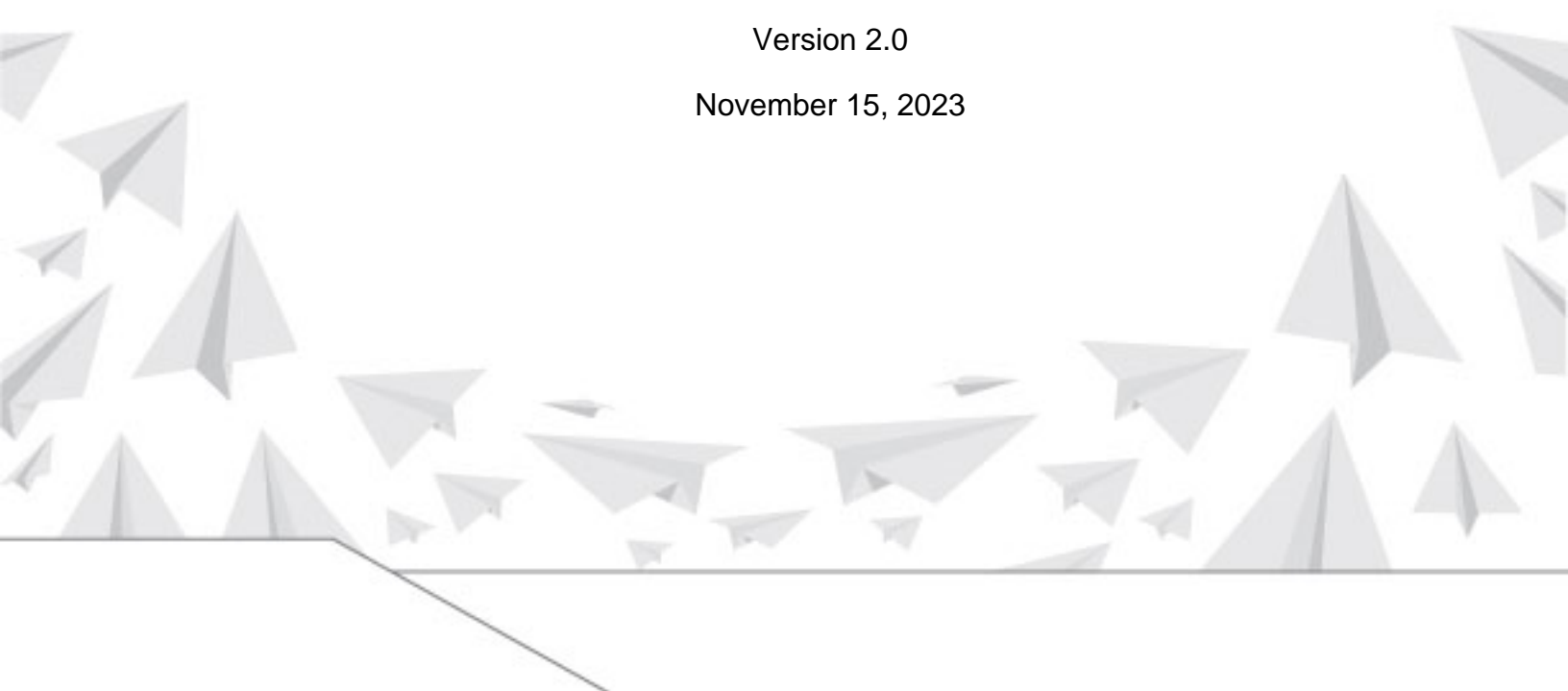




Wingman AMO Program

Version 2.0

November 15, 2023





Approved Maintenance Organization

Version	Date	Description
1.0	10/31/2018	Initial Release
2.0	11/15/2023	Reformatted


Approved Maintenance Organization

Preamble

WYVERN's mission is to elevate aviation safety worldwide. Our vision is every operator and service provider has an effective SMS; and we aspire to achieve this vision with our values of professionalism, innovation, and relationships. This edition of the Wingman AMO Program continues with the commitment to hold Wingman certified service providers to the high standards that WYVERN stakeholders expect.

Conformance to the Wingman AMO Program standards demonstrates a commitment to professionalism throughout the organization. Although the certification criteria is rich with technical specifications, we focus attention on safety culture and risks related to factors that affect individual, team, and organizational performance, the most prolific contributors to serious incidents and accidents as identified by aviation investigating authorities around the world.

The use of the word “shall” in this manual indicates a requirement and is therefore considered policy or in the context of Wingman certification criteria, a standard. The use of the word “should” in this manual indicates company guidance or in the context of Wingman certification criteria, a recommended practice. Any deviation from the policies established in this manual shall be processed and approved via WYVERN's Policy Waiver Process via QSMS.

DocuSigned by:

7B18958891FD416...

Sonnie Bates
Chief Executive Officer
WYVERN Ltd

Approved Maintenance Organization

Table of Contents

Preamble	2
1. Introduction	4
2. Applicability	5
3. Abbreviations	5
4. Quality System	6
5. Housing, Facilities, Equipment, Materials and Data	7
6. Equipment, Tools, and Material	8
7. Administration	8
8. Training	9
9. Dangerous Goods Training Program	10
10. Rest and Duty Limitations	11
11. Records Management	11
12. Safety Management	11
13. AMO Operating Rules	12
14. inspection Procedures and Qa Systems	13
15. Capability List	13
16. Contract Maintenance	14
17. Privileges of the AMO	15
18. Limitations on the AMO	16
19. Certification of Release to Service	16
20. Maintenance Records	18
21. Airworthiness Data	20
22. Reporting of Unairworthy Conditions	21
23. Authority to Conduct Inspections	22
24. AMO Performance Standards	22

Approved Maintenance Organization

1. Introduction

The proper maintenance of aircraft is fundamental to aviation safety. The WYVERN Approved Maintenance Organization (AMO) Certification Program provides standards and methods to validate that WYVERN Certified AMOs effectively manage key safety processes to ensure safety risks are controlled to an acceptable level.

Policy

WYVERN reserves the right to remove or suspend an organization from The WYVERN Certified AMO directory at any time due to significant operational changes, in the event of an incident or accident, or for any reason deemed detrimental to the intent and the integrity of WYVERN Ltd.

Audit Program

To qualify as a WYVERN Certified AMO, an audit shall be conducted by a WYVERN approved auditor every 24 calendar months to ensure the organization's adherence to the WYVERN AMO standards. The organization shall provide access to all personnel, equipment, documentation, records, reports, facilities, and any other information deemed necessary by WYVERN. If the audit is not complete before the certificate expiration date, the operator will be removed from the WYVERN Certified AMO directory.

Due Dates

An organization shall coordinate with WYVERN to complete the audit before their certification expires. Failure to meet deadlines may result in disqualification or removal of certification.

The operator shall provide WYVERN with a remedial action plan for each non-conformity identified during an audit within 5 business days from the closing meeting of the audit. The operator shall also provide evidence that each non-conformity identified during an audit has been corrected within 60 days from the closing meeting.

Base Month Policy

An operator may complete their renewal audit up to 90 days in advance of their expiration and retain their base month for subsequent renewals. A grace period of up to 30 days past an operator's expiration date may be granted, during which they may remain on the WYVERN Certified AMO directory, if:

- a. a WYVERN Audit Sales Agreement has been signed;

Approved Maintenance Organization

- b. WYVERN has received full payment for the audit services; and
- c. the onsite auditor visit has been scheduled.

If the grace period has expired and the audit is not yet been completed, the operator will then be removed from the WYVERN Certified AMO directory.

Additional Evaluations

After successful completion of an audit, the organization agrees to submit to periodic reviews as deemed necessary by WYVERN. Also, in the period between audits, the operator agrees to submit to additional assessments to retain certification if WYVERN determines there have been significant developments that may affect the safety risk profile of the organization, i.e. management personnel changes, management re-structuring, significant fleet changes, mergers or acquisitions.

2. Applicability

This manual provides guidance for an organization to be recognized as a WYVERN Certified AMO. The standards contained herein can be applied to any AMO. WYVERN shall utilize the guidance described in the WYVERY Audit Procedures Manual to manage the audit and certification process.

3. Abbreviations

The following abbreviations are used in this manual.

AAT – Approved Airworthiness Tag

AMO – Approved Maintenance Organization

AMT – Aviation Maintenance Technician

ARS – Aviation Repairman Specialist

NDT – Non-Destructive Testing

PAH - Production Approval Holder

TSO – Technical Standard Order

Approved Maintenance Organization

4. Quality System

- a) The AMO shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.
- b) The quality system, and the quality manager, shall be acceptable to the Authority.
- c) Each AMO shall ensure that the quality system includes a quality assurance program that contains procedures designed to monitor compliance with required aircraft and aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft and aircraft components.
- d) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.
- e) The quality system shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager that ensures, as necessary, proper and timely corrective action is taken in response to reports resulting from the independent audits.
- f) The AMO's quality system shall be sufficient to review all maintenance procedures, as described in the Maintenance Control Manual and the Maintenance Procedures Manual, in accordance with an approved program once a year.
- g) The AMO's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be seen by visiting Authority staff on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.
- h) If the AMO is a small organization, the independent audit part of the quality system may be contracted to another organization approved under this part or a person with appropriate technical knowledge and proven satisfactory audit experience such as ISO 9000 qualification.

Approved Maintenance Organization

- i) Where the AMO is part of an AOC under Part 9, the AOC holder's quality management system may be combined with the requirements of an AMO and submitted for acceptance to the Authority.
- j) Each AMO shall describe the quality system in relevant documentation.

5. Housing, Facilities, Equipment, Materials and Data

- a) A certificated approved maintenance organization must provide, housing, facilities, equipment, materials, and data in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the approved maintenance organization holds.
- b) Housing for the facilities, equipment, materials, and personnel shall be provided appropriate for all planned work ensuring, in particular, protection from weather.
- c) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.
- d) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.
- e) Specialized workshops and bays shall be segregated, as appropriate, to ensure that environmental and work area contamination is unlikely to occur.
- f) Storage facilities shall be provided for parts, equipment, tools, and material.
- g) Storage conditions shall provide security for serviceable parts, segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.
- h) An AMO with an airframe rating shall provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.
- i) An AMO may perform maintenance, preventive maintenance, or alterations on articles outside of its housing if it provides suitable facilities that are acceptable to the Authority.

Approved Maintenance Organization

6. Equipment, Tools, and Material

- a) The AMO shall have available the necessary equipment, tools, and material to perform the approved scope of work and these items shall be under full control of the AMO. The availability of equipment and tools means permanent availability except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.
- b) The Authority may exempt an AMO from possessing specific tools and equipment for maintenance or repair of an aircraft or aeronautical product specified in the AMO's approval, if these items can be acquired temporarily, by prior arrangement, and be under full control of the AMO when needed to perform required maintenance or repairs.
- c) The AMO shall use the equipment, tools, and material that are recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and acceptable to the Authority.
- d) The AMO shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.
- e) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the Authority and traceable to the [State] National Standards.
- f) The AMO shall keep all records of calibrations and the standards used for calibration.

7. Administration

- a) A management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the AMO is in compliance with these regulations, shall be nominated.
- b) The person or persons nominated as manager shall represent the maintenance management structure of the AMO and be responsible for functional areas.
- c) Nominated managers shall be directly responsible to an accountable manager who shall be acceptable to the Authority.
- d) The AMO shall employ sufficient personnel to plan, perform, supervise and inspect and release the work in accordance with the approval.

Approved Maintenance Organization

- e) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.
- f) Each supervisor in the AMO shall hold an AMT license issued in accordance with CAA requirements.
- g) The person signing maintenance release or an approval for return to service shall be qualified, as appropriate to the work performed and shall be acceptable to the Authority.
- h) An AMO that uses Aviation Repairman Specialists (ARS) shall ensure that each ARS is employed by the AMO and is licensed in accordance with the requirements of the CAA.
- i) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial, recurrent, and specialized training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority. The training program established by the AMO shall include training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.

Note: Guidance material to design training programs to develop knowledge and skills in human performance can be found in ICAO Doc 9683, Human Factors Training Manual.

8. Training

- a) An AMO shall have an employee training program approved by the Authority that consists of indoctrination, initial, recurrent training, specialized and remedial training.
- b) An AMO shall develop and update its training program based on the job tasks associated with its scope of operating authority and capabilities.
- c) The training program shall ensure that each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.
- d) An AMO shall submit revisions of its training program to the Authority for approval.
- e) An AMO shall document, in a form and manner acceptable to the Authority, the individual employee training required under this section. These training records must be retained for a minimum of two years.

Approved Maintenance Organization

9. Dangerous Goods Training Program

- a) An AMO shall have a dangerous goods training program for its employees, whether full time, part time, or temporary or contracted, who are engaged in the following activities:
 - i. Loading, unloading or handling of dangerous goods;
 - ii. Design, manufacture, fabrication, inspection, marking, maintenance, reconditions, repairs or tests of a package, container or packaging component that is represented, marked, certified, or sold as qualified for use in transporting dangerous goods;
 - iii. Preparation of hazardous materials for transport;
 - iv. Responsibility for the safety of transportation of dangerous goods;
 - v. Operation of a vehicle used to transport dangerous goods, or
 - vi. Supervision of any of the above listed items
- b) An AMO employee shall not perform or directly supervise a job function listed in item (a) above unless he or she has received the approved dangerous goods training.
- c) The AMO training shall ensure that its dangerous goods training
 - i. Ensures that each employee performing or directly supervising any of the job functions specified in item (a) above is trained to comply with all applicable procedures; and
 - ii. Enables the trained person to recognise items that contain, or may contain, dangerous goods regulated under these regulations.
- d) The dangerous goods training of the AMO shall be approved by the Authority
- e) An AMO shall document, in a form and manner acceptable to the Authority, the individual employee training required under this section. These training records shall be retained for a minimum of two years.

Approved Maintenance Organization

10. Rest and Duty Limitations

- a) No person may assign, nor shall any person perform maintenance functions for aircraft, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.
- b) No person may schedule a person performing maintenance functions for aircraft for more than 12 consecutive hours of duty.
- c) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft may be continued on duty for
 - i. Up to 16 consecutive hours; or
 - ii. 20 hours in 24 consecutive hours.
- d) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of 10 hours.
- e) The AMO shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day's period.

11. Records Management

- a) The AMO shall maintain a roster of all management, supervisory, inspection and certifying staff, which includes details of the scope of their authorization.
- b) Certifying staff shall be notified in writing of the scope of their authorization.
- c) The authorization document shall be in a style that makes its scope clear to certifying staff and any authorized person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.
- d) Certifying staff are not required to carry the authorization document at all times but shall produce it within a reasonable time of a request from an authorized person.

12. Safety Management

- a) An AMO shall implement a safety management system acceptable to the CAA.

13. AMO Operating Rules

AMO Procedures Manual

Note: The purpose of the AMO Procedures Manual is to set forth the procedures, the means, and methods of the AMO. Compliance with its contents will assure compliance with the international requirements, which is a pre-requisite to obtaining and retaining an AMO certificate.

- a) Each AMO shall have an AMO Procedures Manual.
- b) The AMO Procedures Manual shall:
 - i. provide clear guidance to personnel on how the activities included in the airworthiness authority approval are managed, on their personal responsibilities and on how compliance with the appropriate continuing airworthiness requirements is achieved;
 - ii. include a statement of the organization's policies and objectives.
- c) If AMO is also the AOC, the AMO's procedures manual and the AOC's maintenance control manual may be combined.
- d) The AMO Procedures Manual and any subsequent amendments shall be approved by the Authority prior to use.
- e) The AMO Procedures Manual and any other manual it identifies must:
 - i. Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
 - ii. Be in a form that is easy to revise and contain a system which allows personnel to determine current revision status;
 - iii. Have the date of the last revision printed on each page containing the revision;
 - iv. Not be contrary to any applicable CAA regulation or the AMO's specific operating provisions; and
 - v. Include a reference to appropriate civil aviation regulations.

Approved Maintenance Organization

14. inspection Procedures and Qa Systems

- a) The AMO shall establish procedures, acceptable to the Authority, which ensure good maintenance practices and compliance with all relevant requirements of this Part.
- b) The AMO shall ensure compliance with this paragraph by either:
 - i. Establishing an independent quality assurance system to monitor compliance with and adequacy of the procedures; or
 - ii. Establishing a system of inspection to ensure that all maintenance is properly performed.
- c) AMO's using an independent quality assurance system shall include the audit procedures acceptable to the CAA.

15. Capability List

- a) Each approved maintenance organization must prepare and retain a current capability list approved by the Authority. The approved maintenance organization may not perform maintenance, preventive maintenance, or alterations, on an article until the article has been listed on the capability list in accordance with this Part.
- b) The capability list must identify each article by make and model, part number, or other nomenclature designated by the article's manufacturer.
- c) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the approved maintenance organization's certificate, and only after the approved maintenance organization has performed a self-evaluation. The approved maintenance organization must perform the self-evaluation described in this paragraph to determine that the maintenance organization has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this part. If the approved maintenance organization makes that determination, it may list the article on the capability list.
- d) The document of the evaluation described in paragraph (c) of this section must be signed by the accountable manager and must be retained on file by the approved maintenance organization.

Approved Maintenance Organization

- e) Upon listing an additional article on its capability list, the maintenance organization must send a copy of the list to the Authority having jurisdiction over the approved maintenance organization.
- f) The capability list(s) must be available in the premises for inspection by the public and the Authority.
- g) The self-evaluations must be available in the premises for inspection by the Authority.
- h) The AMO shall retain the capability list(s) and self-evaluation(s) for two years from the date accepted by the accountable manager.

16. Contract Maintenance

- a) The AMO must be approved for the work which is to be subcontracted and have the capability to assess the competence of the subcontractor.
- b) An AMO may contract a maintenance function pertaining to an article to an outside source provided:
 - i. The Authority approved the maintenance function to be contracted to the outside source; and
 - ii. The AMO maintains and makes available to the Authority in a format acceptable to the Authority, the following information:
 - 1. The maintenance functions contracted to each outside facility, and
 - 2. The name of each outside facility to whom the AMO contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.
- c) An AMO may contract a maintenance function pertaining to an article to an unlicensed person provided
 - i. The unlicensed person follows a quality control system equivalent to the system followed by the AMO;
 - ii. The AMO remains directly in charge of the work performed by the unlicensed person; and

Approved Maintenance Organization

- iii. The AMO verifies, by test and/or inspection, that the work has been performed satisfactorily by the unlicensed person and that the article is airworthy before approving it for return to service.
- d) The AMO, before approval for return to service, shall verify by test or inspection that the work has been performed satisfactorily following contract maintenance, preventive maintenance, or alterations in accordance with approved methods.

Note 1: An AMO that carries out maintenance for another AMO within its own approval scope is not considered to be subcontracting for the purpose of this paragraph.

Note 2: A list of contractors used by the AMO is approved by the Authority through the AMO Procedures Manual.

17. Privileges of the AMO

- a) The AMO shall carry out the following tasks as permitted by and in accordance with the AMO Procedures Manual:
 - i. Maintain or alter any aircraft or aeronautical product for which it is rated at the location identified in the approval certificate;
 - ii. Maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
 - iii. Perform the activities in support of a specific AOC holder where that AOC has requested the services of the AMO at locations other than the location identified on the AMO certificate and the AMO has been rated to maintain the aircraft of that specific AOC holder at the requested location in the AMO operating provisions approved by the Authority; and
 - iv. Issue an approval for return to service or a maintenance release in respect of subparagraphs (a) (1), (2), and (3) of this subsection upon completion of maintenance in accordance with limitations applicable to the AMO.
- b) The AMO may maintain or alter any article for which it is rated at a place other than the AMO, if:

Approved Maintenance Organization

- i. The function would be performed in the same manner as when performed at the AMO and in accordance with this Subpart;
 - ii. All necessary personnel, equipment, material, and technical and/or approved standards are available at the place where the work is to be done; and
 - iii. The AMO Procedures Manual sets forth approved procedures governing work to be performed at a place other than the AMO.
- c) The AMO may contract out maintenance, preventative maintenance, or alteration, other than a complete type certificated product, in accordance with CAA published acceptable means of compliance.

18. Limitations on the AMO

- a) The AMO shall maintain an aircraft or aeronautical product for which it is approved only when all necessary housing, facilities, equipment, tools, material, approved technical data and certifying staff are available.
- b) An AMO may not contract out the maintenance, preventive maintenance, or alteration of a complete type-certificated product.
- c) An AMO may not provide approval for return to service of a product following contract maintenance, preventive maintenance, or alterations without verifying by test or inspection that the work has been performed satisfactorily in accordance with approved methods.

19. Certification of Release to Service

- a) A certification of release to service shall be issued by appropriately authorized certifying staff when satisfied that all required maintenance of the aircraft has been properly carried out by the AMO in accordance with the AMO Procedures Manual.
- b) A certification of release is required at the completion of any maintenance on an aircraft part, component or assembly when off the aircraft.
- c) The release to service to be used for release of an aircraft or aeronautical part, component or assembly shall adhere to the following items.
 - i. The certification of release to service shall contain the following statement: "Certifies that the work specified was carried out in

Approved Maintenance Organization

accordance with current regulations and in respect to that work the aircraft/aircraft component is considered approved for release to service.”

- ii. The certification of release to service shall reference the data specified in the manufacturer's maintenance instructions or instructions for continued airworthiness.
- iii. Where instructions include a requirement to insure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of GO/NO gauges. It is not normally sufficient to state that the dimension or the test figure is within tolerance.
- iv. The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
- v. When extensive maintenance has been carried out, it is acceptable for the certification of release to service to summarize the maintenance as long as there is a cross-reference to the work package containing full details of maintenance carried out. Dimensional information shall be retained in the work package record.
- vi. The person issuing the release to service shall use a full signature and preferably a certification stamp except in the case where a computer release to service system is used. In this latter case, the Authority will need to be satisfied that only the particular person can electronically issue the release to service.
- vii. When a part of component is released to service, the AMO shall complete the applicable CAA Forms.

Note: One such method of compliance with item (c)(vi) is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) which is keyed into the computer and known only to the individual.

Note: An aeronautical product which has been maintained off the aircraft requires the issue of a certification of release to service (applicable CAA Form) for such maintenance and another certification of release to service of the aircraft in regard to maintenance being properly accomplished on the

Approved Maintenance Organization

aircraft. The release to service of the aircraft will typically be made by the AMO in the aircraft technical log maintenance records section.

20. Maintenance Records

- a) The AMO shall record, in a form acceptable to the Authority, all details for maintenance work performed.
- b) The AMO shall provide a copy of each certification of release to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs/alterations performed.
- c) The AMO shall retain a copy of all detailed maintenance records and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was released from the AMO.
- d) Each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft/aeronautical product shall make an entry in the maintenance record of that equipment:
 - i. A description and reference to data acceptable to the Authority of work performed.
 - ii. The date of completion of the work performed.
 - iii. The name of the person performing the work if other than the person specified in this subsection.
 - iv. If the work performed on the aircraft/aeronautical product has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work.
 - v. The authorized signature, the AMO certificate number, and kind of license held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof.
 - vi. The signature constitutes the approval for return to service only for the work performed.
- e) In addition to the entry required by this paragraph, major repairs and major alterations shall be entered on a form, and the form disposed of by the person performing the work, in the manner prescribed by the Authority.

Approved Maintenance Organization

- f) No person shall describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless:
 - i. Using methods, techniques, and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and
 - ii. It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a TSO.

- g) No person may describe in any required maintenance entry or form, an aircraft or other aeronautical product as being rebuilt unless it has been:
 - i. Disassembled, cleaned, inspected as permitted;
 - ii. Repaired as necessary; and
 - iii. Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conform to new part tolerances and limits, or to approved oversized or undersized dimensions.

- h) No person may approve for return to service any aircraft or aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or alteration unless:
 - i. The appropriate maintenance record entry has been made; and
 - ii. The repair or alteration form authorized by or furnished by the Authority has been executed in a manner prescribed by the Authority.

- i) If a repair or alteration results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.

- j) Maintenance record entries for inspections. The person approving or disapproving for return to service an aircraft/aeronautical product, after any inspection performed in accordance with this regulation, shall make

Approved Maintenance Organization

an entry in the maintenance record of that equipment containing the following information:

- i. The type of inspection and a brief description of the extent of the inspection;
 - ii. The date of the inspection and aircraft total time in service;
 - iii. The authorized signature, the AMO certificate number, and kind of license held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
 - iv. If the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition;
 - v. If the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator; and
 - vi. If an inspection is conducted under an inspection program provided for in this regulation, the entry shall identify the inspection program accomplished, and contains a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.
- k) **Listing of discrepancies.** If the person performing any inspection required by this regulation finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives, or other approved data upon which its airworthiness depends, that person shall give the owner or lessee a signed and dated list of those discrepancies.

21. Airworthiness Data

- a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft/aeronautical

Approved Maintenance Organization

product design organization, and any other approved design organization in the State of Manufacture or State of Design, as appropriate.

Note: The Authority may classify data from another authority or organization as mandatory and may require the AMO to hold such data.

- b) Where the AMO modifies airworthiness data specified in paragraph (a) to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to the AMO Procedures Manual for any such proposed alterations for acceptance.
- c) All airworthiness data used by the AMO shall be kept current and made available to all personnel who require access to that data to perform their duties.

22. Reporting of Unairworthy Conditions

- a) The AMO shall report to the Authority and the aircraft design organization of the State of Design any identified condition that could present a serious hazard to the aircraft.
- b) Reports shall be made on a form and in a manner prescribed by the Authority and contain all pertinent information about the condition known to the AMO. The report shall contain at least the following items
 - i. Aircraft registration number;
 - ii. Type, make and model of the article;
 - iii. Date of the discovery of the failure, malfunction, or defect;
 - iv. Time since last overhaul, if applicable;
 - v. Apparent cause of the failure, malfunction, or defect; and
 - vi. Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.
- c) Where the AMO is contracted by an AOC holder to carry out maintenance, that AMO shall report to the AOC holder any condition affecting the aircraft or aeronautical product.
- d) Reports shall be made as soon as practicable, but in any case within three days of the AMO identifying the condition to which the report relates.

Approved Maintenance Organization

23. Authority to Conduct Inspections

- a) Each certificated approved maintenance organization must allow the Authority to inspect that approved maintenance organization and any of its contract maintenance facilities at any time to determine compliance with this part. Arrangements for maintenance, preventive maintenance, or alterations by a contractor must include provisions for inspections of the contractor by the Authority.

24. AMO Performance Standards

- a) Each certificated AMO that performs any maintenance, preventive maintenance, or modifications for a certificated air operator having an approved maintenance program and approved continuous maintenance program shall perform that work in accordance with the AOC holder's manuals.
- b) Each certificated AMO shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.
- c) Each certificated AMO with an avionics rating shall use materials that conform to approved specifications for equipment appropriate to its rating. It shall use test apparatus, shop equipment, performance standards, test methods, alterations, and calibrations that conform to the manufacturer's specifications or instructions, approved specification, and if not otherwise specified, to accepted good practices of the aircraft avionics industry.