



Croatian Civil Aviation Agency

UPUTA ZA PRIHVAĆANJE OSOBA ZA PROVJERU PLOVIDBENOSTI U PART CAMO,
PART 145 I PART CAO ORGANIZACIJAMA

Primjenjivost:

Ova uputa je primjenjiva na osobe koje obavljaju provjere plovibenosti u Part CAMO, Part 145 i Part CAO organizacijama (u daljnjem tekstu: Organizacija).

Procedura opisuje način prihvaćanja osoba za obavljanje provjere plovibenosti i sukladna je Uredbi Komisije (EU) br. 1321/2014 i ne zamjenjuje navedenu Uredbu.

Svrha:

Svrha je ove procedure:

- Opisati postupanje Organizacije kod predlaganja/nominiranja odgovorne osobe na prihvaćanje HACZ-u,
- Opisati postupak prihvaćanja rukovodećeg osoblja.
- Opisati minimalno potrebno iskustvo, znanje i kvalifikacije za rukovodeće osoblje.

Postupanje Organizacije kod predlaganja osobe za provjeru plovibenosti

Organizacija u postupku prihvaćanja osobe za provjeru plovibenosti, uz propisani i primjenjiv zahtjev „EASA Form 2“, treba dostaviti životopis (CV) sa popratnim certifikatima o školovanjima, i ostalom relevantnom dokumentacijom koja dokazuje potrebno iskustvo, znanje i kvalifikacije.

„EASA Form 2“ se **ne podnosi** u slučajevima kada organizacija odobrena za provjeru plovibenosti ima odobrenu proceduru koja joj omogućuje da sama osposobljava osobe za provjeru plovibenosti zaposlene unutar svoje Organizacije. U tom slučaju podnosi se jedino zahtjev za odobrenje priručnika (MOE; CAME, CAE) zajedno sa životopisom (CV) i popratnim certifikatima o školovanjima, te ostalom relevantnom dokumentacijom koja dokazuje potrebno iskustvo, znanje i kvalifikacije.

Organizacija podnosi **zahtjev** na pripadajućem obrascu „EASA Form 2“ objavljenom na web stranicama HACZ-a sa svim pripadajućim priložima kao npr. CV, relevantni certifikati, priručnik sa internim procedurama (MOE; CAME, CAE), procjenu rizika-Part 145/Part CAMO i sl. Objavljeni su zasebni zahtjevi za Part CAMO, Part 145 i Part CAO.

Prije predlaganja osobe za provjeru plovibenosti Organizacija treba **osigurati**:

- Da osoba udovoljava zahtjevima propisanim u Uredbi Komisije (EU) br. 1321/2014 i tablici u ovoj uputi koja opisuje minimalne uvjete za osobe koje obavljaju provjeru plovibenosti.
- Točno i pravilno popunjavanje životopisa (CV).
- Da je životopis potpisan od osobe predložene za obavljanje provjere plovibenosti čime se potvrđuje da su podaci u istom točne i u skladu sa odobrenim internim procedurama.
- Da su priloženi svi relevantni certifikati i dokumenti uz životopis i zahtjev.

Postupak prihvaćanja osobe za provjeru plovibenosti

Pregled dostavljene dokumentacije

Nadležni će inspektor pregledati svu dostavljenu relevantnu dokumentaciju što obuhvaća barem slijedeće:

- Životopis (CV) i pripadajuće certifikate kako bi se utvrdilo da li osoba ima potrebno iskustvo, znanje i kvalifikacije.
- Dokaz o praktičnom osposobljavanju osobe za provjeru plovibenosti u Organizaciji u slučajevima kada je Organizacija odobrena kroz priručnik (CAME, MOE, CAE) da sama smije osposobljavati svoje osoblje za provjeru plovibenosti.

- Procjenu rizika kod CAMO i Part 145 organizacija.
- Izmjenu priručnika (CAME, MOE, CAE).

Provjera plovibenosti pod nadzorom HACZ-a

U dogovoru sa nadležnim inspektorom predložena osoba za provjeru plovibenosti obaviti će postupak provjere plovibenosti na dostupnom tipu/modelu zrakoplova za koji se traži ovlaštenje.

Postupak provjere plovibenosti sastoji se od dokumentiranog pregleda dokumentacije i fizičkog pregleda zrakoplova sukladno opisanoj proceduri u priručniku (CAME, MOE, CAE).

Provjera plovibenosti pod nadzorom HACZ-a **ne obavlja se** kada Organizacija koja je već od ranije odobrena za provjeru plovibenosti ima odobrenu proceduru u priručniku (CAME, MOE, CAE) koja joj omogućuje da sama osposobljava osobu za obavljanje provjere plovibenosti.

Prihvatanje predložene osobe

Ako je nakon pregleda zahtjeva i sve relevantne dokumentacije dostavljene uz zahtjev i nakon uspješno provedene provjere plovibenosti pod nadzorom HACZ-a ili ako je primjenjivo Organizacije, utvrđeno da su ispunjeni svi uvjeti za prihvatanje nominirane osobe, HACZ prihvata osobu izdavanjem rješenja.

Minimalni zahtjevi za osobe koje obavljaju provjeru plovibenosti

Part 145	1) Experience in continuing airworthiness of at least 1 year for sailplanes and balloons and of at least 3 years for all other aircraft. 2) Hold a certifying staff authorisation for the corresponding aircraft. 3) Knowledge of Annex I (Part-M), Subpart C, or of Annex Vb (Part-ML), Subpart C. 4) Knowledge of the procedures of the maintenance organisation relevant to the airworthiness review and issue of the airworthiness review certificate. “Experience in continuing airworthiness“ in 145.A.37(a)(1) refers to any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
Part CAMO	1) At least 5 years of experience in continuing airworthiness; 2) Appropriate licence in compliance with Annex (III) Part-66 or an aeronautical degree or a national equivalent; 3) Formal aeronautical maintenance training; 4) Hold a position within the approved organisation with appropriate responsibilities. The requirement laid down in point (2) may be replaced with 5 years of experience in continuing airworthiness additional to those already required by point (1). “Experience in continuing airworthiness“ means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks. A person qualified according to AMC1 CAMO.A.305(c) subparagraph (e) should be considered as holding the equivalent to an aeronautical degree. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft. Independence from the airworthiness management process may be achieved, among other ways, as follows:

	- By being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific aircraft type, while being involved in the continuing airworthiness management of a different aircraft type. - A CAMO holding a maintenance organisation approval may nominate maintenance personnel from their maintenance organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests. - By nominating as airworthiness review staff personnel from the compliance monitoring department of the CAMO. Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, as follows: - By nominating as airworthiness review staff the accountable manager or the nominated post holder. - By being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process. - In the case of one-man organisations, this person has always overall authority. This means that this person can be nominated as airworthiness review staff. Formal aeronautical maintenance training Formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects: - Relevant parts of initial and continuing airworthiness regulations; - Relevant parts of operational requirements and procedures, if applicable; - The organisation's continuing airworthiness management exposition; - Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority. "Relevant sample" means that these courses should cover typical aircraft and aircraft systems that are within the scope of work. - Maintenance methods.
Part CAO	1) Experience in continuing airworthiness of at least 1 year for sailplanes and balloons and of at least 3 years for all other aircraft. 2) Hold an appropriate licence issued in accordance with Article 5 of Commission Regulation No (EU) 1321/2014 or an aeronautical degree or equivalent, or they acquired experience in continuing airworthiness in addition to that referred to in point (1) of at least 2 years for sailplanes and balloons and at least 4 years for all other aircraft. 3) Appropriate aeronautical-maintenance training. "Experience in continuing airworthiness" in CAO.A.045(a) refers to any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.