenance organisation is applying for,
- for an already approved maintenance organisation, when evaluating if a maintenance requested by the customer (e.g.: a new SB requested by the customer, a defect rectification, a work package requested by the customer, etc.) falls within the approved Line maintenance scope of work.

2.33.2 SCOPE EXTENSION

2.33.2.1 Condition

The approval to conduct specific maintenance tasks not in the scope of approved facility rests with the **SQC Department** after the **Maintenance management** has ensured that infrastructure, tools and equipment environmental and meteorological conditions allows the performance of such activities to ensure that the Part 145 standards are being met.

Aircraft type in the scope of the facility

For temporary or occasional cases, DABS may perform scheduled maintenance, major repairs and modifications that is not already described **within the approved scope of the facility**, under special circumstances provided it demonstrates the availability of hangar, shop, equipment and personnel to perform such specific maintenance.

Example of task is SBs, ADs, visit which allows, subject to a task assessment (including all relevant aspects and conditions), conduct a base maintenance task under Line maintenance environment.

The **Maintenance management** is responsible to assess case by case to maintain any aircraft or component for which DABS is approved, at approved Facility subject to the need for maintenance above approved scope arising from the necessity of supporting Maintenance works under customer request according with following process.

Aircraft type NOT in the scope of the facility.

DABS may also perform **works** for aircraft type not already in the scope of the approved Facility provided the following is applicable:

- Rating is already included in DABS approval certificate,
- A risk-based approach stated that the risk is low.
- An Audit is performed by the **SQC department** to demonstrate the compliance for the work scope.

2.33.2.2 WAAS Process

A specific assessment is performed for availability of dedicated team, technical data, equipment and tools. Form **DA-0141_WAAS** is used to request the **approval from the authority**.

The **SQC department** is responsible to ensure that the process is conducted as follows:

- Purchase Order (PO) is issued by **Customer/CAMO**, with a clear description of work to be performed,
- Feasibility and downtime are approved by the **Maintenance management**,
- Composition of Maintenance work team and availability of associated documentation, tool & equipment are organised by the **Technical services**, specifically:
    b. Personnel, equipment, materials and parts (plus appropriate certificate) are available.
    c. Current Technical data required for the maintenance is available.
    d. Tools, GSE and required calibrated equipment are controlled and available.
- WP, Works process and paperwork is controlled by the **Technical services /Customer Support**,
- Records of work, including a description of the work performed, the date and location where the work was performed are recorded by the **Technical services** according to standards and are available for examination by the authority,
- Assessment by the **Maintenance management** is performed through form **DA-0141_WAAS**.
- Audit by the **SQC department** if required, is performed and recorded on form **DA-0141_WAAS**.
- Approval request to the authority is issued with form **DA-0141_WAAS,** by the **SQC department**.

The **Technical personnel** will ensure that a copy of work package is given to the **SQC department** .

2.33.3 ANNEXES

- **DA-0141_WAAS** Authorisation to Perform Works above approved Scope at Approved Facility.

PART L2

LINE MAINTENANCE PROCEDURES

PART L2 LINE MAINTENANCE PROCEDURES

L2.0 SCOPE

The procedures contained in this Part are applicable for **Line maintenance works carried out at the Base facility**.

Procedures apply to the Line Stations are described in manual DA-0098.

This Part explains the specific Line Maintenance Procedures, not covered in the Procedures of Part 2, Maintenance Procedures.

The Line maintenance activities are limited to **maintenance be carried out before flight** to ensure that the aircraft are fit for the intended flight. It includes necessary troubleshooting, defect rectification of mechanical, electrical and avionics systems, servicing and any minor works.

DABS may use appropriately **task trained Certifying Staff qualified with privilege "cat A"** to issue Aircraft certification and/or perform and release minor scheduled Line maintenance, minor works or simple defect rectification including:

1. **Pre-flight and Post-flight Works**.
2. **Verification/servicing**.
3. **Cleaning**.
4. **Minor scheduled Line maintenance work**
5. **Specific Typical tasks after appropriate task training as** listed in MOE 3.9.

L2.1 CONTROL OF AIRCRAFT COMPONENTS, TOOLS, EQUIPMENT

Procedures apply to the Line Stations are described in manual DA-0098 chapter 2.1.

Procedures used are the same for management of the facilities, materials/ ingredients and tools/ equipment, technical documentation, Staff associated to the Line maintenance activity.

Refer to part 2 in MOE.

- Material
- Equipment, tools and test equipment

L2.2 PROCEDURE RELATED TO SERVICING, FUELLING, DE-ICING

Procedures apply to the Line Stations are described in manual DA-0098 chapter 2.2.

This chapter explains the specific Line Maintenance Procedures applicable for Line maintenance works carried out at the Geneva facilities (Home base).

L2.2.1 DOCUMENTATION, DATA AND PROCEDURES

The same procedures apply as described in Part 2 and Part 3

- Maintenance documents,
- Maintenance procedures,
- Maintenance certificate,
- Records,

L2.2.2 DEFUELLING / REFUELLING OF AIRCRAFT AND FUEL QUALITY MONITORING

Aircraft refuelling for maintenance purpose is performed by the local station concessionaire**.**

Each refuelling is surveyed by a Certifying Staff.

Before refuelling, DABS personnel must check whether or not the concessionaire's fuelling equipment used is in serviceable condition. If there is any concern that the fuel quality may be in question, DABS person who supervises the fuelling, requests a sample from the fuel filter sump and from the delivery nozzle. An inspection for contamination visually detectable is performed using this sample.

If the sample is not clear, a Hydro Kit water detection test must be accomplished in accordance with the instructions provided by manufacturers.

Fuel that does not pass the visual or the water check must not be accepted into the aircraft. Polluted fuel must be drained from the tanks before flight, taking care of safety precautions and environmental protection. In case of contamination of the aircraft fuel system, it must be cleaned and flushed before flight and the filters replaced, (see manufacturers maintenance manual for details).

L2.2.3 GROUND DE-ICING

Aircraft de-icing is carried out on request by the local station concessionaire.

The **commander** is responsible to verify that the concessionaire uses the proper type of fluid, mix ratio and application method. It must be assured that the aircraft is completely de-iced and that no damage to the aircraft occurs during the process.

L2.2.4 CLEANING

The **Cleaning supervisor** is responsible to give the necessary instructions to the cleaning personnel, making sure that only approved procedures and products are used.

Cleaning may be carried out on request by the local station concessionaire (refer to "Subcontractor list").

Refer to the Cleaning procedure in MOE 2.7.4.

L2.2.5 AIRCRAFT TOWING

Aircraft are towed by technicians having received the necessary instructions, making sure that only approved instructions given in the manufacturer Manual are followed.

Towing may be carried out on request by the local station concessionaire (refer to "Subcontractor / Contractor list").

Refer to the Towing procedure in MOE 2.24.2.

L2.2.6 MAINTENANCE CARRIED OUT IN THE OPEN AIR

Under normal circumstances only small maintenance works as well as aircraft preparation may be performed in the open air.

No maintenance must be carried out in the open air, when meteorological conditions, such as rain, snow, heavy wind, hail etc., would impair the quality of the maintenance to be carried out.

L2.2.7 MAINTENANCE OF GROUND SUPPORT EQUIPMENT

Ground equipment which could damage the aircraft or injure personnel in case of a failure, must be checked before the first use of the day. Technicians, when noticing any damage to such equipment, have to report it to the **Tooling department**, who organises its repair, and conduct inspections of ground equipment in regular intervals or delegates such inspections to tools personnel.

An inventory of all ground equipments are established and kept current, showing the part number, designation of the equipment, the inspection interval, last inspection date and signature of the person who has carried out the inspection.

L2.2.8 MONITORING OF SUBCONTRACTED SERVICING

The **Maintenance Director** is responsible for monitoring subcontracted services and to make sure that they are completed to approved standards and procedures, as well as maintenance performed by non-DABS Staff. These tasks may be delegated, but such delegation does not relieve the director from the overall responsibility.

L2.3 CONTROL OF DEFECTS AND REPETITIVE DEFECTS

Procedures apply to the Line Stations are described in manual DA-0098 chapter 2.3.

This Part explains the specific Line Maintenance Procedures applicable for Line maintenance works carried out at the Geneva facilities (Home base).

The SQC department is responsible for reporting to the State of Registry / FOCA the aircraft design organisation and to the Customer any no airworthy condition identified by DABS or reported by a Subcontractor / Contractor.

Refer to the procedure in MOE 2.18.

L2.3.1 REPORTABLE DEFECTS

Defects found on an aircraft during Line maintenance and technical failure reports from the flight- and cabin-crew, as well as maintenance items listed in the ATL must be reported to the **Customer Support** by technicians.

Technical failures are rectified and signed off in the ATL and associated task cards.

L2.3.2 ACCEPTABLE DEFERRED DEFECTS

Defects which cannot be rectified by the Technicians before the next flight have to be reviewed iaw the customer MEL Procedure to analyse if defect can be deferred.

Customer must be contacted for final decision.

Refer to MOE 2.15.2.

L2.3.3 REPETITIVE DEFECTS

Repetitive defects found during Line maintenance on the same aircraft, have to be reported to the **Customer Support** who informs the Customer and **SQC department**. They decide about further steps to be undertaken.

Repetitive defects, which impair flight safety and airworthiness, have to be reported to the Customer / appropriate competent authority and to the aircraft.

(Refer to MOE 2.18.3 for details).

L2.4 COMPLETION OF TECHNICAL LOGS

Procedures apply to the Line Stations are described in manual DA-0098 chapter 2.4.

This Chapter explains the specific Line Maintenance Procedures applicable for Line maintenance works carried out at the Geneva facilities (Home base).

L2.4.1 TECH LOG SYSTEM

The completion of the Tech Log (ATL) is defined on the Customer documentation/procedure or in the contracts.

The flight crew is responsible to fill in the upper part of this form (flight information's and engine data's) and the lower left part (flight crew information and technical remarks).

The Certifying Staff is responsible, to fill in the lower right part ("Action Taken"), with a brief description of the completed work, part- and serial N° of removed and installed parts, date, signature, personal stamp with Authorisation number and the "Release to Service" (See MOE 2.16).

L2.4.2 RELEASE TO SERVICE

When maintenance has been carried out on an aircraft, corrective action has been properly recorded in the ATL or when maintenance items have been appropriately deferred, "Release to Service" must be stamped on the bottom of the daily ATL by the Certifying Staff. (Refer to MOE 2.16.3 for details).

For works which need to be recorded in the Aircraft, Engine or APU Log book, the **Customer Support** takes care of such maintenance records.

Pre-flight checks as well as flight preparation works, may be performed by Pilots or by technician who are properly trained.

L2.5 POOLED PARTS AND LOANED PARTS

Procedures apply to the Line Stations are described in manual DA-0098 chapter 2.5.

This Chapter explains the specific Line Maintenance Procedures applicable for Line maintenance works carried out at the Geneva facilities (Home base).

Refer to the procedure in MOE 2.2, 2.3, 2.19 and 2.20.

L2.5.1 INSTALLATION OF POOLED PARTS OR LOANER UNITS

All exchange or loaner units are received by the **Logistics Department**.

Refer to DA-0129 for "incoming inspection".

L2.5.2 REMOVAL OF PARTS AND LOANER UNITS

When removing exchange parts and loaner units, they have to be properly tagged with a parts identification tag shown in DA-0122. Technicians indicate by a tag, whether the unit was removed in a serviceable or unserviceable condition. A "**BLUE Identification**" tag or a "**RED unserviceable**" tag must be attached on the parts when applicable.

Eventual defects have to be noted as well as hours and cycles.

Removed components must be given to **Logistics department**.

L2.5.3 AIRCRAFT LOAN / BORROW PARTS SYSTEM

If for repair or troubleshooting on one aircraft, serviceable parts have to be removed from another aircraft, Certifying Staff is responsible, to record all necessary data's (description, part / serial no., modification status, hours, cycles) in the appropriate WP and put a notice in the ATL of Aircraft concerned, in order to prevents the use of the aircraft, where the part has been removed.

Before removing parts from another aircraft, the **Customer Support** and **Team leader** must be informed by the Certifying Staff.

They must make sure that the robbed part is reinstalled in the aircraft before the next flight or, they assure by consulting the MEL, that the aircraft can be flown without the appropriate component.

In any case, the Customer and the Commander must be informed before the flight.

L2.6 RETURN OF DEFECTIVE PARTS REMOVED FROM AIRCRAFT

Procedures apply to the Line Stations are described in manual DA-0098 chapter 2.6.

This Chapter explains the specific Line Maintenance Procedures applicable for Line maintenance works carried out at the Geneva facilities (Home base).

L2.6.1 REMOVAL AND LABELLING WITH ALL RELEVANT INFORMATION

Parts / components removed in unserviceable condition from an aircraft during Line maintenance, must be properly tagged as per MOE 2.3.2 and 2.19.1.

A "**RED unserviceable**" tag is used for defective parts with all required information as described in MOE 2.19. (Refer to DA-0122)

L2.6.2 STORAGE OF UNSERVICEABLE PARTS

Unserviceable parts removed from aircraft are properly tagged and temporarily stored in the Store in a separated area. (Refer to MOE 2.19.2)

For shipping to the supplier, these parts have to be packed in a suitable box or container, together with the necessary instructions.

L2.7 CRITICAL MAINTENANCE TASKS AND ERROR-CAPTURING METHODS

Procedures apply to the Line Stations are described in manual DA-0098 chapter 2.7.

This Chapter explains the specific Line Maintenance Procedures applicable for Line maintenance works carried out at the Geneva facilities (Home base).

Independent inspections should be signed on the task cards by a **Rated Staff**.

For details of process, refer to MOE 2.23.

Error detecting mechanisms includes several mechanisms that are described in chapter **MOE 2.25.**

PART 3

MANAGEMENT SYSTEM PROCEDURES

PART 3 MANAGEMENT SYSTEM PROCEDURES

3.1 HAZARD IDENTIFICATION AND SAFETY RISK MANAGEMENT SYSTEM

145. A.200(a)3 – 145.A.200(b) – 145.a.200(c) – 145.A.202(a) - 145.A.205(a)2 – 145.A.47(d)

3.1.1 GENERAL & RESPONSIBILITIES

3.1.1.1 General

DABS safety policy is described in MOE 1.2.

DABS compliance monitoring / assurance system is described in detail in MOE 3.8.

The Risk Management system is an independent system, which monitors the safety and compliance of the company within the guidelines provided by ICAO Annex 19, ICAO Document 9859, EASA and FOCA.

The risk management process starts with identifying hazards affecting safety and then assessing the risks associated with the hazards in terms of **severity** and **probability** (likelihood).

Once the level of risk is identified, appropriate remedial action or mitigation measures can be implemented to reduce the level of risk to an acceptable level.

Definitions:

Hazard *is a condition or an object with the potential to cause or contribute to:*

- *An aircraft incident or accident, injuries to personnel,*
- *Damage to equipment or structures or loss of materials,*
- *Reduction in the ability to perform a prescribed function.*

Hazards may combine in unforeseen ways, leading to outcomes that were not initially anticipated. Even seemingly trivial hazards, when interacting or compounding with others, can result in undesirable outcomes, including a reduction in the ability to perform a prescribed function.

Risk *is the consequence or outcomes of a hazard, measured in terms of predicted probability and severity, considering the worst possible consequence.*

Risk Management *is a process that ensures the identification, analysis (Probability and Severity), assessment (tolerability) and reduction (Mitigation and Control) of risks to an acceptable level (as low as reasonably practicable - ALARP).*

Control *refers to Measure implemented to reduce the* ***probability*** *of the consequences of the hazard.*

Mitigation *refers to Measure implemented to reduce the* ***severity*** *of the consequences of the hazard.*

3.1.1.2 Responsibilities

- The **Accountable Manager** is ultimately responsible for the entire organisation's attitude towards safety.
- The **Accountable Manager**, having full Authority over human resources and financial matters, must ensure that the necessary resources are allocated to the Management of safety.
- The **VP Safety, Quality & Compliance** is responsible for the evaluation of all reported events and hazards based on a Risk Assessment Matrix which allows determining a specific risk indicator for each occurrence.

3.1.2 HAZARD IDENTIFICATION

Hazard identification is a process where organisational hazards are identified and managed so that safety is not compromised.

The starting point for the whole safety risk Management process is the establishment of the context and hazard identification. Hazards can be identified from a range of sources including **reactive events** to a more **proactive approach**.

The Applicable processes and procedures for the identification, categorization and assessment of hazards are described in SQMS Manual.

3.1.2.1 Reactive Hazard Identification Methods

Reactive schemes include data from accidents, incidents, data monitoring, event reporting systems.

Hazards are identified through trend monitoring and investigation of safety occurrences.

The main sources of information to identify hazards reactively are:

- Accidents
- Incidents
- Event reporting system (occurrences, near misses, hazards)
- Data event and quantitative analysis,
- Fatigue risk Management system

3.1.2.2 Proactive hazard identification methods

Proactive schemes include open hazard reporting systems, style normal operation assessments, safety surveys, change Management processes and safety risk assessments.

The main sources of information to identify hazards proactively are:

- Voluntary reporting (Confidential/Anonymous),
- Audits, inspections, feedbacks,
- Deficiencies on processes (ECART),
- Review of Standards/Procedures,
- Safety assessments,
- Management of Change (MoC),
- Brainstorming and mind mapping,
- Staff surveys/questionnaires,

DABS staff can submit voluntary reports using any of the following methods:

- **QR Code**: Scan the QR code found on safety promotion flyers and in this page.
- **Web Form**: https://forms.office.com/e/qYLKcpGGgU
- **Email:** to dabs-safety@dassault-business.com.

3.1.3 RISK ASSESSMENT

DA-0043 is the Risk assessment form. Risk are assessed in terms of **severity** and **probability** of the consequences of a hazard occurring.

The risk assessment considers all relevant data including data from the type certificate holders (TCHs) regarding the susceptibility of the aircraft operated, the related airworthiness effects, the nature and severity of these effects and the related pre-flight, in-flight, and post-flight precautions to be observed.

The risk process includes:

- Hazard identification processes.
- Risk assessment and Risk reduction.

3.1.3.1 Risk Assessment Methods

The risk assessment process described in **DA-0026** determines the acceptability of a risk by the organisation. This is done by using the Risk Tolerability Matrix used across the whole organisation. Risk is assessed in terms of **Severity** and **Probability** of the consequences of a hazard occurring.

The risk assessment and mitigation processes analyse and eliminate or mitigate the risk to an acceptable level. The assessment process records each stage including any assumptions made or supporting information.

As risk assessments can be subjective, therefore they should be verified by at least one other person or by a Staff member of the **SQC Department** .

3.1.3.2 Risk Classification

It is the responsibility of the Safety Review Board (SRB) to establish new risk scenarios. Risk classifications are defined with the following meaning:

		Assessment		Recommendation	Timeframe	Responsible	Oversight
As low as Reasonability practical	NOT tolerable	E	Extreme	Unacceptable under the existing circumstances	N/A	**Board**	N/A
		D	High	Improvement required	Immediate action	Accountable Manager	**Board**
	Tolerable	C	Acceptable with actions	Improvement desired	30 Days	Nominated managers	Accountable Manager
		B	Low	Monitor	90 Days	Managers	Nominated managers
	Acceptable	A	Negligeable	Collect data	N/A	SQC department	Safety officer

The procedures in place at DABS related to the assessment and Management of risks are described in SQMS chapter 5.2.

3.1.4 RISK MITIGATION AND CONTROL

Risk Mitigation/Control is the process of implementing actions or defences to eliminate or reduce the probability or severity of risks associated with hazards.

When analysing defences during this process, the following is taken into consideration:

- Do defences to protect against such risk (s) exist?
- Do defences function as intended?
- Are the defences practical for use under actual working conditions?
- Are the Staffs involved aware of the risks and the defences in place?
- Are additional risk measures required?

Annexes:

- **DA-0001** SQMS Manual
- **DA-0019** Hazard and Occurrence Report
- **DA-0026** Risk assessment
- **DA-0043** Risk assessment form

3.2 INTERNAL SAFETY REPORTING AND INVESTIGATIONS

145.A.45 – AMC 145.A.45(c) - AMC 145.A.30(d) - AMC 145.A.30(e) – AMC3 145.A.30(e) – AMC4 145.A.30(e) – AM1C 145.A.47(b) – 145.A.160 – 145.A.200(a)(3) - 145.A.202 – AMC 1 145.A.202

3.2.1 GENERAL & RESPONSIBILITIES

3.2.1.1 General

The internal safety reporting scheme is an essential part of the DABS event reporting system in the Corporate Management System to encourage mandatory and voluntary reporting, as detailed in MOE 2.18.

The objective of the Event Reporting System is to use the information to contribute towards the improvement of safety, and not to attribute blame, impose fines or take other enforcement actions.

This system is supported with a just culture policy providing protection for the reporter. This also includes an effective feedback process to the individual and to the wider organisation when appropriate. This approach encourages the personnel at all levels to proactively report errors, mishaps, near-misses, and hazards.

3.2.1.1 Responsibilities

All employees undergo training on safety Management system where the attendees are encouraged using the internal reporting system (MOE 3.1.2) for:

- Voluntary reporting,
- Occurrence reporting system.

The system is set-up with the aim that Staff will not lose confidence in the system and stop reporting incidents altogether or go directly to the Competent Authority with their concerns.

3.2.2 INTERNAL REPORTING

The internal reporting scheme ensures a confidential reporting system encourages and facilitates the free and open reporting of any potentially safety-related events. This includes incidents such as errors, near misses, safety issues, and identified hazards. The scheme is aligned with the just culture policy, which is part of the organisation's safety policy, as outlined in MOE 1.2.

3.2.2.1 Description

The following are included in the internal reporting system:

- **Registering** safety reports in the safety report database.
- **Identifying risks** associated to the event using ERC methods.
- Identifying reports that require further **investigation**.
- Classifying occurrences against the **mandatory reportable criteria** established in MOE 2.18 and deciding on further actions accordingly.
- **Investigating** the causal and contributing factors, including any working or human condition issues.
- Identifying and implementing appropriate **corrections and corrective actions**.
- Monitoring the **effectiveness** of the implemented actions.
- Providing **feedback** to staff, the individual reporter, and more broadly, on a general basis.

3.2.2.2 Consideration

- Apply the principles of **just culture**.
- Ensure **confidentiality** for the reporter.
- **Analyse data**, including trends and frequencies of contributing factors.
- **Cooperate** with the owner or operator on occurrence investigations.
- **Collaborate** with other organisations as necessary.
- Incorporate relevant events including result of investigation into recurrent training programmes.

3.2.3 INVESTIGATION

The investigation process permits to investigate any occurrences (MOE 2.18), with report format (DA-0019 or DA-0090), such as “maintenance errors decision aid-MEDA” process.

Through investigation process, the **SQC department** is responsible for :

- **identifying the causes of and contributing factors** to any errors, near misses, and hazards reported and address them as part of risk management process.
- Ensuring the evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards.
- Establishing a method to circulate the information, as necessary.

Annexes:

- **DA-0019** Hazard and Occurrence Report
- **DA-0090** Event Cause and Analysis Report (ECAR)
- **DA-0001** SQMS Manual

3.3 SAFETY ACTION PLANNING

145.A.200(a)(2) - 145.A.200(a)3 – 145.A.202(a)

3.3.1 GENERAL & RESPONSIBILITIES

3.3.1.1 General

The Safety Review Board (**SRB**) is a group of nominated managers. The SRB is chaired by the **Accountable manager** and meets twice a year.

the Safety Action Group (**SAG**) is a group of key function players exerting operative functions. The SAG is an Ad Hoc group to assist or act on behalf of the SRB to review activities in a defined area and is chaired by the **VP Safety, Quality & Compliance** or the **Safety Officer**.

3.3.1.2 Responsibilities

- The **Accountable Manager** is responsible for ensuring that the safety Management system is properly implemented and performing to requirements in all areas of the organisation.
- The **VP Safety, Quality & Compliance** ensures that responsibilities and accountabilities of personnel at all levels of DABS Maintenance organisation are defined and documented.

3.3.1.3 Indicators

SPIs can be used to measure the performance of the Management System and the operational safety performance. SPIs will require the monitoring of data from various sources as described in MOE 3.4.

3.3.2 SAFETY REVIEW BOARD (SRB)

The Safety Review Board (SRB) has a strategic function and deals with high level issues such as safety policy, resources allocation and organisational performance.

The SRB is chaired by the Accountable Manager and composed by the following nominated managers:

- the VP Safety, Quality & Compliance,
- the Base Maintenance Director,
- the Stations & MCC Director,
- the VP Customer Support,
- Any other person as deemed necessary,

The **VP Safety, Quality & Compliance**, whenever appropriate and outside of the regular SRB meeting schedule, initiates safety reviews addressing subjects of safety relevance to the company.

The objectives of the Safety Review Board are monitoring issues such as but not limited to:

- Defines Safety Objectives and performance standards for the next period.
- Making recommendations/ decisions concerning safety policy and objectives.
- Defining safety performance indicators and set safety performance goals for the organisation.
- Reviewing safety performance and ensuring that corrective actions are taken in a timely manner.
- Providing strategic directions to Departmental Safety Action Groups (SAG) where applicable.
- Directing and monitoring the initial SMS implementation process.
- Ensuring that appropriate resources are allocated to achieve the established safety performance.
- Effectiveness of the safety training and safety promotion.

Further descriptions relevant to the safety reviews are described in SQMS chapter 4.5.

3.3.3 SAFETY ACTION GROUP (SAG)

SAGs are tactical entities that deal with specific implementation issues in accordance with the strategies developed by the SRB. The safety action group consists of at least the following persons:

- The VP Safety, Quality & Compliance or the Safety Officer
- The Base or Line Compliance Monitoring Manager
- Responsible Manager(s) of the concerned area
- Any other person as deemed necessary.

The objectives of the Safety Action Group are but not limited to:

- Monitors operational safety and security,
- Assessing the impact of aviation safety on operational changes and activating hazard and risk assessment process as appropriate,
- Reviews significant risks and proposes to SRB final decision regarding risk tolerability,
- Validates or defines actions to mitigate the identified significant risks,
- Implementing mitigation or corrective actions to improve aviation safety relevant to the area,
- Ensure that safety actions are implemented within agreed timescales,
- Reviews and validates internal investigation reports,
- Ensures that satisfactory arrangements exist for safety data capture and employee feedback,
- Maintenance and review of relevant performance indicators,
- Managing safety training and promotion activities within the area.

Annexes:

- **DA-0001** SQMS Manual

3.4 SAFETY PERFORMANCE MONITORING

145.A.200(a)(6) - AMC1 145.A.200(a)(3) – 145.A.202(a)

3.4.1 GENERAL & RESPONSIBILITIES

3.4.1.1 General

The monitoring and measurement process are performed by addressing specific Safety Performance Indicators (SPI) to the safety policy where applicable. In addition, further SPI are defined to measure the achievement of strategic safety objectives.

These strategic SPIs are generally permanent or at least used for a long period of time.

Some “tactical” SPI are used for a short period of time, generally few months. They are used to monitor the effectiveness of a safety monitoring after its implementation.

A performance indicator is SMART:

- **S**pecific: > Measures a specific scope of the business.
- **M**easurable: > Gives a measurable numerical value resistant to bias.
- **A**chievable:> The associated target is achievable and accepted.
- **R**elevant:> Is relevant to the success of the company.
- **T**ime phased: > The value is collected and evaluated for a defined period of time (month/year).

Safety performance indicators (parameters) are generally data-based expressions of the frequency of occurrence of some safety/ compliance monitoring related events, incidents or reports.

Should a SPI miss the target significantly and repeatedly, the SRB/SAG must decide if it indicates an issue which shall be risk assessed.

Should an unacceptable trend be identified, the SRB/SAG may require immediate measures.

3.4.1.2 Responsibilities

- The **VP Safety, Quality & Compliance** ensures that both the objectives and the indicators are pertinent and documented.
- The **VP Safety, Quality & Compliance** is responsible to collects SPI data and prepare analytic data for the SRB/SAG meeting.
- The **SRB** is responsible for defining appropriate performance indicators. These targets are set according to industry best practices and experience.
- The **yearly Management system review meeting** validates SPI’s targets and safety objectives for the next year.

3.4.2 SAFETY PERFORMANCE INDICATORS

3.4.2.1 Safety Performance indicators (SPIs)

Safety performance indicators (parameters) are data-based expressions of the frequency of occurrence of safety/ quality related events, incidents, or reports.

The indicator(s) chosen will be corresponding to DABS's relevant safety objectives or goals.

Examples of possible safety indicators such as but not limited to, would be as follows:

- Number of Maintenance safety events, occurrences, incidents per 50'000 Man-hours,
- Number of warranties claim per 50'000 Man-hours,
- Final test rejects rate for component Maintenance,
- Number of findings per audit (or other measurable audit performance criteria),
- Number of internal reports received per months,

3.4.2.2 Safety Performance Monitoring

Safety performance monitoring is the process by which safety indicators of the organisation are reviewed in relation to safety policies and objectives.

The performance of each indicator is reviewed with respect to its pre-established minimum acceptable level (alert level) and its safety target (desired level).

Such monitoring is done at the safety action group level. Any significant abnormal trend or breach of the minimum acceptable (alert) level for any of the Safety Performance Indicators will warrant appropriate investigation into potential hazards or risks associated with such deviation.

A detailed description of the safety performance mechanism for setting, monitoring and measurement of SPIs is described under SQMS chapter 4.1 and in Safety Performance (DA-0022).

These mechanisms will be a combination of Management review, and audit activity.

3.4.3 SAFETY AUDITS & CONTINUOUS IMPROVEMENTS

Internal safety audits are used to ensure that the structure of an SMS is sound. It is also a formal process to ensure continuous improvement and effectiveness of the Management system.

Audits involve the use of appropriate checklists. The scope of audit should include:

- Assessing the effectiveness of the SMS by confirming that the mitigations, controls, and defences put in place are working and effective to ensure safe operational practices,
- Monitoring compliance with the appropriate regulations and standards
- Proactive evaluation of day-to-day operations, facilities, equipment, documentation and procedures through safety audits and surveys,
- Reactive evaluations in order to verify the effectiveness of the system for control and mitigation of risk e.g. incidents, accidents and investigations,
- Tracking organisational changes to ensure that they are effective.
- Regular review of the organisation's safety performance and safety action plans.

Annexes:

- **DA-0022** Performance indicators
- **DA-0001** SQMS Manual

3.5 MANAGEMENT OF CHANGE

145.A.30 /145. A.85 / 145.A.200 / GM2 145.A.200(a)(3) / 145.A.202(a) / 145.A.205

3.5.1 GENERAL & RESPONSIBILITIES

3.5.1.1 General

Any changes request is assessed for their impact. The **Management of Change** (**MoC**) is a formal process within DABS designed to identify, evaluate and manage changes that may impact established culture, processes, organisational performance, and/or safety standards.

The **MoC** process ensures that **all hazards introduced by changes** are managed iaw MOE 3.1. It identifies, assesses, and addresses any new or increased existing risks that may impact safety or compromise the effectiveness of current risk mitigations. This process ensures that changes are reviewed in a structured way, maintaining operational performance and safety, while promoting continuous improvement.

3.5.1.2 Responsibilities

The MoC process involves specific roles and responsibilities for the **SQC department** and **Nominated Managers** to ensure safe and efficient implementation of changes.

- The **VP Safety, Quality & Compliance** is responsible to
  - Ensure the evaluation and analysis of change requests.
  - Provide support during the MoC process.
  - Ensure regulatory compliance.
  - Monitor the effectiveness of implemented changes.
- **Nominated Managers** are responsible to:
  - Submit the **DA-0160 form** to request changes.
  - Identify hazards and assess the risks associated with proposed changes.
  - Allocate necessary resources for implementation.
  - Develop and propose the implementation plan.
  - Implement the approved change.

If the requester is the **VP Safety, Quality & Compliance**, the Impact Review must be conducted by the **Deputy Safety Manager** or the **Accountable Manager** to ensure independence.

Changes that do not affect safety by introducing new hazards, or exposing the organisation to new or increased risks are directly managed by the relevant managers without initiating the full MoC process. These changes are evaluated by the **SQC department** for their impact on safety and compliance prior to initiating the MoC.

3.5.2 TYPE OF CHANGES

The Changes described in MOE 1.10 are subject to a MoC. It also includes significant changes that can result in the introduction of new hazards, or exposing the organisation to new or increased safety risk(s).

Some examples of changes include, but are not limited to:

- Changes to the organisational structure.
- New or amended regulation.
- New facility or station.
- Changes in the approval or scope of works (addition of a new aircraft type, a new component),
- New operational procedures.
- Other Significant changes, such as:
  - key personnel or large numbers of personnel,
  - new subcontractors,
  - Information Technology (e.g. ERP, new software, network access).

3.5.3 MANAGEMENT OF CHANGE

The **Management of Change (MoC)** is a documented process to identify, assess, and minimise hazards and risks introduced by the change. **DABS** uses the **DA-0160 form** to manage changes that may impact processes and performance, providing a structured framework with necessary steps and responsibilities.

1- Change request

The **request for change** is proposed by the Nominated managers**.** This may result from new regulations, organisational restructuring, safety-related issues, or requests for improvements. The requester is responsible for ensuring that all necessary information is provided to initiate the process.

2-Description of the proposed changes

The proposed change is clearly described, including its context, reason, and potential internal and external impacts on safety, activities, and compliance, including identification of potential hazards and risks introduced by the change.

3-Review

The Proposed change is reviewed by the **VP Safety, Quality & Compliance** to evaluate impacts to safety, compliance, and organisation performance or those involving the introduction of new hazards or could expose the organisation to new or increased risks. If the review determines the impact is limited (simple change), the requester may use or not the MoC process to document the change.

Approval for MOC initiation

- For **safety** impact: The Accountable Manager.
- For **compliance** impact: The Accountable Manager or the VP Safety, Quality & Compliance.
- For other changes : The Nominated managers.

The **MoC Responsible** is assigned by the Approving manager to oversee the implementation of the change, ensuring that the change is managed effectively and with minimal disruption to activities.

4- Impact Analysis

A thorough risk assessment is conducted to evaluate the implications of the proposed change. This includes evaluating the potential impact on safety, compliance and activities. An ad-hoc meeting will be arranged, if necessary, with personnel with relevant expertise to determine whether the change could lead to increased safety or operational risks.

- **Identifying Hazards and Consequences**. An appropriate hazard identification process is conducted to document hazards and their consequences.
- **Evaluating the Risk**. The risk is evaluated by assessing the probability and the severity of the potential impact, verifying that adequate defences and preventive actions are identified to manage the risks to an acceptable level.

5-Implementing the change.

The **MoC Responsible** provides a plan that includes timelines, responsible personnel, required resources, testing, and any necessary training**.**,

6-MoC approval

The **VP Safety, Quality & Compliance** ensures that changes will be implemented with an acceptable level of safety impact by reviewing the proposed defences and actions, ensuring effective risk management.
The **Approving manager** ensures that the proposed actions to minimise the risks and implement changes will be performed with minimal disruption to operational performance. Approval means the change is ready for implementation, with the designated MoC Responsible overseeing the process.

7-Monitoring

Post-implementation monitoring ensures the change meets its objectives and does not introduce new risks. It involves reviewing the actions taken, assessing impacts on safety and performance, and conducting follow-up audits as needed.

8-Review and closure

The **VP Safety, Quality & Compliance** ensures that all risks are effectively managed and minimised to an acceptable level and that the change process is complete, including update of relevant documentation. Once confirmed, the change process is closed.

Annexes

- **DA-0160** Management of Change Form

3.6 SAFETY TRAINING (INCLUDING HUMAN FACTORS) AND PROMOTION

145.A.30(e) / 145.A.200(a)4 / AMC1 145.A.200(a)(4) / GM1 145.A.200(a)(4)

3.6.1 GENERAL & RESPONSIBILITIES

3.6.1.1 General

Safety training and education is an essential foundation for the development and Maintenance of a safety culture. The provision of appropriate safety training to all Staff is an indication of Management's commitment to SMS.

3.6.1.2 Responsibilities

- Each **Departmental Manager** is responsible to demonstrate the commitment to safety, to promote safety in everyday activities.
- The **VP Safety, Quality & Compliance** is responsible to determine the content and frequency of Recurrent training.

3.6.2 SAFETY TRAINING

3.6.2.1 Aim and Objectives of Training

The aim of training is to increase safety, quality, and efficiency in aircraft Maintenance operations by reducing human error and its impact in Maintenance activities.

This is obtained through the integration of appropriate categories of maintenance personnel's technical knowledge and skills with basic human factors knowledge and skills and promotion of a positive attitude towards safety.

The objectives of training are:

- To enhance Maintenance personnel's awareness of individual and organisational human factors and Safety issues, both positive and negative, that may affect airworthiness.
- To develop human factors skills (such as communication, effective teamwork, task Management, situational awareness, writing of procedures) as appropriate to the job, to make a positive impact on the safety and efficiency of Maintenance operations.
- To encourage a positive attitude towards safety, and to discourage unsafe behaviour and practices.

3.6.2.2 Categories of Staff to be Trained

Categories of Staff to be trained include all personnel of DABS whose work has a direct or indirect effect on the safety of the aircraft or compliance with Part-145; this means, but not exclusively, the following categories of personnel:

- Managers,
- **Certifying Staff,** Technicians, Mechanics
- Ramp personnel,
- Customer Support and Technical services,
- SQC personnel,
- Specialised Services personnel,
- Stores, receiving and shipping personnel,

3.6.2.3 Initial Training

The initial training for the organisation personnel is the main part of the DABS Safety Management System training to perform Maintenance work. The human factor procedure is mainly part of the Safety training.

The training will be given in accordance with the regulatory syllabus of GM.145.A.30(e).

The initial training takes place as classroom training. It could be divided in 2 parts:

- Human factors by an external instructor (qualified or Part 147 instructor M9).
- Safety under responsibility of internal training

The objective of the **HF training** part is to:

- Introduce human factors concepts.
- Promote safety culture.
- address organisational factors.
- Explain human error and performance limitations.
- address environmental factors affecting performance.
- Emphasise the use of procedures, information, tools, and practices.
- Explain communication and teamwork skills.
- Emphasise professionalism and integrity.

The objective of the **Safety and** SMS **training** is to:

- Introduce safety management principles.
- Promote just culture and non-punitive principles.
- Explain risk management processes.
- Outline the reporting system for hazards and occurrences.
- Familiarise staff with the organisation's SMS.

In addition, all personnel are trained on SMS in accordance with MOE Part 3.1 to 3.5 as appropriate for their safety responsibilities.

Any safety critical information that needs distributing will be sent by e-mail to all our stakeholders and posted on the safety notice board. All Staff are expected to review the safety notice board and read any new safety articles when they are published. Refer to MOE 3.6.3

3.6.2.4 Recurrent training

The human factors and safety Recurrent training is based on the initial training and takes place every two years.

The syllabus will be customised and updated every 2 years with occurred DABS 's events with following syllabus:

- Human factors,
- Safety training including Occurrences, Hazards and Risks,

3.6.2.5 Instructor Prerequisites

The internal instructor is assessed and qualified by the **SQC department** as per the following criteria:

- Demonstrating training on regulations by a training organisation,
- Demonstrating specific knowledges on Human factors and appropriate training on safety by a training organisation,
- Be familiar with appropriate regulations, MOE,
- Be familiar with the Management system,
- Holding a trainer certificate (train the trainer course).

The External instructor or external course is accepted by the **SQC department**.

3.6.2.6 Records

Trainings are recorded as part of the internal authorisation process referring to 145.A.35(j).

3.6.3 SAFETY PROMOTION AND COMMUNICATION

Any safety critical information that needs distributing will be sent by e-mail to all our stakeholders and posted on the safety electronic board. All Staff are expected to review the safety notice and read any new safety articles when they are published.

The general objective is to integrate safety into communications and as integral part of any Departmental brief, newsletter, etc.

Safety promotion aims to promote a culture of safety by ensuring that, all personnel in the organisation are aware that, at their level and in their day-to-day activity, they are key players in safety and that everyone, therefore, contributes to an effective safety Management.

Managers are an important driving force of effective safety Management and are expected to promote safety culture and encourage reporting occurrences, incidents, accidents, near-misses and potential hazards.

Relevant safety information may include:

- safety information, especially relating to assessed risks and analysed hazards,
- safety investigation, explaining why particular actions are taken, and
- procedures changes, explaining why introduced or changed.

Dissemination of information is also detailed under SQMS chapter 6.

Annexes:

- **DA-0001** SQMS Manual

3.7 IMMEDIATE SAFETY ACTION AND COORDINATION WITH THE OPERATOR'S EMERGENCY RESPONSE PLAN

145.A.155(a) – 145.A.155(b) – AMC1 145.A.200(a)3 – GM 145.A.200

3.7.1 GENERAL & RESPONSIBILITIES

3.7.1.1 General

An Emergency Response Plan (ERP) is an integral part of the SMS, and is activated by an Operator in the event of a major occurrence.

The ERP Manual is established by the **Accountable Manager** jointly with **the SQC department** to provide the actions to be taken by the Organisation or individuals in an emergency.

The ERP Manual outlines what should be done by DABS upon a major safety-related incident or accident resulting in emergency or in a crisis. It includes (where applicable) the discovery of a critical defect, a Maintenance or an error that affects the safe operation of an aircraft.

3.7.1.2 Responsibilities

- The **Accountable Manager** and the SQC department are responsible for the update of this internal document applicable to operation as referred in SQMS chapter 9.
- The **Maintenance Director** and/or the **Stations & MCC Director** are responsible to initiate immediate safety action and coordinate with the CAMO/Operator iaw the ERP Manual.
- The **Emergency Response Committee** is responsible to monitor the occurrence of a crisis or emergency situation.

3.7.2 CONTENT OF PLAN

ERP Manual ensures:

- An orderly and efficient transition from normal to contingency operations,
- Planned actions to minimize indirect or consequential damage upon the occurrence of a crisis or emergency situation,
- Provision for preservation of aviation product/ services/ equipment to avoid subsequent safety/ compliance monitoring/ continuity problems, where applicable,
- Recovery actions as well as procedures for orderly transition from normal to contingency operations,
- Designation of emergency authority,
- Assignment of emergency roles and responsibilities,
- Authorisation of key personnel for actions contained in the plan,
- Coordination of efforts to resolve the emergency,
- Coordination procedures with contractors or operators where applicable,
- Criteria for safe continuation of operations, or return to normal operations,

The comprehensive Plan includes other aspects of aircraft accident response such as, crisis Management centre, Management of an accident site, news media, coordination with state investigations, family assistance, post critical incident stress counselling, etc. It should also include arrangements for emergencies at line stations.

The emergency response plan concept, its purpose, objectives, assigned duties and responsibilities as detailed in SQMS chapter 9.

Annexes:

- **DA-0001** SQMS Manual
- **ERP** Emergency Response Plan

3.8 COMPLIANCE MONITORING

AMC1 145.A.75(b) – 145.A.200 – GM 145.A.200(a)(1)(2) – AMC 1/2/3/6 145.A.200(a)6 – GM 145.A.205

3.8.1 GENERAL & RESPONSIBILITIES

3.8.1.1 General

This chapter establishes the requirements and assigns the responsibilities for performing audits to verify compliance and effectiveness of all compliance related aspects of Part 145.

The compliance monitoring programme and associated compliance auditing systems enable the monitoring of compliance with Part145, the MOE and any other standards specified by Competent Authorities and/or EASA, to ensure safe operations and airworthy aircraft.

3.8.1.2 Responsibilities

The **VP Safety, Quality & Compliance** is responsible to:

- Ensure that the organisation's activities are monitored in compliance with applicable requirements and any additional requirements set by the organisation.
- Ensure that activities are conducted properly under the supervision of nominated managers.
- Ensure that the Audit Plan (DA-0038) provides systematic oversight of the activities and that plan is approved by the Accountable manager.
- Ensure that adequate resources, including skilled auditors and necessary tools, are available to execute the audit plan effectively.
- Ensure that maintenance (sub)contracted to other organisations is monitored and complies with contractual and work order requirements.
- Ensure that identified discrepancies are corrected, and that corrective actions are implemented, as necessary.

The **Quality & Compliance Director** is responsible to:

- Review manuals and associated procedures, ensuring compliance with applicable regulation and any additional requirements defined by the organisation.
- Review the Audit plan to ensure it includes a mix of system, process, and product audits to cover the complete scope of Part 145 Maintenance Organisation activities and requirements every year with more frequent reviews of high-risk areas or those with previous compliance issues.
- Review the safety and compliance monitoring processes to ensure their effectiveness and alignment with applicable requirements.
- Provide advice regarding the applicable requirements to the Accountable Manager, nominated managers, and compliance monitoring managers.

The **Compliance Monitoring Managers** are responsible to:

- Develop the Annual Audit Plan (DA-0038), including details of audits and locations, as appropriate, to be performed, and the tentative time frame for performing each audit, ensuring it covers all the part-145 activities, including shop and different product.
- Verify the organisation's compliance with applicable requirements (e.g. system audit).
- Evaluate the organisation's conformity and adherence to the applicable internal procedures and processes (e.g. process audit).
- Conduct inspection, as part of an audit, outside of the normal audit plan, for example, to verify a specific process or closure of a particular finding (e.g. product audit, spot check).
- Monitor and ensure that maintenance (sub)contracted to other organisations complies with contractual and work order requirements.
- Conduct and document audits as outlined in the Annual Audit Plan, ensuring findings and observations are accurately recorded and addressed.

3.8.2 COMPLIANCE MONITORING PROGRAMME

The audits and inspections processes are described in the SQMS Manual and Audit procedures (**DA-0028**).

3.8.2.1 Compliance Monitoring Programme

The compliance monitoring programme consists of independent periodic inspections and audits conducted under the responsibility the SQC department to ensure that the conditions necessary for the safe and reliable functioning of the maintenance organisation are fulfilled.

The programme includes compliance monitoring, internal inspection and reviews of contracted/ subcontracted organisation. It covers Base Facility / Stations / Line Stations / MRU. Refer to "Audit Plan" (**DA-0038**). The programme also includes a feedback system of the audit results to **SQC department** and ultimately to the Accountable Manager.

3.8.2.2 Audit Schedule

At the beginning of each year, and at 12 months intervals, the **Quality & Compliance Director** will assess compliance with the overall "Audit Plan" (**DA-0038**) and confirms that all subjects have been addressed.

The **VP Safety, Quality & Compliance** will integrate an annual review of the Management system procedures, to ensure that they remain effective and appropriate for their purpose.

The **Compliance Monitoring Manager** acts for all quality and compliance matters, monitoring that procedures are being complied with and are effective.

The compliance monitoring programme is based on a cycle of inspections and audits, documentation of findings and concerns, corrective action, follow-up and evaluation of the programme.

The **Compliance Monitoring Manager** develops an Audit Plan (**DA-0038**) in each Facilities to ensure compliance to the legal requirements of the applicable regulation.

The audit schedule includes system and process audit for each station, specific products audit. This is conducted as a complete single exercise or subdivided over the 12 months period.

Schedule is set out for a period of 12 months and is approved, signed and stamped by the **Accountable Manager** and the **VP Safety, Quality & Compliance**. It covers Part-145 / additional regulations subjects over 12 months in base Station and over 24 months in Line Stations.

The audit planning cycle may be extended by up to 12 months, subject to the agreement of the competent authority, based on the results of a compliance review or a risk assessment. This extension is allowed only if all aspects of Part-145 compliance have been thoroughly reviewed during the agreed period and in the relevant areas, and provided that no safety-related findings have been identified.

3.8.3 AUDIT CATEGORIES

The audits and inspections processes are described in the SQMS Manual and Audit procedures (**DA-0028**).

3.8.3.1 System Audits

The primary purpose of the system audit is to perform a systematic and objective review of the organisation and Management system in order to verify its function and effectiveness, and that the required regulation is complied with. Theses audits are performed demonstrate that all aspects of Part-145 compliance have been reviewed. It includes compliance audit in base and station, MOE review, SMS and Compliance monitoring.

3.8.3.2 Process Audit

The primary purpose of the process audit is to perform an objective review of the process in one Department (line, base, training, authorisation) or Area (hangar, store, tools, shops) to verify its effectiveness, and that the required output is achieved. Theses audits are performed demonstrate that all practical aspects of Part-145 compliance have been reviewed. Because all aspects of compliance are reviewed during System Audits, these audits could be delayed.

3.8.3.3 Product Audit

The primary purpose of the process is to perform an objective assessment of the conformity of the work on the product based on technical data, tools, facility and qualification of the staff, as well as the appropriateness, and consistency of the documents, including task cards and certification.
The product audit should sample at least one product on each line of activity at least once during the applicable audit planning cycle.

3.8.3.4 Remote Audit

Remote audits could be used when conducting internal audits, external audit from customer or Authority and when evaluating vendors, suppliers and subcontractors. A 'remote audit' is performed with the use of any real-time video and audio communication tools instead of the physical presence of the auditor on-site.

3.8.3.5 Desktop Audit

On some cases, when contracting/subcontracting tasks is performed at DABS facility, a desktop audit may be performed to evaluate and accept the subcontractor. It consists of a:

- **Documentation review**: The audit focuses on examining the subcontractor's records, including Organisation and quality manuals, maintenance procedures, safety policies, and previous audit reports, personnel records to assess compliance with EASA Part-145 standards. DA-0040 is used.
- **Safety review:** The review focuses on identified hazards associated with subcontracted activities and implemented action to mitigate potential safety risks.
- **Services performance review**: This includes verifying with the person who contracted the services that subcontractors respect the standards required for the performance and the quality of the subcontracted work.
- **WP review:** The review focuses on a specific work performed including a work package control: PO, WP, Certification, Task card, Component Release Certificates, maintenance documentation, use of adequate tools, the work has been carried out by qualified staff.

3.8.3.6 Inspection

The primary purpose of the inspection is to observe a particular process in order to verify whether established procedures and requirements are adhered to, and whether the required standard and objectives are achieved.

Subcontractor / Contractor / Supplier inspection may be delegated to another qualified person (inspector) e.g. in case of quality system existing and approved iaw recognise standards:

- Logistics Management (case of suppliers)
- Maintenance Management (case of subcontractors)
- Recognised Foreign Specialist (case of special contracted task)

3.8.4 AUDIT PROCEDURES

The annual audit plan (DA-0038) is compiled by the **Compliance Monitoring Managers** under the control of the **Quality & Compliance Director**. Duties and qualification are described in MOE 3.12.

The audits and inspections process are described in Audit procedure (**DA-0028**).

Audit checklists (**DA-0040**), for each type of audit, are established and kept current by the **SQC Department**.

The audits are carried out by the compliance monitoring manager. External auditors could be used if necessary.

The Quality & Compliance director may perform audit for the subcontracted company and the compliance or management system.

3.8.5 AUDIT REPORT

After completing the audit, the auditor will:

- Prepare an overview of results including all findings and observations,
- Document the audit findings and observations in the audit report (**DA-0042**),
- Organise a meeting with the auditees and managers to define a Corrective Action plan -CAP-,
- Ensure that the audit report and Action Report Form(s) -ARF- (**DA-0041**) are distributed to relevant personnel, including Auditees, direct Managers, **VP Safety, Quality & Compliance** and Accountable Manager ,
- Ensure that the Corrective Action plan -CAP- (**DA-0036**) is developed within one month, including corrections, Root cause analysis, proposed corrective actions and due dates.

The classification of the findings and their relevant corrective action timeframe are described in Audit Procedure (**DA-0028**).

3.8.6 AUDIT FINDINGS

The auditor will ensure that the action report form -ARF- (**DA-0041**) is completed by the responsible managers with the actions taken, describing Root cause analysis and proposed corrective actions,

The actions taken to close the findings and observations, by the managers and auditees include the following:

- **Correction** refers to the process of addressing and rectifying a finding or nonconformance.
- **Root cause analysis** (RCA) is a problem-solving method used for identifying the root causes of faults or problems. This process involves defining, understanding and finally solving a problem by implementation of corrective actions.
- **Corrective action** involves taking the appropriate action and decisions based on conclusions from relevant RCA. Once the root cause is identified, then appropriate corrective actions must be developed and included in the CAP.
- **Preventive action** focuses on implementation of preventive measures to reduce the risk when a hazard is identified to avoid similar issue in the future.

3.8.7 CORRECTIVE ACTION PLAN

The **corrective action plan** (CAP) is designed to identify and record the following:

- The finding,
- The correction,
- The root cause and contributing factor(s),
- The relevant corrective action,
- The appropriate timescales.

3.8.8 COMPETENT AUTHORITY AUDITS

Following the receipt of the notification of findings and observations, the **SQC department** will identify the responsible managers within the organisation. Thes managers will define the actions required for all findings to address the effects of the non-compliance and its root cause(s) and contributing factor(s).

A **root cause analysis** (RCA) is carried out and the CAP must be submitted to the competent authority for acceptance within one month before it can be effectively implemented. Once the CAP is accepted by the competent authority, the associated actions is implemented.

The management of observations follows a process similar to the one followed for the findings. For each observation notified by the competent authority, DABS will analyse the related issues and determine when actions are needed.

Within the agreed period, the **SQC department** must inform the competent authority that the CAP has been completed and provide the associated evidence, as requested by the competent authority.

3.8.9 RECORDS

Under the responsibility of the **SQC department**, the complete compliance monitoring documentation will be stored for a period of 5 years after the completion of all corrective action as per the requirements and procedure as described in SQMS chapter 7.5 and 7.6.

Annexes:

- **DA-0028** Audit Procedure
- **DA-0036** Corrective Action Plan
- **DA-0038** Schedule of Audits
- **DA-0040** Check list for Audits
- **DA-0042** Audit Report
- **DA-0001** SQMS Manual

3.9 CERTIFYING STAFF AND SUPPORT STAFF QUALIFICATIONS, AUTHORISATION & TRAINING PROCEDURES

145.A.30(e/f/g/h/i/j) – 145.A.35 (a/b/c/d/e/f/g/h/j/m/n/o) – AMC 145.A.30(e/f/h) - AMC 145.A.35(a/b/c/d/f) - GM 145.A.30(e), Appendix IV – 66.A.1 - 66.A.20(b) – 66.A.25(b) – 66.A.30(a) – 66.A.65(a) –

3.9.1 GENERAL & RESPONSIBILITIES

3.9.1.1 General

This chapter describes DABS procedure for certifying Staff and AC-Rated Staff qualification, training and authorisation.

Any work carried out on aircraft and/or aircraft components may only be certified and released to service by Certifying Staff who meet the relevant company and competency requirements.

Any authorisation certificate issued to a DABS Staff member (either Category A, B1 and B2 or C) is wholly dependent upon the holder meeting and maintaining the competencies as defined in MOE 3.19.

Definitions:

Certifying Staff *means Staff authorised by DABS* to certify an Aircraft to service after maintenance activity, under the AMO approval.*

Component Certifying Staff *means Staff authorised by DABS* to certify Engines, APU and components under the AMO approval.*

AC-Rated Staff (Support Staff in Base) *means Staff authorised by DABS* to support the Certifying Staff in releasing task cards. All **Rated Staff** are also **Certifying Staff** and could certify an Aircraft/Engine or a component.*

** Staff with Internal Authorisation certificate issued by DABS.*

3.9.1.2 Responsibilities

- The **AC rated staff** is responsible to:
  - Perform the Inspection/check functions on tasks, ensuring that work is performed and completed in compliance to established standards and applicable specifications. This includes verification of error capturing methods,
  - Sign off and stamp Task cards after inspection/check of tasks. A task on WP requires release by an AC-Rated Staff,
  - Supervise or inspect work performed by unauthorised staff (staff without stamp),
- The **Certifying Staff** are responsible for issuing Release to Service after the Performance of maintenance activities.
- The **SQC department** is responsible to:
  - define the qualification criteria for Staff.
  - issue Assessment control Form (**DA-0061**) for the preparing the assessment.
- The **Training & Authorisation Supervisor** is responsible for ensuring that:
  - all authorised Staff are trained and assessed/re-assessed on their competency (DA-0031_Quality).
  - evidence of the personnel assessment, including competencies, qualifications, required training and examination for certifying Staff is documented and made available,
  - present these information to the **Quality & Compliance Director** for verification and authorisation issuance.
- The **Maintenance Manager** / Maintenance Supervisor or Shop supervisor is responsible for the Competency/ability assessment (**DA-0031_145**).
- The **Quality & Compliance Director** is responsible to issue **Internal Authorisation Certificate** including perimeter of specialised tasks**.**

3.9.2 QUALIFICATION REQUIREMENTS

3.9.2.1 Qualification

All applications for authorisation must be submitted to the **SQC department** with supporting documentation.

Only applications satisfying the requirements as defined on the listing below, are considered.

- At least 21 years of age,
- Competency assessment completed, iaw MOE 3.19,
- Valid qualification
  - Aircraft Maintenance Licence (AML) iaw Part-66 (B1, B2, C) for **Aircraft Maintenance** with the rating on the aircraft type, as appropriate, or
  - Valid national licence (Type S or P) with specialised activity/component for **Component Maintenance** in Swiss facility, or
  - (assessed) qualification iaw **DA-0106** for **Component Maintenance** not in Swiss facility, or
  - Recognised qualification, as appropriate, for **NDT or Welding or specialised activities**, iaw MOE 3.17,
- Appropriate training (aircraft type or component),
- Additional training on Variant, as appropriate, iaw MOE 3.9.2.2,
- Initial training iaw MOE 3.9.5,
- Recurrent training in two-year period iaw MOE 3.19.3,
- Evidence for at least 6 months maintenance experience during the last 2 years, iaw MOE 3.9.6,
- Working knowledge of Part-145 and DABS procedures,
- Individual internal authorisation certificate iaw MOE 3.9.8.

3.9.2.2 Aircraft type Variant or Particular system

AC Rated Staff have received additional training on the differences for the particular model/variant and/or the particular configuration. It may concern:

- Type training courses covering certain, but not all the models/variants included in a type rating,
- Some systems / technology present in the particular aircraft may not have been covered by the training/examination/experience required to obtain the licence and ratings.

Additional training may be carried out in Training organisation or in Part-145 organisation and could takes various forms depending on the complexity to be covered. (e.g. read & sign, video, OJT, classroom).

3.9.3 SPECIFIC QUALIFICATION (STAFF)

3.9.3.1 Certifying Staff

a) Licence EASA Part-66

- CRS for Base maintenance works should be issued by an **Aircraft type rated** Certifying Staff holder of EASA Part-66 **Licence cat. "C" or Licence cat. "B1"** for aeroplane non-complex aircraft (non-CMPA).
- MRC for Line maintenance works should be issued by an **Aircraft type rated** Certifying Staff holder of EASA Part-66 **Licence cat. "B1" or "B2"** dependant on the tasks carried out.
- Limited & Simple tasks, within the limits of tasks (listed in 3.4.6) endorsed on the internal authorisation, should be performed /released and certified by Certifying Staff holding an EASA Part-66 **Licence category "B1" or "B2"** or **privilege "cat A"**.

b) NON EASA Part-66 Licence

For maintenance carried out at Station located **outside the EASA member country**, a Staff may be qualified iaw 145.A.30(j)(2), subject to the following conditions according to Appendix IV to Part-145:

- holding a Licence iaw national regulations of the State in which the station is based;
- holding a Licence is in full compliance with ICAO Annex 1;
- receiving aircraft type training at a level corresponding to Part-66 for concerned Aircraft Type;
- receiving the training on human factors and aviation legislation referred to Part-66;
- demonstrating maintenance experience: **3 Y** for cat A Staff,**5 Y** for line B1/B2 staff, **8 Y** for base– C Staff.

3.9.3.2 Staff with Privilege "Cat A"

*145.A.35(n) and 145.A.35(o) / 66.A.20(a)(3)(ii)***)**

The **Privilege "Cat A"** holder may only exercise privileges on a **specific Aircraft Type** if the Staff:

- meets the standards of basic knowledge and experience required **by cat. B1 or B2.**
- satisfactorily completes the **relevant tasks training** per **aircraft type.** Described matrix could be used for type similarity (DA-0080_matrix). Training performed are recorded (DA-0080) **by** an **AC-Rated Staff/instructor** and verified/assessed **by SQC department .**
- An **Internal Authorisation certificate** is issued by **SQC department** to authorise the holder to issue aircraft certification within the limits of tasks specifically endorsed on Certificate and Record**.**

For a cat. B2, authorisation is limited to the ratings already endorsed in its licence **and** 6 months of documented practical experience in DABS covering the scope of the authorisation is demonstrated.

3.9.3.3 Component Certifying Staff

a) Licence FOCA S or FOCA personal authorisation P – Component certification in Swiss facility

- Form 1 for Engine/APU/Component should be issued by a Certifying Staff holding **FOCA Licence "S"** or **Authorisation "P"** with **appropriate privilege described in its licence**.

b) Specialist with internal authorisation - Component certification NOT in Swiss facility

- Form 1 for Engine/APU/Component should be issued by a Certifying Staff holder an internal authorisation issued in regard to the basic/technical training and experience on the appropriate field. Refer to **DA-0106** for qualification requirements.

3.9.3.4 Specialised Staff, including NDT

Qualification Prerequisites **are** described iaw 3.17.

3.9.3.5 Mentor & Assessor

Qualification Prerequisites of Mentor/Assessor are described in **DA-0106.**

3.9.3.6 Team leader

Team leader holding a Part-66 Licence "C" with 2 years minimum experience in Maintenance as certifying Staff.

3.9.3.7 Pilot

It is the responsibility of Maintenance organisation to issue authorisation to the **Pilot** that fulfil the requirements for such authorisation and to maintain records of all authorised personnel.
The process described in **MOE 3.9.9** should be followed.

Requirements for the issue of a limited authorisation certification to the **Pilot**:

- Valid licence (ATPL, CPL),
- Completion of adequate maintenance airworthiness regulation training given by the Customer,
- Completion of adequate task training for the specific task on the aircraft type **and** training in the use of associated maintenance data,
- Tasks to be performed are described in maintenance data.

The authorisation has a life of **twelve months** subject to satisfactory re-current training on the applicable aircraft type, and an ATPL valid licence. Extension is possible after assessment and self-training.

3.9.4 SPECIFIC QUALIFICATION (ERT / BORESCOPE)

Refer to DA-0106 for qualification. Internal training could be given by a Certifying Staff if **accepted** by the **Practical Training Supervisor**.

3.9.4.1 Engine Run up qualification requirement

Authorised **AC-Rated Staff** holds aircraft type rating in its licence or a valid pilot's licence **and** having received:

- the necessary instructions for Engine running specific to the AC Type,
  This course could be given by a training school (through simulator during the theoretical course or through a specific ERT course) or internally through a formalised practical training iaw DA-0360 given by an instructor/AC-rated Staff (with a training part 147 on similar AC Type),
- Airport Familiarisation instruction concerning airport layout and procedures to conform to the operational standards required for safe aircraft movement at the airport*****.

***In case of a Staff** is not authorised for **Run up** or is not instructed for **standards/Radio** in conformity with Airport Authority Regulation, it could be accompanied by a Staff/pilot who received these instructions.*

Privileges for Engine Run up are described in their internal authorisation certificate.

Authorised staff are described in DA-0103.

Basically, the **APU running privilege** is automatically endorsed with the aircraft type rating.

3.9.4.2 Taxi qualification requirement

Authorised **AC-Rated Staff** holds aircraft type rating in its licence or a valid pilot's licence **and** having received:

- the necessary instructions for Engine Taxiing specific to the AC Type,
  This course could be given by a training school (through simulator during the theoretical course or through a specific ERT course) or internally through a formalised practical training iaw DA-0360 given by an instructor / AC-rated Staff (with a training part 147 on similar AC Type),
- Airport Familiarisation instruction concerning airport layout and procedures to conform to the operational standards required for safe aircraft movement at the airport*****,
- the necessary instructions for using the conventional language/radio used during taxiing***.**

***In case of a Staff** is not authorised for **Taxy** or is not instructed for **procedures/Radio** in conformity with Airport Authority Regulation, it could be accompanied by a Staff/pilot who received these instructions.*

Privileges for aircraft taxiing are described in their internal authorisation certificate.

Authorised staff are described in DA-0103.

3.9.4.3 Borescope qualification requirement

Requirement concerns Engine borescope in case of measurement required.

Only Staff who have demonstrated their ability, and have been authorised, will be permitted to perform Borescope on Engine and APU*.

Authorised Staff must have received a formalised Borescope training and a formalised course on Engine or APU (manufacturer or training school).

Authorised Engine Staff have this privilege on all Engines and APUs.

Privileges is described in DA-0103 and in Internal Authorisation certificate.

**Note: Borescope use for visual inspection on airframe and engine is considered as simple maintenance task and could be performed by any authorised Staff.*

3.9.5 TRAINING REQUIREMENTS

Authorised Staff with privileges must receive **initial** training on:

- Human factors iaw Part-66 M10 syllabus;
- Safety and Human factors (HF) iaw to GM1 145.A.30(e) syllabus;
- Fuel Tank Safety (FTS) phase 2 iaw Appendix IV to AMC 145.A.30(e)/145.B.200(a)(3);
- Electrical Wiring Interconnection System (EWIS) iaw AMC 20-22;
- Applicable MOE / internal procedures, such as task cards, form 1, work package, critical tasks, independent inspection, deferred items, MEL, ATL, etc.;
- Applicable procedure for management system, such as reporting, hazards, risk,
- Aviation regulation familiarisation / up-to-date.
- knowledge of relevant technology for Aircraft type or component / up-to-date.

Training programme, including recurrent training is described in MOE 3.19.3.

3.9.6 MAINTENANCE EXPERIENCE

Authorised Staff with privileges is able to demonstrate recent experience (at least 6 months in previous 2-years period) on the **similar Aircraft type or on the Component area/ workshop** relevant to the Speciality intended to be endorsed in **Internal Authorisation certificate**. (refer to DA-0106 and DA-0080_Matrix).

A recording of a total of **180 tasks*** or **100 working days (**or equivalent as described in DA-0106**)**, iaw the privileges, at different dates in the 2 years period is the minimum expected record to demonstrate the "duration" requirement. * Including 50 tasks or 30 days on similar Aircraft type. If not, privilege should be limited to line.

The activities considered relevant for maintenance experience are functional/operational test, servicing, removal/installation, trouble shooting, modification, repair and inspection.

In order to demonstrate compliance of the above requirements, the **SQC department** issue a report from Quantum where the **number of performed tasks** and **working hours** is summarised and recorded for each Staff. The tasks recorded need to be representative and appropriate to the individual authorisation hold (Category including line/base works). Additionally, number of releases to service issued is recorded.

In the case it is not possible to demonstrate the duration and/or nature of experience, the individual authorisation cannot be issued or renewed, unless missing elements is completed through a training on Aircraft type/Component/Engine in DABS facilities (Practical) or in Part-147 organisation (practical/refresher).

Note: Experience is required in previous 2-years period in addition of initial qualification
For ERT, 2 runs are required on similar aircraft.
For borescope, because activity is considered as low risk, no additional experience required.

3.9.7 ASSESSMENT

Assessment is performed iaw MOE 3.19.2 to verify qualification, experience and training to issue Internal Authorisation Certificate (**DA-0032**). Validity is **2 years.**

Privileges with respect to the Aircraft Type Rating or Specialised task are listed in the valid Internal Authorisation Certificate and List of Authorised Staff (DA-0103).

In accordance with points 145.A.30(h) and 145.A.35, the qualification requirements (basic licence, aircraft ratings, recent experience and recurrent training) are identical for certifying Staff and for support Staff.

The objective of the assessment is to verify that the staff comply with the relevant criteria addressed above and possesses the expected competency associated to its job function. The Certifying Staff are evaluated by their **Direct Manager** and the **SQC Department** iaw MOE 3.19. The assessment ensures that the **Authorised** Staff:

1 Meets the requirements criteria recorded in Assessment control form **DA-0061**,
2 Possesses the expected competence(s) and knowledge, assessed and recorded in **DA-0031**,

Individual Stamp is issued after satisfactory assessment.

3.9.8 INTERNAL AUTHORISATION CERTIFICATE

The issue the extent or the renewal of **Internal Authorisation certificate** granted to each Authorised Staff is approved by the **Maintenance management** depending on the skills, experience, qualifications and training evaluation.

An **Internal Authorisation Certificate** (**DA-0032**) is issued/amended by **SQC Department** , after a competency assessment conducted with the approval of the Maintenance Director or the Stations & MCC Maintenance Director. It describes the privileges for Certification of product and for the release of task cards.

The Internal Authorisation Certificate is reissued each 2 years after a review (qualification, experience and training) based on Assessment control form **DA-0061** to ensure that all requirements are fully complied with.

Certifying Staff must produce their Certification Authorisation to any authorised person within 24 hours.

SQC department is in charge to maintain a record of all **Authorised Staff** with details of the scope of their Authorisation as well as a copy of qualifications and training certificates. (Refer to DA-0103).

3.9.9 PRIVILEGES

3.9.9.1 Certifying Staff Privileges

All Privilege regarding the Internal Authorisation Certificate holder are contained in List of Authorised Staff (**DA-0103**). Details of Privileges are described in **DA-0201**.

The Certifying Staff members are listed in the List of Authorised Staff (**DA-0103**).
This document lists privilege, aircraft type, component, NDT method and authorises the holder to certify work / to sign for “Release to Service” on behalf of DABS, for aircraft, engines and components and is kept on internal server.

Individual Privileges for Authorised Staff are listed in **DA-0103**. DABS keeps a record of the Authorised Staff, which includes all details required by Part-145, *i.e. qualifications, experience, training, and details of the scope of authorisation issued to them*.

in case of multiple licences, EASA number is taken on priority – Reference to national Licence will be written on the Internal Authorisation.

Privileges for Certifying Staff are based on Part-66 licence regulations for aircraft and Swiss licence regulations (OPEA CT 90.001-10) for component. Refer to MOE 1.6.

3.9.9.2 "Cat A" Privilege

Internal Authorisation certificate Privilege "cat A" may be issued for Certifying Staff iaw **AMC 145.A.30(g)** qualified iaw MOE 3.9.2.6 and after appropriate task training per **aircraft type** performed iaw **DA-0080 by** an **AC-Rated Staff/instructor.**

Matrix is used for aircraft type similarity (DA-0080_matrix) task training.

The certification privileges are restricted to work that the holder **has personally performed**. **Staff** "cat A" **could issue** certificates of release to service following:

1. * **Pre-flight / Post-flight / Daily inspection** iaw Customer AMP or maintenance data,
2. **Cleaning**,
3. **Minor scheduled Line maintenance** according to the Maintenance manual limited to:
   - 3.1. * Monthly inspection,
   - 3.2. Inspection for removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowls,
   - 3.3. Treatment of fuel system contamination,
   - 3.4. * Perform upload Navigation/FMS data base,
   - 3.5. * Download QAR / engine DEEC ECTM,
   - 3.6. APU hours recording,
   - 3.7. Routine inspections / visual checks, including emergency equipment,
   - 3.8. Routine lubrication and replenishment of system,
4. **Simple defect rectification** iaw approved data in the following list:
   - 4.1. * Replacement of wheel,
   - 4.2. * Replacement of wheel brake units,
   - 4.3. Replacement of emergency equipment *installed for the safety of the crew and passenger*,
   - 4.4. Replacement of ovens, boilers and beverage makers,
   - 4.5. Replacement of internal and external lights, filaments, flash tubes, LED lights,
   - 4.6. Replacement of windscreen wiper blades,
   - 4.7. Replacement of passenger and cabin crew seats, seat belts and harnesses, **excluding pilot seat,**
   - 4.8. Closing of cowlings and refitment of quick access inspection panels,
   - 4.9. Replacement of toilet system components but excluding gate valves,
   - 4.10. Replacement of internal compartment doors and placards,
   - 4.11. Replacement of overhead storage compartment doors and cabin furnishing items,
   - 4.12. * Replacement of static wicks/dischargers,
   - 4.13. * Replacement of aircraft main and APU aircraft batteries,
   - 4.14. Replacement of in-flight entertainment system components but **excluding public address**,
5. * **Check, Servicing, Lubrification, Draining, Replenishment** of all system fluids & gases iaw MM, (Oil, Hydraulic, De-icing fluid, Water, Fuel tank, Tire pressure, accumulators, Leak check, fluid integrity, SOAP),
6. * **Use on-board maintenance system** to support diagnostics,
7. **Simple repair** iaw SRM, including:
   - Internal compartment doors and placards but **excluding part of a pressure structure**,
   - Storage compartment doors and cabin furnishing items,
8. **Task agreed by the Authority as Simple tasks** for a particular aircraft type:
   - Maintenance action (incl. Reset Circuit breakers) required by the MEL,
   - Maintenance action or LRU replacement,

   Form **DA-0080** is used to identify these tasks per Aircraft type and to submit the form and the necessary associated source data for these tasks to be reviewed by the FOCA for acceptance/approval.

* The training includes **practical hands on aircraft** and **theoretical training** as appropriate for each task authorised. Tasks without * could be observed, discussed, studied with the instructor.
Related Data should be completed/stamped/recorded in Quantum when performed.

No task which requires troubleshooting should be part of **the authorised maintenance tasks.**

3.9.9.3 Pilot Authorisation

145.A.30(j)4 - **This Authorisation does not provide or permit the Pilot to certify maintenance or any defect rectification other than the tasks listed on the LAC authorisation.**

"**Limited authorisation certification" (LAC)** may be issued for trained **Pilot** to sign maintenance tasks and issue aircraft certification following Limited minor maintenance tasks or simple checks contained in the following list (after appropriate task training):

- Replacement of internal lights, filaments and flash tubes.
- Closing of cowlings and refitment of quick access inspection panels.
- Role changes e.g. stretcher fit, dual controls, FLIR, doors, photographic equipment etc.
- Inspection for and removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowls or covers that are easily accessible but not requiring the use of special tools.
- Any check / replacement involving simple techniques as described in AMM ATA 12/20/45.
- Pre and Post flight including oil and hydraulic fluid uplift and tyre inflation.
- Daily inspection iaw MPD.
- Repetitive tasks if described in maintenance data.
- Servicing operations iaw ATA 12.
- Engine Trend History Download / FMS data base update iaw ATA 45.
- Recurrent AD (if authorised in AD).
- Safety item visual check.
- Maintenance tasks associated to MEL item if AMM is not required (*and identified in the customer MEL*).
- Any check / replacement involving simple techniques if **agreed** by the customer **authority**.
- Limited simple maintenance task / Check iaw manufacturer data if **agreed** by the **authority**.
- MEL M procedure.

Note: The LAC authorisation requires the Pilot to quote their individual Authorisation Number given by DABS and the AMO approval number when certifying a task in the ATL.

- a customer PO must be received, and appropriate maintenance data must be signed/completed by the pilot and sent to the DABS after the task has been certified in the ATL to ensure appropriate records of work performed.
- In case of Ops data, **the LAC is not authorised to be used**. The customer is responsible to provide appropriate instruction to their pilot.

Training organisation:

- The Customer submits a request to DABS for Pilot 's training and authorisation (LAC) with a Pilot licence copy. The request form **(DA-0079)** should detail type of training requested including data reference.
- DABS organises the training on the requested task for the relevant aircraft type iaw the described data.

DABS is responsible to train the pilot by an AC rated Staff on tasks and to maintain records of all authorised personnel. DABS records this training on form DA-0079, with the details of given training.

The initial training includes both practical, hands-on experience with the aircraft and theoretical training tailored to the specific tasks for which authorisation is given. Recurrent training may involve observation, discussion, and study of the tasks under the guidance of an instructor. If the instructor deems it necessary, recurrent practical, hands-on training may also be required to ensure continued proficiency and compliance with applicable standards.

The **SQC department** issue the **"Limited authorisation certification" LAC** form **(DA-0032_PIL)** with a unique individual Authorisation Number to the trained Pilot and sends the Authorisation to the Customer with a copy of the T**raining Record** form (**DA-0079**). This form includes "Pilot name, Authorisation number, Operator name, Aircraft Type, Details of authorisation issued and expiry Date".

The Customer is in charge to arrange training on airworthiness regulation.

The validity of the limited authorisation is limited to 1 year.

- An extension is possible after self-training and assessment (DA-0079_extension).
- The authorisations will cease to be valid if the pilot terminates its employment with the Customer or if the Maintenance Contract between the Customer and DABS is terminated.

Annexes:

- **DA-0201** Release to Service with Authorisation Privileges
- **DA-0032** Internal Authorisation Certificate
- **DA-0061** Assessment control form
- **DA-0079** Training Record Crew
- **DA-0103** List of Authorised Staff
- **DA-0106** Maintenance Training Programme
- **DA-0201** Release to Service with Authorisation Privileges

3.10 CERTIFYING STAFF AND SUPPORT STAFF RECORDS

145.A.30 – 145.a.35(j) – 145.A.35(h) – 145.A.65(b) – 145.A.200

3.10.1 GENERAL & RESPONSIBILITIES

3.10.1.1 General

This chapter describes the handling of certifying Staff and supporting Staff records at DABS

Each Staff member will have a Personal Record File. These files contain a complete educational history for all members and show those members of Staff who hold a company authorisation to issue Certificates of Release to Service or is approved to perform other duties on behalf of the company such as specific activities, etc. These files are held by the SQC Department.

3.10.1.2 Responsibilities

- The **SQC department** is responsible for the administration and retention of the records.
- **Staff** are responsible to hand out a copy of each training certificate and a copy of the valid personal licence to the **SQC Department**.

3.10.2 RECORDS

3.10.2.1 Authorised Staff List (DA-0103)

DA-0103 is used to documents the following.

- Name of Certifying Staff,
- Internal Authorisation number,
- List of privileges given by DABS,

3.10.2.2 Training records

For each Certifying Staff, Qualifying Staff and Personnel involved in Maintenance activities. Details of personal file are available on electronic format.

- Summary – Form 19 – CV,
- Qualification
  - Maintenance Licences (AML)
  - Basic Education Including Module if appropriate
  - Technical certificate for component or specialised tasks
- Internal certificate authorisation,
- Assessment,
- Experience,
- Aircraft / Engine Training Certificate:
  - Theoretical & practical
  - Variant
  - ERT, Borescope
- Task Training records for privilege “cat A” if relevant,
- Specific training for NDT or component or specialised task,
- Recurrent training (safety, HF, EWIS, FTS, regulation, Internal procedure),
- Knowledge on Technology (new or Up To Date),as applicable
- On Job Training (OJT),
- Practical training (if performed in DABS facility),

3.10.2.3 Records Retention

The SQC department retains the authorisation records pertaining to each certifying and AC-Rated Staff. The records contain the personal details, technical and Recurrent training history (including a copy of the license, copies of diplomas and training certificates, and any other relevant evidence of "experience, recency", and periodic Assessment of Competence) and a copy of the individual's Personal Authorisation Certificate.

3.10.2.4 Access to Staff Records

Access to Staff members records is limited to the individual to whom the record relates, **VP Safety, Quality & Compliance**, the Quality & Compliance Director, the Compliance Monitoring Managers, Authorities, or any other person authorised by the **VP Safety, Quality & Compliance**.

Each Staff member has access on request to its own records.

3.10.2.5 Retention Period

Staff records will be retained for **three years** from the time that the authorised person leaves the employment of the company.

Upon request, the **SQC department** must provide the Staff with a copy of their personal record on leaving the organisation.

Annexes:

- **DA-0103** List of Authorised Staff

3.11 AIRWORTHINESS REVIEW STAFF QUALIFICATION, AUTHORISATION AND RECORDS

The DABS scope of Part 145 Maintenance activities does not include Airworthiness Reviews on ELA 1 aircraft, subsequently this chapter is not relevant to DABS Part 145 Maintenance Organisation.

3.12 COMPLIANCE MONITORING AND SAFETY MANAGEMENT PERSONNEL

145.A.30 – AMC1 145.A.30(e) – 145.A.200

3.12.1 GENERAL & RESPONSIBILITIES

3.12.1.1 General

The **VP Safety, Quality & Compliance**, is nominated by the Accountable Manager and is directly linked to him as part of their function in accordance with MOE 1.4 / 1.5.

3.12.1.2 Responsibilities

- The **VP Safety, Quality & Compliance** is the responsible and focal point for the development, administration and maintenance of the effective Safety, Quality and Compliance Management system.
- The **Quality & Compliance Director** is responsible for overseeing the independent compliance monitoring system, ensuring the adequacy of the organisation regarding EASA Part145 requirements.
- The **Compliance Monitoring Managers** are responsible for monitoring and verifying, in the fields of Maintenance, that the standards required by the MOE and any additional internal requirements, are being carried out under the supervision of the nominated Managers.

The duties and responsibilities of the SQC personnel are further described in MOE Appendix 1.

3.12.2 QUALIFICATION REQUIREMENTS

3.12.2.1 Qualifications of SQC Staff

According to Part 145 requirements, Safety, Quality and Compliance staff must have the minimum qualification as follows:

- 5 years of relevant work experience, of which at least 2 years should be from the aeronautical industry in an appropriate position,
- Practical experience and expertise in the application of aviation safety standards and safe operating practices,
- Relevant professional experience in the relevant technical operation (Part 145),
- knowledge of the relevant maintenance methods (and how they are applied in the organisation) and/or specific knowledge relevant to the area for which the person will be nominated,
- knowledge of the applicable regulations,
- adequate language and communication skills,
- knowledge of the Safety & Human Factors, Safety Management system,
- knowledge of the MOE procedure, Maintenance Methods, Safety Management and Compliance Monitoring system, their requirements, and their application.

3.12.2.2 Qualifications of Compliance staff

The **VP Safety, Quality & Compliance** assesses the qualification of the **Compliance Monitoring Manager** and the **Quality & Compliance manager** on the basis of:

- Having undergone a specific training of Auditor by a recognised training organisation.
- Having aeronautical experience > 5 years.
- Having undergone appropriate Regulation training by a recognised training organisation.
- Having a sufficient knowledge of the activities for which the audit is carried out.
- Having knowledge of the MOE and associated procedures, and Safety and Compliance procedures, including audit processes and improvement area, (internal course).
- Having a training on Human Factors, Safety Management System and Regulation.
- Having an initial training on FTS, CDCCL, EWIS.

As part of the performance of audits, The Compliance staff:

- should not have any day-to-day involvement in, or be responsible for, the operation or maintenance area or activity to be audited or inspected,
- should be familiar with and have experience in the type of maintenance activity.

3.12.3 TRAINING REQUIREMENTS

SQC staff must receive **initial** training on:

- Safety and Human factors (HF) iaw to GM1 145.A.30(e) syllabus;
- Fuel Tank Safety (FTS) phase 2 iaw Appendix IV to AMC 145.A.30(e)/145.B.200(a)(3);
- Electrical Wiring Interconnection System (EWIS) iaw AMC 20-22;
- Applicable MOE / internal procedures, such as task cards, form 1, work package, critical tasks, independent inspection, deferred items, MEL, ATL, etc.;
- Applicable procedure for management system, such as reporting, hazards, risk,
- Aviation regulation /up-to-date.

Training programme, including recurrent training is described in MOE 3.19.3.

Annexes:

- **DA-0001** SQMS Manual

3.13 INDEPENDENT INSPECTION STAFF QUALIFICATION

AMC4 145.A.48(c)(2)

3.13.1 GENERAL & RESPONSIBILITIES

3.13.1.1 General

This chapter is dedicated to the qualification and authorisation of an "**independent staff**" who performs the independent inspection of critical maintenance tasks.

Independent inspection and Re-inspections are described in MOE 2.23.2 and 2.23.3

Definitions:

Independent Inspection *has to be performed at least on those items that could result in a failure, malfunction or defect endangering the safe operation of the aircraft if not performed properly or if improper parts or materials are used. Independent inspection is one possible error-capturing method. (MOE 2.25.3)*

"Independent Staff" *is* ***AC-rated Staff*** *or* ***qualifying inspector*** *that is responsible to perform the independent inspection. This "Staff" has a certifying Staff privilege,* ***not*** *required to hold* ***Rating*** *on* ***AC type****. This "Staff" is* ***not involved*** *in the task (before the independent inspection) and is* ***not issuing*** *the* ***Task Release****.*

"Re-inspection" *is an error-capturing method subject to the same conditions as an independent inspection, except that the 'AC rated staff' is performing and inspecting the maintenance task is also acting as 'independent staff' and performs the Re-inspection. Re-inspection is only performed in* ***unforeseen circumstances*** *when only one person is available.*

The Task card records the identification of both persons and the details of the independent inspection.

3.13.1.2 Responsibilities

The **AC rated staff** is responsible to:

- Perform the task or supervises the task and they assume the full responsibility for the completion of the task in accordance with the applicable maintenance data.
- Sign off the completion of the task after the independent inspection has been carried out satisfactorily.

The '**independent staff**' is responsible to:

- Perform the independent inspection and attests the satisfactory completion of the task and that no deficiencies have been found. The '**independent staff**' are not required to hold certification privileges.

3.13.2 QUALIFICATION REQUIREMENTS

The '**independent staff**' is any staff holding a certifying staff B1, B2 privilege with or without aircraft type in internal authorisation.

In specific cases, a cat A staff or a commander holding a LAC iaw MOE 3.9.6.3 may be authorised to perform independent inspection provided they have received adequate practical training and having enough experience in the specific task to be inspected and on how to perform independent inspection.

The competency assessment process is described in the MOE 3.19. This privilege is not described in internal authorisation (except if the AC rated staff does not hold aircraft type in the internal authorisation certificate).

3.13.3 TRAINING REQUIREMENTS

Initial Training requirement is described in MOE 3.9.5 It includes:

- Safety management/safety training, HF, FTS, EWIS
- MOE and associated procedures for critical tasks,
- Aviation regulation familiarisation/up-to-date.

Training programme, including recurrent training is described in MOE 3.19.3.

Annexes:

- **DA-0031** Competency assessment

3.14 MECHANICS QUALIFICATION AND RECORDS

145.A.65 (b) (c) / AMC 145.A.65 (b)(c)

3.14.1 GENERAL & RESPONSIBILITIES

3.14.1.1 General

The various types of "**Qualifying Staff**", as applicable to the organisation, are Staff working on specialised tasks such as but not limited to:

- Engine,
- Mechanics, Avionics,
- Wiring specialist,
- Sheet Metal,
- Composite,
- Interiors / upholstery or woodwork (cabinetry),
- Painters,
- Cleaners, detailers, Ramp workers

Definitions:

A Qualifying Staff *Is a technician without licence (or licence without Aircraft type in our scope) who owns a stamp given by the SQC department after a Competency assessment by the manager to authorise to work without supervision and* ***sign-off*** *work personally performed.*

*A "**sign-off**" is a statement by the Qualifying staff performing the work, that the task or group of tasks has been correctly performed. A sign- off relates to one step in the maintenance process and is different from the release of the tasks.*

A **Qualifying Staff** is not authorised to issue a release to service for aircraft or component or engine or NDT, unless holding a "Certifying Staff privilege".

Unauthorised Staff *(**without stamp**) is a Staff with a technical competence not yet assessed in regard to its competence but only in regard to its records, and is authorised to work under direct supervision.*

3.14.1.2 Responsibilities

- The **Qualifying Staff** is responsible for:
  - the tasks he/she has personally performed,
  - Signing-off task carried out in procedures, and shop reports as appropriate,
  - Notifying to the **Qualifying Inspector/team leader** on mistakes requiring rectification to re-establish required maintenance standards.
- The **AC-Rated Staff,** the **Team Leader** or **Qualifying inspector** is responsible to inspect the work performed by the **Qualifying Staff,** as necessary**,**

- The **SQC department** is responsible to:
  - define the qualification criteria for Qualifying Staff.
- The **Training & Authorisation Supervisor** is responsible for ensuring that:
  - all authorised Staff are trained and assessed/re-assessed on their competency (DA-0031_Quality).
  - evidence of the personnel assessment, including competencies, qualifications, required training and examination for certifying Staff is documented and made available,
- The **Maintenance Manager** / Maintenance Supervisor or Shop supervisor is responsible for the Competency/ability assessment (**DA-0031_145**).
- The **Quality & Compliance Director** is responsible to issue **a stamp** including perimeter of specialised tasks**.**

3.14.2 QUALIFICATION REQUIREMENTS

Qualifying Staff must have the minimum qualification as follows:

- Qualification on specialised activities on which he is authorised to work, (MOE 3.14.8)
- Experience in technical maintenance,
- Knowledge of DABS procedures and MOE,
- Current training to Safety & Human Factors, Safety Management system,
- Be able to read and understand English language,
- Successfully passed Competency assessment,

On the job training (Tutoring) is given to newly recruited Staff under the direct supervision of certifying Staff or Qualifying Inspectors.

3.14.3 TRAINING REQUIREMENTS

Initial Training requirement is described in MOE 3.9.5 It includes:

- Safety management/safety training, HF,
- MOE and associated procedures as applicable for task cards, form 1, work package, critical tasks,
- Aviation regulation familiarisation/up-to-date,

Training programme, including recurrent training is described in MOE 3.19.3.

3.14.4 ASSESSMENT

The objective of the assessment is to verify that the **Qualifying Staff** complies with the relevant criteria addressed above and possesses the expected competencies associated to its function.

Staff are evaluated by the **direct manager** (Maintenance Manager or Shop supervisor) and the **SQC Department** iaw MOE 3.19. The assessment ensures that staff:

- Meet the qualification criteria outlined in Assessment control form **DA-0061**,
- Demonstrate the competencies and knowledge required, as assessed and recorded in **DA-0031**.

Individual Stamp is issued after satisfactory assessment.

3.14.5 INTERNAL AUTHORISATION CERTIFICATE

An **Internal Authorisation certificate** is not issued for **Qualifying Staff**, except the Staff has “Certifying Staff privilege” or “Inspector privilege”.

Individual Stamp with the “**specialities”** is issued after satisfactory assessment. (MOE 3.14.8)

3.14.6 PRIVILEGES / PERFORMANCE OF WORK

The **Qualifying Staff** do not require an internal authorisation to carry out and sign-off their assigned activities, as described in their stamp. (MOE 3.14.8)

The task release has to be signed by an **AC-Rated Staff** after ensuring that the work / all tasks have been carried out by appropriate skilled staff to the required standard. An inspection of the work performed may be carried out by an appropriate **AC-Rated Staff** or **Qualifying inspector,** formalised on Task card. MOE 2.13

Maintenance data used in the performance of the tasks must be stamped to ensure that work have been carried out to the required standard and in compliance with the approved data.

3.14.7 RECORDS

Qualifying Staff is listed as per the procedures as detailed und MOE 1.6 and the records will be retained as per the procedures described in MOE 3.10.2.2.

3.14.8 SPECIFIC QUALIFICATIONS

3.14.8.1 Engine

- Qualification on specialised activities on which he is authorised to work (Stamp "**ENG**")
  - Must be qualified/trained in engine and/or repair techniques (diploma/certificate from a recognised institution -CAP/BEP - or industry body, or B1 Part-66 -M7+M15),
  - Have a training on engine type (including advanced engine maintenance, and troubleshooting).
  - Must be familiar with ATA 70
- Experience in specialised activities, (Minimum of 2 years of experience in engine work),
- Relevant initial training on Regulations (Part 145),
- Relevant initial training on HF, FTS, EWIS

Borescope is described in MOE 3.9.4.

3.14.8.2 Mechanics

- Qualification on specialised activities on which he is authorised to work (Stamp "**MECHANIC**"),
  - Must be qualified/trained in mechanics and/or repair techniques (diploma/certificate from a recognised institution -CAP/BEP/CFC - or industry body, or B1 Part-66 -M7+M11-), or
  - Have A or B1 AML.
  - Must be familiar with SRM and ATA 20
- Experience in specialised activities, (Minimum of 2 years of experience in mechanics work),
- Relevant initial training on Regulations (Part 145),
- Relevant initial training on HF, FTS, EWIS

3.14.8.3 Avionics

- Qualification on specialised activities on which he is authorised to work (Stamp "**AVIONIC**"),
  - Must be qualified/trained in avionics and/or repair techniques (from a recognised institution - CAP/BEP/CFC - or industry body, or authority B2 Part-66 -M4+M5+M13-), or
  - Have a B2 AML.
  - Must be familiar with ATA 22/23/34/42
- Experience in specialised activities, (Minimum of 2 years of experience in avionics work),
- Relevant initial training on Regulations (Part 145),
- Relevant initial training on HF, FTS, EWIS

3.14.8.4 Wiring specialist

- Qualification on specialised activities on which he is authorised to work (Stamp "**WIRING**"),
  - Must be qualified/trained in wiring and Electrical techniques (diploma/certificate from a recognised institution -CQP/CAP/BEP- or industry body, or authority Part-66 -M3+M4+M7 -), or
  - Have a B2 AML.
  - Must be familiar with ATA 20/24
- Experience in specialised activities, (Minimum of 2 years of experience in avionics work),
- Relevant initial training on HF, FTS, EWIS

3.14.8.5 Sheet Metal

- Qualification on specialised activities on which he is authorised to work (Stamp "**SHEET METAL**"),
  - Must be qualified/trained in sheet metal fabrication and repair techniques (diploma/certificate from a recognised institution -CAP/BEP/BTS- or industry body), or
  - Have a licence S "Sheet Metal".
  - Have a B1 AML and be trained in sheet metal repair techniques (from a recognised institution).
  - Must be familiar with SRM and ATA 20
- Experience in specialised activities, (Minimum of 2 years of experience in sheet metal work),
- Relevant initial training on HF, FTS, EWIS

3.14.8.6 Composite

- Qualification on specialised activities on which he is authorised to work (Stamp "**COMPOSITE**"),
  - Must be qualified/trained in composite, inspection and repair techniques (diploma/certificate from a recognised institution -CAP/BTS- or industry body, or iaw SAE AIR 5719 and FAA AC 65-33), or
  - Have a licence S Composite
  - Have a B1 AML and be trained in composite materials, their properties, applications and inspection/repair techniques (from a recognised institution or industry).
  - Must be familiar with taping and NDT methods.
  - Must be familiar with SRM and ATA 20.
- Experience in specialised activities, (Minimum of 2 years of experience in composite work),
- Relevant initial training on HF, FTS, EWIS

3.14.8.7 Interiors / upholstery or woodwork (cabinetry)

- Qualification on specialised activities on which he is authorised to work (Stamp "**WOODWORK**" or "**UPHOLSTERY**" or "**CABIN**"),
  - Must be qualified/trained in interiors/upholstery/woodworks fabrication and/or repair techniques (diploma/certificate from a recognised institution -CAP - or industry body), or
  - Have a Swiss Authorisation P,
  - Have a B1 AML and be trained in interiors/upholstery/woodworks repair techniques (from a recognised institution or industry).
  - Must be familiar with SRM and ATA 20/25.
- Experience in specialised activities, (Minimum of 2 years of experience in interiors work),
- Relevant initial training on HF, EWIS

3.14.8.8 Painters

- Qualification on specialised activities on which he is authorised to work (Stamp "**PAINT**"),
  - Must be qualified/trained in painting techniques (diploma/certificate from a recognised institution -CAP/BEP- or industry body), or
  - Have a B1 AML and be trained in painting techniques, including surface preparation, application of coatings, (from a recognised institution or industry).
  - Must be familiar with SRM and ATA 20
  - Knowledge of hazardous materials handling
- Experience in specialised activities, (Minimum of 2 years of experience in painting work, including specific painting requirements (e.g., composites, metals) and application process,
- Relevant initial training on HF

Touch up may be performed by a B1.

3.14.8.9 Cleaners, detailers / Ramp

- Qualification on activities on which he is authorised to work (Stamp "**CLEANING**" or "**RAMP**"),
  - Ramp - Must be trained on Radio / Marshalling / Towing / Parking / GPU / Toilet and Water)
  - Cleaner - Must be trained in cleaning techniques (data),
  - Must be familiar with ATA 12/20
- Experience in specialised activities, (Minimum of 1 year of experience in ramp or cleaning work)
- Training on Scissor lift as applicable
- Relevant initial training on HF

Annexes:

- **DA-0031** Competency assessment
- **DA-0061** Assessment control form
- **DA-0103** List of Staff
- **DA-0106** Maintenance Training Programme

3.15 PROCESS FOR EXEMPTION FROM AIRCRAFT / AIRCRAFT COMPONENT AND MAINTENANCE TASKS

145.A.30(e) / AMC 145.A.30(e) / GM 145.A.30 –145.A.35(d) –-145.A.48 - 145.A.65(b)

3.15.1 GENERAL & RESPONSIBILITIES

3.15.1.1 General

DABS is maintaining aircraft and components in accordance with the applicable and customised Aircraft Maintenance Programme (AMP), provided by the customer, and the manufacturer's aircraft and components maintenance Manuals. An exemption is a formal authorisation that allows for a deviation from regulatory or mandatory maintenance tasks. It is more formal than a concession because it deals with **exempting** an organisation from following a specific **regulatory requirement.**

In some cases, the manufacturers of the aircraft or component should be consulted in order to justify the exemption request prior to being submitted to the customer or the Competent Authority.

3.15.1.2 Responsibilities

- The **SQC department** is responsible to verify the compliance with EASA Standard and NAA requirements.

3.15.2 PROCESS FOR EXEMPTION

3.15.2.1 Request for Deviations

Exemptions are usually sought when **full compliance with regulatory requirements** (such as mandatory inspections, repairs, or record-keeping) is not possible or practical. See below example:

- When the tasks specified in the maintenance manuals (MM) can be carried out better, more efficiently or more practically.
- enable a deviation from the maintenance data.
- enable a component or part to be fitted to a customer's / operator's aircraft as a replacement provided the necessary approval is granted by the customer / operator.

DA-0159 (Deviation request) permit to document and approve deviations, particularly in cases where the original procedures may not be possible or practical. It permits to assess, approve, and track these deviations.

3.15.2.2 FOCA/NAA Information

Exemptions require a **formal approval**. Requests to the Competent Authority must be submitted in writing by indicating the expected timeframe for such deviation and by proposing an alternate procedure. The equivalent function and safety must be demonstrated.

3.15.2.3 Deviations from the maintenance programme

Deviations to Maintenance intervals on aircraft, components, if a scheduled inspection/overhaul has to be retarded for any reason, the tolerances given in the Maintenance schedule and Aircraft Maintenance programme by the manufacturer and/or by the Competent Authority must be observed.

3.15.2.4 Exemption Extensions

If an extension to an exemption is unavoidable, a request is submitted to the Competent Authorities for approval.

Annexes:

- **DA-0159** Deviation request Form

3.16 CONCESSION CONTROL FOR DEVIATIONS FROM ORGANISATION PROCEDURES

145.A.65 – 145.A.70 - 145.A.200

3.16.1 GENERAL & RESPONSIBILITIES

3.16.1.1 General

This chapter describes the procedures and methods in use with DABS in the event of a need to **temporary** deviate from MOE and organisation procedures.

Concessions are regarded as a deviation from the required standard. The **SQC department** only approve them when supporting data confirms that the issue of such a concession does not compromise safety, airworthiness and the privilege of DABS Part 145 approval.

These concessions will be applied on an individual and case by case basis and must not be interpreted as a given change in procedures. Concession that are likely to reoccur requires to be covered by an update (revision) of the MOE or any related Technical Procedure or Form.

3.16.1.2 Responsibilities

The **SQC department** is responsible to ensure compliance with EASA Standard and NAA requirements.

The **SQC department** is responsible to review the application for a concession against:

- The relevant regulations and requirements,
- If it is within the organisations scope of approval,
- If the application is supported by data from the Type Certificate Holder,

3.16.2 PROCESS FOR DEVIATION

3.16.2.1 Request for Deviation

Concessions must only be granted when DABS approved procedures cannot be complied with.

For any request for deviation from organisation's procedures defined in this MOE, the managers have to inform the SQC department in advance.

Form **DA-0159** (Deviation request) permit to document and approve deviations from procedures, particularly in cases where the original procedures may not be practical. It permits to accept and track these deviations.

3.16.2.2 Authority's Information

If the new situation compromises the safe function of the maintenance organisation regarding EASA regulation / Swiss legislation or any other applicable National regulation the SQC department must inform the concerned National Authority.

Requests to the Competent Authority must be done in writing by indicating the expected time for such deviation and by proposing an alternate procedure. The equivalent function and safety must be demonstrated.

3.16.3 APPROVAL

In case of implementation of a new procedure, it is temporarily approved by the SQC Department. If deviations turn out to be more efficient as the original procedure, the MOE, should be revised accordingly.

A deviation will only be granted when it does not affect the airworthiness or flight safety of the aircraft, the quality of the concerned task and the working condition of the personnel.

The **Quality & Compliance Director** amends the procedure, and/or the MOE as defined in MOE 1.10 /1.11

The new situation should be audited prior to the audit period if deemed required.

Annexes:

- **DA-0159** Deviation request Form

3.17 QUALIFICATION PROCEDURE FOR SPECIALISED ACTIVITIES

145.A.30(f)- AMC 145.A.30(f)- EN 4179

3.17.1 GENERAL & RESPONSIBILITIES

3.17.1.1 General

This chapter refer to the qualifications of specialised services staff, such as defined in AMC 145.A.30(f). It also describes all the specialised services mentioned in MOE paragraph 1.9. It provides qualification requirements for each group of specialised services staff in a separate paragraph.

This chapter refer to the qualification / authorisation of **the "Qualifying Inspectors** which undertake inspection /checking functions and sign-off/release the related task(s).

The various types of "**Qualifying Inspectors**" as applicable to the organisation, are **designated** for specialised tasks including,

- NDT
- Welding
- Sheet Metal, Composite, Structural repair,
- Interiors/Upholstery/cabinetry,
- Paint and surface finishing,
- Peening, Reboring, Permaswage, Dimensional check, …
- Avionics,
- Receiving inspector,

Definitions:

Qualifying Inspector *is a person formally authorised by the maintenance organisation to perform or supervise a specialised maintenance task. A* ***Qualifying Inspector*** *is not necessarily 'Certifying Staff'.*

Sign-Off *is a statement issued by the 'authorised person' which indicates that the task or group of tasks has been correctly performed. A 'sign-off' relates to one step in the maintenance process and is different to a Tasks Release.*

DABS personnel authorised to perform specialised activities must qualify and maintain their qualification under the relevant regulation or standard governing the activity.

3.17.1.2 Responsibilities

The **Qualifying Inspector** is responsible to:

- Perform the Inspection/check functions on specified specialised tasks, ensuring that work is performed and completed in compliance to established standards and applicable specifications. This includes In Process Inspection and Final Inspection as required,
- Sign off and stamp Task cards after inspection/check of specialised tasks. A task on WP requires release by an AC-Rated Staff. A task in WO may be released by the inspector,
- Issue work statement for specialised tasks, (or form 1 for NDT)

The **Maintenance Manager** is responsible for the Competency assessment (DA-0031_145).

The **Training & Authorisation Supervisor** is responsible for ensuring that:

- all Qualifying inspectors are assessed/re-assessed on their competency (DA-0031_Quality).
- evidence of personnel assessment regarding competences, required training and qualification is provided and available for verification and authorisation,

The **SQC department** is responsible to complete the Certifying Staff Assessment Form (DA-0061) before issuing internal authorisation certificate.

The **Quality & Compliance Director** is responsible to issue **Internal Authorisation Certificate** including perimeter of specialised tasks**.**

3.17.2 GENERAL REQUIREMENTS

3.17.2.1 Qualification requirements

Refer to MOE 3.17.3 and following subchapter for the specific qualification requirements.
Qualifying Inspector must have the **minimum** qualification as follows:

- Qualification on specialised activities on which he is authorised to work,
- Experience in specialised activities,
- Knowledge of DABS procedures and MOE,
- Current training to Safety & Human Factors, Safety Management system,
- Successfully passed Competency assessment,

On the job training (Tutoring) is given to newly recruited Staff under the supervision of the direct manager.

3.17.2.2 Training requirements

Qualifying Inspector must receive initial training on:

- Applicable MOE / internal procedures, appropriate for specialised activities,
- Applicable procedure for management system, such as reporting, hazards, risk,
- Aviation regulation familiarisation/up-to-date.

Training programme, including recurrent training is described in MOE 3.19.3.

3.17.2.3 Maintenance Experience

Qualifying Inspector must demonstrate recent experience (at least 6 months in previous 2-years period) on the **specialised activities** relevant to the Speciality intended to be endorsed in **Internal Authorisation certificate**.

A recording of a total of **180 tasks** or **100 working days** (or equivalent as described in **DA-0106**), iaw the privileges, at different dates in the 2 years period is the minimum expected record to demonstrate the "duration" requirement. The activities considered relevant for maintenance experience are test, servicing, removal/installation, trouble shooting, modification, repair and inspection.

In the case it is not possible to demonstrate the duration and/or nature of experience, the individual authorisation cannot be issued or renewed, unless experience is completed through a training in DABS facilities (Practical/OJT) or in manufacturer location.

3.17.2.4 Assessment

Assessment is performed iaw MOE 3.19.2 to verify qualification and issue Internal Authorisation Certificate (**DA-0032**) by the **SQC department**. Privileges with respect to Specialised task are listed in the valid Internal Authorisation Certificate and List of Authorised Staff (**DA-0103**).

The objective of the assessment is to verify that staff comply with the relevant criteria and possess the required competencies for their respective job functions. Staff members are evaluated by their **Direct Manager** and the **SQC Department** iaw MOE 3.19. The assessment ensures that the **Authorised Staff**:

1 Meet the qualification criteria recorded in Assessment control form **DA-0061**,
2 demonstrate the expected competencies and knowledge required, as assessed in **DA-0031**,

Individual Stamp is issued after satisfactory assessment.

3.17.2.5 Internal Authorisation Certificate

The issue or the extent of **Internal Authorisation certificate** granted to each Authorised Staff is approved by the **Maintenance management** based on their skills, experience, qualifications and training evaluation.

An **Internal Authorisation Certificate** (**DA-0032**) is issued/amended by **SQC Department**, following the competency assessment. It describes the privileges for Certification of specialised work and for the release of task cards. Individual Privileges are also listed in **DA-0103** and in their **stamp**.

The Internal Authorisation Certificate is reissued **each 2 years** after new competency assessments and a qualification review based on form **DA-0061** to ensure that all requirements are fully complied with.

SQC department is in responsible for maintaining records of all **Authorised Staff**, including details of the scope of their Authorisation as well as a copies of qualifications and training certificates.

3.17.3 NDT

DABS is approved to perform NDT activities described in MOE 1.9.5.

3.17.3.1 Qualification requirements

Refer to MOE 3.17.2.1

Minimum requirements for the training, examination, qualification, certification and approval of personnel performing NDT examination/inspection within DABS are described in **DA-0114**. This document, its contents and the application are the responsibility of the Responsible Level 3.

This procedure details the written practice that is fully compliant with the requirements of the Standards EN 4179 / NAS 410 (Qualification and approval of personnel for NDT).

NDT personnel must receive Specific NDT Training and Education iaw EN 4179/ NAS 410 §6.

The training Syllabus/Outline complies with EN 4179/ NAS 410 §6.1.1. (Refer to DA-0114). This includes previous training, equivalent training as evaluated and approved by the Responsible Level 3.

3.17.3.2 Examinations and certification

Examinations are carried out to verify the technical skills and knowledge of candidates iaw to EN 4179/ NAS 410 §7. Validity is 5 years.

Examinations are performed for each method in which the candidate is to be certified:

- a vision examination,
- a general examination,
- a specific examination by NDT method,
- a practical examination by the level of authorisation.

3.17.3.3 Annual proficiency review

Each year, a proficiency review is made for each personnel on each method (except the year of qualification). The scope of this review is to evaluate technical proficiency of the personnel.

The proficiency review is performed by the Responsible Level 3 or by a designated Level 2 in the relevant method (in written form).

3.17.3.4 Authorisation and Records

Personnel, who have demonstrated that they possess the appropriate training, experience and who have passed the qualification examination are considered as certifying Staff for NDT method. Assessment is performed iaw MOE 3.19.2 to verify qualification and issue Internal Authorisation Certificate (**DA-0032**) by the **SQC department**.

Methods and Level are described in internal authorisation certificate. Individual Privileges for Authorised Staff are listed in **DA-0103** and in their **stamp**.

The qualification and training records for each maintenance related Staff member including Responsible Level 3 are held by the **SQC department**.

3.17.4 WELDING

DABS is approved for Welding activities described in MOE 1.9.6.

These personnel are not required to hold a specialist license issued by the FOCA (licence or personal authorisation).

Fusion welding: a process where materials are melted and fused together to form a solid joint without the use of any filler material, or with filler added to the joint to reinforce it. The common methods of fusion welding in aviation include **Tungsten Inert Gas (TIG)** welding and **Metal Inert Gas (MIG)** welding.

Resistance welding: It involves using heat generated from electrical resistance to join materials. **Spot welding** is a form of resistance welding that is most commonly used in aviation for joining thin sheets of metal, particularly aluminium or steel.

3.17.4.1 Qualification, Training and Experience requirements

Refer to MOE 3.17.2.1

Additionally, minimum required experiences of welders are verified by the **SQC department** in each approved process specification during the renewal assessment process.

1 Fusion welding

Welders must complete training on specific fusion welding techniques and are qualified iaw **ISO 9606-1** or ISO 24394 or ISO 11745 for **fusion welding**. These employees are required to pass the test in accredited Welding organisation (accreditation iaw ISO 17024) at 2 years intervals. A grace period of 2 months is possible if enough experience could be demonstrated.

Experience: A minimum of 2-5 years of hands-on experience is usually required for certification. Experience with aviation-specific materials and welding procedures is necessary.

2 Resistance welding

Personnel must hold a recognised certification in resistance welding iaw **ISO 9606-1** or ISO 18334 or AWS.

A **B1/B2 staff** may be allowed to perform spot resistance welding if they are specifically trained and certified for the process, particularly in the areas of **aircraft structure repairs**. Welding tasks, including spot welding, may be part of the license scope if the staff has received the appropriate training and certification in welding procedures for **aircraft structures** (e.g., aluminium, steel). The staff must also have **practical welding experience** and be familiar with the **approved repair procedures**.

Sheet Metal staff can perform spot resistance welding if they have the appropriate **training and certification** in welding. These staff need to be **certified** for welding tasks, and the training should be specific to **aircraft materials and repair methods**.

Experience: A minimum of 1-3 years of hands-on experience is usually required for certification. Experience with aviation-specific materials and welding procedures is necessary.

3.17.4.2 Authorisation and Records

Personnel, who have demonstrated that they possess the appropriate training, experience and who have passed the qualification examination are considered as qualifying inspector for welding method (**Fusion or Resistance**).

Methods are described in internal authorisation certificate. Individual Privileges for Authorised Staff are listed in **DA-0103** and in their **stamp**.

The qualification and training records for each related Staff member are held by the **SQC department**.

3.17.5 SPECIALISED TASKS – STRUCTURAL REPAIR – SHEET METAL

DABS is approved for the activities described in MOE 1.9.6.

3.17.5.1 Qualification, Training and Experience requirements

Refer to MOE 3.17.2.1
Qualifying Inspector must have the **minimum** qualification as follows:

- Qualification on specialised activities on which he is authorised to work ("**SHEET METAL**"),
  - Must be qualified/trained in sheet metal fabrication and repair techniques (diploma/certificate from a recognised institution -CAP/BEP/BTS- or industry body), or
  - Have a Swiss licence S "Sheet Metal".
  - Have a B1 AML and be trained in sheet metal advanced repair techniques (recognised institution).
  - Must be familiar with SRM and ATA 20
- Experience in specialised activities, (Minimum of 3 years of experience in sheet metal work),
- Relevant initial training on Regulations (Part 145),
- Relevant initial training on HF, FTS, EWIS

Training programme, including recurrent training is described in MOE 3.19.3.

3.17.5.2 Authorisation certificate

Personnel, who have demonstrated that they possess the appropriate training, experience and who have the appropriate qualification are considered as qualifying inspector.

Individual Privileges "**sheet Metal**" for Authorised Staff are listed in **DA-0103** and in their **stamp**. A **Qualifying Inspectors** is not authorised to issue a release to service for aircraft or component or engine, unless holding a "Certifying Staff privilege".

The qualification and training records for each related Staff member are held by the **SQC department**.

3.17.6 SPECIALISED TASKS – STRUCTURAL REPAIR – COMPOSITE

DABS is approved for the activities described in MOE 1.9.6.

3.17.6.1 Qualification, Training and Experience requirements

Refer to MOE 3.17.2.1
Qualifying Inspector must have the **minimum** qualification as follows:

- Qualification on specialised activities on which he is authorised to work ("**COMPOSITE**"),
  - Must be qualified/trained in composite, inspection and repair techniques (diploma/certificate from a recognised institution -CAP/BTS- or industry body, or iaw SAE AIR 5719 and FAA AC 65-33), or
  - Have a licence S Composite
  - Have a B1 AML and be trained in advanced composite materials, their properties, applications and inspection/repair techniques (recognised institution or industry).
  - Must be familiar with taping and NDT methods.
  - Must be familiar with SRM and ATA 20.
- Experience in specialised activities, (Minimum of 3 years of experience in composite work),
- Relevant initial training on Regulations (Part 145),
- Relevant initial training on HF, FTS, EWIS

3.17.6.2 Authorisation certificate

Personnel, who have demonstrated that they possess the appropriate training, experience and who have the appropriate qualification are considered as qualifying inspector.

Individual Privileges "**composite**" for Authorised Staff are listed in **DA-0103** and in their **stamp**. A **Qualifying Inspectors** is not authorised to issue a release to service for aircraft or component or engine, unless holding a "Certifying Staff privilege".

The qualification and training records for each related Staff member are held by the **SQC department**.

3.17.7 SPECIALISED TASKS – INTERIORS FUNISHING/REFURBISHMENT

DABS is approved for the activities described in MOE 1.9.6. It concerns Repair / Replacement / Fabrication in upholstery, cabinetry, woodwork, veneering, varnishing works.

3.17.7.1 Qualification, Training and Experience requirements

Refer to MOE 3.17.2.1
Qualifying Inspector must have the **minimum** qualification as follows:

- Qualification on specialised activities on which he is authorised to work ("**WOODWORK**" or "**UPHOLSTERY**" or "**CABIN**"),
  - Must be qualified/trained in interiors/upholstery/woodworks fabrication and/or repair techniques (diploma/certificate from a recognised institution -CAP- or industry body), or
  - Have a Swiss Authorisation P in the specialised area, ("**WOODWORK**" or "**UPHOLSTERY**")
  - Have a B1 AML and be trained in interiors/seats repair techniques ("**CABIN**").
  - Must be familiar with SRM and ATA 20/25.
- Experience in specialised activities, (Minimum of 3 years of experience in interiors work),
- Relevant initial training on Regulations (Part 145),
- Relevant initial training on HF, EWIS

3.17.7.2 Authorisation certificate

Personnel, who have demonstrated that they possess the appropriate training, experience and who have the appropriate qualification are considered as qualifying inspector.

Individual Privileges "**interiors**" or "**upholstery**" or "**woodworks**" for Authorised Staff are listed in **DA-0103** and in their **stamp**. A **Qualifying Inspectors** is not authorised to issue a release to service for component unless holding a "Certifying Staff privilege".

The qualification and training records for each related Staff member are held by the **SQC department**.

3.17.8 SPECIALISED TASKS – PAINT AND SURFACE FINISHING

DABS is approved for the activities described in MOE 1.9.6. It concerns painting works.

3.17.8.1 Qualification, Training and Experience requirements

Refer to MOE 3.17.2.1
Qualifying Inspector must have the **minimum** qualification as follows:

- Qualification on specialised activities on which he is authorised to work ("**PAINT**"),
  - Must be qualified/trained in painting techniques (diploma/certificate from a recognised institution -CAP/BEP- or industry body), or
  - Have a B1 AML and be trained in advanced painting techniques, including surface preparation (sanding, priming, and masking), application of coatings (spraying, brushing), (recognised institution or industry).
  - Must be familiar with SRM and ATA 20
  - Must be familiar with surfaces inspection technics to ensure uniformity and quality
  - Knowledge of hazardous materials handling
- Experience in specialised activities, (Minimum of 3 years of experience in painting work, including specific painting requirements (e.g., composites, metals) and application process,
- Relevant initial training on HF

3.17.8.2 Authorisation certificate

Personnel, who have demonstrated that they possess the appropriate training, experience and who have the appropriate qualification are considered as qualifying inspector.

Individual Privileges "**painting**" for Authorised Staff are listed in **DA-0103** and in their **stamp**. A **Qualifying Inspectors** is not authorised to issue a release to service for aircraft or component or engine, unless holding a "Certifying Staff privilege".

The qualification and training records for each related Staff member are held by the **SQC department**.

3.17.9 SPECIALISED TASKS – PEENING / REBORING / PERMASWAGE

DABS is approved for the activities described in MOE 1.9.6. It concerns specialised works.

3.17.9.1 Qualification, Training and Experience requirements

Refer to MOE 3.17.2.1
Qualifying Inspector must have the **minimum** qualification as follows:

- Qualification on specialised activities on which he is authorised to work,
  - Must be trained in specialised techniques -Shot peening / Flap peening / reboring / permaswage- (recognised industry body),
- Experience in maintenance activities, (Minimum of 2 years of experience in maintenance work),
- Relevant initial training on Regulations (Part 145),
- Relevant initial training on HF

3.17.9.2 Authorisation certificate

Personnel, who have demonstrated that they possess the appropriate training, experience and who have the appropriate qualification are considered as qualifying inspector.

Individual Privileges "**reboring**" for Authorised Staff are listed in **DA-0103** and in their **stamp**. A **Qualifying Inspectors** is authorised to issue a release to service for component.

Individual Privileges "**permaswage**" / "**peening**" for Authorised Staff are listed in **DA-0103**. A **Qualifying Inspectors** is not authorised to issue a release to service for aircraft or component or engine, unless holding a "Certifying Staff privilege".

The qualification and training records for each related Staff member are held by the **SQC department**.

3.17.10 SPECIFIC TASKS – AVIONICS SYSTEM

It concerns avionics works performed on avionics system that could be installed during a maintenance event with a SB or STC.

3.17.10.1 Qualification, Training and Experience requirements

Refer to MOE 3.9.2
Qualifying Inspector must have the **minimum** qualification as follows:

- Qualification on specialised avionics system on which he is authorised to work,
  - Have a B2 AML and be trained in avionics system (from a recognised industry body),

3.17.10.2 Authorisation certificate

Personnel, who have demonstrated that they possess the appropriate training, experience and who have the appropriate qualification are considered as qualifying inspector.

Individual Privileges "**avionics system**" for Authorised Staff are listed in **DA-0103**. A **Qualifying Inspectors** is not authorised to issue a release to service for aircraft or component or engine, unless holding a "Certifying Staff privilege".

The qualification and training records for each related Staff member are held by the **SQC department**.

3.17.11 SPECIFIC TASKS – RECEIVING INSPECTOR

It concerns receiving inspection performed on components during a maintenance event.

3.17.11.1 Qualification, Training and Experience requirements

Receiving Inspector must have the **minimum** qualification as follows:

- Experience in logistic activities, (Minimum of 2 years of experience),
- Relevant initial training on Regulations (Part 145),
- Relevant training on HF
- Relevant training on ESD
- Relevant training on DGR-Hazmat

3.17.11.2 Authorisation certificate

Personnel, who have demonstrated that they possess the appropriate training, experience and who have the appropriate qualification are considered as Receiving inspector.

The qualification and training records for each related Staff are held by the **SQC department**.

3.17.12 SPECIFIC TASKS – SHIPPER

It concerns shipper performed on components during a maintenance event.

3.17.12.1 Qualification, Training and Experience requirements

Shipper must have the **minimum** qualification as follows:

- Experience in logistic activities, (Minimum of 2 years of experience),
- Relevant initial training on Regulations (Part 145),
- Relevant training on HF
- Relevant training on ESD
- Relevant training on DGR-Hazmat + DGR-IATA
- Relevant training on known consignor (GVA)

3.17.12.2 Authorisation certificate

Personnel, who have demonstrated that they possess the appropriate training, experience and who have the appropriate qualification are considered as shipper.

The qualification and training records for each related Staff are held by the **SQC department**.

3.17.13 SPECIALISED TASKS FOR CONTRACTED AMO

DABS may perform specialised tasks as described in MOE 1.9.6 for external AMO. These works should be certified by a **qualifying inspector** in a work statement iaw MOE 2.16.

Annexes for NDT:

- **DA-0113_NDT** Work Report – Specialised Task
- **DA-0114 NDT** Procedures (approved by a Level 3 NDT)
- **DA-0136_NDT** Release to Service / NDT

Annexes:

- **DA-0031** Competency assessment
- **DA-0061** Assessment control form
- **DA-0103** List of Authorised Staff
- **DA-0106** Maintenance Training Programme

3.18 MANAGEMENT OF EXTERNAL WORKING TEAMS

3.18.1 GENERAL & RESPONSIBILITIES

3.18.1.1 General

This chapter refers to the role of external teams acting in the premises of the DABS to carry out a maintenance task on an aircraft/ engine/ component in the scope of a task under the responsibility of DABS.

For all external teams, a dedicated Team Leader is appointed by the Maintenance Director to support the external Staff.

Moreover, the dedicated Team Leader is responsible for the supervision of each member of the external team from a security aspect.

The objective of this procedure is to manage the risk involved in the actual execution of maintenance by the various organisations at the same location.

3.18.1.2 Responsibilities

- The **Maintenance Director** or the **Stations & MCC Maintenance Director** is responsible to:
  - Authorise maintenance activities to be carried out by the external working team,
  - identify the associated risk with the **SQC department**, and carry out if applicable, a risk assessment iaw MOE 3.1,
  - mitigate potential hazards associated with external teams,
- The **SQC department** is responsible to ensure that:
  - The contracted working team has the necessary qualification, authorisations & company-specific approvals where required,
  - The contracted working team has the necessary training on organisation, safety and work practices procedures, and the operational environment they will be working in,
  - The records, including training and qualification, for the staff contractor are maintained appropriately,
  - The records are accessible for audits and inspections,

- The **designated Team leader** is responsible to:
  - verify with the external working team that the tasks to be carried out are concurring with the Purchase order, including tools and equipment used,
  - ensure that the contracted working team has the necessary competence to undertake the task,

3.18.2 PROCEDURES

Evaluation needs to be performed by the Technical services to identify if the team is a personnel contracted or an organisation (contractor or a subcontractor), as specified in MOE 2.1. Selection is made iaw MOE 2.1.

3.18.2.1 Evaluation of the Working Teams

A written agreement should exist between the organisation and the contracted work team clearly defining the contracted activities and the applicable requirements. (PO or contract)

The most important prerequisite during an evaluation is a clear definition of the relevant requirements.

3.18.2.2 Risk Management and Compliance

As part of the safety management, a risk analysis is carried out on any contracted activity as part of the change management process. If corrective and/or preventive actions need to be implemented, they are to be submitted in writing to the working team.

Effective application of the following measures need to be checked and monitored:

- Compliance with applicable regulations, organisation defined philosophies, policies, procedures, and requirements are to be verified and monitored.
- The monitoring concept of working teams should be based on the risk assessment of the provider.
- The way how Contracted personnel are introduced to DABS and its procedures by the Team Leader.
- The availability of relevant records and issues required authorisation certificates as appropriate.
- The issuance of authorisation certificate, if necessary.
- The control of all material, procedures, documentation and inspection will be in accordance with the DABS procedures as described in this manual.
- The Monitoring of the Working Teams

The designated Team leader in charge to issue the final release to service of the aircraft, will conduct spot control that the working team personnel, materials and instructions, are conformed to approved standard and DABS requirement.

Annexes:

- **DA-0007** Contract
- **DA-0040** Checklist for Survey (DA-0040_CL4000)
- **DA-0104** Subcontractors List
- **DA-1040** List of Maintenance Functions

3.19 COMPETENCY ASSESSMENT OF PERSONNEL

145.A.30(e) / AMC 145.A.30(e) / GM 145.A.30(e) / 145.A.35(a)(b)(c)(d)(e)(f)(g)(n)(o) / AMC 145.A.35 / Appendix IV to AMC to 145.A.30(e) - 66.A.20(a)(b), AMC 66.A.20(b)2,3, GM 66.A.20(a)(b)3,4,

3.19.1 GENERAL & RESPONSIBILITIES

3.19.1.1 General

This chapter describes the DABS system for assessing personnel for their competence and qualification according to the Internal qualification requirements.

The chapter applies to the whole personnel intervening into the organisation maintenance activity and particularly the Staff and the personnel working for the support services (engineering, planning, preparation, Store, tools, purchase...).

The objective of the assessment is to verify that the authorised Staff comply with the relevant requirements before issuing an Internal Authorisation Certificate, (initial / renewal or extension).

Definitions:

Competency *is defined as a measurable skill or standard of performance, knowledge and understanding, taking into consideration attitude and behaviour.*

Assessment *is the collection of all date that attest the qualification and the confirmation that assessment has been satisfactorily performed by the* ***Manager*** *and* ***SQC department*** *to attest the skills, knowledge and attitude.*

Note in the context of management system performance monitoring, continuous improvement and oversight, refers to a planned and documented activity performed by competent personnel to evaluate and analyse the achieved level of performance and maturity in relation to the organisation's policy and objectives.

The main objective of the assessment is to identify the strengths and weaknesses to drive continual improvement.

3.19.1.2 Responsibilities

Although the **SQC department** has an overview of all licence's due date, the Staff is responsible for the renewal of its personal licence each 5 years.

3.19.2 COMPETENCY ASSESSMENT

3.19.2.1 Requirements

Prior the issuance of a certification authorisation, the Staff must demonstrate to the satisfaction of the **SQC Department** the requirements as described in MOE 3.9, 3.10 and 3.13 such as but not limited to:

- Having a valid AML with the rating on the aircraft type or group
- Having a valid national licence with specialised activity/component or appropriate qualification
- Having a recognised qualification, as appropriate for NDT or Welding or specialised
- Having a appropriate qualification and experiences, as appropriate for qualifying staff and supporting function,
- Demonstration of recent experience (at least 6 months in previous 2-years period) on the Aircraft type or on the Component area/ workshop relevant to the Speciality intended to be endorsed in **Internal Authorisation Certificates.**

3.19.2.2 Yearly evaluation

The Evaluation system of the competences, each year, the appropriate manager gets on the job evaluation and/or examination relevant to the particular job role (under Human resources lead).

The purpose of these evaluations is to assess employees in their assigned positions for their capacity for adaptation, degree of assimilation in terms of organisational procedures and ownership of various tasks and to evaluate their level of mastery. Monitors may find it appropriate to arrange for additional training or for a review of a particular procedure or process with a view to improving relevance and comprehension.

3.19.2.3 Competency assessment

The objective of the Competency assessment is to verify that any staff comply with the relevant criteria addressed in MOE chapter Qualifications and possesses the expected competencies associated to their job function. This also permits to evaluate the personnel in their assigned positions for their capacity for adaptation, degree of assimilation in terms of organisational procedures and ownership of various tasks and to evaluate their level of mastery.

The assessment is repeated at an interval of **two years**.

Therefore, the assessment ensures that the Staff:

- Meets the qualification criteria addressed in Staff Assessment (**DA-0061**), and
- Possesses the expected competencies associated to its function, assessed and recorded in **DA-0031** by the direct Manager,
- Possesses the expected knowledges associated to its function, assessed and recorded in **DA-0031** by the SQC Department,

Based on the assessment results, additional training, or a particular procedure / process review with the aim to improve the comprehension may be recommended.

The details of requirements for the issue or renewal or extension of the Internal Authorisation Certification are described in **DA-0061**. This Assessment means:

- collecting of all documents that attest to qualification and experience
- receiving the confirmation that competency assessment has been satisfactory performed by the direct manager and **SQC department** to attest the competences/skills/knowledge.

The Competency assessment for newly hired Staff may include the supervision of the work performed by new personnel. The duration of this supervision is determined by the Maintenance Director or the Stations & MCC Maintenance Director dependant on the experience, qualification, and evaluation reports.

The issue or the extent of **Internal Authorisation certificate** granted to each Authorised Staff is approved by the **Maintenance management** depending on the skills, experience, qualifications and training evaluation.

The qualification and training records for each Maintenance related Staff member are held by the SQC Department **.** Individual Stamp is issued after satisfactory assessment.

3.19.2.4 Continuous assessment

After the 2 years validity period, a full assessment should be performed to ensure that the Staff has met all the requirements in terms of experience and recurrent training.

For the authorised staff with privileges, assessment also ensures that the Staff has met all the requirements for the privileges already endorsed:

- Have sufficient experience: Are involved in at least 6 months of similar aircraft type or component maintenance in any consecutive 2-years period iaw 145.A.35(c).

  Authorised Staff with privileges must work in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation, if applicable, and/or has to actually carry out maintenance on the aircraft/engine type, component, work specified in the authorisation.
- Receive sufficient Recurrent training in each 2 years period to ensure that such Staff remain current in terms of the necessary technical knowledge/ability (that is verified during the competency assessment/experience review), procedures, and safety management and has appropriate up-to-date knowledge on organisation procedures, management system and human factor issues iaw 145.A.35(d).
- Have enough knowledge of relevant technology in area of working (that is verified during the competency assessment),

In case of new rating, the need for 6 months is superseded by Theoretical plus Practical element plus, if applicable OJT (MOE 3.20).

SQC department is in charge to maintain a record of all **Authorised Staff** with details of the scope of their Authorisation (Refer to DA-0103), as well as a copy of maintenance experience and training certificates.

3.19.3 TRAINING

3.19.3.1 Objectives of Training

The objective of training is to increase safety, quality and efficiency in aircraft Maintenance operations by reducing human error and its impact in Maintenance activities.

The procedure for training and education includes the following where applicable:

- identification training requirements,
- Initial general/ job-specific training,
- Initial training incorporating SMS, Human Factors and organisational factors ,
- Recurrent training, as applicable,

3.19.3.2 Categories of Staff to be Trained

Categories of Staff to be trained include all personnel of DABS whose work has a direct or indirect effect on compliance with Part-145; this means, but not exclusively, the following categories of personnel:

- Managers,
- **Certifying Staff,** Technicians, Mechanics and Ramp personnel,
- Customer Support and Technical services,
- **SQC personnel**,
- Specialised Services personnel,
- Stores, receiving and shipping personnel,

Subcontracted Staff must be trained and may have additional training integrating DABS procedures. Upon integration of such personnel within DABS, the **SQC department** is in charge to verify the documents status.

3.19.3.3 Training Programme

Recurrent training is a two-way process to ensure that **authorised Staff** remains current in terms of procedures and technical knowledge and that the organisation receives feedback on the adequacy of its procedures and maintenance instructions.

The Training programme (**DA-0106**) describes in more details who is in need of recurrent trainings. Requirements are implemented in **DA-0103** to ensure appropriate monitoring by the **SQC department**.

The **Nominated managers** and the **Shop supervisors** prepare each year a **Training Plan** for **Authorised Staff**, including specific component or specialised services as NDT, welding, repair, interiors, Painting, Qualifying staff.

After validation of this Training Plan, the plan is monitored taking care of criteria as:

1) Amount of work compared to the number of authorised personnel,
2) Date of last course of the person concerned, etc.

The approved training Plan is held and updated by the **SQC department**.

3.19.3.4 Initial Training

New employee receives an initial training for:

- Safety rules, maintenance procedures, and basic principles,
- Health, security and safety including Hazardous materials,
- Knowledge of Regulations (EASA, FAR, NAA & Swiss legislation, ...),
- Knowledge of management system, including safety, and MOE,
- Documentation availability.

Safety training will be conducted as per the procedures described in MOE 3.6.

3.19.3.5 Recurrent Training

Recurrent training is more flexible, if it achieves the objectives of ensuring that all Staff remain current,

Depending on requirements, the **Authorised Staff** are trained centred on:

- Training courses included in **DA-0103**, (safety, HF, FTS, EWIS)
- Management system (including Safety),
- Standards/Regulations up-to-date when changed,
- MOE and internal procedures, Specific procedures when changed, as applicable per function
- Technical refresher (Aircraft type, component, relevant technology up-to-date).

  A specific folder is available on Internal Server (Training Materials) where relevant information is recorded to permit the Staff self-training.

Individual training can be organised by using email, self-training, workshop, meeting, Maintenance manuals and/or Training Manuals.

Knowledge, Recurrent training and feedbacks concerning the adequacy of procedures are verified during the competency assessment every 2 years by the SQ department (**DA-0031**).

3.19.3.6 Period and Validity

Safety, HF, EWIS, FTS, Internal procedures - Validity is two years.

If not performed before starting in the organisation, Initial training must be provided to personnel within 6 months of joining the maintenance organisation.

Recurrent training for EWIS / FTS training is only required in regard to requirements described in DA-0106.

Course can be anticipated by a period of 90 days.

Certificates are considered to expire at the end of the corresponding month in which the training is due. A grace period of **3 months** is acceptable for personnel **not directly in charge to certify** a work, component or aircraft. An **acceptable grace period** could be tolerable if assessed by **SQC department** in regards of circumstances and additional measures taken.

In case of Recurrent training of an **Authorised Staff** is **overdue**, the **SQC department** is in charge to send an email to this Staff and the maintenance management to suspend certifying privilege until course is performed. **DA-0138** is updated to records the status of the Staff.

3.19.3.7 Training Providers

Training initial and recurrent courses could be provided by DABS or can be subcontracted by Training Organisation with syllabus in compliance with Part-145 Regulations.

Recurrent training courses are carried out within DABS by accepted instructor.

An examination by MCQ (Multi Choice Question) is performed by all students at the end of the training.

Annexes:

- **DA-0031** Competency assessment
- **DA-0032** Internal Authorisation Certificate
- **DA-0061** Assessment control form
- **DA-0079** Training Record Crew
- **DA-0103** List of Authorised Staff
- **DA-0106** Maintenance Training Programme
- **DA-0201** Release to Service with Authorisation Privileges

3.20 TRAINING PROCEDURES FOR ON-THE-JOB TRAINING

AS PER SECTION 6 OF APPENDIX III TO PART-66

145.A.30(e) / AMC 145.A.30(e) / GM 145.A.30(e) / 145.A.35(a)(b)(c)(d)(e)(f)(g)(n)(o) / AMC 145.A.35 / Appendix IV to AMC to 145.A.30(e) - 66.A.20(a)(b), AMC 66.A.20(b)2,3, GM 66.A.20(a)(b)3,4, 66.A.45, 66.A.50, Appendix III - Aircraft type training and examination standard – On-the Job-Training – (EU) 2023/989

3.20.1 GENERAL & RESPONSIBILITIES

This chapter described OJT and practical training

OJT means “On-the-Job Training” (Appendix III to Part-66, Section 6) and is only required for the first Aircraft type rating in the licence within a given Category on Aircraft Maintenance Licence. MOE 3.20.2.

The objective of **Practical training** is to record all the practical tasks to comply with Part-66 Appendix III requirements to endorse type rating on Aircraft Maintenance Licence. MOE 3.20.3.

3.20.1.1 General

The **OJT** is the training that the applicant is given on a particular aircraft type in a real workplace, having the possibility to learn maintenance best practices and correct release-to-service procedures.

OJT is conducted only if DABS is approved for the Maintenance of the AC type and with qualified designated **assessors** (MOE 1.3) and **instructors**, as described in procedure **DA-0357**.

- **Instructors** (for OJT approved before 12 June 2024)/**Mentors** are accepted by a **certified Assessor.**
- **Assessor** is approved by the **SQC department** and accepted by **FOCA** (Identified in MOE 1.3).

DABS carries out such OJT using Aircraft Type "OJT Syllabus" (DA-0357) built in compliance with Part-66 and **approved by the Authority issuing the licence**.

Note that OJT approved before the 12 June 2024 are still valid in regards of requirement stated in DA-0357 revision 9.

The **SQC department** is responsible of the compliance of the procedure described in DA-0357 and any change must be sent to the Authority issuing the licence for approval before use.

The OJT shall start and be completed within 3 years preceding the application for the first type rating endorsement. At least 50 % of the OJT tasks shall take place after the related aircraft theoretical type training has been completed.

3.20.1.1 Training Requirements and Providers

Description	Training Facility
Basic Modules as per Part 66	Part 147 Training Organisations
Aircraft Type Rating Course	Manufacturer / Part 147 Training Organisation
Practical Training	Manufacturer Part 147 Training Organisation Part 145 Maintenance Organisation (*specific* Authority approved Training Syllabus) Final assessment conducted by designated accepted assessor
On the Job Training (OJT)	Manufacturer Part 145 Maintenance Organisation (*general* Authority approved Training Syllabus) Task Assessment conducted by designated Mentor + Final assessment conducted by designated accepted assessor

3.20.1.2 Mentor

- **Pre-requisites to perform OJT in DABS:**
  - Hold a valid AML issued iaw Part-66 or a valid and fully compliant with ICAO (iaw Appendix IV to Part-145),
  - Have been holding, **for at least 1 year**, an AML in the same category, when compared to the one for which the OJT is being mentored, endorsed with a **same** aircraft type rating (appropriate to exercise the certification privileges on the related aircraft),
  - Have the necessary **sign-off privileges** in the internal authorisation,
  - Have experience in training acceptable to the competent authority (i.e. apprenticeship instructors, Part-147 instructors, train-the-trainer courses, comparable national qualification).
  - Officially designated to supervise the OJT process in approved OJT form.
- **Responsibilities:**
  - confirming the completion of individual OJT tasks without the need for direct evaluation by an assessor.
  - oversee the entire OJT process, ensuring tasks are completed correctly, manuals are used, procedures are followed, and safety measures are adhered to.
  - monitor the trainee's behaviour in the maintenance environment.
  - personally observe the work being performed to ensure its safe completion and be available for consultation if necessary.
  - signing off on the tasks and releasing maintenance tasks since the trainee is not yet qualified to do so independently.
  - issue a recommendation for the final assessment of the applicant to be conducted by designated assessors, , upon the satisfactory completion of the OJT programme.

3.20.1.3 Assessor

- **Pre-requisites:**
  - Hold a valid AML issued iaw Part-66 or a valid and fully compliant with ICAO (iaw Appendix IV to Part-145),
  - Have been holding, **for at least 3 years**, an AML in the same category, when compared to the one for which the OJT is being assessed, endorsed with the **same or similar** aircraft type rating;
  - Have experience in training acceptable to the competent authority (i.e. apprenticeship instructors, Part-147 instructors, train-the-trainer courses, comparable national qualification).

  The Assessor must **not be involved** as a Mentor of the applicant in the OJT;
  (if involved in the OJT performance, an independent observer must be present during the OJT assessment).
- **Responsibilities**
  - evaluates the trainee's competence in skills and attitude post-training;
  - endorses the Assessment Report with his signature and stamp.

3.20.1.4 Identification

Assessor and Mentor/instructor privileges are given by the **SQC department** and formalised on internal certificate.

A list of designated qualified **Assessor** is described in MOE 1.3 and DA-0103.
A list of designated **Mentor** is described in DA-0103.

3.20.2 OJT

3.20.2.1 OJT content and OJT logbook

The OJT shall include a series of activities and tasks representative of the aircraft type rating, systems, and licence category applied for and may cover more than one licence category.

The OJT must be documented in an OJT logbook reporting the following:

- Name and Date of birth of the applicant
- The name of the authorised Part 145 organisation where the OJT was taking place
- Aircraft rating and licence categories applied for,
- List of tasks, including at minimum:
  - Task description,
  - Reference to task card/purchase order/ ATL, etc.,
  - Location of task completion,
  - Date of task completion,
  - Aircraft registration(s).
- Names of the mentors (including licence number, if applicable),
- A signed recommendation of the mentors for the successive final assessment of the applicant.

3.20.2.2 OJT Assessment and Assessment Report

The final assessment of the applicant may only be performed once the OJT logbook has been completed and the mentors have signed the related recommendation.

The designated assessor(s) conducting the final assessment shall notify the date of the assessment to the licensing authority well in advance to allow a possible participation of the same authority.

The objective of the final assessment is to verify that the applicant has sufficient technical knowledge as well as the appropriate skills and attitude and that he or she is competent to work independently as type-rated certifying Staff on a particular aircraft type.

The final assessment shall have a minimum duration of one working day.

a) The assessment shall sample:
   1. The general technical knowledge required for the particular licence category.
   2. The aircraft-type-specific knowledge and skills for the licence category.
   3. The understanding of the licence privileges relevant to the aircraft and to the licence category.
   4. The appropriate behaviour and safety attitude of the applicant in relation to the maintenance environment.

b) The assessment shall be recorded in a report containing the following information:
   1. Identification data of the applicant.
   2. Identification data of the assessor(s).
   3. Date and time frame of the assessment.
   4. Content of the assessment.
   5. Result of the assessment: Passed or Failed.
   6. Signature of the assessor(s), the candidate and, if applicable, the independent observer(s).

c) A failed assessment may be retaken after 3 months or, if additional training has been received and a new recommendation by the mentors has been made, earlier than 3 months if agreed by the assessor(s). After three failed attempts, the complete OJT shall be repeated.

3.20.2.3 OJT documentation and records

The satisfactory accomplishment of the OJT shall be attested to the applicant with the final assessment report and the OJT logbook.

The OJT documentation shall be provided by **SQC Department** to the competent authority to support the application for the issue or change of the licence.

Records of the OJT documentation shall be kept by the **SQC Department** in accordance with this MOE.

3.20.3 PRACTICAL TRAINING

3.20.3.1 Content of the Practical Training

The **practical training** must be conducted by a Maintenance training organisation appropriately approved in accordance with Annex IV (Part-147) or, when conducted by DABS, as directly approved by the NAA iaw **DA-0355**.

The objective of practical training is to gain the required competence in performing safe Maintenance, inspections and routine work according to the Maintenance manual and other relevant instructions and tasks as appropriate for the type of aircraft, for example troubleshooting, repairs, adjustments, replacements, rigging and functional checks

The practical type training, or practical element of type training, can be held by:

- An EASA Part 147 training organisation rated for that A/C type,
- DABS Part 145 Maintenance Organisation iaw DA-0355,

Following the completion of training, the tasks have to be recorded on a FOCA approved training syllabus and final assessment has to be carried out by the designated assessor.

The **SQC department** nominates practical assessors, by reviewing the qualification of the staff. This can be done only after internal training, including an exam on how to perform an OJT, under supervision of the Quality & Compliance Director

The duration of practical type training should be of such length that the completion of the training syllabus can be conducted in a reasonable manner.

Training-Syllabi will be established by the designated assessor, which define in detail the tasks of the practical and on-the-job training in accordance with EASA Part 66 Appendix III. DA-0355_Syllabus

These training-syllabi will be submitted to NAA for acceptance.

3.20.3.2 Practical Training Assessment

Basic practical assessments are carried out during the practical training course by the designated **assessors** at the completion of each visit period to the practical Maintenance facility.

The practical assessment element covers the practical training and determine whether the student is competent at using tools and equipment and working in accordance with Maintenance manuals.

Annexes:

- **DA-0061** Assessment control form
- **DA-0106** Maintenance Training Programme
- **DA-0355** Practical Training Procedure and Syllabus
- **DA-0357** OJT training Procedure and Syllabus

3.21 PROCEDURE FOR THE ISSUE OF A RECOMMENDATION TO THE COMPETENT AUTHORITY FOR THE ISSUE OF A PART-66 LICENCE IN ACCORDANCE WITH POINT 66.B.105

DABS does not hold the privilege to issue recommendation to FOCA.

3.22 MANAGEMENT SYSTEM RECORD KEEPING

145.A.55

3.22.1 GENERAL & RESPONSIBILITIES

3.22.1.1 General

DABS ensures that all personnel are kept informed and engaged with the SMS through maintaining and organizing relevant records, including key management system processes and contracts for both contracting and sub-contracting.

These records are protected from unauthorized access through username and password safeguards.

Data corruption and protection is ensured by regularly backing up data integrity is safeguarded through daily data backups, mitigating the risk of corruption, and ensuring reliable protection.

3.22.1.2 Responsibilities

The **VP Safety, Quality & Compliance** is responsible to maintain the following documentation:

- Hazards register and hazard/safety reports;
- Safety risk assessments;
- Internal investigation records;
- SPIs;
- Management of change;
- Continuous improvement
    - SMS Internal Review
    - Safety Inspections Records
- Emergency Response records
- Internal Audits Records
- Safety and Quality Management System Manual
- Maintenance Organisation Exposition (MOE / SMOE),
- Standard Operating Procedures (DAs).
- Contract and sub-contracting Contracts.

3.22.2 PROCEDURES

All records associated with the Management System will be electronically stored in Centrik or on DABS cloud-based server.

Since documentation is maintained in soft copy format, there is effectively no time limit on how long records can be stored, though a minimum retention period of five years must be observed.

PART 4

CONTRACTED OPERATORS

PART 4 RELATIONSHIP WITH CUSTOMER/ OPERATORS

4.1 LIST OF THE COMMERCIAL OPERATORS TO WHICH THE ORGANISATION PROVIDES REGULAR AIRCRAFT MAINTENANCE SERVICES

Operators have to sign a contract with **DABS**, for the scheduled maintenance of their Aircraft. Operators are supported in respect of Base and Line Maintenance in accordance with the requirements of Part 2, L2 and 3 and the terms of individual contract.

Contract describes procedures/ documents/exchange of information, planning meetings, technical, quality, reliability between DABS and its customer.

List of aircraft concerned is described in each contract signed.

These maintenance contracts are recorded on internal Server.

In addition, maintenance programme and specific procedures or instructions are available on internal Server

4.2 CUSTOMER INTERFACE PROCEDURES AND PAPERWORK

4.2.1 GENERAL

Each maintenance service requested from a Customer is subject to a specific WP created in Quantum.

4.2.2 RESPONSIBILITY

Relevant paperwork will be provided to the customer as described in MOE 2.17.2:

1. aircraft certification (CRS/MRC) for Scheduled Maintenance Inspection

   certificate is issued following those inspections required by the Maintenance Programme,
2. Deferred Items and limitations Record (DIL) completed as appropriate,
3. Tech Log (ATL) completed as appropriate with the release to service,

In case of specific requirement, the Customer procedure detailing the way to enter all data must be followed.

Operator Procedure and training to ensure correct completion of document are to be provided by the customer.

In case of customer provided work cards, the customer has to provide a procedure to train maintenance Staff. If agreed, DABS work cards will be used to describe work performed and customer work cards have to be stamped by technical services to ensure work performed.

4.2.3 CONTRACTORS

Each Customer is responsible to establish the necessary Maintenance agreement/contract with the specific contractors for engine contracted work.

4.2.4 Operator Records Completion

DABS will maintain all technical records, including issuance of logbook entries in accordance with requirements and the current Maintenance agreement/contract between the Customer and DABS.

DABS provides CRS/MRC to the Customer, together with any specific (approved) data used for repairs / modifications carried out as described in the contract.

On completion of any maintenance, the **Customer Support** will ensure that

- Details of the work are recorded in the ATL and in the Release to Service.
- Release Documents have been signed by an appropriately Certifying Staff.
- The CRS/MRC records the maintenance which has been carried out or deferred iaw the Purchase Order.
- The CRS/MRC records the reference of maintenance programme.

After completion of all maintenance work, the **Customer Support** will supply to the **Customer** the records described in MOE 2.17.1.

All maintenance work carried out is certified in the ATL including reference to the WP.

The **Customer Support** will ensure that all defects reported by the flight crew are rectified and certified in the ATL, or are deferred in accordance with the provisions of the **Customer** MEL.

PART 5
SUPPORTING DOCUMENTS

PART 5 SUPPORTING DOCUMENTS

Manuals and associated Forms are available on Internal Server (START // Documentation)

5.1 SAMPLE DOCUMENTS

5.1.1 MANUAL AND ATTACHED DOCUMENTS

Direct approval MOE 1.10

Each following document is individually approved/accepted. MOE 1.10

Reference	Title	Authority
DA-0001	SQMS Manual	FOCA or DABS (indirect approval)
DA-0098	Manuals for Line Stations / Satellites	FOCA or DABS (indirect approval)
DA-0103	List of Authorised Staff	FOCA or DABS (indirect approval)
DA-0104	Subcontractors List	FOCA or DABS (indirect approval)
DA-0105	COMPONENT - Capability List	FOCA (new class ratings) or DABS (indirect approval)
DA-0106	Maintenance Training programme	FOCA
DA-0108	Maintenance Rating and Approval	DABS

5.1.2 PROCEDURES, INSTRUCTIONS AND FORMS

Indirect approval MOE 1.11

Under its indirect approval, DABS could manage and amend the following forms.

When any new or amended forms are published, the **SQC department** is in charge for evaluating new changes, and for sending proposed form to the authority for notification, and for subsequently distributing copies of forms to all copyholders.

Procedures and instructions

DA-0111	General Work process - Documentation
DA-0125	Certificate of Release to Service - Guidance
DA-0128	General calibration/Inspection procedure
DA-0129	Incoming inspection
DA-0135	Shipping process
DA-0201	Release to service and authorisation privileges
DA-0202	Critical task matrix

Procedures and instructions NDT

DA-0114	NDT Procedures (approved by a Level 3 NDT)

SQC Procedures and instructions

- **Refer to DA-0001** SQMS Manual

Maintenance Forms

DA-0031	Competency assessment
DA-0032	Internal Authorisation certificate
DA-0035	Finding/defect form
DA-0045	Maintenance close out - General verification - OUTGOING
DA-0046	Aircraft Incoming inspection
DA-0050	List of Procedures and Forms
DA-0059	Mass & Balance Report / Dry report form
DA-0061	Assessment control form
DA-0079	Training Record - Crew
DA-0080	Certifying Staff - Tasks Training records for privilege “cat A”
DA-0110	Work Package - Forms and Use *(WAF, Task cards, WDS, WR, CRS, MRC, DIL, List of Mods, List of ADs)*
DA-0113	Work Report – specialised tasks
DA-0122	Tags for parts identification
DA-0123	Check Flight - Guidance
DA-0124	Authorised component Release Certificate - Forms and Guidance
DA-0126	Labels, stickers for Tool and Component
DA-0127	Tool Control record Sheet
DA-0131	**SEA** - Single Event Authorisation
DA-0132	**CIRC** - Authorisation to fly with a Component with Inappropriate Release Certificate
DA-0133	Certificate of Fitness for flight
DA-0136_CoC	CofC- Sample form
DA-0136_WS	Work statement for component
DA-0136_NDT	Work release for NDT
DA-0137	Component maintenance- Self-assessment Form
DA-0138	Authorised Staff List Amendment Form
DA-0139	Discrepancy Report (Logistics)
DA-0141_WAAS	**WAAS** - Authorisation to perform works above approved scope at approved Facility -
DA-0141_WAB	**WAB** - Authorisation to perform limited works away from approved Facility -
DA-0161	Missing Tool report
DA-0162	Fabricated Tool/Equipment data sheet
DA-0164	Part fabricating tracing Sheet (PFTS)
DA-0355	Practical Training Syllabus form
DA-0357	On the Job Training Syllabus form
DA-0360	ERT - Syllabus
DA-0450	Syllabus for continuation and initial training
DA-0460	Syllabus for Safety/Human factor training
DA-0480	Syllabus for Aircraft variant

SQC Forms

DA-0019	Hazard and Occurrence Report (different forms)
DA-0036	Corrective Action Plan (**CAP**)
DA-0038	Schedule of Audits
DA-0039	Notification of Audits
DA-0040	Check list for Audit
DA-0041	Action Report form (**ARF)**
DA-0042	Audit report
DA-0043	Risk assessment
DA-0090	Event Cause and Analysis Report (**ECAR**)
DA-0158	Compliance Review Form
DA-0159	Deviation request Form
DA-0160	Management of Change Form
DA-0540	Training feedback

5.2 LIST OF SUBCONTRACTORS

As per part-145.A.75(b)

Form Reference	Title
DA-0104	Subcontractors List

5.3 LIST OF LINE MAINTENANCE LOCATIONS

As per part-145.A.75(d).

Line Stations	Angola	**DABS Luanda** *Aeroporto Internacional 4 de Luanda*	**LAD**
	United Kingdom	**DABS Farnborough** *Farnborough Airport*	**FAB**
		DABS Luton *London Luton Airport*	**LTN**
	France	**DABS Paris Le Bourget** *Aéroport du Bourget*	**LBG**
		DABS Clermont-Ferrand *Clermont-Ferrand Airport*	**CFE**
	Djibouti	**DABS Djibouti** *Djibouti-Ambouli Airport*	**JIB**
	Switzerland	**DABS Lugano** Agno Airport	**LUG**
MRU	UK	200 km driving radius from Mobile Van's base of operation	**LTN**
			FAB
	Portugal		**LCT**
	Switzerland		**BSL**

Addresses on cover sheet.

Description on Station MOE (DA-0098)

5.4 LIST OF CONTRACTED ORGANISATIONS

As per part-145.A.70(a)(16)

Contracted maintenance organisations are listed in Quantum. In case of signed contract, these company are described in **DA-0104**.

5.5 LIST OF ALTMOC

As per part-145.A.70(a)(17)

DABS does not have approved AltMoC.

PART 10 APPENDICES

APPENDIX 1 – DUTIES AND RESPONSIBILITIES

APPENDIX A – GENEVA AND SION FACILITIES

Primary Location Base Station	Switzerland	**DABS Geneva**	**GVA**
Additional fixed location Sub-Base Station *Attached to Geneva*		**DABS Sion**	**SIR**

APPENDIX B – LISBON AND CASTELO BRANCO FACILITY

Additional fixed locations Sub-Base Station Limited	Portugal	**DABS Lisbon**	**LCT**
Additional fixed location Sub-Base Station Limited *Attached to Lisbon*		**DABS Castelo Branco**	**LPCB**

APPENDIX C – BASEL FACILITY

Additional fixed locations Sub-Base Station Limited	Switzerland	**DABS Basel**	**BSL**