	GUINEAN CIVIL AVIATION AUTHORITY	Document No.	
		AGAC/ AWS/AC/019	
Document Title:		Issue No.	Page No.
Maintenance Procedures Manual (MPM) Development		1	Page 1 of 8

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide guidance information on preparing, and approval of a maintenance organization Maintenance Procedures Manual in accordance with the Guinean Civil Aviation (Aircraft Maintenance Organization) Regulations 2017.

2.0 REFERENCES

2.1 Part 6 of the Civil Aviation (Approved Maintenance Organisation) Regulations specifies that a Maintenance Organisation shall provide a Maintenance Procedures Manual (MPM) for the use by maintenance personnel. The MPM and any subsequent amendments shall be approved by the Authority prior to use.

2.2 The MPM shall be prepared and formatted to contain information set out in Part 6 of the Guinean Civil Aviation (Approved Maintenance Organisation) Regulations 2017.

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The MPM is a maintenance organization document that defines the administration and management structure, organization capability, processes and general performance procedures and commitment to comply with the regulatory requirement on civil aircraft maintenance.

3.1.2 It explains in detail the maintenance organisation responsibilities, regulatory processes, and methods the organization employs to satisfy and maintain the regulatory requirements.


3.1.3 The MPM defines the maintenance organization structure, quality system management, maintenance activity coordination, duties, responsibilities, and qualification and training requirements of technical personnel.

3.1.4 It states the organization maintenance capability, scope and competency.

Notes:

(i) *The MPM is normally presented with all other required manuals during the Formal Application phase of the maintenance organization certification.*

(ii) *The MPM provides the reference by which the Authority conducts the operator's approval inspection, the compliance surveillance and audit functions.*

	GUINEAN CIVIL AVIATION AUTHORITY	Document No.	
		AGAC/ AWS/AC/019	
Document Title:		Issue No.	Page No.
Maintenance Procedures Manual (MPM) Development		1	Page 2 of 8


(iii) The general procedure, guidance and information that may be used to develop manuals in a format acceptable to the Authority are explained in the Development and Preparation of Manuals Advisory Circular No. AGAC-AC-GEN002.

3.2 MPM Development and Preparation

3.2.1 The maintenance organization MPM and subsequent amendments shall contain information, guidance and details for the use by maintenance personnel concerned. The information shall include procedures to be followed to satisfy the maintenance responsibility as required by the Guinean Civil Aviation (Approved Maintenance Organization) Regulations, 2017.

3.2.2 The MPM shall include the following information which may be issued in one volume or separate parts depending on the size and capacity of the operator's maintenance activities in accordance with the requirements of Part 8.145 of the Guinean Civil Aviation (Approved Maintenance Organization) Regulations, 2017:

- a) A statement signed by the Accountable Manager confirming that the Approved Maintenance Organization (AMO) Maintenance Procedures Manual and any associated manuals define the AMO's compliance with this Rules and will be complied with at all times;
- b) A list which describes the duties and responsibilities of the management personnel and the matters on which they may deal directly with the Authority on behalf of the AMO;
- c) A procedure to establish and maintain a current list of the titles and names of the AMO's management personnel accepted by the Authority;
- d) An organization chart showing associated chains of responsibility of the management personnel;
- e) A procedure to establish and maintain a current roster of certifying staff;
- f) A description of the procedures used to establish the competence of maintenance personnel;
- g) A general description of manpower resources, development and training program.
- h) Description of the method used for the completion and retention of the maintenance records.
- i) A description of the procedure for preparing the certificate of release to service and the circumstances under which the certificate of release to service is to be signed.
- j) A description, when applicable, of additional procedures for complying with an Air Operators Certificate (AOC) holder's maintenance procedures and requirements.
- k) A description of the procedures for complying with the service information reporting requirement contained in Part 8.145 of Guinean Civil Aviation (Approved Maintenance Organization) Regulations 2017.

	GUINEAN CIVIL AVIATION AUTHORITY	Document No.	
		AGAC/ AWS/AC/019	
Document Title:		Issue No.	Page No.
Maintenance Procedures Manual (MPM) Development		1	Page 3 of 8


- l) A description of the procedure for receiving, amending and distributing within the maintenance organization all necessary airworthiness data from the type certificate holder or the type design organization.
- m) A general description of the facilities located at each physical address specified in the AMO's certificate.
- n) A general description of the AMO's scope of work relevant to the extent of approval.
- o) The notification procedure for the AMO to use when requesting the approval of changes to the organization of the AMO from the Authority.
- p) The amendment procedure for the AMO Maintenance Procedures Manual, including the submission to the Authority.
- q) The AMO's procedures, acceptable to the Authority, to ensure manual good maintenance practices and compliance with the requirements in these Regulations.
- r) The AMO's procedures to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aircraft components; compliance monitoring shall include a feedback system, acceptable to the Authority, to the person or group of persons specified in Part 6 of the Guinean Civil Aviation (Approved Maintenance Organization) Regulations, 2017 and ultimately to the Accountable Manager to ensure, as necessary, corrective action; such feedback system shall be acceptable to the Authority.
- s) AMO procedures for self-evaluations, including methods and frequency of such evaluations and procedures for reporting results to the Accountable Manager for review and action.
- t) A list of operators, if appropriate, to which the AMO provides aircraft maintenance services.
- u) A list of organizations performing maintenance on behalf of the AMO as specified under Part 8.145 of Guinean Civil Aviation (Approved Maintenance Organization) Regulations 2017.
- v) A list of the AMO's line maintenance locations and procedures, if applicable.
- w) A description of the procedures for complying with the drug and alcohol testing and reporting as required by Part 01.PEL of the Guinean Civil Aviation(Personnel Licensing) Regulations, 2017.

Note: An Approved Maintenance Organization shall not provide for use of its personnel an MPM or its part that has not been approved by the Authority.

3.2.3 An AMO Maintenance Procedures Manual shall be in a format as illustrated in Appendix 1 of this AC in line with the requirements of Part 8.145 of the Guinean Civil Aviation (Approved Maintenance Organization) Regulations 2017:

3.3 MPM Approval

3.3.1 The MPM should be submitted in duplicate to the Authority for approval (this is normally during the approval Formal Application phase of the maintenance organization). It should be

	GUINEAN CIVIL AVIATION AUTHORITY	Document No. AGAC/ AWS/AC/019	
Document Title: Maintenance Procedures Manual (MPM) Development		Issue No. 1	Page No. Page 4 of 8

submitted with the Statement of Compliance document which identifies in what section of the MPM the applicable requirements of the Regulations have been complied with.

3.3.2 The Authority shall review the manual for acceptable format (i.e. ease of incorporating revisions, page numbering, table of content, list of effective pages, date of issue, issue number and distribution list), content scope and regulatory compliance using the Statement of Compliance.

3.3.3 The manual is also checked for completeness and correctness of contents and adequate description of the procedures necessary for maintenance functions, the scope of the organization maintenance activities and that any referenced manual is available and adequate for the proposed use.

3.3.4 If discrepancies are found the Authority will notify the air operator or applicant in writing about the observed discrepancies and recommendations, outlining what will be required to correct the discrepancies.

Note: Normally the certification process cannot proceed until the Authority is satisfied and has accepted the MPM.

3.3.5 When the Authority is satisfied that the MPM meets the requirements the manual is issued with an approval or acceptance note. One copy of the approved MPM is returned to the operator, while the other is retained by the Authority.

3.4 Amendments to the Approved MPM

3.4.1 The AMO shall submit all proposed amendments of the MPM to the Authority for approval before implementation.

3.4.2 The Authority will review all amendments, this review shall not be limited to the amendments alone, shall cover the impact of the changes on the overall manual system and the organization.

3.4.3 Continuous review of the manuals by the organization is necessary. It facilitates timely amendment to reflect organization development, regulatory and aviation environment changes.



GUINEAN CIVIL AVIATION AUTHORITY

Document No.
AGAC/ AWS/AC/019

Document Title:

Maintenance Procedures Manual (MPM) Development

Issue No.


1

Page No.

Page 5 of 8

Signature of Elhadj Mamady KABA and official stamp of the Directorate General of Civil Aviation of Guinea.

Elhadj Mamady KABA

	GUINEAN CIVIL AVIATION AUTHORITY	Document No. AGAC/ AWS/AC/019	
Document Title: Maintenance Procedures Manual (MPM) Development		Issue No. 1	Page No. Page 6 of 8

APPENDIX 1


MAINTENANCE PROCEDURES MANUAL FORMAT

Part 1 - Management

- 1.1 Corporate commitment by the accountable manager
- 1.2 Management personnel and their qualification
- 1.3 Duties and responsibilities of the management personnel
- 1.4 Management Organisation Chart
- 1.5 List of certifying staff. Note: A separate document may be referenced
- 1.6 Manpower resources and Human Factors.
- 1.7 General description of the facilities at each address intended to be approved.
- 1.8 Organisation's intended scope of work
- 1.9 Notification procedure to the Authority regarding changes to the organisation's activities/approval/location/personnel
- 1.10 Manual amendment procedures

Part 2 - Maintenance Procedures

- 2.1 Supplier evaluation 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 program compliance
- 2.11 Airworthiness Directives procedure
- 2.12 Optional modification procedure
- 2.13 Maintenance documentation in use and completion of same

	GUINEAN CIVIL AVIATION AUTHORITY	Document No. AGAC/ AWS/AC/019	
Document Title: Maintenance Procedures Manual (MPM) Development		Issue No. 1	Page No. Page 7 of 8


- 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 air carrier operator
- 2.18 Reporting of defects to the 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 Reference to specific maintenance procedures such as:
 - (i) Engine running procedures,
 - (ii) Aircraft pressure run procedures,
 - (iii) Aircraft towing procedures,
 - (iv) Aircraft taxiing procedures.

Part L2 - 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

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 qualification and training procedures
- 3.5 Certifying staff records
- 3.6 Quality audit personnel
- 3.7 Qualifying inspectors

	GUINEAN CIVIL AVIATION AUTHORITY	Document No. AGAC/ AWS/AC/019	
Document Title: Maintenance Procedures Manual (MPM) Development		Issue No. 1	Page No. Page 8 of 8

3.8 Qualifying mechanics

3.9 Exemption process control

3.10 Concession control for deviation from organisations' procedures

3.11 Qualification procedure for specialised activities such as non-destructive testing, welding, etc.

3.12 Control of manufacturers' working teams

Part 4 - Documentation

4.1 Contracted air operators

4.2 Air operator procedures and paperwork

4.3 Air operator record completion

Part 5 - Appendices

5.1 Sample of documents

5.2 List of subcontractors

5.3 List of line maintenance locations

Approved and Controlled