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TABLE OF CONTENTS **PAGE**

FIRST SUPPLEMENT

LEGAL SUPPLEMENT

A. **ACTS — NIL**

B. **SUBSIDIARY LEGISLATION -** Regulation No. 21 of 2024 - The Civil Aviation Requirements for Approved Maintenance Organisations 2024. 1213

C. **BILLS — NIL**

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LEGAL SUPPLEMENT — B

GUYANA **No. 21 of 2024**

GUYANA CIVIL AVIATION AUTHORITY

REQUIREMENTS FOR APPROVED MAINTENANCE ORGANISATIONS 2024

Made Under

THE CIVIL AVIATION ACT 2018

(Act No. 21 of 2018)

In exercise of the powers conferred upon the Guyana Civil Aviation Authority by section 142 of the Civil Aviation Act 2018, the Guyana Civil Aviation Authority prescribe the following Requirements which may be cited as the Civil Aviation Requirements for Approved Maintenance Organisations 2024.

These Requirements are prescribed in respect of the Civil Aviation (Airworthiness) Regulations 2024 and contain –

(a) applicable standards;

(b) rules and recommended practices of international aviation organisations; and

(c) other requirements of the Authority.

These Requirements are numbered 6.1 to IS 6.5.11.

CONTENTS

Part 6 – Approved Maintenance Organisations		6.1-1
6.1	General	6.1-1
6.1.1	Applicability	6.1-1
6.1.2	Abbreviations	6.1-5
6.2	Certification of a Maintenance Organisation and Continued Validity of the Certificate	6.2-1
6.2.1.	Applicability	6.2-1
6.2.2	General	6.2-1
6.2.3	AMO Certificate	6.2-1
6.2.4	Exemption	6.2-2
6.2.5	Advertising	6.2-3
6.2.6	Application for an AMO Certificate	6.2-3
6.2.7	Issuance of an AMO Certificate	6.2-4
6.2.8	Duration and Renewal of an AMO Certificate	6.2-4
6.2.9	Continued Validity of AMO Certificate	6.2-5
6.2.10	Changes to the AMO and Certificate Amendments	6.2-6
6.2.11	AMO Ratings	6.2-7
6.2.12	AMO Limited Ratings	6.2-10
6.2.13	Quality System	6.2-11
6.2.14	Location of the AMO	6.2-12
6.3	Housing, Facilities, Equipment, Tools, Materials, and Technical Data	6.3-1
6.3.1	General	6.3-1
6.3.2	Housing and Facilities	6.3-1
6.3.3	Equipment, Tools, Materials, and Technical Data	6.3-2
6.4	Administration	6.4-1
6.4.1	Personnel	6.4-1
6.4.2	Indoctrination, Initial, Recurrent, Specialised, and Remedial Training	6.4-3
6.4.3	Dangerous Goods Training Programme	6.4-4
6.4.4	Rest and Duty Limitations for Persons Performing Maintenance Functions in an AMO	6.4-5
6.4.5	Records of Management and Supervisory Personnel and Certifying Staff	6.4-5
6.4.6	Safety Management	6.4-7
6.5	AMO Operating Rules	6.5-1
6.5.1	AMO Procedures Manual	6.5-1

6.5.2	Maintenance Procedures and the Quality Assurance Programme	6.5-3
6.5.3	Capability List	6.5-3
6.5.4	Contract Maintenance	6.5-4
6.5.5	Privileges of the AMO	6.5-5
6.5.6	Limitations of the AMO	6.5-7
6.5.7	Approval for Return to Service or an Aircraft or Aeronautical Product	6.5-7
6.5.8	Maintenance Records	6.5-9
6.5.9	Airworthiness Data – Instructions for Continuing Airworthiness	6.5-13
6.5.10	Reporting of Unairworthy Conditions	6.5-14
6.5.11	AMO Performance Standards	6.5-15
Part 6 –	Implementing Standards	IS6-1
IS 6.2.3	AMO Certificate	IS6-1
IS 6.2.6	Application for an AMO Certificate and/or Ratings	IS6-5
IS 6.2.13	Quality System	IS6-10
IS 6.3.2	Housing and Facilities	IS6-29
IS 6.3.3	Equipment, Tools, Materials, and Technical Data	IS6-31
IS 6.4.1	Personnel	IS6-33
IS 6.4.2	Indoctrination, Initial, Recurrent, Specialised, and Remedial Training	IS6-37
IS 6.4.3	Dangerous Goods Training Programme	IS6-40
IS 6.4.5	Records of Management and Supervisory Personnel and Certifying Staff	IS6-41
IS 6.5.1	AMO Procedures Manual	IS6-42
IS 6.5.7	Approval for Return to Service of an Aircraft or Aeronautical product	IS6-54
IS 6.5.9	Airworthiness Data – Instructions for Continuing Airworthiness	IS6-59

PART 6 – APPROVED MAINTENANCE ORGANISATIONS

6.1 GENERAL

6.1.1 APPLICABILITY

(a) This part prescribes the requirements for issuing approvals to organisations for the maintenance, overhaul, modification, repair, and inspection, of aircraft and aeronautical products.

(b) For the purpose of this Part, the following definitions shall apply—

(1) Accountable manager (Maintenance). The manager who has corporate authority for ensuring that all maintenance, preventive maintenance, and modification required by the aircraft owner/operator can be financed and carried out to the standard required by the Authority. The accountable manager may delegate to another person in the organisation, in writing, to become the accountable manager, when authorised by the Authority.

2) Approval for return to service. A certification by an approved maintenance organisation representative that the maintenance, preventive maintenance, or modification performed on an aircraft, airframe, aircraft engine, propeller, appliance, or component part thereof was accomplished using the methods, techniques, and practices, prescribed in the current manufacturer's maintenance manual or instructions for continued airworthiness prepared by its manufacturer, or by using other methods, techniques, and practices acceptable to the Authority.

(3) Approved data. Technical information approved by the Authority.

(4) Article. Any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part.

(5) Calibration. A set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a

measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard, or aeronautical product tested.

(6) Certificated Approved Maintenance Organisation. Means approved by the Authority.

(7) Composite. Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may by in the form of filaments, foils, powders, or flakes, of a different material.

(8) Computer system. Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.

(9) Facility. A physical plant, including land, buildings, and equipment, which provide the means for the performance of maintenance, preventive maintenance, or modifications of any article.

(10) Housing. Buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organisation that—

(i) Provide working space for the performance of maintenance, preventive maintenance, or modifications for which the maintenance organisation is certificated and rated; and

(ii) Provide structures for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts, and subassemblies thereof during disassembly, cleaning, inspection, repair, modification, assembly, and testing; and

(iii) Provide for the proper storage, segregation, and protection of materials, parts, and supplies.

(11) Maintenance release. An approved maintenance organisation document signed by an authorised approved maintenance organisation representative that

states that the article worked on is approved for return to service for the maintenance, preventive maintenance, or modification performed.

(12) Measurement Device. A calibrated calibrator, standard, equipment and test equipment that is intended to be used to test, measure, or calibrate other measurement devices. It is not to be used to test, measure, or calibrate an aeronautical product.

(13) Primary Standard. A standard defined and maintained by a State Authority and used to calibrate secondary standards.

(14) Reference Standard. A standard that is used to maintain working standards.

(15) Secondary Standards. A standard maintained by comparison with a primary standard.

(16) Signature. An individual's unique identification used as a means of authenticating a maintenance record entry or maintenance record. A signature may be hand-written, electronic, or any other form acceptable to the Authority.

(17) Specialised maintenance. Any maintenance not normally performed by an AMO (e.g., tire retreating, plating, etc.)

(18) Specific operating provisions. the Specific Operating Provisions describe the ratings (Class and/or Limited) in detail and will contain or reference material and process specifications used in performing repair work, along with any limitations applied to the maintenance organisation. The accountable manager and the Authority sign this document.

(19)`Standard. An object, artifact, tool, test equipment, system, or experiment that stores, embodies, or otherwise provides a physical quantity, which serves as the basis for measurement of the quantity. It also includes a document describing the operations and process that must be performed in order for a particular end to be achieved.

(20) Tools, Equipment and Test Equipment. Used by an AMO for the performance of maintenance or calibration on an aircraft or aeronautical product. See also working standard.

(21) Traceability. A characteristic of a calibration, analogous to a pedigree. A traceable calibration is achieved when each Measurement Device and Working Standard, in a hierarchy stretching back to the National Standard, was itself properly calibrated, and the results properly documented. The documentation provides the information needed to show that all calibrations in the chain of calibrations were properly performed.

(22) Transfer Standard. Any standard that is used to compare a measurement process, system, or device at one location or level with another measurement process, system or device at another location or level.

(23) Working Standard. A calibrated standard that is used in the performance of maintenance and/or calibrations in any work area for the purpose of forming the basis for product acceptance or for making a finding of airworthiness (approval for return to service) to an aircraft or aeronautical product. A working standard may be maintained by comparison with primary standards, secondary standards, reference standards or transfer standards, as appropriate. A working standard is not to be used to test, measure, or calibrate other working standards or measurement devices.

6.1.2 ABBREVIATIONS

(a) The following abbreviations are used in this part:

(1) **AD** – Airworthiness Directive

(2) **AAT** – airworthiness approval tag

(3) **AMM** – Aircraft Maintenance Manual

(4) **AMO** – approved maintenance organisation

(5) **AMT** – aviation maintenance technician

(6) **ARS** – aviation repairman specialist

(7) **ICAO** – International Civil Aviation Organization

(8) **IS** – Implementing Standards

(9) **MCM** – Maintenance Control Manual

(10) **NDI** – non-destructive inspection

(11) **NDT** – non-destructive testing

(12) **SB** – Service Bulletin

(13) **SMS** – safety management system

(14) **TC** – type certificate

(15) **TSO** – technical standard order

(16) **GCAA**-Guyana Civil Aviation Authority.

6.2 CERTIFICATION OF A MAINTENANCE ORGANISATION AND CONTINUED VALIDITY OF THE CERTIFICATE

6.2.1 APPLICABILITY

(a) This subpart prescribes the requirements for the certification of a maintenance organisation and the continued validity of the AMO certificate issued by the Authority.

6.2.2 GENERAL

(a) No person may operate as an AMO without, or in violation of, an AMO certificate and scope of approval issued under this part.

6.2.3 AMO CERTIFICATE

(a) The certificate issued to an AMO by the Authority will consist of two documents:

(1) A one-page certificate for public display signed by the Director General; and

(2) Scope of Approval signed by the accountable manager and the Director General.

(b) The certificate will contain the following items and will be on a form and in a manner as prescribed in IS 6.2.3:

(1) The certificate number specifically assigned to the AMO;

(2) The name and location of the principal place of business of the AMO;

(3) The certification Statement of Authority;

(4) The ratings issued to the AMO;

(5) The period of validity;

(6) The date of issue; and

(7) The signature, printed name, and title of the appropriate Authority.

(a) The AMO Scope of Approval will contain:

(1) The certificate number specifically assigned to the AMO;

(2) The scope of approval, in relation to aircraft, component and/or specialised maintenance, and type of aircraft and components covered by the approval;

(3) The date issued or revised

(4) Accountable manager and Director General signatures.

(5) The locations of the maintenance facilities, unless the information is included in a separate document referred to in the approval certificate.

(c) An AMO may perform maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product only for which it is rated and within the specific terms, conditions, and limitations contained in its operations specifications.

(d) The certificate issued to an AMO shall be available on the premises for inspection by the public and the GCAA.

6.2.4 EXEMPTION

The Accountable Manager of maintenance organisation that receives an exemption under the Act and the Civil Aviation (General) Regulations 2024, shall –

a) develop, or cause to be developed, a system for notifying;
b) notify, or cause to be notified,

the appropriate management staff, certifying staff, and all personnel of the exemption.

6.2.5 ADVERTISING

(a) No maintenance organisation may advertise as an AMO certificated under this part until the Authority has issued an AMO certificate and associated scope of approval to that organisation.

(b) No AMO may make, either orally or in writing, any statement about itself that is false or is designed to mislead any person.

(c) Whenever the advertising of a maintenance organisation indicates that it is certificated under this part, the advertisement shall clearly state the AMO's certificate number.

6.2.6 APPLICATION FOR AN AMO CERTIFICATE

(a) The GCAA will require an applicant for an AMO certificate to submit the following:

(1) An application on a form and in a manner prescribed by the GCAA;

(2) Its maintenance procedures manual in duplicate;

(3) A list of the maintenance functions to be performed for the organisation, under contract, by another person or organisation;

(4) A list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than GCAA; and

(5) Any additional information the Authority requires the applicant to submit.

(b) A sample of an AMO Application form is provided in IS 6.2.6

6.2.7 ISSUANCE OF AN AMO CERTIFICATE

(a) The issuance of an AMO certificate by Director General shall be dependent upon the maintenance organisation demonstrating compliance with the requirements of this part and the relevant safety management requirements of these Requirements..

(b) The Director General may issue an AMO certificate if, after investigation, it finds that the applicant:

(1) Meets the applicable regulations and standards for the holder of an AMO certificate; and

(2) Is properly and adequately equipped for the performance of maintenance, overhaul, modification, repair, and inspection of an aircraft or aeronautical product for which it seeks approval.

6.2.8 DURATION AND RENEWAL OF AMO CERTIFICATE

(a) An AMO certificate, or any portion of an AMO certificate, issued by the Director General to an AMO located either inside or outside Guyana is effective from the date of issue until:

(1) The initial issued of the certificate will be valid for 12th months after the date on which it was issued, subject to satisfactory compliance with the requirements of this part;

(2) The certificate will be renewed 24 months after the date on which was re-issued, subject to satisfactory compliance with the requirements of this part;

(3) The AMO surrenders the certificate to the GCAA; or

(4) The Director General cancels, suspends, revokes, or otherwise terminates the certificate. AMO certificate, or any portion of an AMO certificate.

(b) The holder of an AMO certificate that has expired, has been surrendered by the AMO, or has been suspended or revoked by Director General shall return the certificate and Scope of Approval to the GCAA within 5 working days of expiration, surrender, or receipt from the GCAA of notice of suspension or revocation.

(c) An AMO that applies for a renewal of its certificate shall submit its request for renewal no later than 90 days before the AMO's current certificate expires. If a request for renewal is not made within this period, the AMO shall follow the application procedures as prescribed by the GCAA.

6.2.9 CONTINUED VALIDITY OF AMO CERTIFICATE

(a) Unless the AMO Certificate has previously been cancelled, surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the certificate, the continued validity of the AMO Certificate shall depend upon:

(1) The AMO remaining in compliance with this Part;

(2) The GCAA being granted access to the AMO's facilities to determine continued compliance with this Part; and

(3) The payment of any charges prescribed by the GCAA.

(b) The maintenance organisation shall notify the GCAA of any changes to the organisation's scope of work, location, or personnel nominated in accordance with this part.

(c) Where GCAA accepts, in whole or in part, a maintenance organisation approval issued by another contracting state, it shall establish a process for the recognition of such approval and successive changes. In such case, GCAA shall build adequate liaison with the contracting state that initially issued the maintenance organisation approval.

6.2.10 CHANGES TO THE AMO AND CERTIFICATE AMENDMENTS

(a) An application for the amendment of an existing AMO certificate shall be made on a form and in a manner prescribed by the GCAA. If applicable, the AMO shall submit the required amendment to the maintenance procedure manual to the GCAA for approval.

(b) To enable the GCAA to determine continued compliance with this Part, the AMO shall provide written notification to the GCAA either prior to, or within a time period determined by the GCAA to be as soon as practicable after, any of the following changes:

(1) The name of the organisation;

(2) The location of the organisation;

(3) The housing, facilities, equipment, tools, material, procedures, scope of work, and certifying staff that could affect the rating(s);

(4) The rating(s) held by the AMO, whether granted by the Director General or held through an AMO certification issued by another contracting State;

(5) Additional locations of the organisation;

(6) The AMO Procedures Manual

(7) The accountable manager; or

(8) The list of management personnel as described in the maintenance procedure manual.

(c) The Director General may amend the AMO certificate if the AMO notifies the GCAA of a change in:

(1) Location or housing and facilities;

(2) Additional locations of the organisation;

(3) Rating(s), including deletions;

(4) Name of the organisation with same ownership; or

(5) Ownership

(d) The Director General may amend the AMO certificate if the AMO notifies the GCAA of a change in:

(1) The accountable manager; or

(2) The list of management personnel as described in the maintenance procedure manual

(e) When the Director General issues an amendment to an AMO certificate because of new ownership of the AMO, the GCAA will assign a new certificate number to the amended AMO certificate.

(f) The GCAA may:

(1) Prescribe, in writing, the conditions under which the AMO may continue to operate during any period of implementation of the changes noted in subparagraph (a); and

(2) Hold the AMO certificate in abeyance if the GCAA determines that approval of the AMO certificate should be delayed; the GCAA will notify the AMO certificate holder, in writing, of the reasons for any such delay

(g) If changes are made by the AMO to the items listed in subparagraph (b) without notification to the GCAA and amendment of the AMO certificate by GCAA, the AMO certificate may be suspended by the Director General.

6.2.11 AMO RATINGS

(a) The Director General may issue the following ratings under this subpart:

(1) AIRFRAME RATINGS.

(i) Class 1: Composite construction of small aircraft;

(ii) Class 2: Composite construction of large aircraft;

(iii) Class 3: All-metal construction of small aircraft; and

(iv) Class 4: All-metal construction of large aircraft

(2) POWERPLANT RATINGS.

(i) Class 1: Reciprocating engines of 400 horsepower or less;

(ii) Class 2: Reciprocating engines of more than 400 horsepower; and

(iii) Class 3: Turbine engines

(3) PROPELLER RATINGS.

(i) Class 1: Fixed-pitch and ground-adjustable propellers of wood, metal, or composite construction; and

(ii) Class 2: Other propellers, by make

(4) AVIONICS/RADIO RATINGS.

(i) Class 1: Communication equipment. Radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications, regardless of carrier frequency or type of modulation used, including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic intercrew signalling devices, and similar equipment, but not including equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications radio equipment.

(ii) Class 2: Navigational equipment. A radio system used in aircraft for en route or approach navigation, to include the flight director system, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance measuring equipment operated on pulsed radio frequency principles.

(iii) Class 3: Radar or pulsed equipment. Any aircraft electronic system operated on radar or pulsed radio frequency principles.

(5) INSTRUMENT RATINGS.

(i) Class 1: Mechanical. Any diaphragm, bourdon tube, aneroid, optical, or mechanically driven centrifugal instrument that is used on aircraft or to operate aircraft, including tachometers, airspeed indicators, pressure gauges, drift sights, magnetic compasses, altimeters, or similar mechanical instruments.

(ii) Class 2: Electrical. Any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges, or similar electrical instruments.

(iii) Class 3: Gyroscopic. Any instrument or system using gyroscopic principles and motivated by air pressure or electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros, and their parts, and flux gate and gyrosyn compasses.

(iv) Class 4: Electronic. Any instruments whose operation depends on electron tubes, transistors, electronic displays, or similar devices, including capacitance-type quantity gauges, system amplifiers, and engine analysers.

(6) ACCESSORY RATINGS.

(i) Class 1: Mechanical. The accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation, including aircraft brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts, and hydraulic servo units.

(ii) Class 2: Electrical. The accessories that depend on electrical energy for operation, and generators, including starters, voltage regulators, electric motors, electrically driven fuel pumps, magnetos, or similar electrical accessories.

(iii) Class 3: Electronic. The accessories that depend on the use of an electron tube transistor or similar device, including supercharger,

temperature, air conditioning controls, or similar electronic controls.

6.2.12 AMO LIMITED RATINGS

(a) Whenever the Authority finds it appropriate, it may issue a limited rating to an AMO that intends to maintain or modify only a particular type of aircraft or aeronautical product or intends to perform only specialised maintenance requiring equipment and skills not ordinarily found in an AMO. Such a rating may be limited to a specific model aircraft or aeronautical product or to any number of products made by a particular manufacturer.

(b) The Director General may issue limited ratings for:

(1) Airframes of a particular make and model;

(2) Powerplants of a particular make and model;

(3) Propellers of a particular make and model;

(4) Instruments of a particular make and model;

(5) Radio equipment of a particular make and model;

(6) Accessories of a particular make and model;

(7) Landing gear components;

(8) Floats, by make;

(9) NDI, testing, and processing;

(10) Emergency equipment;

(11) Rotor blades, by make and model;

(12) Aircraft fabric work; and

(13) Any other purpose for which the GCAA finds the organisation's request appropriate.

(c) The Director General may issue a specialised service rating that approves an AMO to perform specific maintenance procedures or processes. The Scope of Approval

of the AMO shall identify the specification used in performing that specialised service. The specification may be:

(1) A civil or military specification that is currently used by industry and approved by the GCAA; or

(2) A specification developed by the AMO and approved by the GCAA.

6.2.13 QUALITY SYSTEM

(a) An AMO shall establish a quality system that includes a quality assurance programme and shall designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft and aeronautical products.

(b) The quality system and the quality manager shall be acceptable to the Authority.

(a) The quality system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.

(b) 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 who ensures, as necessary, that proper and timely corrective action is taken in response to reports resulting from the independent audits.

(c) The quality system shall be sufficient to review all maintenance procedures, as described in the AMO Procedures Manual and the operator's MCM, in accordance with an approved quality assurance programme once every 12 month period.

(d) The quality system shall indicate when audits are scheduled and when audits are completed and shall establish a system of audit reports that may be reviewed by the GCAA on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor maintenance practices are communicated to the accountable manager.

(e) If the AMO is a small organisation, the independent audit part of the quality system may be contracted to another organisation approved under this part or to a person with appropriate technical knowledge and proven satisfactory audit experience.

(f) Where the AMO is part of an air operator certificated by the Authority, the operator's quality system may be combined with the requirements of an AMO and submitted for acceptance to the GCAA.

(g) Each AMO shall describe its quality system in relevant documentation as prescribed in IS 6.2.13.

Note: Where the AMO is part of an air operator certificated by the Authority, see Implementing Standards in the requirements issued by the Authority with regard to operations for examples of a combined quality system.

6.2.14 LOCATION OF THE AMO

(a) PRINCIPAL PLACE OF BUSINESS. An applicant for, or the holder of, an AMO certificate issued under this part shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.

(b) ADDITIONAL FIXED LOCATIONS. An AMO may have additional fixed locations that may be approved by the GCAA without the GCAA certificating each facility as a stand-alone AMO, provided that:

(1) All facilities are localised and within a defined area; and

(2) All locations operate under the approval of the AMO certificate and operations specifications.

(c) FOREIGN LOCATIONS OF AMOs. An AMO may be located in a country outside of Guyana and shall be subject to all the applicable requirements of this part

6.3 HOUSING, FACILITIES, EQUIPMENT, TOOLS, MATERIALS, AND TECHNICAL DATA

6.3.1 GENERAL

An AMO shall provide housing, facilities, equipment, tools, materials, and technical data in a quantity and quality that meet the requirements for the issuance of the certificate and scope of approval ratings that the AMO holds.

6.3.2 HOUSING AND FACILITIES

(a) 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 performed and shall not impair the effectiveness of personnel.

(d) Office accommodations shall be appropriate for the management of planned work, including, in particular, the management of quality, planning, and records.

(e) Specialised workshops and bays shall be segregated, as appropriate, to ensure that environmental or work area contamination is unlikely to occur.

(f) Storage facilities shall be provided for parts, equipment, test equipment, tools, and materials.

(g) Storage conditions shall provide security for serviceable parts and segregation of serviceable from unserviceable parts and shall 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, overhaul, modification, repair, and inspection on aeronautical products outside of its housing if it provides suitable facilities that are acceptable to the Authority.

(j) Detailed requirements pertaining to housing and facilities are prescribed in IS 6.3.2.

6.3.3 EQUIPMENT, TOOLS, MATERIALS, AND TECHNICAL DATA

(a) An AMO shall have available the necessary equipment, tools, materials, and technical data 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 equipment or tool that is so rarely needed that its permanent availability is not necessary.

(b) The GCAA may exempt an AMO from possessing specific equipment and tools for maintenance or modifications of an aircraft or aeronautical product specified in the AMO's approval if these items can be acquired temporarily, by prior arrangement, and are under full control of the AMO when needed to perform required maintenance or modifications.

(c) The AMO shall use the equipment, tools, and materials that are recommended by the manufacturer of the aircraft or aeronautical product or are at least equivalent to those recommended by the manufacturer and are 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 a standard acceptable to the GCAA and are traceable to the National Standards.

(f) The AMO shall keep all records of calibrations and the standards used for calibration.

(g) Detailed requirements pertaining to tools, equipment, and test equipment are prescribed in IS 6.3.3.

6.4 ADMINISTRATION

6.4.1 PERSONNEL

(a) An AMO shall nominate an accountable manager who, irrespective of other functions, is accountable on behalf of the organisation.

(a) The accountable manager shall nominate a person or group of persons qualified to serve as Director of Maintenance, Quality and /or Safety Manager acceptable to the GCAA with the minimum qualifications stated below, whose responsibilities shall include ensuring that the AMO is in compliance with these requirements of this part.

The minimum entry qualifications for a Director of Maintenance are—

(1) An Aircraft Maintenance Engineer (AME)) license with airframe and powerplant or Avionics ratings; and

(2) 3 years experience in maintaining the same category and class of aircraft maintained by the AMO holder including 3 years in the capacity of returning aircraft to service.

The minimum entry qualifications for Quality and /or Safety Manager —

(1) An Aircraft Maintenance Engineer (AME) license with airframe and powerplant or Avionics ratings; and Quality, Audit and SMS Training.

(2) 3 years' experience in Quality and Safety management.

(b) An AMO shall employ sufficient personnel to plan, perform, supervise, inspect, and approve for return to service the maintenance work to be performed.

(c) An AMO shall establish the competence of maintenance personnel in accordance with procedures and to a level acceptable to the GCAA.

(d) Each supervisor in the AMO shall hold an AME licence issued by the Authority.

(e) The person signing an approval for return to service shall be qualified in accordance with Civil Aviation (Personnel Licensing) Regulations 2024, as appropriate to the work performed, and shall be acceptable to the GCAA.

(f) An AMO that uses an ARS shall ensure that ARS is contracted by the AMO and approved by the GCAA.

(g) Maintenance personnel and certifying staff shall meet the qualification requirements and shall receive initial, recurrent, and specialised training appropriate to their assigned tasks and responsibilities, in accordance with a training programme approved by the Authority.

(h) The training programme established by the AMO shall include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and certifying staff.

(i) Detailed personnel requirements are prescribed in IS 6.4.1.

Note: Guidance on designing *training programmes to develop knowledge and skills in human performance can be found in ICAO Doc 9683,* Human Factors Training Manual.

(b) Minimum Qualification required for specialised activities such as Welding and NDT;

An AMO may recognize the following welding qualifications:

(1) American Welding Society (AWS) certification;
(2) Canadian Welding Bureau;
(3) European Committee for Standardization;
(4) Civil Aviation Authority UK (BCAR Subsection A8-10 - Approval of Welders);
(5) A welder certification issued within the preceding two (2) years by a Federal Aviation Administration approved maintenance organisation whose approval includes welding of aircraft; and
(6) An equivalent recognized welding certification authority.

(ii)Minimum Qualification required for specialised activities such as non-destructive testing:

1) meet the criteria set forth in the following list of acceptable standards:-

i. AIA-NAS–410, Aerospace Industries Association, National Aerospace Standard, NAS Certification and Qualification of Non-destructive Test Personnel;

ii. ATA Specification 105, Air Transport Association, Guidelines for Training and Qualifying Personnel in Non-destructive Testing Methods;

iii. PCN/GEN/92, General Requirements for the Certification of Personnel Engaged in Non-destructive Testing at Levels 1, 2 and 3. (PCN Certification Services, British Institute of NDT, 1 Spencer Parade, Northampton NN1 5AA, UK);

iv. Canadian National Regulations contained in CAN/CGSB-48.9712-95, Qualification, and Certification of Non-destructive Testing Personnel;

6.4.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED, AND REMEDIAL TRAINING

(a) An AMO shall have an employee training programme approved by the GCAA that consists of indoctrination, initial, recurrent, specialised, and remedial training.

(b) An AMO shall develop and update its training programme based on the maintenance tasks associated with its scope of work and capabilities.

(c) An AMO shall ensure that each employee assigned to perform maintenance, overhaul, modification, repair, or inspections is capable of performing the assigned tasks.

(d) An AMO shall submit revisions of its training programme to the GCAA for approval.

(e) An AMO shall document, on a form and in a manner acceptable to the GCAA, the individual employee training required under this subsection. These training records shall be retained for a minimum of 2 years.

(f) The expiration date assigned to an initially approved training programme shall not exceed 24 months from the date of initial approval.

(g) An AMO's training programme shall meet the detailed requirements prescribed in IS 6.4.2.

6.4.3 GOODS TRAINING PROGRAMME

(a) An AMO shall have a dangerous goods training programme approved by the GCAA for its employees, whether full time, part time, temporary, or contracted, who are engaged in:

(1) The loading, unloading, or handling of dangerous goods;

(2) The design, manufacture, fabrication, inspection, marking, maintenance, reconditioning, repairing, or testing of a package, container, or packaging component that is represented, marked, certified, or sold as qualified for use in transporting dangerous goods;

(3) The preparation of dangerous goods for transport;

(4) Activities for ensuring the safety of transporting dangerous goods;

(5) The operation of a vehicle used to transport dangerous goods; or

(6) The supervision of any of the above-listed items.

(b) No person shall perform or directly supervise a maintenance function listed in paragraph 6.4.3(a) of this part unless that person has received the approved dangerous goods training.

(c) An AMO shall ensure that its dangerous goods training:

(1) Ensures that each person performing or directly supervising any of the maintenance functions specified in paragraph 6.4.3(a) of this part is trained to comply with all applicable procedures; and

(2) Enables the trained person to recognise items that contain, or may contain, dangerous goods regulated under the regulations.

(d) An AMO's dangerous goods training programme shall be approved by the GCAA and shall contain the items prescribed in IS 6.4.3.

(e) An AMO shall document, on a form and in a manner acceptable to the GCAA, the individual employee training required under this subsection. These training records shall be retained by the AMO for a minimum of 2 years.

6.4.4 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS IN AN AMO

(a) No person may be assigned to, nor shall any person perform maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.

(b) No person may be scheduled to perform maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product for more than 12 consecutive hours of duty.

(c) In situations involving unscheduled aircraft or aeronautical product unserviceability, the AMO may allow persons performing maintenance, overhaul, modification, repair, and inspection on an aircraft or aeronautical product to continue on duty for:

(1) Up to 16 consecutive hours; or

(2) 20 hours in 24 consecutive hours.

(d) Following an unscheduled duty period, the AMO shall ensure that each person performing maintenance, overhaul, modification, repair, or inspection on an aircraft or aeronautical product during that unscheduled duty period shall have a mandatory rest period of 10 hours.

(e) An AMO shall relieve the person performing maintenance, overhaul, modification, repair, or inspection from all duties for 24 consecutive hours during any 7-consecutive-day period.

6.4.5 RECORDS OF MANAGEMENT AND SUPERVISORY PERSONNEL AND CERTIFYING STAFF

(a) An AMO shall maintain a roster of all management and supervisory personnel and certifying staff, which shall include details of the scope of their authorisation.

(b) An AMO shall notify certifying staff, in writing, of the scope of their authorisation.

(1) The authorisation document shall be in a style that makes its scope clear to

certifying staff and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document shall be readily available.

(2) Certifying staff shall not be required to carry the authorisation document at all times but shall produce it within a reasonable time of a request from an authorised person.

(c) Detailed requirements pertaining to records of management, supervisory, inspection, and certifying staff are provided in IS 6.4.1.5.

6.4.6 SAFETY MANAGEMENT

(a) **APPLICABILITY**

The approved maintenance organisation shall establish a safety management system, acceptable to the Authority, commensurate with its size and the complexity of its organisation.

(b) The framework for the implementation and maintenance of a safety management system should include, as a minimum, the following 4 components and 12 elements:

(1) **Safety Policy and Objectives:**

- Management commitment
- Safety accountability and responsibilities
- Appointment of key safety personnel
- Coordination of emergency response planning
- SMS documentation

(2) **Safety Risk Management:**

- Hazard identification
- Safety risk assessment and mitigation

(3) **Safety Assurance:**

- Safety performance monitoring and measurement
- Management of change
- Continuous improvement of the SMS

(4) **Safety Promotion:**

- Training and education
- Safety communication

6.5 AMO OPERATING RULES

6.5.1 AMO PROCEDURES MANUAL

Note: The purpose of the AMO Procedures Manual is to set forth the guidance, instructions, and procedures of the AMO. Compliance with the contents of the manual will assure compliance with the requirements of this part, which is a prerequisite to obtaining and retaining an AMO certificate.

(a) Each AMO shall have an AMO Procedures Manual, which may be issued in separate parts. The manual shall be amended as necessary to keep the information contained therein up-to-date.

(b) The AMO Procedures Manual shall:

(1) Provide clear guidance to personnel on how the functions are to be performed under the approval issued by the Authority;

(2) Explain how personnel are managed and describe their duties and responsibilities and how compliance with the relevant continuing airworthiness requirements is achieved; and

(3) Include a statement of the organisation's policies and objectives.

(c) If the AMO is also an air operator certificated under Part 9, the AMO Procedures Manual and the operator's MCM may be combined.

(d) The AMO Procedures Manual and any subsequent amendments to the manual shall be approved by the GCAA prior to use.

(e) An AMO shall promptly furnish copies of all amendments to the AMO Procedures Manual to all organisations or persons to whom the manual has been issued.

(f) The AMO Procedures Manual and any other manual it identifies shall:

(1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;

(2) Be in a form that is easy to revise and contain a system that allows

personnel to determine current revision status;

(3) Have the date of the last revision printed on each page containing the revision;

(4) Not be contrary to any applicable regulations or to the Scope of Approval issued to the organisation; and

(5) Include references to appropriate aviation regulations.

(g) Detailed requirements pertaining to the AMO Procedures Manual are prescribed in IS 6.5.1.

6.5.2 MAINTENANCE PROCEDURES AND THE QUALITY ASSURANCE PROGRAMME

(a) An AMO shall establish procedures, acceptable to the GCAA, that ensure safe maintenance practices and compliance with all relevant requirements of this part.

(b) An AMO shall ensure compliance with paragraph 6.5.2(a) of this subsection by either:

(1) Establishing an independent quality assurance programme to monitor compliance with and the adequacy of the procedures; or

(2) Providing a system of inspection to ensure that all maintenance is properly performed.

(c) The independent quality assurance programme of an AMO shall include the audit procedures contained in the AMO Procedures Manual and prescribed in paragraph 4.14 of IS 6.5.1.

6.5.3 CAPABILITY LIST

(a) An AMO shall prepare and retain a current capability list approved by the GCAA.

(b) An AMO shall not perform maintenance, overhaul, modification, repair, or inspection on an aeronautical product until the product has been listed on the capability list in accordance with this part.

(c) The capability list shall identify each aircraft and aeronautical product by make and model or other nomenclature designated by the manufacturer and shall be available in a form and manner acceptable to the GCAA.

(d) An AMO shall include an aircraft and aeronautical product on the capability list only if the aircraft or aeronautical product is within the scope of approval of the AMO certificate and only after an AMO has performed a self-evaluation in accordance with procedures in its AMO Procedures Manual.

(e) An AMO shall perform the self-evaluation to determine that the organisation has all the housing, facilities, equipment, tools, materials, technical data, processes, and trained personnel in place to perform the work on the aircraft or aeronautical

product as required by this part. If an AMO makes that determination, it shall list the aircraft or aeronautical product on the capability list.

(f) Documentation of the self-evaluation described in paragraph 6.5.3(e) of this subsection shall be signed by the organisation's accountable manager and shall be retained on file by the AMO.

(g) Upon listing an additional aircraft or aeronautical product on its capability list, an AMO shall provide a copy of the revised list to the GCAA.

(h) An AMO shall make the capability list available on the premises for inspection by the public and the GCAA.

(i) Documentation of the self-evaluation shall be available on the premises for inspection by the GCAA.

6.5.4 CONTRACT MAINTENANCE

(a) An AMO shall be approved for the work that is to be contracted and shall have the capability to assess the competence of the contractor.

(b) An AMO may contract a maintenance function pertaining to an aeronautical product to an outside source provided:

(1) The GCAA has approved the maintenance function to be contracted to the outside source; and

(2) The AMO maintains and makes available to the GCAA, in a form and manner acceptable to the GCAA, the following information:

(i) The maintenance functions contracted to each outside source; and

(ii) The name of each outside source to whom the AMO contracts maintenance functions and the type of certificate and scope of approval ratings, if any, held by each source.

(c) An AMO may contract a maintenance function pertaining to an aeronautical product to an unlicensed person provided:

(1) The unlicensed person follows a quality control system equivalent to the

system followed by the AMO;

(2) An AMO remains directly in charge of the work performed by the unlicensed person; and

(3) An AMO verifies, by test and/or inspection, that the work has been performed satisfactorily by the unlicensed person and that the aeronautical product is airworthy before approving it for return to service.

(d) Before approving an aeronautical product for return to service following contract maintenance, overhaul, modification, or repair, the AMO shall verify by test and/or inspection that the work has been performed satisfactorily and in accordance with approved methods.

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

Note 2: A list of contractors used by the AMO may be included in the AMO Procedures Manual or in a separate document.

6.5.5 PRIVILEGES OF THE AMO

(a) The AMO shall perform the following tasks as permitted by this part and in accordance with the AMO Procedures Manual:

(1) Maintain or modify any aircraft or aeronautical product for which it is rated, at the location identified in the AMO's approval;

(2) Maintain any aircraft or aeronautical product for which it is rated at any location, subject to the need for such maintenance arising from unserviceability of the aircraft or aeronautical product;

(3) Perform the activities in support of a specific air operator where the operator has requested the services of the AMO at locations other than the location identified on the AMO certificate and the AMO is rated to maintain the aircraft of that specific operator at the requested location in the AMO scope of approval approved by the GCAA; and

(4) Issue an approval for return to service with respect to paragraphs

6.5.5(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 modify any aircraft or aeronautical product for which it is rated at a place other than the AMO, if:

(1) The task will be performed in the same manner as when performed at the AMO and in accordance with this subpart;

(2) All necessary housing, facilities, equipment, tools, materials, approved technical data, and certifying staff are available at the place where the work is to be performed; and

(3) 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, overhaul, modifications, repairs, and inspections, other than a complete type certificated product, in accordance with 6.5.4.

6.5.6 LIMITATIONS OF THE AMO

(a) The AMO shall maintain or modify an aircraft or aeronautical product for which it is approved only when all necessary housing, facilities, equipment, tools, materials, approved technical data, and certifying staff are available.

(b) An AMO shall not contract out the maintenance, overhaul, modification, repair, or inspection of a complete type certificated product.

(c) An AMO shall not provide an approval for return to service of an aircraft or aeronautical product following contract maintenance, overhaul, modification, repair, or inspection without verifying by test or inspection that the work has been performed satisfactorily and in accordance with approved methods.

6.5.7 APPROVAL FOR RETURN TO SERVICE OR AN AIRCRAFT OR AERONAUTICAL PRODUCT

(a) An approval for return to service of an aircraft shall be made by appropriately authorised certifying staff when they are satisfied that all required maintenance of the aircraft has been properly performed by the AMO in accordance with the AMO Procedures Manual.

(b) An approval for return to service shall be required at the completion of any maintenance on an aeronautical product or assembly when off the aircraft.

(c) An approval for return to service shall be used for the return of an aircraft or aeronautical product or assembly and shall adhere to the following items.

(1) An approval for return to service shall contain the following statement: "I hereby Certify that the work recorded above has been in accordance with

current regulations and requirements currently in force and that this Aircraft/Equipment is consider fit for release to service."

(2) An approval for return to service shall reference the data specified in the manufacturer's maintenance instructions or instructions for continuing airworthiness.

(3) Where instructions include a requirement to ensure 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. It is not sufficient to state that the dimension or the test figure is within tolerance.

(4) The date such maintenance was performed 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.

(5) When extensive maintenance has been performed, it shall be acceptable for the approval for return to service to indicate the maintenance as long as there is a cross-reference to the maintenance record containing full details of the maintenance performed. Dimensional information shall be retained in the maintenance record.

(6) The person issuing the approval for return to service shall use a full signature and a certification stamp.

(7) An aeronautical product that has been maintained off the aircraft requires the issue of an approval for return to service using an AAT for such maintenance and another approval of return to service of the aircraft in regard to maintenance being properly accomplished on the aircraft. The return to service of the aircraft shall be made by the AMO in the aircraft technical log maintenance records section.

(8) When an aeronautical product is returned to service, the AMO shall complete an AAT on a form and in a manner as prescribed in IS 6.5.7.

6.5.8 MAINTENANCE RECORDS

(a) The AMO shall record, all maintenance work performed in a form and format that ensures read ability, security and integrity of the records at all times.

(b) The AMO shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs/modifications performed.

(c) The AMO shall retain a copy of all detailed maintenance records to show that all requirements for the signing of the certificate of release to service have been met and any associated airworthiness data shall be kept for a minimum of two year from the date the aircraft or aeronautical product to which the work relates was released from the AMO.

(d) Each person who maintains, overhauls, modifies, repairs or inspects an aircraft/aeronautical product shall make an entry in the maintenance record of that equipment including:

(1) A description and reference to data acceptable to the GCAA of work performed.

(2) The date of completion of the work performed.

(3) The name of the person performing the work if other than the person specified in this subsection.

(4) If the work performed on the aircraft/aeronautical product has been performed satisfactorily, the authorised signature, the AMO certificate number, and type of license held by the person approving the work.

(5) The authorised signature, the AMO certificate number, and type of license held by the person approving or disapproving for release to service the aircraft or aeronautical product, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;

(6) The signature constitutes the approval for return to service only for the work performed.

(7) In addition to the entry required by this paragraph, major repairs and major modifications shall be entered on a form, and the form disposed of by the person performing the work, in the manner prescribed by the GCAA.

(e) In addition to the entry required by paragraph 6.5.8 (d) of this subsection, each person performing a major modification and repair shall record such work on a form, and shall be entered into the appropriate Statutory Logbooks.

(f) No person shall describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless:

(1) Using methods, techniques, and practices acceptable to the GCAA, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and

(2) It has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the GCAA, 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—

(1) Disassembled, cleaned, inspected and as permitted.

(2) Repaired as necessary; and

(3) Reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approve oversized or undersized dimensions.

(4) No person may approve for return to service any aircraft or aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or modification unless:

(i). The appropriate maintenance record entry has been made;

(ii). The repair or modification is endorsed in the appropriate logbooks.

(h) If a repair or modification 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.

(i) Maintenance Record Entries for Inspections.

The person approving or disapproving for release to service an aircraft/aeronautical product, after any inspection performed in accordance with this requirement, shall make an entry in the maintenance record of that equipment containing the following information:

(1) The type of inspection and a brief description of the extent of the inspection;

(2) The date of the inspection and aircraft total time in service; and

(3) The authorised signature, the AMO certificate number, and type of license held by the person approving or disapproving for release to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;

(4) If the aircraft is found to be airworthy and approved for release to service, the following or a similarly worded statement—"I hereby Certify that the work recorded above has been in accordance with current regulations and requirements currently in force and that this Aircraft/Equipment is consider fit for release to service."

(5) If the aircraft is not approved for release 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

(6) If an inspection is conducted under an inspection program provided for in this part 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.

(j) Listing Of Discrepancies.

If the person performing any inspection required by this part finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives, mandatory service bulletins 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.

6.5.9 AIRWORTHINESS DATA – INSTRUCTIONS FOR CONTINUING AIRWORTHINESS

(a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the GCAA, the aircraft/aeronautical product design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate. Some examples of maintenance-related documents are:

(1) Civil Aviation Regulations,

(2) Associated advisory material,

(3) Airworthiness directives,

(4) Manufacturers' maintenance manuals,

(5) Repair manuals,

(6) Supplementary structural inspection documents,

(7) Service bulletins,

(8) Service letters,

(9) Service instructions,

(10) Modification leaflets,

(11) Aircraft maintenance program

(12) Maintenance Control Manual,

(13) NDT Manual, etc.

Note: Paragraph (a) primarily refers to maintenance data that has been transcribed from the Authority and all Type Certificate (TC) holders into the AMO's format, such as customised maintenance cards or computer base data.

Note: To obtain acceptance from the GCAA, it is important that accuracy of transcription is assured.

(b) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by subscribing to any document amendment scheme.

(c) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained and for supervisors, mechanics, and certifying staff to study.

(d) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work program to enable easy access, unless the computer system can produce paper copies. Where printers are used, a similar requirement is applicable.

(b) Detailed requirements concerning airworthiness data are prescribed in IS 6.5.9.

6.5.10 REPORTING OF UNAIRWORTHY CONDITIONS

(a) The AMO shall report to the GCAA and the aircraft, engine and propeller design organisation of the State of Design any identified fault, malfunction, defect, or other occurrence that could present a serious hazard to the aircraft.

(b) Reports shall be made in a form and manner prescribed by the GCAA and shall contain all information about the condition known to the AMO. Each report shall contain at least the following items:

(1) The aircraft registration number;

(2) The type, make, and model of the aeronautical product;

(3) The date of the discovery of the fault, malfunction, defect, or other occurrence;

(4) The time elapsed since the last overhaul, if applicable;

(5) The nature of the fault, malfunction, defect, or other occurrence;

(6) The apparent cause of the fault, malfunction, defect, or other occurrence; and

(7) 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 functions, that AMO shall report to the AOC holder any fault, malfunction, defect, or other occurrence affecting the continuing airworthiness of the aircraft or other aeronautical product.

(d) Reports shall be made as soon as practicable, but in any case within 3 days of the AMO identifying the fault, malfunction, defect, or other occurrence to which the report relates.

6.5.11 AMO PERFORMANCE STANDARDS

(a) An AMO that performs any maintenance, overhaul, modification, repair, or inspection for an air operator that is certificated, has a maintenance programme approved by the Authority, and has a reliability programme approved by the Authority shall perform that work in accordance with the AOC holder's manuals.

(b) Except as provided in paragraph 6.5.11(a) of this subsection, each AMO shall perform its maintenance functions in accordance with the Civil Aviation Requirements for Airworthiness 2024.

(c) Each AMO shall maintain, in current condition, all manufacturer's service manuals, instructions, and SBs that relate to the aeronautical product it maintains or modifies.

(d) In addition, each AMO with an avionics rating shall comply with the Civil Aviation Requirements for Airworthiness 2024 that apply to electronic systems and 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, modifications, and calibrations that conform to the manufacturer's specifications or instructions, approved specifications, and if not otherwise specified, to accepted safe practices of the aircraft avionics industry

PART 6 – IMPLEMENTING STANDARDS

IS 6.2.3 AMO CERTIFICATE

(a) The AMO certificate issued by the Authority will be as follows:

GCAA/AIR/ 2675

GUYANA

CIVIL AVIATION AUTHORITY

CERTIFICATE OF APPROVAL

APPROVED MAINTENANCE ORGANISATION

AMO No. XXX

In accordance with regulation 17 of the Civil Aviation (Airworthiness) Regulations 2024, and the Civil Aviation Requirements for Approved Maintenance Organisations 2024, this Certificate is issued to "_____" as an Approved Maintenance Organisation with the following ratings: 1) **Airframe Limited**, 2) **Powerplant Limited**, 3) **Propeller Limited, and** 4) **Specialised Services Limited**, to maintain products listed in the attached

(Scope of Approval) and to issue related Certificates of Release to Service using this approval at the following location:

EUGENE F. CORREIA INTERNATIONAL AIRPORT

OGLE, EAST COAST DEMERARA, GUYANA

CONDITIONS

1. The approval is limited to that specified in the Scope of Approval attached to this Certificate, and Scope of Work Section of the Approved Maintenance Organisation's, Maintenance Procedures Manual.

2. The approval requires compliance with the procedures specified in the Approved Maintenance Organisation's Maintenance Procedures Manual.
3. The approval is valid whilst the Approved Maintenance Organisation remains in compliance with Civil Aviation Requirements for Approved Maintenance Organisations 2024.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid until _____unless the approval has been surrendered, superseded, suspended or revoked.

Date of Original Issue: _____

Date Renewed: _____

Date of Expiration: _____

Name:_____

Director General Civil Aviation

Signature:_____

GCAA/AIR/ 2675

GUYANA CIVIL AVIATION AUTHORITY

SCOPE OF APPROVAL

for Certificate of Approval AMO N0.: XXX

Organisation Name: XXX

Location: XXX

These Scope of Approval is limited to those products and activities specified in the Scope of Work Section contained in the Approved Maintenance Organisation's, Maintenance Procedures Manual.

Date of Original Issue : _____

Date Renewed/Revised : _____

Date of Expiration : _____

Name:	_____	Name:	_____
	Accountable Manager		Director General Civil Aviation
Signature:	_____	Signature:	_____
	Accountable Manager		Director General Civil Aviation

RATING	PRODUCT NAME	LIMITATION
AIRFRAME (Limited)		
POWERPLANT (Limited)		
PROPELLER (Limited)		
SPECIALISED SERVICES (Limited)		

Page: 2 of 2

IS 6.2.6 APPLICATION FOR AN AMO CERTIFICATE AND/OR RATINGS

(a) The following application shall be used for an AMO certificate and/or ratings:

GUYANA CIVIL AVIATION AUTHORITY	APPLICATION FOR INITIAL ISSUE, RENEWAL AND CHANGES OF APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND RATINGS	Form No: GCAA/AIR /2672
1a. OFFICIAL NAME OF AMO: AMO NUMBER :	1 b. LOCATION WHERE BUSINESS IS CONDUCTED:	
1c. AMO OFFICIAL MAILING ADDRESS:	1 d. DOING BUSINESS AS:	
1e. LINE MAINTENANCE LOCATION:	2. REASON(S) FOR SUBMISSION (TICK [✓] APPROPRIATE BOX(ES): ☐ Original certification for ☐ Renewal Certificate and Rating ☐ Change in Location or Housing ☐ Change in Ownership and Facilities ☐ Change in Ratings/Capabilities	

	☐ Other Specify: _____

3 RATINGS APPLIED FOR:

☐ **AIRFRAME:**		☐ **POWERPLANT:**	☐ **PROPELLER:**	☐ **AVIONICS:**	☐ **COMPUTER:**	☐ **INSTRUMENT:**
❑ CLASS 1	❑ CLASS 5	☐ CLASS 1	❑ CLASS 1	❑ CLASS 1	❑ CLASS 1	❑ CLASS 1
❑ CLASS 2	❑ CLASS 6	☐ CLASS 2	❑ CLASS 2	❑ CLASS 2	❑ CLASS 2	❑ CLASS 2
❑ CLASS 3	❑ CLASS 7	☐ CLASS 3		❑ CLASS 3	❑ CLASS 3	❑ CLASS 3
❑ CLASS 4						❑ CLASS 4

☐ **ACCESSORIES:**	☐ **LIMITED:**			☐ **SPECIALISED SERVICES (LIST PROCESS**
❑ CLASS 1	☐ AIRFRAME	☐ LANDING GEAR	☐ FABRIC	**SPECIFICATION(S):**
❑ CLASS 2	☐ POWERPLANT	☐ FLOATS	☐EMERGENCY EQUIPMENT	_____ _____
❑ CLASS 3	☐ PROPELLER	☐ AVIONICS	☐ NON-DESTRUCTIVE TESTING (NDT)	_____ _____

☐ CLASS 4	☐ INSTRUMENTS	☐ COMPUTER		
	☐ ACCESSORIES	☐ ROTOR BLADES		

4. LIST MAINTENANCE FUNCTIONS CONTRACTED TO AN OUTSIDE ORGANISATION:

5. APPLICANT CERTIFICATION:

Name of Owner (Include name(s) of individual Owner, all partners, or corporation name given the state, province, or country and date of incorporation).

I hereby certify that I have been authorized by the Approved Maintenance Organisation identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.

AUTHORIZED SIGNATURE	DATE (dd/mm/yy)	NAME OF AUTHORIZED SIGNATURE	TITLE

FOR GCAA USE ONLY

RECORD OF ACTION AMO INSPECTION	
6. REMARKS (IDENTIFY BY ITEM NUMBER, INCLUDING DEFICIENCIES FOUND AND RATINGS DENIED):	
7. FINDINGS/RECOMMENDATIONS: (TICK [✓] APPROPRIATE BOX[ES])	8. DATE OF INSPECTION:
☐ Station was found to comply with regulations and requirements of GCAA.	
☐ Station was found to comply with regulations and requirements of GCAA EXCEPT for deficiencies listed in Item 6.	

☐ Recommend Certificate with rating applied for on application be issued.	
☐ Recommend Certificate with rating applied for on application (EXCEPT those listed in Item 6) be issued.	
☐ Foreign AMO was found to comply with the regulations and requirements of GCAA.	

9.	GCAA OFFICE:	SIGNATURE OF INSPECTORS:	NAME OF INSPECTORS: (BLOCK LETTERS)

10. SUPERVISING OR ASSIGNED INSPECTOR:

ACTION TAKEN: (TICK [✓] APPROPRIATE BOX)	CERTIFICATE NUMBER ISSUED: (NUMBER AS SHOWN ON CERTIFICATE)	INSPECTOR'S SIGNATURE:	INSPECTOR'S TITLE:
☐ Approved			
☐ Disapproved	CERTIFICATE DATE ISSUED: (DATE AS SHOWN ON CERTIFICATE)	INSPECTOR'S NAME:	

IS 6.2.13 QUALITY SYSTEM

(a) In order to show compliance with 6.2.14 of this part, an AMO shall establish its quality system in accordance with the instruction and information prescribed in the following paragraphs.

2.0 General

2.1 Terminology.

2.1.1 The terms used in the context of the requirement for an AMO's quality system have the following meaning:

(a) **Accountable manager.** The person acceptable to the Authority, who has corporate authority for ensuring that all maintenance functions can be financed and performed to the standard required by the Authority and any additional requirements defined by the AMO.

(b) **Quality assurance.** As distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systematic actions that are required to provide adequate confidence that a product or service satisfies quality requirements.

2.2 Purpose of the Quality System.

2.2.1 The quality system shall enable an AMO to monitor compliance with these Requirements, the AMO Procedures Manual, and any other standards specified by the AMO, or the GCAA, to ensure safe maintenance practices and airworthy aircraft and aeronautical products.

2.3 Organisational Structure.

2.3.1 The AMO may specify the basic structure of the quality system according to the size and complexity of the AMO to be monitored.

2.3.2 An AMO shall be categorised according to the number of full-time personnel. AMOs that employ 5 or fewer full-time employees are considered to be "very small" organisations, while those employing between 6 and 20 full-time employees are regarded as "small" organisations, as far as quality systems are concerned. Full time in this context means employed for not less than 35 hours per week, excluding vacation periods.

2.3.3 Complex quality systems may be inappropriate for a small or very small organisation, and the clerical effort required to develop manuals and quality procedures for a complex system may stretch that AMO's resources. It is therefore accepted that such an AMO may tailor its quality system to suit the size and complexity of the organisation and allocate resources accordingly.

2.3.4 For small and very small AMOs, it may be appropriate to develop a quality assurance programme that employs a checklist. The checklist shall have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist content and achievement of the quality assurance should be undertaken.

2.3.5 A small AMO may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and/or qualified organisations to perform the quality audits on behalf of the quality manager.

2.4 Scope.

2.4.1 As a minimum, the quality system shall address the following:

(a) Relevant terminology;

(b) These Requirements;

(c) Any additional standards and maintenance practices of the organisation;

(d) A description of the organisation, including the organisational structure;

(e) Identification of those persons responsible for the development, establishment, and management of the quality assurance programme, including a description of their duties and responsibilities;

(f) Relevant portions of manuals, reports, and records, including a distribution list of all controlled copies;

(g) The organisation's quality policy;

(h) Quality procedures;

(i) A quality assurance programme, including:

(1) The schedule of the monitoring process;

(2) Audit procedures;

(3) Reporting procedures;

(4) Follow-up and corrective action procedures; and

(5) A recording system.

(j) The required financial, material, and human resources; and

(k) Training requirements.

2.5 Safety Attributes.

2.5.1 Where appropriate, an AMO shall incorporate the following safety attributes into its policies, procedures, and processes:

(a) Authority;

(b) Responsibility;

(c) Procedures;

(d) Controls;

(e) Process measurements; and

(f) Interfaces.

2.6 Relevant Documentation.

2.6.1 The required quality system may be documented in the AMO Procedures Manual or in a separate Quality Manual. In either instance, the documentation shall:

(a) Contain instructions and information to allow the personnel concerned to perform their duties with a high degree of safety;

(b) Be easy to revise;

(c) Allow personnel to determine the current revision status;

(d) Have the date of the last revision on each page;

(e) Not be contrary to any applicable regulations or the organisation's Scope of Approval; and

(f) Reference applicable regulations/requirements.

2.6.2 Each document defined within the structure of an AMO's quality system shall be subject to document control. Document control procedures shall ensure that the documents are:

(a) Authorised;

(b) Adequate;

(c) Security classified;

(d) Standardised when completed;

(e) Revised and amended when required;

(f) Appropriately distributed;

(g) Appropriately stored;

(h) Periodically reviewed; and

(i) Appropriately disposed of.

2.7 Quality Policy.

2.7.1 An AMO shall establish a formal, written quality policy statement that is a commitment by the accountable manager as to what the quality system is intended to achieve.

2.7.2 The quality policy shall reflect initial and continued compliance with these Requirements, the AMO Procedures Manual, and any additional requirements defined by the AMO or the Authority.

2.7.3 The quality policy shall clearly define the AMO's purpose, structure, principal and objectives, and all the services rendered by the AMO.

2.8 Quality Management.

2.8.1 The accountable manager shall have overall responsibility for the AMO's quality system, including the frequency, format, and structure of the internal management evaluation activities as prescribed in paragraph 2.9 of this IS.

2.8.2 The function of the quality manager is to monitor compliance with, and the adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft and aeronautical products as required by these Requirements.

2.8.3 The quality manager shall be responsible for ensuring that the quality assurance programme is properly established, implemented, and maintained.

2.8.4 The quality manager shall:

(a) Report to the accountable manager;

(b) Not be one of the required management personnel; and

(c) Have access to all parts of the AMO and, as necessary, to any contractor's or subcontractor's organisation.

2.8.5 In the case of a very small or small AMO, as defined in 1.3.3 of this IS, the positions of the accountable manager and quality manager may be combined.

2.9 Feedback System.

2.9.1 The quality system shall include a feedback system to the accountable manager to ensure that corrective action is identified and promptly addressed.

2.9.2 The feedback system shall specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

3.0 Quality Assurance Programme

3.1 Introduction.

3.1.1 The quality assurance programme shall include all planned and systematic actions necessary to provide confidence that maintenance functions are conducted in accordance with all applicable requirements, standards, and procedures.

3.2 Quality Assurance Programme Plan.

3.2.1 An AMO shall describe its quality assurance duties, responsibilities, procedures, and organisation in a programme plan.

3.2.2 Terms and elements defined in the plan shall be consistent with those outlined in the AMO Procedures Manual.

3.2.3 Copies of the programme plan shall be distributed to all personnel concerned.

3.2.4 Revisions shall be made as necessary to ensure the plan continues to reflect the organisation's current quality assurance duties, responsibilities, procedures, and organisation.

3.3 Monitoring.

3.3.1 The purpose of monitoring within the quality system is primarily to investigate and judge the effectiveness of the quality system and thereby to ensure that defined policy and maintenance standards are continuously complied with.

3.3.2 Monitoring activity is based upon:

(a) Quality inspections;

(b) Quality audits;

(c) Corrective action; and

(d) Follow-up.

3.3.3 The AMO shall establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity shall be aimed at eliminating the causes of unsatisfactory performance.

3.3.4 Any non-compliance identified as a result of monitoring shall be communicated to the manager responsible for taking corrective action or, if appropriate, to the accountable manager. Such non-compliance shall be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.

3.4 Quality Inspection.

3.4.1 The primary purpose of a quality inspection is to observe a particular event, action, document, etc., in order to verify whether established procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

3.4.2 Typical subject areas for quality inspections are:

(a) Facility's size and segregation;

(b) Office accommodation;

(c) Work environment;

(d) Storage;

(e) Management changes;

(f) Personnel numbers and man-hour plan;

(g) Competence process;

(h) Qualifying certifying staff;

(i) Records of certifying staff;

(j) Issue of authorisations;

(k) Adequate equipment;

(l) Equipment control and calibration;

(m) Approved data held;

(n) Modified maintenance data;

(o) Data availability;

(p) Up-to-date data;

(q) Aircraft return to service;

(r) Release document contents;

(s) Release control;

(t) Details on work documents;

(u) Record retention;

(v) Reporting of unairworthy findings;

(w) Clear work orders;

(x) Procedures per AMO Procedures Manual;

(y) Suppliers and subcontractors;

(z) Acceptance of parts;

(aa) Parts control in storage area;

(bb) Use of tools;

(cc) Cleanliness standards;

(dd) Control of repairs;

(ee) Completion of aircraft maintenance programme;

(ff) Control of ADs;

(gg) Control of modifications;

(hh) Control of working documents;

(ii) Base maintenance findings;

(jj) Defective parts segregation;

(kk) Parts to outside contractors;

(ll) Computer maintenance systems;

(mm) Powerplant running;

(nn) Aircraft procedures;

(oo) Line maintenance parts control;

(pp) Line servicing control;

(qq) Line defect control;

(rr) Aircraft technical log – maintenance records section completion;

(ss) Pool and loan parts;

(tt) Return of defective parts to base;

(uu) Product maintenance exemption control;

(vv) Procedures deviation control;

(ww) Special services control (NDI);

(xx) Contractors' working teams;

(yy) Product audit;

(zz) Privileges and locations control;

(aaa) Limitation control; and

(bbb) Control of changes.

3.4.3 Typical methods used for quality inspections for maintenance include:

(a) Product sampling – the monitoring of a representative sample of aeronautical products of the aircraft fleet;

(b) Defect sampling – the monitoring of defect rectification performance;

(c) Concession sampling – the monitoring of any concession to not carry out maintenance on time;

(d) On-time maintenance sampling – the monitoring of when (flying hours, calendar time, flight cycles, etc.) aircraft and aeronautical products are brought in for maintenance; and

(e) Sample reports of unairworthy conditions and maintenance errors on aircraft and components.

3.5 Quality Audit.

3.5.1 A quality audit is a systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

3.5.2 Audits shall include at least the following quality assurance procedures and processes:

(a) A statement explaining the scope of the audit;

(b) Planning and preparation;

(c) Gathering and recording evidence; and

(d) Analysis of the evidence.

(e) Checks on:

(1) Aircraft undergoing scheduled maintenance;

(2) Airworthiness data;

(3) Stores and storage procedures;

(4) Maintenance facilities; and

(5) The AMO's general airworthiness control procedures.

3.5.3 Techniques that contribute to an effective audit are:

(a) Interviews or discussions with personnel;

(b) A review of published documents;

(c) The examination of an adequate sample of records;

(d) The observation of the activities that make up the operation; and

(e) The preservation of documents and the recording of observations.

3.6 Auditors.

3.6.1 An AMO may decide, depending upon the complexity of the organisation, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team shall have relevant maintenance experience.

3.6.2 The responsibilities of the auditors shall be clearly defined in the relevant documentation.

3.7 Auditor's Independence.

3.7.1 Auditors shall not have any day-to-day involvement in the area of the maintenance activity that is to be audited. An AMO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors. An AMO whose structure and size does not justify the establishment of full-time auditors may undertake the audit function by the use of part-time personnel from within its own organisation or from external sources under the terms of an agreement acceptable to the GCAA. In all cases, the AMO shall develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of organisation and/or maintenance conducted by the AMO.

3.7.2 The AMO's quality assurance programme shall identify the persons within the company who have the experience, responsibility, and authority to:

(a) Perform quality inspections and audits as part of ongoing quality assurance;

(b) Identify and record any concerns or findings and the evidence necessary to substantiate such concerns or findings;

(c) Initiate or recommend solutions to concerns or findings through designated reporting channels;

(d) Verify the implementation of solutions within specific timescales; and

(e) Report directly to the quality manager.

3.8 Audit Scope.

3.8.1 An AMO shall monitor compliance with the maintenance procedures it has designed to ensure safe maintenance practices, airworthy aircraft and aeronautical products, and the serviceability of both maintenance and safety equipment. In doing so it shall, as a minimum and where appropriate, monitor:

(a) Organisation;

(b) Plans and company objectives;

(c) Maintenance procedures;

(d) AMO certification, including Scope of Approval;

(e) Supervision;

(f) Mass, balance, and aircraft loading;

(g) Instruments and safety equipment;

(h) Manuals, logs, and records;

(i) Duty time limitations, rest requirements, and scheduling;

(j) Aircraft maintenance – operations interface;

(k) Use of the MEL;

(l) Maintenance programmes and continuing airworthiness;

(m) AD management;

(n) Maintenance accomplishment;

(o) Defect deferral;

(p) Dangerous goods;

(q) Security; and

(r) Training.

3.8.2 Whatever arrangements are made, an AMO shall retain the ultimate responsibility for the quality system and for the completion and follow-up of corrective action.

3.9 Audit Scheduling.

3.9.1 A quality assurance programme shall include a defined audit schedule and a periodic review cycle area by area.

3.9.2 An AMO shall establish a schedule of audits to be completed during a specified calendar period. All aspects of the AMO shall be reviewed within every 12-month period in accordance with the quality assurance programme unless an extension to the audit period is accepted as explained below. An AMO may increase the frequency of audits at its discretion but shall not decrease the frequency without the agreement of the GCAA. Audit frequency shall not be decreased beyond a 24-month-period interval.

3.9.3 When an AMO defines the audit schedule, significant changes to the management, organisation, operation, technologies, or these Requirements shall be considered.

3.9.4 The schedule shall be flexible and shall allow unscheduled audits when trends are identified.

3.9.5 If the independent quality audit function is being conducted by external auditors, the audit schedule shall be shown in the relevant documentation.

3.10 Corrective Action and Follow-Up.

3.10.1 Corrective Action Plans

(a) The quality assurance programme shall include procedures to ensure that corrective action plans are developed in response to findings. These procedures shall monitor corrective actions to verify their effectiveness and ensure their completion. Organisational responsibility and accountability for the implementation of corrective action shall reside with the

department cited in the report identifying the finding. The accountable manager shall have the ultimate responsibility for resourcing the corrective action and ensuring, through the quality manager, that the corrective action has re-established compliance with the requirements of the Authority and any additional requirements defined by the AMO.

(b) Subsequent to the quality inspection/audit, the individuals responsible for managing a quality assurance programme shall facilitate the corrective action process by establishing:

(1) The identification and seriousness of any findings or concerns and any need for immediate corrective action;

(2) The analysis of objective evidence to determine the root cause(s) of the finding or concern;

(3) The identification of planned corrective steps that will ensure that the apparent violation or concern does not recur;

(4) An implementation schedule, including a time frame for putting corrective steps in place; and

(5) The individuals or departments responsible for implementing the corrective action.

3.10.2 Follow-Up.

(a) Follow-up audits shall be scheduled when necessary to verify that corrective action has been performed and that it has been effective.

(b) The quality manager shall:

(1) Ensure that corrective action plans are developed in response to findings of non-compliance;

(2) Verify that corrective action plans include the elements outlined in paragraph 2.9.1 of this IS;

(3) Monitor the implementation and completion of corrective action plans;

(4) Provide management with an independent assessment of corrective action plan development, implementation, and completion; and

(5) Initiate scheduled and/or unannounced follow-up evaluations to ensure the effectiveness of corrective steps specified in corrective action plans.

3.11 Management Evaluation.

3.11.1 A management evaluation is a comprehensive, systematic, documented review by management of the quality system and the AMO's policies and procedures. The management evaluation shall consider:

(a) The results of quality inspections, audits, and any other indicators; and

(b) The overall effectiveness of the management organisation in achieving stated objectives.

3.11.2 A management evaluation shall identify and correct trends and shall prevent, where possible, future nonconformities. Conclusions and recommendations made as a result of an evaluation shall be submitted in writing to the responsible manager for action. The responsible manager shall be a person who has the authority to resolve deficiencies or discrepancies and take action.

3.11.3 The accountable manager shall decide upon the frequency, format, and structure of internal management evaluation activities.

3.12 Recording.

3.12.1 The AMO shall maintain accurate, complete, and readily accessible records documenting the results of its quality assurance programme. Records are essential data that enable an organisation to analyse and determine the root causes of non-compliance so that areas of non-compliance can be identified and addressed.

3.12.2 The following records shall be retained for a period of 5 years:

(a) Audit schedules;

(b) Quality inspection and audit reports;

(c) Special evaluation reports, including trends or other reasons associated with scheduling a special evaluation;

(d) Responses to findings or concerns contained in the reports;

(e) Corrective action plans and reports submitted in response to findings;

(f) Follow-up and closure reports; and

(g) Management evaluation reports.

3.12.3 An AMO shall maintain and secure the records on its premises.

3.12.4 All records shall be made available to the GCAA for review.

3.12.5 Proprietary information shall be protected in accordance with applicable laws and regulations.

4.0 Quality Assurance Responsibility for Contractors

4.1 Contractors.

4.1.1 An AMO may decide to contract certain maintenance functions to external organisations for the provision of services related to areas such as:

(a) Maintenance;

(b) Training;

(c) Manual preparation; and

(d) Specialised service.

4.1.2 The ultimate responsibility for the product or service provided by the subcontractor shall remain with the AMO. A written agreement shall exist between the AMO and the contractor clearly defining the safety-related services and quality to be provided. The contractor's safety-related activities relevant to the agreement shall be included in the AMO's quality assurance programme.

4.1.3 The AMO shall ensure that the subcontractor has the necessary authorisation or approval when required and the resources and competent personnel to undertake the task.

5.0 Quality-Related Briefings and Training

5.1 General.

5.1.1 An AMO shall establish effective, well-planned, well-resourced, quality-related briefings for all personnel.

5.1.2 Those responsible for managing the quality system shall receive training covering:

(a) An introduction to the concept of the quality system;

(b) Quality management;

(c) The concept of quality assurance;

(d) Quality manuals;

(e) Audit techniques;

(f) Reporting and recording; and

(g) The way in which the quality system functions in the organisation.

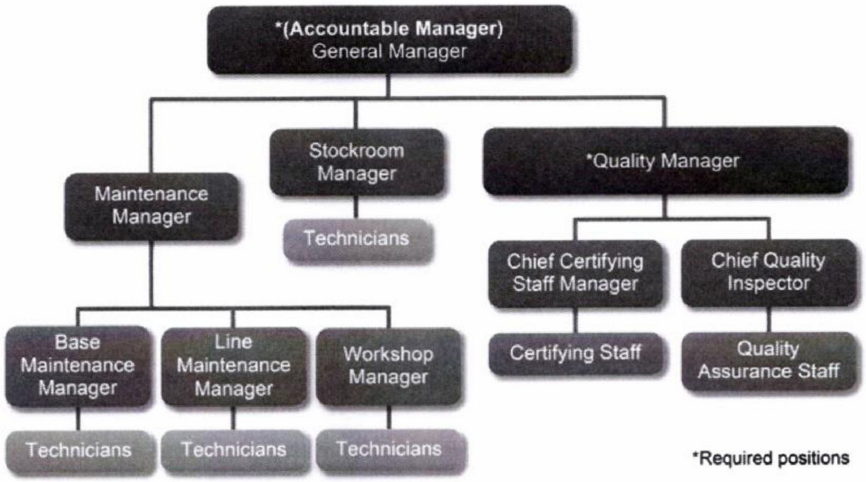
5.1.3 Time shall be provided to train every person involved in quality management and to brief those not responsible for managing the quality system. The allocation of time and resources may be governed by the size and complexity of the AMO.

5.2 Sources of Training.

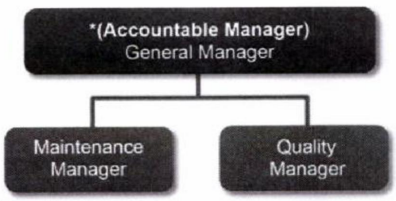
5.2.1 Quality management courses are available from the various National or International Standards Institutions, and an AMO may consider whether to offer such courses to those likely to be involved in the management of quality systems. An AMO with sufficient and appropriately qualified personnel may consider conducting in-house training.

(b) The following diagrams illustrate two typical examples of AMO quality organisations.

(8) A typical large AMO:



(9) A typical small AMO:



IS 6.3.2 HOUSING AND FACILITIES

(a) For ongoing maintenance of aircraft, the AMO shall have aircraft hangars available that are large enough to accommodate aircraft during maintenance activities.

(b) Where the hangar is not owned by the AMO, the AMO shall:

(1) Establish proof of authorisation to use the hangar;

(2) Demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance programme;

(3) Update the aircraft hangar visit plan on a regular basis;

(4) Ensure, for aeronautical product maintenance, that aeronautical product workshops are large enough to accommodate the products on planned maintenance;

(5) Ensure that aircraft hangar and aeronautical product workshop structures prevent the ingress of moisture,rain , wind, light, and dust, etc.;

(6) Ensure that workshop floors are sealed to minimise dust generation; and

(7) Demonstrate access to hangar accommodation for usage during inclement weather for minor scheduled work and/or lengthy defect rectification.

(c) Aircraft maintenance personnel shall be provided with an area where they may study manufacturer's maintenance instructions and complete maintenance records in a proper manner.

Note: It is acceptable to combine any or all of the above requirements into one office, subject to personnel having sufficient room to perform assigned tasks.

(d) Hangars used to house aircraft together with office accommodation shall be such as to ensure a clean, effective, and conformable working environment.

(1) Temperatures shall be maintained at a comfortable level.

(2) Dust and any other airborne contamination shall be kept to a minimum and shall not be permitted to reach a level in the work area where visible aircraft or aeronautical product surface contamination is evident.

(3) Lighting shall be such as to ensure each maintenance function may be adequately performed.

(4) Noise levels shall not be permitted to rise to the point of distracting personnel from performing maintenance functions. Where it is impractical to control the noise source, such personnel may be provided with the necessary personal equipment to stop excessive noise from causing distraction during maintenance functions and inspection tasks.

(e) Where a particular maintenance function requires the application of specific environmental conditions different from the foregoing, then such conditions shall

be observed. (Specific conditions are identified in the manufacturer's maintenance instructions.)

(f) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, rain , wind, light, and dust or other airborne contamination, the particular maintenance function shall be suspended until satisfactory conditions are re-established.

(g) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.

(h) Storage facilities for serviceable aeronautical products shall be clean, well ventilated, and maintained at an even, dry temperature to minimise the effects of condensation.

(i) Manufacturer standards and recommendations shall be followed for specific aircraft and aeronautical products.

(j) Storage racks shall provide sufficient support for large aeronautical products such that the products are not distorted.

(k) All aeronautical products, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.

IS 6.3.3 EQUIPMENT, TOOLS, MATERIALS, AND TECHNICAL DATA

(a) All applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness shall be traceable to the national standards.

(b) Except as provided in IS 6.3.3(a), in the case of foreign-manufactured tools, equipment, and test equipment, the standard provided by the State of Manufacture may be used if approved by the GCAA.

(c) Where the manufacturer specifies a particular tool, equipment, or test equipment, then that tool, equipment, or test equipment shall be used unless the manufacturer has identified the use of an equivalent.

(d) Except as provided in IS 6.3.3(c), tools, equipment, or test equipment other than that recommended by the manufacturer shall be acceptable based on at least the following:

(1) An AMO shall have procedures in its AMO Procedures Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer.

(2) An AMO shall have procedures to include:

(i) Describing the procedures used to establish the competence of personnel who make the determination of equivalency to tools, equipment, or test equipment;

(ii) Conducting and documenting the comparison made between the specification of a tool, equipment, or test equipment recommended by the manufacturer and the equivalent tool, equipment, or test equipment proposed;

(iii) Ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the manufacturer's recommended tool, equipment, or test equipment; and

(iv) Ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance task and all normal tests or calibrations and checking all parameters of the aircraft or aeronautical product undergoing maintenance or calibration.

(e) An AMO shall have full control (i.e., ownership, lease) of the equivalent tool, equipment, or test equipment.

(f) If authorised to perform base maintenance, an AMO shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft may be properly inspected.

(g) An AMO shall have a procedure to inspect, service, and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and to indicate to users that an item is within any inspection, service, or calibration time limit.

(h) An AMO shall, if it uses a standard (primary, secondary, or transfer standards) for performing calibration, have a procedure to ensure that standard may not be used to perform maintenance.

(i) An AMO shall use a clear system of labelling all tools, equipment, and test equipment to give information on when the next inspection, service, or calibration is due and to give status information if the item is unserviceable for any other reason that may not be obvious.

(j) An AMO shall use a clear system of labelling all tools, equipment, and test equipment to give information on when such tools, equipment, and test equipment are not used for product acceptance and/or for making a finding of airworthiness.

(k) An AMO shall maintain a register for all calibrated tools, equipment, and test equipment, together with a record of calibrations and standards used.

(l) An AMO shall perform inspection, service, or calibration on a regular basis in accordance with the equipment manufacturers' instructions except where the AMO can show, by results, that a different time period is appropriate in a particular case and is acceptable to the GCAA.

IS 6.4.1 PERSONNEL

(a) An AMO may be subdivided under individual managers or may be combined in any number of ways, depending on the size of the AMO.

(b) An AMO shall have an accountable manager who is responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO.

(c) An AMO shall have a maintenance manager or equivalent who is responsible for monitoring the AMO's compliance with these Requirements and for requesting remedial action, as necessary, by the base maintenance manager, line maintenance

manager, workshop manager, or quality manager, as appropriate. The maintenance manager or equivalent shall report to the accountable manager.

(d) An AMO shall have, dependent upon the extent of its approval, the following, all of whom shall report to the maintenance manager or equivalent:

(1) A base maintenance manager shall be responsible for ensuring that all maintenance required to be performed in the hangar, plus any defect rectification performed during base maintenance, is performed to specified design and quality standards.

(2) A line maintenance manager shall be responsible for ensuring that all maintenance required to be performed on the line, including line defect rectification, is performed to the required standards.

(3) A workshop manager shall be responsible for ensuring that all work on aircraft components is performed to required standards.

Note: In small or very small AMOs, one or more of the above positions may be combined subject to approval by the GCAA.

(e) An AMO shall have a quality manager who is responsible for:

(1) Monitoring the AMO's compliance with these Requirements; and

(2) Requesting remedial action, as necessary, by the base maintenance manager, line maintenance manager, or workshop manager, as appropriate.

(f) An AMO may adopt any title for managerial positions but shall identify to the GCAA the titles and persons chosen to carry out these functions.

(g) Where an AMO chooses to appoint managers for all or any combination of the identified functions because of the size of the undertaking, these managers shall report ultimately through either the base maintenance manager, line maintenance manager, workshop manager, or quality manager and, as appropriate, to the accountable manager.

(h) The AMO shall identify the managers specified in this IS and shall submit their credentials to the GCAA. To be accepted, such managers shall have relevant

knowledge and satisfactory experience related to aircraft and aeronautical product maintenance as appropriate in accordance with these Requirements.

(i) An AMO shall have a production man-hours plan showing that it has sufficient man-hours for the intended work. If an AMO is authorised for base maintenance, the production man-hours plan shall relate to the aircraft hangar visit plan. An AMO shall regularly update production man-hour plans.

Note: Work performed on any aircraft registered outside Guyana shall be taken into account if it impacts the production man-hours plan.

(j) Quality monitoring compliance function man-hours shall be sufficient to meet requirement 6.2.14(c).

(k) Planners, mechanics, supervisors, and certifying staff shall be assessed for competence by on-the-job evaluation or by examination relevant to their particular role within the AMO before unsupervised work is permitted.

(l) To assist in the assessment of competence, job descriptions are recommended for each position. The assessment shall establish that:

(1) Planners are able to interpret maintenance requirements into maintenance functions and have an appreciation that they have no authority to deviate from the aircraft maintenance programme.

(2) Mechanics are able to carry out maintenance functions to any standard specified in the manufacturer's maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards.

(3) Supervisors are able to ensure that all required maintenance functions are performed, and where not performed or where it is evident that a particular maintenance function cannot be performed to the manufacturer's maintenance instructions, such problems will be reported to and agreed upon by the quality manager.

(4) Certifying staff are able to determine when the aircraft or aeronautical product shall be approved for return to service.

(m) Planners, supervisors, and certifying staff shall demonstrate their knowledge of AMO procedures relevant to their particular roles and responsibilities shall be demonstrated.

(n) Training of certifying staff shall be performed by the AMO or by an institute selected by the AMO. In either case, the AMO shall establish the requirements and curriculum for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to ensure that the trainee has a reasonable chance of successfully completing any course.

(1) Examinations shall be set at the end of each training course.

(2) Initial training shall cover:

(i) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO maintains;

(ii) Specific information on the actual aircraft type or aeronautical product on which the person is intended to become a certifying person, including the impact of repairs and system or structural defects; and

(ii) Organisational procedures relevant to the certifying staff's tasks.

(3) Continuation training shall cover changes in AMO procedures and changes in the standard of aircraft and/or aeronautical products maintained.

(4) The training programme established for maintenance personnel and certifying staff by the AMO shall include:

(i) Details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods; and

(ii) Training in knowledge and skills related to human performance, including coordination with other maintenance personnel and certifying staff.

IS 6.4.2 INDOCTRINATION, INITIAL, RECURRENT, SPECIALISED, AND REMEDIAL TRAINING

(a) An AMO shall provide indoctrination training for employees that includes at least 40 hours of instruction in at least the following subjects:

(1) Regulations and requirements issued under the Act, particularly those associated with AMO maintenance functions and authority as reflected on the certificate and the associated scope of approval;

(2) Company manuals, policies, procedures, and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance procedures established to show compliance with this part;

(3) Dangerous goods requirements of 6.4.3, including international standards requiring Dangerous goods training for different categories of personnel;

(4) Human performance, including coordination with other maintenance personnel and certifying staff;

(5) Maintenance human factors, the elements of which should focus on aviation maintenance and safety-related issues;

(6) Computer systems and software, as applicable to the AMO's maintenance, overhaul, modification, repair, and inspection, systems and procedures; and

(7) Facility security, which shall include company security objectives, specific security procedures, personnel responsibilities, actions to take in the event of a security breach, and the organisational security structure.

Note: Guidance on designing training programmes to develop knowledge and skills in human performance can be found in ***ICAO Doc 9683,*** **Human Factors Training Manual**.

(b) INITIAL TRAINING. Each AMO shall provide initial training for employees that includes at least 80 hours of instruction in at least the following subjects consistent with the specific employee position and assigned job tasks:

(1) General review;

(2) Specific job task training;

(3) Workshop safety;

(4) Records and record keeping;

(5) Materials and parts;

(6) Test equipment, including ground support equipment;

(7) Tools;

(8) Maintenance human factors, and

(9) Any other items as required by the GCAA.

(c) RECURRENT TRAINING. Each AMO shall provide recurrent training for employees that includes at least 8 hours of instruction in the subjects below:

(1) Refresher of subjects covered in initial training;

(2) New items introduced in the AMO since completion of initial training; and

(3) Any other items required by the GCAA.

(d) SPECIALISED TRAINING. Each AMO shall provide specialised training, including initial and recurrent, for employees whose duties require a specific skill. Examples of specialised skills include flame and/or plasma spray operations, special inspection or test techniques, special machining operations, complex welding operations, aircraft inspection techniques, or complex assembly operations.

(e) REMEDIAL TRAINING. Each AMO shall provide remedial training to rectify an employee's demonstrated lack of knowledge or skill by providing information as soon as possible. In some instances, remedial training may consist of an appropriately knowledgeable person reviewing procedures with an employee through on-the-job training. Remedial training shall be designed to fix an immediate knowledge or skill deficiency and may focus on one individual. Successful remedial training should show an individual what occurred, why it occurred, and, in a positive manner, how to prevent it from occurring again.

(f) Each AMO, in developing training for employees, shall take into account the various training, experience, and skill levels of:

(1) Employees who hold an AME licence;

(2) Employees with experience performing similar tasks at another AMO;

(3) Employees with applicable military aviation maintenance experience; and

(4) Employees with no prior skills, experience, or knowledge.

(g) Each AMO shall have procedures to determine the frequency of recurrent training and the need for specialised and remedial training.

(h) Each AMO shall assess the competency of an employee in performing his or her assigned duties after completion of initial, recurrent, specialised, and/or remedial training. This assessment of competency shall be appropriately documented in the employee's training records and shall be accomplished by using any of the following methods, depending upon the size of the AMO, its capabilities, and the experience of its employees:

(1) A written test;

(2) The completion of a training course;

(3) A skill test;

(4) A group exercise;

(5) An on-the-job assessment; and

(6) An oral examination in the working environment.

IS 6.4.3 DANGEROUS GOODS TRAINING PROGRAMME

(a) Dangerous goods training, at a minimum, shall include 8 hours of instruction in at least the following:

(1) GENERAL AWARENESS/FAMILIARISATION TRAINING. Is designed to provide familiarity with these Requirements and the requirements issued by the Authority in relation to dangerous goods and to enable the employee to recognise and identify dangerous goods.

(2) FUNCTION-SPECIFIC TRAINING. Concerns these Requirements and the requirements issued by the Authority in relation to dangerous goods, or exemptions or special permits issued, relating to the specific functions the employee performs. Includes safety training concerning:

(i) Emergency response;

(ii) Measures to protect the employee from the hazards associated with the dangerous goods to which they may be exposed in the workplace, including specific measures the employer has implemented to protect employees from exposure;

(iii) Methods and procedures for avoiding accidents, such as the proper procedures for handling packages containing dangerous goods.

(3) SECURITY/AWARENESS TRAINING. Addresses the security risks associated with dangerous goods transportation and the methods designed to enhance transportation security. This training shall also include a component covering how to recognise and respond to possible security threats.

(4) IN-DEPTH SECURITY TRAINING. Includes company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organisational security structure.

(5) Any other training required by the GCAA.

Note: Recurrent training shall be provided within 24 months of previous training.

IS 6.4.5 RECORDS OF MANAGEMENT AND SUPERVISORY PERSONNEL AND CERTIFYING STAFF

(a) The AMO shall keep the following minimum information on record with respect to each management, supervisory, inspection, and certifying person:

(1) Name;

(2) Date of birth;

(3) Basic training;

(4) Type training;

(5) Continuation training;

(6) Experience;

(7) Qualifications relevant to the approval;

(8) Scope of the authorisation;

(9) Date of first issue of the authorisation;

(10) Expiration date of the authorisation (if appropriate); and

(11) Identification number of the authorisation.

(b) Records of these individuals shall be controlled.

(c) The number of persons authorised to access the system shall be limited to minimise the possibility of records being altered in an unauthorised manner and to limit confidential records from becoming accessible to unauthorised persons.

(d) A certifying person shall be given, on request, reasonable access to his or her records.

(e) The GCAA is authorised to and may investigate the records system for initial and continued approval or when the GCAA has cause to doubt the competence of a particular certifying person.

(f) The AMO shall keep the records of these individuals for at least 2 years after they have ceased employment with the AMO or after withdrawal of their authorisation. Upon request, a certifying person shall be furnished with a copy of his or her record on leaving the AMO.

Note: Authorised persons, apart from the AMO's quality department or maintenance supervisors/managers, include the GCAA.

IS 6.5.1 AMO PROCEDURES MANUAL

(a) The AMO Procedures Manual shall contain the following contents:

1.0 General

1.1 A general description of the scope of work authorised under the organisation's terms of approval.

1.2 A description of the organisation's procedures and quality assurance programme or inspection system in accordance with 6.5.2 of this part.

1.3 A general description of the organisation's facilities.

1.4 The names, tasks, duties, and responsibilities of the person or persons required to ensure the maintenance organisation is in compliance with the Regulations and Requirements issued under the Act.

1.5 A description of the procedures used to establish the competence of maintenance personnel as required by 6.5.2 and 6.4.3 of this part.

1.6 A description of the method used for the completion and retention of the maintenance records required by 6.5.8 of this part.

1.6.1 The records shall show that all requirements for the signing of an approval for return to service have been met.

1.6.2 The records shall be kept for a minimum period of 1 year after the signing of an approval for return to service.

1.7 A description of the procedure for preparing the approval for return to service and the circumstances under which it is to be signed.

1.8 The names of personnel authorised to sign the approval for return to service and the scope of their authorisation. The person signing the approval for return to service shall hold the relevant qualifications in accordance with the Civil Aviation (Personnel Licensing) Regulations 2024.

1.9 A description, when applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements.

1.10 A description of the procedures with respect to aeroplanes over 5 700 kg maximum certificated take-off mass and helicopters over 3 175 kg maximum certificated take-off mass, whereby information on faults, malfunctions, defects,

and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organisation responsible for the type design of that aircraft and to the operator's airworthiness authority.

1.11 A description of the procedure for receiving, assessing, amending, and distributing within the maintenance organisation all necessary airworthiness data from the TC holder or type design organisation.

1.12 If the manual is also used to comply with the requirements of the maintenance programme for an aircraft, a maintenance programme.

1.13 A description of the AMO's SMS, required by 6.4.6 and the SMS regulations, with reference to a separate manual, or inclusion of the SMS practices within the AMO Procedures Manual.

2.0 Management

2.1 A statement signed by the accountable manager confirming that the manual defines the organisation's procedures and associated personnel responsibilities and will be complied with at all times.

2.2 An organisation chart showing the associated chains of responsibility of the person or persons nominated to ensure the organisation is in compliance with the applicable requirements.

2.3 Procedures for notifying the GCAA regarding changes to the organisation's activities, approval, location, or personnel.

2.4 Liaison or contractual arrangements with other organisations that provide services associated with the approval.

2.5 Procedures for amending the manual.

3.0 Maintenance Procedures

3.1 Supplier evaluation procedures.

3.2 Acceptance/inspection of aeronautical products, including materials from outside contractors.

3.3	Storage, labelling/tagging, and release of aeronautical products and materials to aircraft maintenance.
3.4	Acceptance of tools and equipment.
3.5	Calibration of tools and equipment, including alternate tools.
3.6	Use of tools and equipment by personnel, including alternate tools.
3.7	Cleanliness standards of maintenance facilities.
3.8	Maintenance instructions and relationship to aircraft or aeronautical product manufacturers' service information, including updating and availability to personnel.
3.9	Repair procedures.
3.10	Procedures for compliance with an operator's maintenance programme.
3.11	AD procedures.
3.12	Mandatory continuing airworthiness information handling procedures.
3.13	Optional modification procedures.
3.14	Maintenance documentation in use and completion of same.
3.15	Technical record control.
3.16	Procedures for handling of defects arising during maintenance.
3.17	Issue of the approval for return to service required by 6.5.7 of this part.
3.18	Records for the operator, if the organisation is not an operator itself.
3.19	Reporting of defects and other occurrences as required by the GCAA.
3.20	Return of defective aeronautical products to store.
3.21	Control of defective aeronautical products sent to outside contractors for overhaul, etc.
3.22	Control of computer maintenance record systems.
3.23	Reference to specific maintenance procedures, such as engine running procedures, aircraft pressure run procedures, aircraft towing procedures, and aircraft taxiing procedures.

3.24 Contract/subcontract procedures.

3.25 Human factors.

3.26 Procedures that designate the individual responsible for briefing the arriving shift's supervisors and personnel of the exact status of in-progress maintenance.

3.27 Rest and duty limitations for persons performing maintenance functions.

3.28 Line maintenance procedures, when applicable, including:

3.28.1 Control of aircraft components, tools, equipment, etc.;

3.28.2 Procedures related to servicing, fuelling, de-icing, etc.;

3.28.3 Control of defects and repetitive defects;

3.28.4 Pooled parts and loan parts; and

3.28.5 Return of defective parts removed from aircraft.

3.29 Inspection procedures, appropriate to the ratings sought, for:

3.29.1 Incoming inspections. A system or method for the inspection of incoming aeronautical products and/or materials, including the inspection of:

(a) New aeronautical products and/or materials received from the manufacturer for:

(1) Shipping damage;

(2) Traceability of life limits, if applicable; and

(3) Identification and tagging of parts to manufacturer's invoices.

(b) Overhauled or repaired parts from an approved agency for:

(1) Shipping damage;

(2) Traceability of life limits, if applicable; and

(3) Traceability of overhaul records and/or AATs.

(c) Items sent out for contracted maintenance functions for:

(1) Shipping damage; and

(2) Conformity to the GCAA and the manufacturer's specifications, including material type and state of preservation.

(d) Items of unknown origin for:

(1) Shipping damage;

(2) Conformity to the GCAA and the manufacturer's specifications, drawings, or dimensions, including material type and state of preservation;

(3) Airworthiness status, including ADs and traceability of life limits, if applicable; and

(4) Functional tests, as applicable.

3.29.2 Preliminary inspections. A system or method for the preliminary inspection of aeronautical products to be repaired for:

(a) State of preservation;

(b) Functional operation prior to disassembly, if applicable;

(c) Traceability of life limits and/or time since overhaul, if applicable; and

(d) Identification and tagging of parts to manufacturer's invoices.

3.29.3 Hidden damage inspections. A system or method for inspecting damaged parts for hidden damage that ensures items are disassembled as necessary and inspected for hidden damage in adjacent areas.

3.29.4 Progressive inspections. A system or method of inspection, testing, and/or calibration during and after disassembly and at various stages while work is in progress.

3.29.5 Final inspections. A system or method for final inspection, testing, and/or calibration of units when work is completed.

4.0 Quality Assurance Programme or Inspection System

4.1 Quality audit of organisation procedures.

4.2 Quality audit of aircraft.

4.3 Quality audit findings.

4.4 Remedial action procedures.

4.5 Qualification and training procedures for certifying staff issuing an approval for return to service.

4.6 Records of certifying staff.

4.7 Qualification and training procedures for quality audit personnel.

4.8 Qualification and training procedures for mechanics.

4.9 Exemption process control.

4.10 Concession control for deviation from the organisation's procedures.

4.11 Qualification procedure for specialised activities such as NDT, welding, etc.

4.12 When required, control of the manufacturer's working teams based at the premises of the organisation, engaged in tasks that interface with activities included in the approval.

4.13 Quality audit of subcontractors or acceptance of accreditation by third parties (e.g., use of NDT organisations approved by a State regulatory body other than the GCAA).

4.14 Quality assurance audit procedures, including the following principal audit checks:

4.14.1 Checks on aircraft while undergoing scheduled maintenance for:

(a) Compliance with maintenance programme and mandatory continuing airworthiness requirements and ensuring that only work instructions reflecting the latest amendment standards are used;

(b) Completion of work instructions, including the transfer of defects to additional worksheets, their control, and final collation; action taken with respect to items carried forward and/or not completed during the particular inspection or maintenance task;

(c) Compliance with the manufacturer's AMM and the organisation's procedures;

(d) Standards of inspection and workmanship;

(e) The condition of corrosion prevention and control treatments and other protective processes;

(f) Aircraft maintenance which is not limited to the normal working day; procedures adopted during shift changeover of personnel to ensure continuity of inspection and responses; and

(g) Precautions taken to ensure that, on completion of any work or maintenance, all aircraft are checked for loose tools and miscellaneous small items such as split pins, wire, rivets, nuts, bolts, and other debris, and for general cleanliness and housekeeping.

4.13.2 Checks on airworthiness data for:

(a) Adequacy of aircraft manuals and other technical information appropriate to each aircraft type, including aeronautical products and other equipment, and the continuing receipt of revisions and amendments and availability of continuing airworthiness data (e.g., ADs, life limits);

(b) Assessment of the manufacturer's service information, determining its application to aircraft types maintained-and the recording of compliance or embodiment;

(c) Maintenance of a register of manuals and technical literature held within the organisation, with their locations and current amendment status; and

(d) Assurance that all the organisation's manuals and documents, both technical and procedural, are kept up-to-date.

4.13.3 Checks on stores and storage procedures for:

(a) Adequacy of stores and storage conditions for rotatable products, small parts, perishable items, flammable fluids, engines, and bulky assemblies in accordance with the specifications adopted by the organisation;

(b) The procedure for examining incoming components, materials, and items for conformity with order, release documentation, and procurement from sources approved by the organisation;

(c) The "batch recording" of goods received and identification of raw materials, the acceptance of part life items into stores, and the requisition procedures for the issue of items from stores; and

(d) Labelling procedures, including:

(1) The use of serviceable/unserviceable/ repairable labels and their certification and final disposal after installation;

(2) The internal release procedure to be used when components are to be forwarded to other locations within the organisation;

(3) The procedure to be adopted for the release of goods or overhauled items to other organisations (should also cover items being sent away for rectification or calibration);

(4) The procedure for the requisitioning of tools together with the system for ensuring that the location of tools and their calibration and maintenance status are known at all times; and

(5) Control of shelf life and storage conditions of stores, control of the free issue dispensing of standard parts, identification, and segregation.

4.13.4 Checks on maintenance facilities for:

(a) Cleanliness; state of repair; correct functioning of hangars, hangar facilities, and special equipment; and the maintenance of mobile equipment;

(b) Adequacy and functioning of special services and techniques, including welding, NDI, weighing, and painting;

(c) Viewer/printer equipment provided for use with electronic media ensuring that regular maintenance takes place and an acceptable standard of screen reproduction and printed copy is achieved;

(d) Adequacy of special tools and equipment appropriate to each type of aircraft, including aeronautical products and other equipment; and

(e) Calibration and maintenance of tools and measuring equipment; and environmental controls.

4.13.5 Checks on the AMO's general airworthiness control procedures for:

(a) Monitoring of the practices of the organisation with respect to scheduling or preplanning maintenance tasks to be performed in the open air, and the adequacy of the facilities provided;

(b) Operation of the system for service difficulty reporting required by the GCAA;

(c) Authorisation of personnel to issue an approval for return to service with respect to inspections and maintenance tasks and the effectiveness and adequacy of training, including continuation training and the recording of personnel experience, training, and qualifications for grant of authorisation;

(d) The effectiveness of technical instructions issued to maintenance personnel, including:

(1) Adequacy of personnel in terms of qualifications, numbers, and ability in all areas required to support the

activities included in the approval granted by the airworthiness authority;

(2) Efficacy and completeness of the quality assurance programme;

(3) Maintaining logbooks and other required records and confirming that these documents are assessed in accordance with the requirements of the Authority;

(4) Ensuring that repairs are performed only in accordance with approved repair schemes and practices;

(5) Control of subcontractors;

(6) Control of activities subcontracted, such as management of the operator's maintenance programme;

(7) Monitoring of exemption process control and concession control for deviation from the organisation's procedures; and

(8) Follow-up on internal reporting/occurrences.

5.0 System of Standard Forms and Documents

5.1 Introduction.

5.1.1 An AMO shall develop a system of standard forms and documents that it intends to utitlise, including forms and documents for functions associated with activities undertaken under the terms, conditions, and limitations of the approval, such as:

(a) Daily maintenance;

(b) Line maintenance;

(c) Contract maintenance;

(d) Work performed at another location;

(e) Work performed for an air operator;

(f) Major modification and repair of aeronautical products;

(g) Approval for return to service after major repairs;

(h) Inspections and in-progress maintenance;

(i) Corrective actions; and

(j) Technical record control.

5.2 Examples of forms and documents.

5.2.1 The AMO Procedures Manual shall include examples of standard forms and documents, instructions for completing the forms, and procedures for retaining the forms and documents.

5.2.2 The instructions for completing a form may be on the form or in a separate document.

5.2.3 The number and content of the forms may depend on the size and complexity of the organisation and the variety of aircraft and aeronautical products for which ratings are issued.

5.2.4 Revisions or additions to the forms section of the AMO Procedures Manual shall follow the documented revision procedures.

5.2.5 The AMO Procedures Manual may refer to a separate document of forms that provides samples of the forms with instructions.

5.2.6 The forms included in the manual shall be samples of each form, tag, and label described in the procedures within the AMO Procedures Manual, such as a:

(a) Work order;

(b) Discrepancy log;

(c) Record of employee training;

(d) Calibration report;

(e) Approval for return to service;

(f) Mechanical reliability report; and

(g) Malfunction and defect report.

IS 6.5.7 APPROVAL FOR RETURN TO SERVICE OF AN AIRCRAFT OR AERONAUTICAL PRODUCT

(a) The following form shall be used when an AMO approves an aeronautical product for return to service.

GUYANA CIVIL AVIATION AUTHORITY		2. **AIRWORTHINESS APPROVAL CERTIFICATE GCAA FORM 1**			3. **System Tracking Reference No.**	
5. **Organization Name and Address**					5. **Work Order, Contract or Invoice Number**	
6. **Item**	7. **Description**	8. **Part Number**	9. **Eligibility** *	10. **Quantity**	11. **Serial/Batch Number**	12. **Status/Work**
13. **Remarks**						
14. **Certifies that the item(s) identified above were manufactured in conformity to:** ☐ Approved design data and in condition for safe operation ☐ Non-Approved design data specified in Block 13						

15. **Authorized Signature**	16. **Approval/Authorization Number**	17. **Name (Typed or Printed)**	18. **Date (dd/mm/yy)**

19. **Certifies that unless otherwise specified in Block 13, the work identified in Block 12 and described in Block 13, was accomplished in accordance with:**

☐ GCAA AMO Requirements ☐ Other Regulations specified in Block 13

20. **Authorized Signature**	21. **Certificate/Approval Reference Number**	22. **Name (Typed or Printed)**	23. **Date (dd/mm/yy)**

USER/INSTALLER RESPONSIBILITIES

It is important to understand that the existence of this document alone does not automatically constitute authority to install the part, component or assembly.

Where the user/installer works in accordance with the national regulations of a civil aviation authority different from the airworthiness authority of the country specified in block 1, it is essential that the user/installer ensures that his airworthiness authority accepts parts, components and assemblies from the authority of the country specified in block1.

The statements in block 14 and 19 do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

Limited life parts must be accompanied by maintenance history including total time/total cycles/time since new.

* Installer must cross-check eligibility with applicable technical data.

Instructions for Completion of an

Approval for Return to Service and/or

Airworthiness Approval Tag

Block 1. Guyana Civil Aviation Authority (pre-printed).

Block 2. Airworthiness Approval Certificate GCAA Form 1 (pre-printed).

Block 3. System tracking reference number.

(a) Fill in the unique number established by the Authority-approved numbering system.

(b) If the form is computer generated, it may be produced as programmed by the computer.

Note: Shippers shall establish a numbering system for traceability in order to fill out block 3 of the form. This system shall also provide a means of cross referencing the number(s) and product(s) being shipped.

Block 4. Organisation name and address. Fill in the full name and address of the organisation.

Block 5. Work order, contract, or invoice number.

(a) Fill in the contract, work order, or invoice number related to the shipment list or approval for return to service and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in blocks 6 through 12, the respective blocks may be left blank if an original, or true copy, of the list is attached to the form. In this case, the following statement shall be entered in block 13: "This is the certification statement for the aeronautical products listed on the attached document dated _____, containing pages _____ through _____."

(b) In addition, the shipment list shall cross reference the number located in block 3. The shipment list may contain more than one item, but it is the responsibility of the shipper to determine whether the Authority of the importing jurisdiction will accept

bulk shipments under a single AAT. If the Authority does not permit bulk shipments under a single form, blocks 6 through 12 of each form shall be filled in for each product shipped.

Block 6. Item. When the AAT is issued, a single item number or multiple item numbers may be used for the same product number. Multiple items shall be numbered in sequence. If a separate listing is used, enter "List Attached."

Note: The blank form may be computer generated. However, the format shall not be changed, nor may any words be added or deleted. Pre-printing of some information is permissible (e.g., the information in blocks 1, 2, 3, 4, and 19). The size of the blocks may be varied slightly, but the form shall remain readily recognisable. The form may also be reduced in overall size.

Block 7. Description. Enter the name or description of the product/part as shown on the design data. For products/parts that do not have design data available, the name as referenced in a product catalogue, overhaul manual, etc., may be used.

Block 8. Part number. Enter each part number of the product.

Block 9. Eligibility. State the aircraft or aeronautical product make and model on which the parts manufacture approval is eligible for installation. If a part is eligible for installation on more than one model, enter the words "to be verified by installer" or "TBV by installer." Where parts are TSO aeronautical products, state "TSO Aeronautical Product N/A" since eligibility for installation for TSO aeronautical products is determined at the time of installation.

Note: For TSO aeronautical products, the AAT does not constitute authority to install an aeronautical product on a particular aircraft. The user or installer is responsible for confirming that the product is eligible for installation by reference to overhaul manuals, service bulletins, etc., as applicable.

Block 10. Quantity. State the quantity of each aeronautical product shipped.

Block 11. Serial/batch number. State the serial number or equivalent (identified on the product) on the form for each aeronautical product shipped. If a serial number or equivalent is not required on the part, enter "N/A."

Block 12. Status/work. Enter "Newly overhauled" for those products that have not been operated or placed in service since overhaul. Enter "Prototype" for products/parts submitted to support type certification programmes. Other permissible/appropriate terms to describe the status of the product/part include: "Inspected," "Repaired," "Overhauled," or "Modified."

Block 13. Remarks. Enter any information or references to support documentation necessary for the user or installer to make a final determination of airworthiness of the aeronautical products listed in block 7. Each statement shall specify which item identified in block 6 is related. Examples of the type of information to be supplied are as follows:

(a) Any restrictions (e.g., prototype only).

(b) Alternative approved part number.

(c) Compliance or non-compliance with ADs or SBs.

(d) Information on life-limited parts.

(e) Manufacturing, cure, or shelf-life data.

(f) Drawing and revision level.

(g) When used for conformity, the word "CONFORMITY" shall be entered in capital letters. In addition, an explanation of the product's/part's use (e.g., pending approved data, TC pending, for test only) should be provided. Information concerning a conformity inspection such as design data, revision level, date, project number, and special instructions shall be included in this block.

(h) When used for spare parts, identify whether the parts are from the original manufacturer or another approved source and are made to the TSO. In addition, if the AAT is for spare parts or subcomponents of a CAA-approved replacement part, the TSO authorisation should be listed in block 13.

(i) When used for return to service, this block should contain the data required by 5.6.1.2 of the Civil Aviation Requirements for Airworthiness 2024.

Blocks 14, 15, 16, 17 and 18. These blocks shall not be used for maintenance tasks by AMOs certificated under these Requirements. These blocks are specifically reserved for return/certification of newly manufactured items in accordance with certification procedures of products and parts of the State of Design or State of Manufacture.

Block 19. Return to service. The information is pre-printed in the block.

Block 20. Authorised signature. The signature of the individual authorised by the air agency, the air operator, or the manufacturer shall be entered in accordance with 5.6.1 in the Civil Aviation Requirements for Airworthiness 2024. The approval signature shall be manually applied at the time and place of issuance.

Block 21. Approval/certificate number. Enter the AMO certificate or AOC number. For manufacturers returning to service after overhauling aeronautical products, the production approval number shall be entered.

Block 22. Name. Enter the typed or printed name of the individual identified in block 20.

Block 23. Date. Enter the date the approval for return to service is signed and the product is returned to service. This does not need to be the same as the shipping date, which may occur at a later date.

IS 6.5.9 AIRWORTHINESS DATA – INSTRUCTIONS FOR CONTINUING AIRWORTHINESS

(a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft or aeronautical product design organisation, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate. Some examples of airworthiness-related documents are:

(b) Applicable Aviation regulations;

(1) Associated advisory material;

(2) ADs;

(3) The manufacturers' AMM;

(4) Repair manuals;

(5) Supplementary structural inspection documents;

(6) SBs;

(7) Service letters;

(8) Service instructions;

(9) Modification leaflets;

(10) The aircraft maintenance programme; and

(11) The NDT Manual.

Note 1: Paragraph 6.5.1.9(a) primarily refers to maintenance data that has been transcribed from the GCAA and all TC holders into the AMO's format, such as customised maintenance cards or computer-based data.

Note 2: To obtain acceptance from the GCAA, it is important that accuracy of transcription is assured.

(c) A procedure shall be established to monitor the amendment status of all data, and to maintain a check that all amendments are being received, by subscribing to any document amendment scheme.

(d) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aeronautical product being maintained for supervisors, mechanics, and certifying staff to study.

(e) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies.

Made this 16th day of May 2024.

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Director-General
For the Guyana Civil Aviation Authority