



**AUTORITE GUINEENNE DE
L'AVIATION CIVILE**

ADVISORY CIRCULAR AC 20-001

APPROVED MAINTENANCE ORGANISATION

SECTION 1 GENERAL

20.1.1 PURPOSE

- a) This Advisory Circular (AC) provides guidance and information to organizations and operators on the certification process for maintenance organization approvals.
- b) The process is designed to ensure that the prospective maintenance organization has satisfied all the regulatory and relevant safety requirements and is capable of fulfilling and maintaining the approval standards.

20.1.2 STATUS OF THIS ADVISORY CIRCULAR

This is an original issuance of this AC.

20.1.3 BACKGROUND

- a) ICAO Standards in Annex 6, Parts 1 and 3, Operations of Aircraft, requires that, before issuing an approval to a maintenance organization, the State must assess the conformance of the maintenance organization.
- b) RAG 08 Part 145 establishes the specific requirements for the approval of maintenance organizations that parallel the ICAO Standards.

20.1.4 APPLICABILITY

- a) This guidance is applicable to all organizations that intend to provide maintenance to prepare aircraft for—
 - 1) Continuing airworthiness under the requirements of RAG 08 Partie-GEN;
 - 2) Maintenance under the requirements of RAG 08 Part 145;
 - 3) Maintenance for AOC holders under the requirements of RAG 06 Part AOC; and
 - 4) Other operators

20.1.5 RELATED REGULATIONS

The following regulations are directly applicable to the guidance contained in this advisory circular—

- RAG 08-Partie- GEN, Continuing Airworthiness
- RAG 08 Partie 145, Approved Maintenance Organization

20.1.6 DEFINITIONS & ACRONYMS

- B. The following acronyms are used in this advisory circular—
- 1) **AC** – Advisory Circular
 - 2) **AOC** – Air Operator Certificate
 - 3) **AGAC** – Autorité Guinéenne de l'Aviation Civile
 - 4) **RAG** – Guinea Civil Aviation Regulations
 - 5) **FOD** – Foreign object damager
 - 6) **MOR** – Mandatory Operational Report
 - 7) **VDGS** – Visual Docking Guidance System

20.2 GENERAL REGULATORY MAINTENANCE CONCEPTS

20.2.1 CAA APPROVAL REQUIRED

RAG 08 Part 145 prohibits a person to operate as an approved maintenance organization (AMO) without or in violation of a maintenance organization approval issued by the AGAC

20.2.2 SPECIFIC APPROVALS REQUIRED

- a) The maintenance organizations seeking approval must submit the following to the AGAC—
- 1) Approval of the organization from other CAAs;
 - 2) Maintenance organization's procedures manual;
 - 3) Maintenance procedures and quality assurance system;
 - 4) Facilities;
 - 5) Personnel;
 - 6) Records; and
 - 7) Maintenance release.

20.2.3 COMPLETE ORGANIZATION REQUIRED

- a) The AGAC will only grant approval to a whole organization headed by an accountable manager who has the necessary executive authority (including financial) to take corrective actions.
- b) This manager is responsible to the AGAC for ensuring—
- 1) Compliance with the terms and conditions of the approval; and
 - 2) Correction of any deficiencies identified by the quality assurance system (or the

20.2.4 APPLICATION FOR ADDITIONAL RATING TO THE EXISTING AMO APPROVAL

- a) An approved maintenance organization may apply for—
 - 1) Extension of the AMO ratings;
 - 2) Inclusion of additional capability; or
 - 3) Major change to the facility.
- b) The AMO must submit to the AGAC an application for AMO rating upgrade or variation together with the proposed amendment / variation.
- c) Depending on the rating or up-grade applied for, the AGAC shall evaluate the application and advise whether there is need to carry out a pre-approval inspection and payment inspection facilitation and approval fee.

20.2.5 OTHER CHANGES TO THE AMO

- a) When the AMO wishes to make changes like the name, address and location it is necessary to inform the AGAC of such changes in writing and to submit the amendments to the Maintenance Organization Procedures Manual (MOPM) including the Accountable Manager's revised commitment statement for approval.
- b) Amendments to the Approval Certificates will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.

20.2.6 SUB-CONTRACTING MAINTENANCE WORK

- a) An AMO, according to RAG 08 Partie 145 of the GCARs may sub-contract its maintenance functions to another Approved Maintenance Organization.
- b) If however the sub-contracted AMO is not approved by the AGAC, the following practices must be applied—
 - 1) The contracted AMO must hold an approval from the appropriate CAA for the work which is being sub-contracted;
 - 2) The contracting AMO must retain responsibility for quality control of the sub-contracted activities, including the appropriate airworthiness regulatory requirements; and
 - 3) Have necessary procedures (i.e. maintenance agreement) for the control of the sub-contracted activities.

Note The sub-contracting AMO remains responsible for the quality and safety of maintenance released to service by the sub-contracted AMO.*

20.3 AMO CERTIFICATION PROCESS

20.3.1 PHASE ONE: PRE-APPLICATION

a) DECLARATION OF INTENT

- 1) The organization or individual intending to request maintenance approval(s) should officially advise the AGAC that they intend to apply for this approval.
- 2) This is normally accomplished by the submission of a formal letter of intent (or the Pre- Application Statement of Intent form).

b) PRE-APPLICATION MEETING

- 1) The operator is entitled to a pre-application meeting to provide more specific guidance regarding the submission of a complete formal application.
- 2) The operator may, however, choose to submit their application without attending the meeting.

20.3.2 PHASE TWO: FORMAL APPLICATION

a) Formal application submission:

It is recommended that the formal application be submitted at least 90 days before maintenance operations begin, although the application should be submitted to the Authority as far in advance of the proposed start-up date as possible.

b) Application review:

The Certification Team will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, or open question to be resolved during the formal application meeting.

c) Formal application meeting:

The formal application meeting should reinforce open communication and working relationships. The operator's key management personnel should attend the formal application meeting. The purpose of this meeting is to discuss the formal application and resolve omissions, deficiencies, or open questions. Date conflicts must be resolved. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event that is not clearly understood. The Certification team should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the Certification team will determine the packages acceptability, but the PM will not formally accept the application during the meeting. This delay allows the operator time to resolve any omissions or any deficiencies discussed during the meeting.

d) Notification:

The operator will be notified by letter stating whether the formal application is accepted or rejected. The Certification Team acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

20.3.3 PHASE THREE: DOCUMENT CONFORMANCE

USE GUIDELINES

The applicant should use the guidelines in this Chapter during the development of its formal application submission.

a) CONFORMANCE CHECKLIST

- 1) The most accurate indicator of the completeness of the maintenance organization certification is the RAG 08 Part 145 conformance checklist in its final form.
- 2) Usually the initial conformance checklist submitted by an operator is not accurate with respect to the manual references and comments regarding the conformance of the company documentation to the applicable regulations.
- 3) This checklist will be continually updated during this process to reflect the accurate or revised manual procedures.

- This conformance checklist must be accurate before the certification can be completed.
- The organization should make every effort to have it acceptable at the time of submission of the application.

- 4) The final conformance checklist will be inserted in the Completed Certification Report binder as one of the primary "proofs" that, at the time of certification, the applicant was in
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b) ORGANIZATION

- 1) Evaluation of the applicant's organization and key personnel associated with the proposed maintenance organization will occur early in this phase.
- 2) If the AGAC has any objections or reservations regarding the proposed organization or key personnel, these will be shared with the applicant as soon as possible.
- 3) This urgency will also apply to any service providers proposed for use in the maintenance organization process.

c) RELEVANT STANDARDS FOR CONFORMANCE

- 1) The AGAC will evaluate proposed AMO documents through comparisons of the proposed information, policy and procedure with the—
 - i) Submitted conformance checklist;
 - ii) Advisory circulars and other relevant manuals;
 - iii) Relevant international standards.
- 2) Interim approvals and acceptance will be formal provided to the applicant as each document is reviewed and found acceptable.

d) FORMS & RECORDS

- 1) The applicant will be using forms, records and other documents to ensure conformance with the applicable requirements.
- 2) These documents must be easy to understand and use.

e) TRAINING OF PERSONNEL

- 1) The requirements provided in the RAG 08-Partie-GEN provides for a training program for these personnel.
- 2) The submitted training program and curriculums include all required maintenance subjects and exercises will be thoroughly reviewed to meet the training objectives.

f) QUALITY ASSURANCE

- 1) Some applicants will not perform all aspects of the maintenance organization process using company personnel or equipment.
- 2) This is an area where the set-up of good quality audits by the organization will be vital to the continued conformance to the minimum standards for functioning of the maintenance organization.

20.3.4 PHASE FOUR: INSPECTION & DEMONSTRATION

- a) In practice, the applicant will experience the following inspections in this phase—
 - 1) Housing and facilities;
 - 2) Tools and equipment;
 - 3) Precision test equipment;
 - 4) Stores (parts control);
 - 5) Technical Data;
 - 6) Shops.
 - 7) Training facility;
 - 8) Training Records;
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- 9) Certifying Staff Records. and
 - 10) Training-in-progress (for personnel and certifying staff)

20.3.5 PHASE FIVE: FINAL CERTIFICATION ACTIONS

a) ISSUANCE OF FINAL APPROVALS

- 1) All documents previously granted interim approval during the certification will now be granted operational approval by the AGAC
- 2) At a minimum, these approvals will be given to AMO—
 - i) Manuals and programs;
 - ii) Maintenance programs
 - iii) Training curriculums;
- 4) Special equipment; and
- 5) Documents, such as forms, records.

b) ISSUANCE OF MASTER OPERATIONS SPECIFICATIONS

- 1) The master operations specifications for the AMO will be issued to show the authorizations granted to the maintenance organization.
- 2) A print-out of that amended operations specifications shall be circulated for AGAC and maintenance organization management signatures.

c) ISSUANCE OF AMO WALL DISPLAY CERTIFICATE

The wall display certificate will be issued to those maintenance organizations that are found to be in conformance with the requirements of RAG 08 Part 145.

20.4 ON-GOING VALIDATION OF BASIS FOR APPROVALS

20.4.1 ANNUAL SERIES OF AGAC INSPECTIONS

- a) The AGAC will schedule and conduct a series of inspections annually.
- b) Any issues identified by the AGAC must be corrected by the AMO management on a timely basis.
- c) The consolidation of those inspections and the resolution of any safety or maintenance issues identified by the AGAC will be the basis for the renewal of the AMO approvals.

20.4.2 AMENDMENTS TO THE AMO APPROVALS

For amendments to the AMO approvals, especially curriculums or equipment, the maintenance organization should submit the AMO application form provided in Appendix A at least 30 days prior to planned amendment.

20.4.3 RENEWAL OF AMO CERTIFICATE

The AMO should submit the AMO application form provided in Appendix A to request a renewal at least 30 days prior to expiration of the certificate.

20.5 CONTENTS OF THE APPLICATION

20.5.1 PRIMARY APPLICATION DOCUMENTS

a) The application documents that must be submitted separate documents include—

- 1) Completed AMO application;
- 2) RAG 08 Part 145 conformance checklist;
- 3) Maintenance Organization Procedures manual (2 copies);
- 4) Training curriculums (may be included in the MOPM Manual or in separate document(s));
- 5) Management resumes;

20.5.2 OTHER REQUIRED DOCUMENTS & INFORMATION

a) The following may be submitted as separate documents or included within the primary application documents—

- 1) Organizational structure;
- 2) Designated accountable manager;
- 3) Description of Quality Assurance System; and
- 4) Proposed maintenance records
- 5) A list of all AMO certificates and ratings issued by any Contracting State other than Guinea to the maintenance organization; and
- 6) A list of the maintenance functions to be performed for the AMO by another service provider.

20.5.3 OTHER REQUIREMENTS FOR AGAC REVIEW

The following items must be available for AGAC inspection during the Inspection Phase of the certification include—

- (a) Manufacturer's maintenance manuals
- 1) Adequate quantities of blank copies of the forms, records and logs that will be used;
 - 2) Current copies (as appropriate) of—
 - (i) Guinea Civil Aviation regulations;
 - (ii) AGAC advisory circulars
 - (iii) ICAO Annexes, Documents and Circulars;
 - (iv) International technical standards documents
 - 3) Tool and instrument calibration records as appropriate;
 - 4) Individual lesson plans to accomplish the training included in the approved curriculums;
 - 5) Technical data for maintenance
 - 6) Other items as prescribed by the AGAC

20.6 COMPLETION OF THE APPLICATION

- a). A copy of the application for an approved maintenance organization may be obtained from the AGAC Flight Safety Standards Department. This application is intended as a checklist for the applicant and an official record which will reside in the FSSD files after this application has been processed.
- b) Section A of the application must contain the applicant's contact information.
- It also contains the provision to enter the address of the main maintenance base and satellite bases
 - Because this information will also appear in the MOPM Manual, it is only necessary to enter the city names of the satellite base(s).

c) Section B of the application provides the space to check the type of action required by the

- If this is an original application, check the block for the “level” of AMO approval.
 - B1 should be checked by the applicant who is submitting an original application for certification.
 - B2 should be checked by the applicant who is submitting a request for renewal. (Please include the AMO certificate number and the expiration date.). The applicant should also check whether any changes are requested
- d) Section C provides for the identification of maintenance ratings that are requested as a part of this application.
- The ratings for which action is requested should be listed in the “Rating” column.
 - The ADD box should be checked in the case of new applicant or a currently approved box for “ADD” should be checked.
 - The DELETE box should be checked if the applicant no longer maintains the capability to provide this instruction.
 - “Class Description” should be provided where possible.
 - “Equipment Description” must be provided.
- e) Section D of this application is used as a checklist of the additional documents that are included in this application package. (The requirements of each of these documents are discussed separately in this advisory circular.)
- f) Section E of this application is provided for the applicant’s certification that all of the necessary items related to this application are provided and are accurate.

20.7 CONFORMANCE WITH REGULATORY REQUIREMENTS

20.7.1 CONFORMANCE CHECKLIST

- a) The RAG Part 145 conformance checklist is a critical submission for any maintenance organization desiring AGAC approval.
- b) Completion of this checklist will validate conformance with RAG 08-Part 145.
- c) The maintenance organization must determine the applicability of each Section and subparagraph to their proposed maintenance organization.
- Reference and comments will be recorded in the columns and rows provided in the conformance checklist.

20.7.2 REQUEST FOR MAINTENANCE EXEMPTIONS OR WAIVERS

a) SUBMISSION OF PROPER REQUEST

If submitted with the completed RAG 08-PART 145 Conformance Checklist, the AGAC-FSSD may make requests for—

- 1) Exemptions;
- 2) Deviations; and
- 3) Waivers.

b) PROCESSING OF THE REQUEST

The request will be evaluated through the process prescribed in RAG 00 for—

- 1) Adequate justification;
- 2) Provision of an equivalent level of maintenance and safety;
- 3) No adverse effect on the quality of instruction or evaluation;
- 4) No conflict with existing international safety oversight agreements; and
- 5) The public interest.

Note The AGAC will not process a request for exemption, deviation or waiver unless it is identified in the submitted RAG 06 Partie AOC conformance checklist.*

20.8 CONSIDERATIONS FOR MAINTENANCE APPROVALS

20.8.1 SYSTEMS OF INSPECTION & QUALITY MANAGEMENT

- a) Aircraft cannot be released to service following scheduled or unscheduled maintenance unless certifications are made by appropriately licensed and approved personnel that the tasks have been completed satisfactorily and in accordance with the procedures described in the maintenance organization's procedures manual.
- b) There are three generally accepted methods of meeting this requirement—
 - 1) Licensed personnel either complete the task, or are responsible for its completion, and issue the necessary certification;
 - 2) The staff of a production department complete the task, with a separate inspection department responsible for the necessary certification; or
 - 3) The staff of the production department complete the task to approved quality control standards and also issue the necessary certification, while a separate quality assurance department performs sample audits to determine that the approved procedures are being adhered to and that the final product is satisfactory.
- c) In practical terms, it is very difficult to manage quality control in circumstances where completion of a task and determination of compliance with the associated quality requirements are responsibilities of separate persons as above.
- d) The highest standard of quality of aircraft maintenance is very much dependent on the competence of the personnel who complete the tasks; it is not something that can be "inspected-in".
- e) Thus responsibility for quality control management is best vested in a competent production work force which completes the tasks and is qualified to accept responsibility for certification of them, in accordance with prescribed procedures.
- f) No system of quality management is complete without an element of quality assurance.
- g) This provides, through an independent audit system, the necessary feedback to the management of the approved organization to ensure that—
 - 1) Through product sampling, the requirements of the customer, including those related to airworthiness, are being satisfied;
 - 2) The procedures of the organization are being complied with and that they remain appropriate for the undertakings of the organization; and
 - 3) The organization remains in compliance with the requirements and conditions of the approval granted by the AGAC

20.8.2 MAINTENANCE ORGANIZATION'S PROCEDURES MANUAL

- a) RAG 08 Part 145 places an obligation on the approved maintenance organization to provide a maintenance organization's procedures manual.
- b) The purpose of the procedures manual is to—
 - 1) Provide to the personnel the necessary information to enable them to fulfill their various roles in complying with the terms and conditions of the approval and the relevant airworthiness requirements;
 - 2) Provide airworthiness management for the maintenance activities undertaken by the organization; and

3) Substantiate to the AGAC how the activities included in the approval and the relevant airworthiness requirements will be satisfied.

- c) The provision of the MOPM as an integral part of the approval of the organization.
- d) In the case of large organizations, the manual may be divided into two or more volumes.
 - The first volume may contain the essential requirements for management of the approval and compliance with the appropriate airworthiness requirements, including the control of the contents of the other volumes.

20.8.3 PERSONNEL

- a) The organization must employ sufficient personnel to plan, perform, supervise and inspect the activities included in the approval.
- b) Because organizations engaged in aircraft maintenance for commercial reasons are under constant pressure to achieve maximum work throughput, the AMO must have the necessary personnel to match the anticipated workload without any reduction in the standards accepted by the AGAC
- c) The AMO is required to establish the competence of maintenance personnel in accordance with a procedure and to a level acceptable to the AGAC
- d) The person signing a maintenance release shall be qualified in accordance with RAG 01 PEL and RAG 08 Partie-GEN
- e) It is important to realize that aircraft maintenance is an integrated activity, involving technical records, planning, supervision, quality control or quality assurance personnel, mechanics and specialist technicians such as non-destructive test personnel.
 - Procedures should exist to ensure that these persons are assessed for competence in relation to their particular role within the organization.

20.8.4 TRAINING POLICY

- a) The maintenance organization should ensure that all maintenance personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities.
 - Air transport is an industry which, more than most, has to adapt to technology in a constant state of evolution.
 - Training provided to personnel engaged in aircraft maintenance needs to mirror this state of change.
- b) The AMO must include provisions for initial, continuing and refresher training of its personnel during assessment for approval by the AGAC
 - The training needs of mechanics, quality control and quality assurance personnel, supervisors, planners and technical records personnel as well as of those persons signing a maintenance release must be addressed..
- c) This training should not be limited to providing knowledge of the products which are maintained by the organization.
 - There is a need to ensure that all personnel are given training on the company procedures associated with the approval.
 - Where the organization utilizes specialized techniques such as non-destructive inspection or novel methods of repair, appropriate training should be provided.
- d) The training program should also include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.

20.8.5 QUALIFICATION OF PERSONS SIGNING A MAINTENANCE RELEASE

- a) ~~The requirements for licensing of a person signing the maintenance release are provided in RAG 01 PEL and RAG 08 Partie-GEN.~~
- b) All certifying personnel signing a maintenance release should be familiar with the relevant company systems and procedures, and have appropriate knowledge of the aircraft or component being maintained.

20.8.6 MAINTENANCE RELEASE

- a) A maintenance release shall be completed and signed to certify that the maintenance work performed has been completed satisfactorily and in accordance with procedures described in the maintenance organization's procedures manual.
- b) A maintenance release shall contain a certification including—
 - 1) The basic details of the maintenance carried out;
 - 2) The date such maintenance was completed;
 - 3) When applicable, the identity of the approved maintenance organization; and
 - 4) The identity of the person or persons signing the release.
- c) A maintenance release, which certifies that the maintenance work has been completed in a satisfactory manner, is necessary before flight at the completion of any package of maintenance specified by the customer in accordance with such customer's responsibility.
- d) This package of maintenance may include any one or a combination of the following elements—
 - 1) A check or inspection from the operator's aircraft maintenance program;
 - 2) Implementation of Airworthiness Directives, Components Overhauls, repairs, modifications, engine changes, aircraft component replacements and defects rectification.
- e) In all the cases, this maintenance release to service (for the aircraft or for the component) means only that the work ordered by the customer (being most of the time the aircraft operator) has been completed satisfactorily by the approved maintenance organization.
 - It does not mean that the work ordered by the customer was sufficient to ensure the airworthiness of the aircraft or the component.
 - The responsibility to get the aircraft airworthy or to install onboard only airworthy components remains with the aircraft operator.

Note* This maintenance release should not be confused with the action that must be taken by the operator to give evidence that the aircraft is airworthy and fit to undertake a specific flight.

20.8.7 DEFERRED MAINTENANCE

- a) As stated previously, the operator is responsible to ensure the airworthiness of the aircraft and the serviceability of both operational and emergency equipment by the—
 - 1) Accomplishment of pre-flight inspections;
 - 2) Rectification to an approved standard of any defects and damage affecting safe operation, taking into account the approved minimum equipment list and configuration deviation list if available for the aircraft type;
 - 3) Analysis of the effectiveness of the operator's approved aircraft maintenance program;
 - 4) Accomplishment of any operational directives, Airworthiness Directive and any continued airworthiness requirement made mandatory by the CAA; and
 - 5) Accomplishment of modifications and repairs in accordance with a standard approved by the CAA.
- ~~b) it is vital that the operator be informed when the maintenance organization could not fully~~

- For example; to the operator's time limitations due to (time constraints not acceptable for the maintenance organization or to a lack of components or tools.
- c) Normally, a maintenance release cannot be delivered in the case on non-compliance, therefore the AMO should follow a procedure which states what actions the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant person in charge of the coordination between the operator and the approved maintenance organization.
- d) If the operator should agree to the deferment of full compliance, then the maintenance release may be issued by the approved maintenance organization subject to details of deferment being endorsed on the certificate including the operator's acceptance.
- e) Whether or not the aircraft operator has the authority to defer maintenance is an issue between the aircraft operator and its AGAC

20.8.8 FACILITY REQUIREMENTS

- a) Facilities appropriate to the planned work should be available. These include access equipment and, in particular, protection from adverse weather conditions.
- b) Specialized workshops should be segregated to ensure that environmental or work area contamination is unlikely to occur.
- c) Because aircraft maintenance is document-intensive, adequate office facilities should be available for personnel engaged in the management of quality, planning and technical records.
- d) Storage facilities should be provided for parts, equipment, tools and material.
 - Storage conditions should be such that unauthorized access to serviceable parts is prevented and that there is complete segregation of serviceable and unserviceable parts.
 - The facilities should provide security and prevent deterioration and damage to stored items.

20.8.9 EQUIPMENT, TOOLS, MATERIAL, & AIRWORTHINESS & MAINTENANCE DATA

- a) Equipment, tools, material, and airworthiness and maintenance data must be available for completion of the scope of activities included in the AGAC approval.
- b) For maintenance organizations that are not also aircraft operators, it is not uncommon to expect some specialized equipment, tools and data in respect of a particular variant of an aircraft type to be provided by the operator.
 - The approved arrangement for the use of these articles must ensure that the activity is controlled by proper contractual arrangement between the maintenance organization and the operator.
 - The AMO must be able to show that all tools and equipment as specified in the approved data can be made available when needed.
- c) Much of the tooling and equipment associated with aircraft maintenance is subject to periodic calibration.
 - The calibration procedures and the actual standards themselves traceable to international standards must be acceptable to the AGAC
- d) All tools and equipment that are required to be controlled in terms of servicing or calibration should be clearly identified and listed in a control register including any personal tools and equipment that the organization agrees can be used.
- e) Where the manufacturer specifies a particular tool and equipment, then that tool or equipment should be used, unless otherwise agreed by the AGAC in a particular case via a procedure specified in the AMO procedures manual.
- f) The control of these tools and equipment requires that the approved maintenance

organization has a procedure to inspect/maintain and, where appropriate, calibrate such items on a regular basis and indicate to users that the item is within any inspection or service calibration time-limit.

- g) A clear system of labeling all tooling, equipment and test equipment is necessary giving information on when the next inspection or service or calibration is due and if the item is unserviceable for any other reason where it may not be obvious.
 - A register should be maintained for all precision tools and equipment together with a record of calibrations and standards used.
- h) Inspection, maintenance and calibration on a regular basis should be in accordance with the equipment manufacturer's instructions except otherwise as accepted by the AGAC

20.8.10 CONTRACT & SUBCONTRACT

- a) Operators may be authorized to contract their maintenance requirements to approved maintenance organizations.
- b) Approved maintenance organizations may subcontract work to other approved maintenance organizations.
- c) The following points should be considered for these arrangements—
 - 1) The organization has its approval extended to include the subcontracted work; it assesses the competence of the subcontractor;
 - 2) The approved organization retains responsibility for quality control and release of subcontracted activities, according to the appropriate airworthiness requirements; and
 - 3) Necessary procedures should be in place for the control of subcontracted activities, together with terms of reference for the personnel responsible for their management.

20.9 COMPONENT & MATERIAL SUPPLIER & SUBCONTRACTOR CONTROL PROCEDURE

- a) The component and material supplier's evaluation must be carried out by the approved maintenance organization and the control exercised by this approved maintenance organization on the its approved or non approved contractors.
- b) The ultimate goal of the approved maintenance organization is to make sure that the—
 - 1) Received component or material from its supplier is airworthy and /or
 - 2) Contracted maintenance work has been performed according to its own standards.

Note This component may come from a supplier (without any maintenance work contracted) or from a contractor (approved or not) in this latter case generally a maintenance task has been ordered.*

20.9.1 ASSESSMENT OF THE SUPPLIERS

- a) *Where no maintenance services are provided*, the approved maintenance organization should—
 - 1) Assess its suppliers (questionnaire, audit etc.);
 - 2) Implement procedures in order to retain/withdraw the authorization to use such suppliers; and
 - 3) Establish special instructions concerning the expected component/part release document (airworthiness tag, conformity statement).
- b) These documents may depend on the supplier origin (manufacturer, retailer, airline, distributors, maintenance workshop etc.).

20.9.2 ASSESSMENT OF THE APPROVED SUBCONTRACTORS

- a) Before using other AMO as service providers, the maintenance organization should describe

how the following items are satisfactorily dealt with (not an exhaustive list of items) the—

- 1) Approved workshops reference list (only those included in this list can be contracted to work);
- 2) Control of the scope of activity of the approved workshops towards the maintenance services sought by the approved maintenance organization; and
- 3) Means internally implemented so that only those approved workshops could be used as workshops (checking the list of the approved workshops chosen from lists issued by the AGAC)

20.9.3 ASSESSMENT OF THE UNAPPROVED SUBCONTRACTORS

- a) The quality assurance system of the approved maintenance organization should include all the subcontracted activities where maintenance services are provided by an unapproved maintenance organizations.
- b) All human resources, the means and the procedures used by the subcontractor should have been treated (and controlled) in the same way as the ones coming from the approved maintenance organization.
- c) Special attention should be paid to the release to service procedure. The maintenance release is finally signed under the approval of the approved maintenance organization.

Note The internal control activity of the subcontracting activities must be audited by the approved maintenance organization.*

20.9.4 OUTSIDE CONTRACTORS: INSPECTION & ACCEPTANCE REQUIREMENTS

- a) The AMO must determine the compliance of materials in general (equipment, components, standard parts, and materials) received from suppliers/subcontractors (external sources). This section refers to the acceptance of materials stated as compliant ones.
- b) The approved maintenance organization may obtain component/material from various sources, including—
 - 1) Suppliers/distributors (purchase/hiring new materials or used /maintained materials);
 - 2) Other approved maintenance organizations (maintained components);
 - 3) Unapproved workshops but under cover of its own quality system (maintained components); or
 - 4) Maintenance workshops of the approved maintenance organization (internally maintained components).
- c) In all these cases, the approved maintenance organization which receives the product should define and implement reception procedures for components, standard parts, materials, new components or used maintained components.
- d) The reception procedures should, at a minimum, include the following—
 - 1) Authorization procedure for reception control and acceptance;
 - 2) Process of administrative control of the components and materials;
 - 3) Identification of the type of acceptable documents depending on the situation (e.g. new/used components, materials, ingredients, standard parts, approved subcontracting, non approved subcontracting under cover of the organization, standard exchange, maintenance by a workshop of the organization, serviceable removed component);
 - 4) Procedure of physical control;
 - 5) Procedure of acceptance (identification of the material, marking, tagging, register, taking into account the storage limits, the life limits, the storage specificity, record of the acceptance); and

- 6) Procedure for treatment of suspected unapproved parts (“bogus parts”) (record, notification to the AGAC).

20.10 SAFETY MANAGEMENT SYSTEM

The AMO must establish a safety management system acceptable to the AGAC

20.11 QUALITY ASSURANCE SYSTEM

20.11.1 GENERAL

- a) In recognition of the key importance of this activity in continuing airworthiness, it is essential for the manager of the quality assurance have direct access to the accountable manager on quality issues.
- b) The maintenance organization’s systems for quality control and assurance should take into account all of the facilities and procedures utilized to ensure continuing airworthiness, where activities take place affecting the airworthiness of the aircraft and product quality for subjects not directly related to airworthiness.
- c) Quality control should therefore be effective throughout the maintenance of aircraft and quality auditing should ensure that control is being properly applied and achieving satisfactory results.
- d) The organization’s quality control policies and systems should be described in the approved maintenance organization manual, together with the quality assurance audit program in respect of product, facility and procedures.

20.11.2 PROCEDURES & PERSONNEL QUALIFICATIONS

- a) Staff assigned to quality control and assurance duties should be—
 - 1) Sufficiently experienced in the company systems and procedures and technically knowledgeable of the aircraft being maintained so as to enable them to perform their duties satisfactorily;
 - 2) Experienced in the techniques of quality control and assurance or receive suitable training before taking up their duties; and
 - 3) Given clearly defined terms of reference and responsibility within reference and responsibility within the organization and having reporting lines to senior management.
- b) The department responsible for quality control and assurance should arrange for independent quality audit checks to be carried out in accordance with the audit program.
- c) Emphasis should be placed on the company systems employed to achieve and ensure airworthiness, their suitability and effectiveness.
- d) The scope of quality checks within the organization should be based on the guidelines given below.
- e) All quality checks should be recorded and assessed and any criticisms forwarded to the person responsible for the particular facility or procedure for corrective action.
 - There should be a feedback system for confirming to the quality assurance staff that corrective and preventive action has been taken and to ensure that persons concerned with any audit deficiency are made aware of both the adverse report and the outcome.

20.12 APPROVAL OF FOREIGN MAINTENANCE ORGANIZATION

20.12.1 AGAC POLICY

- a) All foreign maintenance organizations that are used to meet the maintenance requirements

of the Guinea Civil Aviation regulations must have the approval of AGAC in order for the training received to be considered valid for licensing and operations in Guinea.

- b) All foreign specialized maintenance facilities and equipment that are used for maintenance must have AGAC approval before their use.
- c) All foreign personnel used to provide maintenance required by the GCARs must be properly licensed by the AGAC or employed and qualified by the foreign AMO.
- d) All individuals and operators must ensure that such approvals exist before using a foreign maintenance organization to satisfy GCAR maintenance requirements.

20.12.2 NEED FOR APPROVAL

- a) There is often a need for an individual, organization or airline to use AMOs that are located outside of Guinea to complete GCAR maintenance requirements.
- b) This is sometimes driven by cost consideration or simply because the maintenance facilities, resources, equipment and expertise necessary to support the specialized maintenance required by the airline are not available in Guinea.
- c) In principle, there is no difference between the approval of maintenance organizations based abroad and those based in Guinea.
- d) In practice, there are difficulties that are essentially linked to the fact that the AGAC may not always have the budget to ensure proper oversight of ATOs located abroad.
- e) This approach is efficient but requires that the AGAC must review and process the approval given by another State, to fully understand the conditions and the regulatory basis of the original approval.
- f) Based on this review, the AGAC may require additional conditions, including an on-site evaluation, before an approval is issued.

Note To overcome these difficulties, the AGAC may consider the approval and oversight system of the host State to issue the approval using a validation process that is provided in RAG 00.*

20.12.3 APPROVAL PROCEDURE

- a) The individual or organization desiring to use a foreign ATO, its equipment or its personnel will sent a letter of intent to the AGAC-FSSD outlining—
 - 1) This intention;
 - 2) The proposed dates; and
 - 3) The justification for using a foreign entity.
- b) The AGAC will research the request and contact the civil aviation authorities of the country to validate the approval documents.
 - In situations where specialized personnel or equipment are used to meet maintenance requirements on behalf of a Guinea operator, the AGAC airworthiness inspector must go on-site to evaluate quality and performance of the equipment and personnel.
- c) A formal approval document will be issued when the AGAC is satisfied that the maintenance organization, its equipment and its personnel—
 - 1) Hold valid approvals from their civil aviation authorities for the tasks that are proposed;
 - 2) Have demonstrated their proficiency and competency for such tasks through an internationally accepted process; and
 - 3) Any necessary on-site evaluations have been conducted.
- d) That formal approval document will be—

- For foreign AMOs, a Guinea display certificate and operation specifications to the foreign ATO management.
- For maintenance facilities or equipment not a part of the foreign AMOs approval, an approval letter to the Guinea operator specifically authorizing the functions authorized, with any necessary restrictions.

*Note *The request should also include a copy of the approval documents that the foreign CAA has issued to the AMO and/or maintenance personnel to be used. A copy of all issued documents will be provided to the Guinea organization or individual making the original request for approval.*

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