



UPUTA ZA IZRADU „CAME/MOE/MOM“ PRIRUČNIKA

Općenito: namjera Agencije je da ovim dokumentom definira opći sadržaj i način izrade CAME/MOE/MOM priručnika.

Primjena: ovaj dokument se odnosi na sve Part 145, M.A. Subart G i M.A. Subart F organizacije.

Razlog izdavanja ovog dokumenta: ovaj dokument bi trebao odrediti standard za izgled i sadržaj Priručnika. Namjena ovog dokumenta nije davanja detaljnih uputstava što pojedino poglavlje ili naslov mora sadržavati.

Dužnosti Part 145, M.A. Subart G i M.A. Subart F organizacija: organizacije bi pri izradi svojih Priručnika trebale koristiti ovu uputu.

Primjenjivi Pravilnik: Pravilnik o kontinuiranoj plovidbenosti zrakoplova i aeronautičkih proizvoda, dijelova i uređaja, te o ovlaštenju organizacije i osoblja uključenih u te poslove.

Primjenjive odredbe: 145.A.70, M.A.604 i M.A.704;

Odobrenje Priručnika: Priručnik može biti odobren direktno i indirektno od strane CCAA sukladno „AMC“ M.B. M.B.606, „AMC“ M.B.706 i 145.B.35. Direktno odobrenje se odnosi na veće promjene u organizaciji kao što su:

1. the name of the organisation;
2. the main location of the organisation;
3. additional locations of the organisation;
4. the accountable manager;
5. any of the nominated persons (145.A.30(b), M.A.706(c), M.A.606(b)) ;
6. the facilities, equipment, tools, material, procedures, work scope or (certifying) staff that could affect the approval.

Kod direktnog odobrenja CCAA izdaje rješenje i odobrava listu efektivnih stranica. Direktno odobrenje može i biti uzrok audita organizacije od strane CCAA.

Procedure direktnog i indirektnog odobrenja Priručnika odobravaju se organizaciji kroz procedure Priručniku. Indirektno odobrenje se odnosi na manje izmjene u organizaciji koje ne spadaju u gore navedene točke 1 do 6. Kod indirektnog odobrenja organizacija mora poslati indirektno revidirani priručnik u CCAA koja zatim pismeno prihvaća navedenu promjenu.

Zahtjevi Agencije u svezi Priručnika su slijedeći:

1. Izgled Priručnika

Priručnik može biti pisan na engleskom ili hrvatskom jeziku na A4 ili A5 formatu papira (ukoliko organizacija posluje izvan Hrvatske trebala bi koristiti engleski jezik). Kod inicijalnog odobrenja Priručnika podnositelj zahtjeva mora priložiti papirnatu verziju Priručnika i digitalnu verziju na CD/DVD-u. Kod izmjena Priručnika pored zahtjeva podnositelj zahtjeva prilaže samo digitalnu verziju Priručnika. Sastavni dijelovi Priručnika su:

- a) naslovna strana na kojoj se nalazi naziv priručnika, naziv organizacije i oznaka priručnika;
- b) lista efektivnih stranica na kojoj su navedene sve stranice Priručnika i njihova trenutna revizija. Na toj listi se mora nalaziti i mjesto za odobrenje Priručnika od strane CCAA. Mjesto za odobrenje mora minimalno sadržavati ime, potpis predviđeno za osobu koja odobrava Priručnik, i datum odobrenja. Ukoliko Priručnik sadrži više lista efektivnih stranica tada na svakoj od njih mora biti mjesto za odobrenje od strane CCAA;
- c) listu distribucije priručnika;
- d) sadržaj u kojem su navedena svi naslovi i podnaslovi iz 145.A.70, M.A.604 i M.A.704 uključujući i „AMC“;
- e) lista revizija na kojoj su navedene sve revizije Priručnika;
- f) lista privremene revizije ukoliko je Organizacija predvidjela takvu mogućnost;
- g) stranice koje moraju biti označene tako da se vidi kojoj reviziji Priručnika pripadaju i moraju biti numerirane;
- h) tko ga je izradio i tko je zadužen u organizaciji za njegovo revidiranje;
- i) lista sukladnosti sa zahtjevima koja se uvrsti u Priručnik nakon njegova odobrenja, a koju podnositelj zahtjeva ispunjava prilikom njegova odobrenja ili izmjene;
- j) RVSM, BRNAV, AWO...procedure ukoliko je primjenjivo
- k) **procedura(e) u Priručniku bi trebala odgovoriti na sljedeća pitanja:
Tko?, Što?, Kada?, Zašto?, Gdje?, Kako?**

Napomena: U Priručniku Opseg ovlaštenja organizacije (scope of work) mora biti sukladan izdanom ovlaštenju, te mora biti precizno razrađen.

1.1. Priručnik organizacije za održavanje (maintenance organisation exposition-MOE)

1.1.2. Svrha priručnika: Priručnik bi trebao opisivati procedure, načine i metode organizacije prema kojima bi ona radila poslove održavanja sukladno svojem ovlaštenju. Priručnik se mora temeljiti na odredbama Part-a 145, te prihvatljivim uvjetima udovoljavanja (acceptable means of compliance-AMC). AMC-ovi su objavljeni u cijelosti na EASA-inoj web stranici. Odredbe Part-a 145 su zahtjevi koji govore što se treba napraviti dok AMC govori na koji način to treba napraviti. Ukoliko se organizacija uskladi s AMC-om smatra se da se je udovoljila zahtjevu/odredbi Part-a 145. Odobrenje Priručnika od strane CCAA-a je jedan od preduvjeta Organizaciji za stjecanje ovlaštenja za održavanje.

Smisao Priručnika nije doslovno prepisati Part 145 ili „AMC“ već u njihovom duhu opisati svoje procedure. To se posebno odnosi na poglavlje 2 i L2 koje opisuju procedure održavanja. Tako napisan Priručnik biti će neprihvatljiv CCAA-u. Priručnik koji sadrži previše nedostataka također može biti odbijen

Male 145 organizacije koje zapošljavaju do 10 ljudi mogu pojednostaviti svoje procedure i prilagoditi ih svojem opsegu ovlaštenja.

1.1.3. Izrada Priručnika: kod izrade Priručnika mogu se koristiti kao pomoć i generički Priručnici kao što je Priručnik izrađen od strane Britanskih zrakoplovnih vlasti-„CAA UK“ i sl.

Priručnik mora biti sukladan sa svakom odredbom Part-a 145. U tu svrhu Organizacija će prilikom zahtjeva za njegovo odobrenje ili izmjenu popuniti listu sukladnosti sa zahtjevima u kojoj će referirati svaki naslov ili podnaslov svoga Priručnika na svaku pojedinu odredbu Part-a 145.

U listi sukladnosti sa zahtjevima Organizacija mora također referirati svaki naslov svoga Priručnika na „AMC“ 145.A.70 koji navodi naslove/poglavlja za koje treba razviti procedure.

Iako pojedini naslovi navedeni u AMC-u 145.A.70 nisu primjenjivi na Organizaciju, ona je dužna navesti naslov u svom Priručniku, te ispod njega navesti da taj naslov nije na nju primjenjiv.

1.1.4. Procedure u Priručniku (ref. 145.A.70 i AMC 145.A.70):

Odredba 145.A.70 navodi što sve generalno mora biti obrađeno u Priručniku. Priručnik se dijeli na 4 osnovne cijeline:

- „management“ -145A.70(a)(1) to a(11);
- „maintenance/working procedures-145A.70(a)(12);
- „quality system“ -145A.70(a)(12), and
- „contracted OPS operators“ -145A.70(a)(13).

Prihvatljivo je da pojedina poglavlja/naslovi Priručnika budu obrađena kroz neke druge dokumente koji nisu sastavni dio Priručnika ali se u tome slučaju Priručnik mora referirati na njih, te oni moraju biti priloženi uz Priručnik kada se traži njegovo odobrenje ili izmjena. Poglavlja koja se prema 145.A.70 mogu izdvojiti su slijedeća 145.A.70(6) i (12) do (16).

Priručnik mora sadržavati slijedeće naslove prema AMC-u145.A.70:

PART 0

GENERAL ORGANISATION (Operators within the European Union)

This section is reserved for those maintenance organisations approved under Part-145 who are also operators within the European Union.

PART 1 MANAGEMENT

- 1.1 Corporate commitment by the accountable manager.
- 1.2 Safety and quality policy.
- 1.3 Management personnel.
- 1.4 Duties and responsibilities of the management personnel.
- 1.5 Management organisation chart.
- 1.6 List of certifying staff and support staff.
- 1.7 Manpower resources.
- 1.8 General description of the facilities at each address intended to be approved.
- 1.9 Organisations intended scope of work.
- 1.10 Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel.
- 1.11 Exposition amendment procedures including, if applicable, delegated procedures.

PART 2 MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation and subcontract control procedure.
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance.
- 2.4 Acceptance of tools and equipment.
- 2.5 Calibration of tools and equipment.
- 2.6 Use of tooling and equipment by staff (including alternate tools).
- 2.7 Cleanliness standards of maintenance facilities.

- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff.
- 2.9 Repair procedure.
- 2.10 Aircraft maintenance programme compliance.
- 2.11 Airworthiness directives procedure.
- 2.12 Optional modification procedure.
- 2.13 Maintenance documentation in use and completion of same.
- 2.14 Technical record control.
- 2.15 Rectification of defects arising during base maintenance.
- 2.16 Release to service procedure.
- 2.17 Records for the operator.
- 2.18 Reporting of defects to the competent authority/operator/manufacturer.
- 2.19 Return of defective aircraft components to store.
- 2.20 Defective components to outside contractors.
- 2.21 Control of computer maintenance record systems.
- 2.22 Control of man-hour planning versus scheduled maintenance work.
- 2.23 Control of critical tasks.
- 2.24 Reference to specific maintenance procedures such as -
Engine running procedures,
Aircraft pressure run procedures,
Aircraft towing procedures,
Aircraft taxiing procedures.
- 2.25 Procedures to detect and rectify maintenance errors.
- 2.26 Shift/task handover procedures
- 2.27 Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder.
- 2.28 Production planning procedures

PART 2 ADDITIONAL LINE MAINTENANCE PROCEDURES

- L2.1 Line maintenance control of aircraft components, tools, equipment etc.
- L2.2 Line maintenance procedures related to servicing/fuelling/de-icing etc.
- L2.3 Line maintenance control of defects and repetitive defects.
- L2.4 Line procedure for completion of technical log.
- L2.5 Line procedure for pooled parts and loan parts.
- L2.6 Line procedure for return of defective parts removed from aircraft.
- L2.7 Line procedure control of critical tasks.

PART 3 QUALITY SYSTEM PROCEDURES

- 3.1 Quality audit of organisation procedures.
- 3.2 Quality audit of aircraft.
- 3.3 Quality audit remedial action procedure.
- 3.4 Certifying staff and category B1 and B2 support staff qualification and training procedures.
- 3.5 Certifying staff and category B1 and B2 support staff records.
- 3.6 Quality audit personnel.
- 3.7 Qualifying inspectors.
- 3.8 Qualifying mechanics.
- 3.9 Aircraft or aircraft component maintenance tasks exemption process control.
- 3.10 Concession control for deviation from organisations' procedures.
- 3.11 Qualification procedure for specialised activities such as NDT welding etc.
- 3.12 Control of manufacturers' and other maintenance working teams.
- 3.13 Human factors training procedure

3.14 Competence assessment of personnel.

3.15 Training procedures for on-the-job training as per Section 6 of Appendix III to Part-66 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).

3.16 Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with 66.B.105 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).

PART 4

4.1 Contracted operators.

4.2 Operator procedures and paperwork.

4.3 Operator record completion.

PART 5

5.1 Sample of documents.

5.2 List of Sub-contractors as per 145.A.75 (b).

5.3 List of Line maintenance locations as per 145.A.75 (d).

5.4 List of contracted organisations as per 145.A.70(a)(16).

PART 6 OPERATORS MAINTENANCE PROCEDURES

This section is reserved for those maintenance organisations approved under Part-145 who are also operators.

PART 7 FAA SUPPLEMENTARY PROCEDURES FOR A FAR PART-145 REPAIR STATION

This section is reserved for those maintenance organisations approved under Part-145 who are also certificated as a FAA FAR Part-145 repair station.

The content of this Part reflects the differences between Part-145 and FAR Parts 43/145 which will change over time as harmonisation and experience with the FAA progresses.

FAA Advisory Circular 145-7A Appendix 2 contains details of the Part 7 contents.

PART 8 TRANSPORT CANADA CIVIL AVIATION (TCCA) SUPPLEMENTARY PROCEDURES FOR A TCCA AM573 MAINTENANCE ORGANISATION

1.1.5. Izjava u Priručniku koju potpisuje odgovorni rukovoditelj:

'This exposition and any associated referenced manuals defines the organisation and procedures upon which the CCAA Part-145 approval is based as required by -145.A.70. These procedures are approved by the undersigned and should be complied with, as applicable, when work/orders are being progressed under the terms of the Part-145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the CCAA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the CCAA will approve this organisation whilst the CCAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the CCAA reserves the right to suspend, limit or revoke the approval of the organisation if the CCAA has evidence that procedures are not followed or standards not upheld.

Name: _____

Signed: _____

Dated: _____

Accountable Manager and _____ (quote position) _____

1.2 Priručnik organizacije za vođenje kontinuirane plovidbenosti (continuing airworthiness management exposition-CAME)

1.2.1. Svrha priručnika: Priručnik bi trebao opisivati procedure, načine i metode organizacije prema kojima bi ona radila poslove održavanja sukladno svojem ovlaštenju. Priručnik se mora temeljiti na odredbama M.A. Subpart G, te prihvatljivim uvjetima udovoljavanja (acceptable means of compliance-AMC). AMC-ovi su objavljeni u cijelosti na EASA-inoj web stranici. Odredbe M.A. Subpart G su zahtjevi koji govore što se treba napraviti dok AMC govori na koji način to treba napraviti. Ukoliko se organizacija uskladi s AMC-om smatra se da se je udovoljila zahtjevu/odredbi M.A: Subpart G. Odobrenje Priručnika od strane CCAA-a je jedan od preduvjeta Organizaciji za stjecanje ovlaštenja za održavanje.

Smisao Priručnika nije doslovno prepisati Odredbe M.A. Subpart G ili „AMC“ već u njihovom duhu opisati svoje procedure. To se posebno odnosi na poglavlje 1. koje opisuju procedure vođenja kontinuirane plovidbenosti. Tako napisan Priručnik biti će neprihvatljiv CCAA-u. Priručnik koji sadrži previše nedostataka također može biti odbijen

Male M.A. Subpart G organizacije koje zapošljavaju do 10 ljudi mogu pojednostaviti svoje procedure i prilagoditi ih svojem opsegu ovlaštenja.

Kod pisanja priručnika mora se posebna pažnja posvetiti posebnim operacijama kao što su **RVSM, BRNAV, AWO** i sl. i procedurama vezanim uz njih kako bi se osiguralo osobrenje za navedene operacije.

1.2.2. Izrada Priručnika: kod izrade Priručnika mogu se koristiti kao pomoć i generički Priručnici kao što je Priručnik izrađen od strane Britanskih zrakoplovnih vlasti- „CAA UK“ i sl.

Priručnik mora biti sukladan sa svakom odredbom M.A. Subpart G. U tu svrhu Organizacija će prilikom zahtjeva za njegovo odobrenje ili izmjenu popuniti listu sukladnosti sa zahtjevom u kojoj će referirati svaki naslov ili podnaslov svoga Priručnika na svaku pojedinu odredbu M.A. Subpart G.

U listi sukladnosti sa zahtjevima Organizacija mora također referirati svaki naslov svoga Priručnika na „AMC“ M.A.704 koji navodi naslove/poglavlja za koje treba razviti procedure.

Iako pojedini naslovi navedeni u AMC-u M.A.704 nisu primjenjivi na Organizaciju, ona je dužna navesti naslov u svom Priručniku, te ispod njega navesti da taj naslov nije na nju primjenjiv.

1.2.3. Procedure u Priručniku (ref. M.A.704, AMC M.A.704; Appendix V to AMC M.A.704 Continuing airworthiness management organization exposition):

Odredba M.A.704 navodi što sve generalno mora biti obrađeno u Priručniku.

Prihvatljivo je da pojedina poglavlja/naslovi Priručnika budu obrađena kroz neke druge dokumente koji nisu sastavni dio Priručnika ali se u tome slučaju Priručnik mora referirati na njih, te oni moraju biti priloženi uz Priručnik kada se traži njegovo odobrenje ili izmjena. Poglavlja koja se prema 145.A.70 mogu izdvojiti su slijedeća 145.A.70(6) i (12) do (16).

Priručnik mora sadržavati slijedeće naslove prema „Appendix V to AMC M.A.704“:

Part 0 General organisation

0.1 Corporate commitment by the accountable manager.

- 0.2 General information.
- 0.3 Management personnel.
- 0.4 Management organisation chart.
- 0.5 Notification procedure to the competent authority regarding changes to the organisation's activities / approval / location / personnel.
- 0.6 Exposition amendment procedures.

Part 1 Continuing airworthiness management procedures

- 1.1 Aircraft technical log utilisation and MEL application (commercial air transport).
Aircraft continuing airworthiness record system utilisation (non commercial air transport).
- 1.2 Aircraft maintenance programmes – development amendment and approval.
- 1.3 Time and continuing airworthiness records, responsibilities, retention, access.
- 1.4 Accomplishment and control of airworthiness directives.
- 1.5 Analysis of the effectiveness of the maintenance programme(s).
- 1.6 Non mandatory modification embodiment policy.
- 1.7 Major modification standards.
- 1.8 Defect reports.
- 1.9 Engineering activity.
- 1.10 Reliability programmes.
- 1.11 Pre-flight inspections.
- 1.12 Aircraft weighing.
- 1.13 Check flight procedures.

Part 2 Quality system

- 2.1 Continuing airworthiness quality policy, plan and audits procedure.
- 2.2 Monitoring of continuing airworthiness management activities.
- 2.3 Monitoring of the effectiveness of the maintenance programme(s).
- 2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation
- 2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor.
- 2.6 Quality audit personnel.

Part 3 Contracted Maintenance

- 3.1 Maintenance contractor selection procedure.
- 3.2 Quality audit of aircraft.

Part 4 Airworthiness review procedures

- 4.1 Airworthiness review staff.
- 4.2 Review of aircraft records.
- 4.3 Physical survey.
- 4.4 Additional procedures for recommendations to competent authorities for the import of aircraft.
- 4.5 Recommendations to competent authorities for the issue of ARC.
- 4.6 Issuance of ARC.
- 4.7 Airworthiness review records, responsibilities, retention and access.

Part 5 Appendices

- 5.1 Sample documents.
- 5.2 List of airworthiness review staff.
- 5.3 List of sub-contractors as per AMC M.A.201 (h) 2 and M.A.711 (a) 3.
- 5.4 List of approved maintenance organisations contracted.

5.5 Copy of contracts for sub-contracted work (appendix 2 to AMC M.A.201 (h) 2).

5.6 Copy of contracts with approved maintenance organisations.

U slučaju da se „CAME“ kombinira sa MOE-om u jedan Priručnik, tada se može koristiti slijedeće struktura priručnika navedena u AMC M.A.704:

Part-145 Exposition (vidi gore navedene naslove 145 Priručnika)

Part 1 Management

Part 2 Maintenance procedures

Part L2 Additional line maintenance procedures

Part 3 Quality system and/or organisational review (as applicable)

Part 4 Contracts with owners/operators

Part 5 Appendices (sample of documents)

Part 7 FAA supplement (if applicable)

Part 8 TCCA supplement (if applicable)

Part 3 should also cover the functions specified by M.A.712 quality system.

Part 4 should also cover contracted maintenance (for operators) – Management of maintenance (liaison with maintenance organisations in the case of non commercial air transport)

Additional parts should be introduced covering the following: (vidi gore navedene naslove CAME Priručnika čiji se brojevi poglavlja mogu razlikovati od navedenih)

Part 0 General organisation

Part 6 Continuing airworthiness management procedures

Part 9 Airworthiness review procedures (if applicable)

4. Personnel should be familiar with those parts of the exposition that are relevant to their tasks.

1.2.4. Izjava u Priručniku koju potpisuje odgovorni rukovoditelj:

This exposition defines the organisation and procedures upon which the CCAA M.A. Subpart G continuing airworthiness management approval is based.

These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all continuing airworthiness tasks of..... (Quote operators's name)..... fleet of aircraft and/or of all aircraft under contract in accordance with M.A.201 (e) with..... (Quote organisation's name)..... are carried out on time to an approved standard.

It is accepted that 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 CCAA will approve this organisation whilst the CCAA is satisfied that the procedures are being followed and the work standard maintained. It is understood that the CCAA reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation or the air operators certificate, as applicable, if the CCAA has evidence that the procedures are not followed and the standards not upheld.

Name: _____

Signed: _____

Dated: _____

Accountable Manager and _____ (quote position) _____

For and on behalf of _____ (quote organisation's name) _____

1.3 Priručnik organizacije za održavanje zrakoplova (maintenance organisation manual-MOM)

1.3.1. Svrha priručnika: Priručnik bi trebao opisivati procedure, načine i metode organizacije prema kojima bi ona radila poslove održavanja sukladno svojem ovlaštenju. Priručnik se mora temeljiti na odredbama M.A. Subpart F, te prihvatljivim uvjetima udovoljavanja (acceptable means of compliance-AMC). AMC-ovi su objavljeni u cijelosti na EASA-inoj web stranici. Odredbe M.A. Subpart F su zahtjevi koji govore što se treba napraviti dok AMC govori na koji način to treba napraviti. Ukoliko se organizacija uskladi s AMC-om smatra se da se je udovoljila zahtjevu/odredbi M.A: Subpart F. Odobrenje Priručnika od strane CCAA-a je jedan od preduvjeta Organizaciji za stjecanje ovlaštenja za održavanje.

Smisao Priručnika nije doslovno prepisati Odredbe M.A. Subpart F ili „AMC“ već u njihovom duhu opisati svoje procedure. To se posebno odnosi na poglavlje D koje opisuju procedure održavanja. Tako napisan Priručnik biti će neprihvatljiv CCAA-u. Priručnik koji sadrži previše nedostataka također može biti odbijen Male M.A. Subpart F organizacije koje zapošljavaju do 10 ljudi mogu pojednostaviti svoje procedure i prilagoditi ih svojem opsegu ovlaštenja.

1.3.2. Izrada Priručnika: kod izrade Priručnika mogu se koristiti kao pomoć i generički Priručnici kao što je Priručnik izrađen od strane Britanskih zrakoplovnih vlasti- „CAA UK“ i sl.

Priručnik mora biti sukladan sa svakom odredbom M.A. Subpart F. U tu svrhu Organizacija će prilikom zahtjeva za njegovo odobrenje ili izmjenu popuniti listu sukladnosti sa zahtjevima u kojoj će referirati svaki naslov ili podnaslov svoga Priručnika na svaku pojedinu odredbu M.A. Subpart F.

U listi sukladnosti sa zahtjevima Organizacija mora također referirati svaki naslov svoga Priručnika na „Appendix IV to AMC M.A.604 Maintenance Organisation Manual“ koji navodi naslove/poglavlja za koje treba razviti procedure.

Iako pojedini naslovi navedeni u AMC-u M.A.604 nisu primjenjivi na Organizaciju, ona je dužna navesti naslov u svom Priručniku, te ispod njega navesti da taj naslov nije na nju primjenjiv.

1.3.3. Procedure u Priručniku (ref. M.A.604, AMC M.A.604; Appendix IV to AMC M.A.604 Maintenance Organisation Manual):

Priručnik za organizaciju koja broji manje od 10 ljudi mora sadržavati slijedeće naslove/poglavlja sukladno „Appendix IV to AMC M.A.604 Maintenance Organisation Manual“:

Part A. — General

— Table of content

— List of effective pages

— Record of amendments

— Amendment procedure

• Drafting

• Amendments requiring direct approval by the competent authority

• Approval

— Distribution

• Name or title of each person holding a copy of the manual

— **Accountable manager statement**

- Approval of the manual
- Statement that the maintenance organisation manual and any incorporated document identified therein reflect the organisation's means of compliance with Part-M
- Commitment to work according to the manual
- Commitment to amend the manual when necessary

Part B — Description

— **Organisation's scope of work**

- Description of the work carried out by the organisation (type of product, type of work) and subcontracted work
- Identification of the level of work which can be performed at each facility.

— **General presentation of the organisation**

- Legal name and social status

— **Name and title of management personnel**

- Accountable manager
- Senior managers
- Duties and responsibilities

— **Organisation chart**

— **Certifying staff**

- Minimum qualification and experience
- List of authorised certifying staff

— **Personnel**

- Technical personnel (number, qualifications and experience)
- Administrative personnel (number)

— **General description of the facility**

- Geographical location (map)
- Plan of hangars
- Specialised workshops
- Office accommodation
- Stores
- Availability of all leased facilities.

— **Tools, equipment and material**

- List of tools, equipment and material used (including access to tools used on occasional basis)
- Test apparatus
- Calibration frequencies

— **Maintenance data**

- List of maintenance data used in accordance with M.A.402, and appropriate amendment subscription information (including access to data used on occasional basis).

Part C — General Procedures

— **Organisational review**

- Purpose (to insure that the approved maintenance organisation continues to meet the requirements of Part-M)
- Responsibility
- Organisation, frequency, scope and content (including processing of authority's findings)
- Planning and performance of the review

- Organisational review checklist and forms
- Processing and correction of review findings
- Reporting
- Review of subcontracted work

— **Training**

- Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training)
- Description of the personnel records to be retained

— **Contracting**

- Selection criteria and control
- Nature of contracted work
- List of contractors
- Nature of arrangements
- Assignment of responsibilities for the certification of the work performed

— **One time authorisations**

- Maintenance checks
- Certifying staff

Part D — Working Procedures

— **Work order acceptance**

— **Preparation and issue of the work package**

- Control of the work order
- Preparation of the planned work
- Work package content (copy of forms, work cards, procedure for their use, distribution)
- Responsibilities and signatures needed for the authorisation of the work

— **Logistics**

- Persons/functions involved
- Criteria for choosing suppliers
- Procedures used for incoming inspection and storage of parts, tools and materials
- Copy of forms and procedure for their use and distribution

— **Execution**

- Persons/functions involved and respective role
- Documentation (work package and work cards)
- Copy of forms and procedure for their use and distribution
- Use of work cards or manufacturer's documentation
- Procedures for accepting components from stores including eligibility check
- Procedures for returning unserviceable components to stores

— **Release to Service – Certifying staff**

- Authorised certifying staff functions and responsibilities

— **Release to Service - Supervision**

Detailed description of the system used to ensure that all maintenance tasks, applicable to the work requested of the approved maintenance organisation, have been completed as required.

- Supervision content
- Copy of forms and procedure for their use and distribution
- Control of the work package

— **Release to Service – Certificate of release to service**

- Procedure for signing the CRS (including preliminary actions)
- Certificate of release to service wording and standardised form
- Completion of the aircraft continuing airworthiness record system
- Completion of EASA Form 1
- Incomplete maintenance
- Check flight authorisation
- Copy of CRS and EASA Form 1

— **Records**

— **Special procedures**

Such as specialised tasks, disposal of unsalvageable components, re-certification of parts not having an EASA Form 1, etc.

— **Occurrence reporting**

- Occurrences to be reported
- Timeframe of reports
- Information to be reported
- Recipients

— **Management of indirect approval of the manual**

- Amendments content eligible for indirect approval
- Responsibility
- Traceability
- Information to the competent authority
- Final validation

Part E – Appendices

— **Sample of all documents used.**

— **List of maintenance locations.**

— **List of Part 145 or M.A. Subpart F organisations.**

Organizacije koje broje više od 10 ljudi moraju pri izradi svog Priručnika koristiti predložak za izradu MOE-a.

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