



TTCAA Advisory Circular

Subject: ACCEPTANCE OF A FOREIGN JAR 145 AMO

TTCAA Advisory Circular TAC- 036A

Date: 05/11/07

PURPOSE

1. (1) The purpose of this TTCAA Advisory Circular (TAC) is to provide guidance to a JAR/EASA 145 AMO on an acceptable means of compliance with the Trinidad and Tobago Civil Aviation Regulations (TTCAR) No.6 for the conduct of maintenance on a Trinidad and Tobago aircraft and associated aeronautical products by a JAR/EASA 145 AMO when such AMO in compliance with the conditions published in TTCAR No. 6:8 (3) and this TAC for equivalence with TTCAR No.6.

(2) This TAC-036A cancels and supercedes TAC-036 which should be destroyed.

INTRODUCTION

2. (1) This TAC conveys the means by which a JAA certified JAR 145 AMO primarily located in a JAA Full Member State may qualify for acceptance by the Trinidad and Tobago Civil Aviation Authority (TTCAA) as an Approved Maintenance Organization in accordance with the TTCAR No. 6 .

(2) TTCAR No.6 is a Trinidad and Tobago requirement which is largely similar to JAR 145 and includes both a requirement for maintenance of aircraft used in commercial air transport operations by an Approved Maintenance Organization, plus the requirements to qualify as an Approved Maintenance Organization.

(3) TTCAR No.3:86(2) allows an air operator of Trinidad and Tobago to make arrangements with an appropriately rated aircraft maintenance organization for the performance of maintenance on his aircraft and associated aeronautical products as provided in his maintenance programme and maintenance control manual. Such maintenance would be done in accordance with TTCAR No.6. Alternatively, TTCAR No.6:8 (3) provides for a method whereby the TTCAA may accept a certificate or approval granted by another Contracting State such as the FAA, TCCA or JAA. Such acceptance is dependent upon the organization being in compliance with the maintenance special conditions published by the TTCAA in this TAC which represent the differences between TTCAR No. 6 and the regulations under which the approval was granted and subject to certain other conditions.

(4) The TTCAA has determined the differences between TTCAR No. 6 and JAR 145 and has published the TTCAA maintenance special conditions for the acceptance of maintenance from a JAR 145 AMO in paragraph 4.

(5) As a result of paragraph 2. (4), a certified JAR 145 AMO based in a JAA Full Member State may be accepted by the TTCAA in TTCAR No. 6:8(3) when such AMO complies with this TAC and the TTCAA Inspectors have completed the procedure specified in **Appendix 1**.

REFERENCES

3. Under TTCAR No. 6:8(3), the TTCAA may accept a certificate or approval issued by the Authority of another Contracting State. The TTCAA will issue a TTCAA Acceptance Certificate a JAA/EASA 145 AMO for the conduct of maintenance on a Trinidad and Tobago aircraft and its associated aeronautical products, subject to the AMO being in compliance with Trinidad and Tobago maintenance special conditions prescribed by the TTCAA in this TAC, to ensure equivalence with TTCAR No. 6.

TTCAA MAINTENANCE SPECIAL CONDITIONS FOR THE ACCEPTANCE OF MAINTENANCE FROM A CERTIFIED JAR 145 APPROVED MAINTENANCE FOR EQUIVALENCE WITH TTCAR NO.6

4. (1) The AMO must hold a valid JAR 145 certificate issued by the TCCA and be located in a JAA Full Member State. Acceptance by the TTCAA will be based upon the JAR 145 Certificate scope of work and therefore will be limited to such scope of work.

(2) The AMO should have an effective working independent quality monitoring (audit) system to ensure that the AMO remains in compliance with JAR 145 and the conditions specified in this paragraph 4. Such internal audits must be carried out annually (or be carried out progressively over the one year period) and must cover the applicable JARs and the TTCAA Supplement special conditions.

(3) The AMO must use the JAA Form One as an aeronautical product maintenance release/return to service document. The form shall be completed in accordance with the relevant JAA guidance leaflet as amended. The TTCAA acceptance certificate number should be included in Block 13 of the form. The JAA approval number should appear in block 21. The JAA Form One must not be used for the release/return to service of an aircraft.

Note: Return to Service of an aircraft must be done in accordance with the procedures approved by the Authority (i.e. TTCAA).

(4) The accountable manager/chief executive officer should sign a statement at the front of the TTCAA supplement required by paragraph 4.(5) that commits the AMO to compliance with JAR 145 and any additional conditions that may be required by the TTCAA and to recognition of the consequence of failure to comply.

(5) The AMO must have a TTCAA supplement to the JAR 145 Maintenance Organization Exposition containing information and procedures showing that the AMO is working in accordance with JAR 145 and the conditions specified in paragraph 4 (1) to 4 (4) inclusive, as applicable. In addition, procedures for the following subjects should also be included:

- (a) Airworthiness directives;
- (b) Approved/accepted major modifications/repairs;
- (c) Aircraft certificate of airworthiness validity periods (if appropriate).
- (d) Approved design engineering data;
- (e) Aircraft release certification (if appropriate);
- (f) Reporting of unairworthy conditions;
- (g) Maintenance record retention;
- (h) Approved spare parts.

A TTCAA Example Supplement is included in this TAC as **Appendix 2**.

(7) The AMO must accept that the TTCAA Inspector may access the AMO facility during normal working hours to check for compliance.

(8) The AMO should understand that the TTCAA inspectors will make a recommendation (TTCAA Form TF-064) in respect of TTCAA acceptance of the AMO and may visit the facility before making such recommendation. The absence of a positive recommendation from the TTCAA inspectors means that the AMO will not be accepted by the TTCAA.

(9) The TTCAA will not issue or renew an Acceptance Certificate to an AMO that is under formal investigation by the JAA for suspected non-compliance that could result in revocation of the JAR 145 approval.

(10) An initial application fee will be charged for the first 2-year period of acceptance followed by a renewal fee for each subsequent 2-year period. A schedule of fees can be obtained from the TTCAA.

(11) The application will be reviewed in a 5 Phase process as summarized in Appendix 3. Where an applicant satisfies the conditions of this TAC, the TTCAA will issue an Acceptance Certificate to the AMO. The TTCAA will publish a list of all maintenance organizations and AMOs that have been accepted by the TTCAA.

ADDITIONAL CONDITIONS FOR THE ACCEPTANCE OF AIR CARRIER LINE STATIONS

5. Line stations located in a JAA/EASA full member state as part of a JAA/EASA air operator operations, can only be accepted if the air operator complies with paragraph 4, holding a JAA/EASA 145 AMO Certificate for at least one of its maintenance facilities valid for the aircraft type(s) and scope of work relevant to the line station(s) and the line station(s) comply with paragraph 4 as applicable and can show that the quality monitoring system covers the air operator certificate, the JAA/EASA 145 AMO Certificate and the line stations. The TTCAA Supplement must include a procedure which clearly demonstrates that the quality system covers all stated activities.

PROCEDURE FOR THE ISSUE OF THE TTCAA ACCEPTANCE CERTIFICATE

6. (1) The AMO should complete TTCAA Form TF-004 (Appendix 4)

(2) The AMO should prepare a TTCAA Supplement based upon the example TTCAA Supplement at Appendix 2.

(3) The initial acceptance fee referred to in paragraph 4. (9) should be sent to the TTCAA. The fee is not refundable in the case of a AMO that decides not to complete the TTCAA acceptance process.

(4) When the TTCAA is satisfied with the submitted TTCAA Supplement and subject to the satisfactory outcome of any audit carried out by the TTCAA, a TTCAR No. 6 Acceptance Certificate will be issued to the AMO valid for a period of 2 years.

PROCEDURE FOR RENEWAL OF TTCAR NO. 6 ACCEPTANCE CERTIFICATE

7. (1) The AMO should complete TTCAA Form TF-004.

(2) The AMO should check that the TTCAA Supplement reflects the AMO procedures and activities. Any changes will require amendment of the TTCAA Supplement.

(3) TTCAA Form TF-004 and any amendment to the TTCAA Supplement, if appropriate should be sent to the TTCAA at least 60 days prior to expiry of the current TTCAR No. 6 Acceptance Certificate. This will ensure continuity of the acceptance unless significant changes have taken place since the issue or last renewal of the TTCAR No. 6 Acceptance Certificate.

(4) The renewal fee required by paragraph 4 should be sent to the TTCAA at least 30 days prior to the expiry of the current TTCAR No. 6 Acceptance certificate

(5) When satisfied, with any amendments to the TTCAA Supplement if applicable and subject to the payment of the required fees and the TTCAA being satisfied with TTCAA audit report the TTCAA will renew the Acceptance Certificate to the AMO valid for a period up to 2 years.

PROCEDURE FOR NAME CHANGE, ADDRESS CHANGE, AMO # CHANGE, ETC. OF THE TTCAA NO. 6 ACCEPTED AMO ACCEPTANCE CERTIFICATE

8. (1) Proceed in accordance with paragraph 6 initial Acceptance except where stated otherwise in paragraphs 8. (2).

(2) No fee is required for the amendment of an existing TTCAR No.6 Acceptance Certificate.

(3) When the only amendment to the AMO is a name change, it is only necessary to inform the TTCAA of such fact in writing and supply an amended version of the TTCAA Supplement, including copies of the amended TCCA Approval documents and the Accountable Manager's signed commitment statement.

(4) Amendments issued to TTCAR No. 6 Acceptance Certificates will not change the expiry date of the current certificate except in the case where a concurrent renewal application has been made together with the renewal fee of paragraph 7. (4).

TTCAA CONTACT ADDRESS

9. Any correspondence required to be sent to TTCAA should be addressed as follows:

Executive Manager, Safety Regulations
Civil Aviation Authority
P.O. Box 2163, National Mail Centre South Terminal Building
Piarco International Airport
Golden Grove Road
Piarco.
Trinidad & Tobago. West Indies

REVOCATION OF TTCAR NO. 6 ACCEPTANCE CERTIFICATE AND RIGHT OF APPEAL

10. (1) Any AMO accepted by TTCAA in accordance with the conditions specified in this TAC should be aware that if the TTCAA determines that there is a safety failure or significant failure to comply with the conditions for acceptance, this could result in complete or partial revocation of the TTCAR No.6 Acceptance Certificate.

(2) It should also be noted that JAA revocation of the JAR 145 Certificate **automatically** invalidates the TTCAR No. 6 Acceptance Certificate.

(3) Any AMO that believes the TTCAA to be incorrect in revoking the TTCAR No. 6 Acceptance Certificate will have the right of appeal within 14 days against the TTCAA subject to evidence being submitted at the time of the appeal.

Note: The TTCAR No. 6 Acceptance Certificate will remain in temporary suspension awaiting the outcome of any appeal and should a special TTCAA audit of such an AMO be necessary, then such special audit will incur a separate fee covering the cost of the audit.

(4) There is no right of appeal to TTCAA when the JAA revokes or limits any JAR 145 AMO Certificate.

(5) Any appeal in accordance with paragraph **10. (3)** should be addressed in the first instance to the Executive Manager, Safety Regulations at the address specified in paragraph **9**.

Ramesh Lutchmedial
Director General of Civil Aviation

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APPENDIX 1

TTCAA STATUS REPORT ON A TTCAA ACCEPTED JAR 145 AMO OR APPLICANT FOR TTCAA ACCEPTANCE	TTCAA FORM TF-064 PAGE 1		
AMO DETAILS:			
Name:			
Address:			
Tel:Fax:JAA Cert:			
if known, TTCAA Cert No:			
COMPLIANCE STATUS: (Tick relevant box)	YES	NO	N/A
1. JAR 145			
2. TTCAA access satisfactory			
3. Current CEO signature in Supplement			
4. Facilities, Tools and Equipment			
5. Independent Quality monitoring system			
6. Trained and Qualified personnel			
7. Work orders clear			
8. Work orders followed			
9. JAA/EASA approved data used except for items 10, 11, 12, 13, 14			
10. JAA/EASA ADs used on original JAA/EASA TC products			
11. Foreign ADs used on original foreign TC products as applicable			
12. Additional TTCAA Special ADs on any TC Product as applicable			
13. Major repairs TTCAA approved/accepted			
14. Major alterations TTCAA approved/accepted			
15. Component maintenance release complete			
16. JAA/EASA Form One used for component release			
17. Awareness of Airworthiness Certificate validity			
18. Aircraft maintenance release complete			
19. Reporting serious defects to TTCAA			
20. Quality Monitoring System working			
21. TTCAA regulated aircraft hangared			
22. Contracted Maintenance control			
23. Aircraft components used comply with TTCAA Supp Appendix 4			
TTCAA OVERSIGHT AUDIT.			
For renewal, the last TTCAA audit of this AMO was completed on			
TTCAA SUPPLEMENT STATUS:			
The TTCAA Supplement of this AMO has been examined and found to comply with the intent of the TTCAA Supplement example contained in TAC-036 and is available throughout the AMO at relevant locations.			

FINDINGS / DISCREPANCIES STATUS:

The following significant findings / discrepancies were found during the preceding 2 year period and corrected as indicated;

FINDINGS / DISCREPANCY DETAILS	DATE CORRECTED	FILE REF.

RECOMMENDATION: This AMO is considered to be in compliance with JAR 145 and the TTCAA Supplementary conditions with no significant findings / discrepancies outstanding at this time. It is therefore recommended that TTCAA accepts the AMO / renews the AMO acceptance.

AWI Signature: Date:

AWI Name:

Email: Tel No: Fax No:

NON RECOMMENDATION:(Only used in the case of an organization already holding TTCAA acceptance). This AMO has one or more significant findings / discrepancies outstanding as detailed above and may be or is being subjected to TTCAA enforcement action. TTCAA may therefore wish to review the current TTCAA acceptance status of the AMO.

AWI Signature: Date:

AWI Name:

Email: Tel No: Fax No:

APPENDIX 2

TTCAA SUPPLEMENT REFERENCE NO.
TO JAR 145 MAINTENANCE ORGANIZATION EXPOSITION REFERENCE NO.

Company Name and Facility Address:

.....
.....
.....
.....

JAR 145 AMO NO.:

TTCAR No. 6 ACCEPTANCE NO.:

This Supplement does not form part of the JAR 145 Maintenance Organization Exposition.

This Supplement together with the JAR 145 Maintenance Organization Exposition forms the basis of acceptance by the TTCAA for maintenance carried out by this organization on aircraft and/or aircraft components under the regulatory control of the TTCAA.

Maintenance carried out in accordance with the referenced Maintenance Organization Exposition plus this Supplement is accepted by the TTCAA as being in compliance with TTCAR No. 6:8 (3).

The cover page of the TTCAA Supplement should include the intent of the above statement

Note: This example TTCAA supplement gives guidance on the subjects that need to be addressed and translated into working procedures to ensure compliance with the TTCAA supplementary conditions. The supplement must therefore be customized to satisfy the specific AMO procedures.

APPENDIX 2 (Cont'd)

CONTENTS

1. LIST OF EFFECTIVE PAGES

Self Explanatory

2. AMENDMENT PROCEDURE

Self explanatory but this paragraph should identify the position within the AMO that is responsible for amendment action and coordinating the acceptance process.

3. INTRODUCTION

This paragraph should address why the supplement is necessary.

TTCAR No. 6 is a Trinidad and Tobago requirement based largely on JAR 145 and includes both a requirement for TTCAR No. 6 maintenance of all aircraft/aircraft components used in commercial air transport operations plus the requirements to qualify as a maintenance organization. TTCAR No. 6:8(3) provides a method whereby the TTCAA may accept a certificate or approval granted by another Contracting State. A TTCAA Acceptance Certificate may be granted to a foreign based maintenance organization or repair station on the basis of an approval granted by a Contracting State acceptable to the TTCAA and subject to compliance with maintenance special conditions intended to ensure equivalence to TTCAR No. 6.

The TTCAA has specified the basic differences between TTCAR No. 6 and JAR 145. The result of this process is that a JAR 145 AMO can be TTCAR No. 6 Accepted when the AMO complies with maintenance special conditions beyond that required by JAR 145 specified in this TAC-036.

This supplement is therefore intended to identify the differences from JAR 145 that the AMO needs to take into account.

4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This paragraph represents the agreement by the Accountable Manager that the organization will comply with the conditions specified in the Supplement whilst operating in accordance with TTCAR No. 6:8 (3).

The accountable manager is usually the organization's Chief Executive Officer (CEO) or President but can, in the largest organization be the Vice President (Engineering) so long as he is on the corporate Board and has full financial authority.

An acceptable statement for this paragraph would be:

"This Supplement in conjunction with the approved JAR 145 Maintenance Organization Exposition Ref. defines the organization and procedures upon which TTCAA acceptance is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the conditions of TTCAR No. 6.

It is accepted that the AMO's procedures do not override the necessity of complying with any additional requirements formally published by the TTCAA and notified to this organization from time to time.

It is understood that the TTCAA will issue an Acceptance Certificate that will be valid whilst the TTCAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the TTCAA reserves the right to revoke the Acceptance Certificate if the TTCAA considers that procedures are not followed or standards not upheld.

.....
Signed by the Accountable Manager
For and on behalf of the AMO."

Note: Whenever the accountable manager is replaced, the new Accountable Manager must sign the statement to ensure continuous TTCAA Acceptance.

5. ACCEPTANCE BASIS AND LIMITATION

TTCAA acceptance is based upon compliance with JAR 145 except where varied by the conditions specified in TAC-036 and restated in this example supplement in some detail.

The acceptance of maintenance is limited to the scope of work permitted under the current Certificate issued by the JAA to the AMO in accordance with JAR 145 for work carried out within a JAA Full Member State.

This paragraph should address these issues.

6. ACCESS BY TTCAA

This paragraph should identify the fact that TTCAA inspectors should be allowed access to the AMO for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems.

7. WORK ORDERS / CONTRACTS

International maintenance is complicated by the fact that there are occasions when supplementary maintenance unknown to the AMO, such as a foreign AD, should be carried out. It is therefore important for the AMO to see that it receives a work order from the operator which it can understand. Work orders should specify the inspections, repairs, modifications, overhaul, airworthiness directives and parts replacements that should be carried out.

This paragraph should therefore address the need for the AMO to ensure that it has received a clear work order from the operator and should nominate a technical person or persons in the AMO with responsibility for communicating with the operator in cases of doubt.

The operator remains responsible for correctly informing the AMO by work order of all required maintenance and modifications.

This paragraph should also specify components authorized for use during maintenance and modification as in Appendix 1.

8. APPROVED DESIGN ENGINEERING DATA

For the TTCAA, approved design engineering data is normally data supplied by the Original Equipment Manufacturer (OEM) or data approved by the civil aviation authority of the Type Certificate Holder (or equivalent) or data supplied by the operator and approved or accepted by the TTCAA. In each case the operator is responsible for confirmation that the data is approved.

This paragraph should therefore address the need for the AMO to ensure that the operator has either provided the data or has confirmed that the AMO data is approved.

Note: Data developed under by a DER or equivalent authority is not automatically accepted by the TTCAA. Hence the need for the AMO to ensure that the operator provides evidence of approval from the TTCAA or confirms that the AMO JAA approved data is acceptable is important.

9. AIRWORTHINESS DIRECTIVES

The TTCAA accepts Airworthiness Directives (ADs) from the State of original type design of the product and issues TTCAA Special Airworthiness Directives.

This paragraph should therefore address the need for the AMO to ensure compliance by requesting the operator to identify and provide the relevant applicable ADs and by holding a copy of any such AD for 2 years after completion of the AD.

The operator is responsible for specifying any AD compliance required during maintenance through the work order but the AMO should always remind the operator of the need.

10. MAJOR REPAIRS / MODIFICATIONS

The TTCAA gets involved in the approval of major repairs and major modifications. Therefore, the AMO should establish that the operator has obtained or is in the process of obtaining any necessary approvals from the TTCAA or that the TTCAA has confirmed that the AMO JAA approved data is acceptable.

The AMO should request the operator provide such written proof from the TTCAA.

The TTCAA accepts repairs and modifications issued by the Original Manufacturer and approved by the original national civil aviation authority via the Type Certificate holder.

11. RELEASE OF COMPONENTS AFTER MAINTENANCE

Release to service of components up to and including complete powerplants should be carried out in accordance with JAR 145 except that paragraph 7 to 10 of this Supplement should be taken into account. At the completion of maintenance a JAA/EASA Form One should be issued as a maintenance release by the AMO.

The JAA/EASA Form One should include the TTCAR No. 6 release to service certifying statement with the TTCAA Acceptance Certificate Number in block 13, and specify any overhaul, repairs, modifications, Airworthiness Directives, replacement parts and quote the reference and issue/revision of the approved data used.

In all cases block 13 must contain a description of the work carried out with detailed references to the approved data used and the statement “I..... certify that this aeronautical product has been inspected in accordance with inspection and such aeronautical product was determined to be in an airworthy condition. (signature) (date)”.

Appendix 2 of the Supplement should contain an example of a completed JAA/EASA Form One used by the AMO including the TTCAR No. 6 release to service certifying statement and provision for the TTCAA Acceptance Certificate Number.

12. VALIDITY OF AIRWORTHINESS CERTIFICATE

Nearly all aircraft Airworthiness Certificate issued by the TTCAA have a date of expiry. This means that from time to time the validity period must be renewed to remain legal. The Trinidad and Tobago Operator or owner is responsible for ensuring the Airworthiness Certificate remains valid but the AMO should ensure that the Airworthiness Certificate is valid from the date of expiry point of view before the issue of a paragraph 13 release. If the Airworthiness Certificate has expired, the operator should be informed before issue of a paragraph 13 release.

This paragraph is only applicable to AMOs with airframe and/or limited airframe rating.

13. RELEASE OF AIRCRAFT AFTER MAINTENANCE

Return to service of aircraft should be carried out in accordance with JAR 145 except that paragraphs 7, 8, 9 10 and 12 of this supplement must be taken into account and specify the aircraft maintenance check plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used. At the completion of maintenance the following certification should be made in the aircraft maintenance record

Return to Service in Accordance with JAR 145:

"Certifies that except as otherwise specified the work described was carried out in accordance with JAR 145 and in respect to that work the aircraft is ready for release to service."

Please note that the sub-clause "except as otherwise specified" is intended for use with two types of deviations as follows:

a) The case where not all of the required maintenance was carried out as agreed by the operator. The maintenance not carried out must be listed on the release.

b) The case where the particular maintenance requirement was only TTCAA approved and not JAA approved.

Where the TTCAA operator requires his own paperwork to be used and signed, the following certification can be made:

Release to Service in Accordance with TTCAR No. 6:31(11)

Final release to service shall be entered in the aircraft log book by duly authorized maintenance engineers.

In all cases the AMO must issue the certification when all required maintenance has been carried out except that if it was not possible to complete all maintenance then such details must be endorsed on the Release to Service and the operator informed.

The TTCAA Acceptance Certificate Number and the JAR 145 Certificate Number must be quoted in all cases, whether it be a JAR Certificate of Release to Service or a TTCAR No. 6 Release to Service.

This paragraph is only applicable to AMOs with airframe and/or limited airframe rating.

14. REPORTING OF UNAIRWORTHY CONDITIONS

When serious defects are found in Trinidad and Tobago registered aircraft or associated aeronautical products then such fact must be reported to the TTCAA and to the operator within 3 days of discovery. When reporting to the TTCAA the identity of the operator must be included to allow follow up action.

A TTCAA reporting form TF-040 should be used.

15. QUALITY MONITORING (QM) SYSTEM

The primary objective of the QM system is to enable the organization to satisfy itself that it can deliver a safe product and that it remains in compliance with JARs and the TTCAA Supplementary conditions.

There are two elements to the system:

- (1) An independent audit system
- (2) A management/control and follow up system.

The independent audit system is a process of sample audits of all aspects of the AMO's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection/quality control system. Independence should be established by ensuring that the audits are not carried out by the personnel responsible for the function, procedure or product being audited.

The audit system should cover the following:

1. Procedural audits.

The audits will monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.

2 Product audits.

The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

It is acceptable to use personnel from one section/department to audit the work and products of another section/ department in accordance with a procedure under this paragraph that defines the audit programme. The process of sample audits may be carried out once per year as a single exercise or subdivided over a year period in accordance with an audit programme. The TTCAA supplementary conditions of this TAC should be checked at least once per year against each primary product line.

AMOs with less than 10 people may contract the audit function to a person acceptable to the TTCAA who is not employed by the AMO, but, in this case the audit of all TTCAA supplementary conditions of this TAC must be carried out twice per year. A primary product line is any one aircraft or engine or avionic or mechanical product line where the systems and procedures are very similar throughout that product line.

The management control follow up system which must not be contracted to outside persons consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the accountable manager / CEO to remain informed of the state of compliance and any safety issues. The Accountable Manager/CEO should hold routine meetings to check the progress on clearing outstanding findings and discrepancies except that in the larger repair stations such meetings may be delegated on a day to day basis to the Quality Manager as long as the Accountable Manager/CEO meets at least once per year with the senior staff involved to review the overall performance.

Where the AMO performs maintenance at associated Air Operator line stations the system should describe how these are integrated into the system and should specify the need to audit each line station at least once per year.

Note: In the TTCAA supplement each line station and the associated capability should be listed in Appendix 5.

One example of the particular product line should be used as the basis of each audit except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a repair station maintaining aircraft and engines (off aircraft) and mechanical parts (off aircraft) would need to carry out 3 audit sample checks each year with the particular product type changed each year. An example audit programme is attached.

A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant department(s) for rectification action giving target rectification dates. The relevant department(s) are required to rectify the findings/discrepancies and inform the quality department.

Appendix 4 contains one example of an audit programme which can be applied in the aircraft hangars, engine workshops and component workshops. It should be understood that not all subjects will apply in all cases and the example audit programme should be used as a starting basis after which it can be altered to fit the particular type of repair station.

A product should be selected in each hangar and each workshop and the example audit programme applied at least once per year (twice per year in the case of a AMO with less than 10 people **and** which chooses to contract the audit to an outside person) except that in the case of procedures which are common throughout the organization the procedure need only be audited once per year if there are no problems.

16. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

Hangar space should be available for aircraft operated under the regulatory control of the TTCAA undergoing maintenance /modification. This paragraph should therefore address the need to ensure hangar space will be available at the time of maintenance and modification when the contract is agreed with the operator.

This paragraph is only applicable to AMOs with airframe and/or limited airframe ratings.

17. CONTRACTED MAINTENANCE

When part of the maintenance is contracted to another organization, the AMO must ensure that the other organization(s) are either listed by the TTCAA for the maintenance they carry out or such contracted organization(s) must work under the AMO contracted provisions stated in JAR 145.

All organizations contracted by the AMO must be listed by the AMO stating against each organization whether it is TTCAA listed or JAA listed.

SUPPLEMENT APPENDIX 1 - COMPONENTS AUTHORISED FOR USE DURING MAINTENANCE & MODIFICATION

1. Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

2. Only the following new and used components may be fitted during maintenance.

3. New Components

3.1 New components should be traceable to the OEM as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for fitment. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant NAA under whose regulatory control the OEM or PC holder works.

3.2 For USA OEMs and PC holders release should be on the FAA Form 8130-3, as a new part.

3.3 For JAA/EASA OEMs and PC holders release should be on the JAA/EASA Form One, as a new part.

3.4 For Canadian OEMs and PC holders release should be on the TC Form 24-0078, as a new part.

3.5 Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for fitment.

3.6 PMA parts may only be fitted to products of USA origin and only then when accompanied by a FAA Form 8130-3.

4. Used Components

4.1 Used components should be traceable to an approved maintenance organizations or repair stations who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for fitment and be eligible for fitment as stated in the TC holders Parts Catalogue.

4.2 Used components from a USA repair stations should be accompanied by a FAA Form 8130-3 issued as a maintenance release.

4.3 Used components from TTCAR No.6 approved maintenance organizations should be accompanied by a TTCAA Form 100 issued as a maintenance release.

4.4 Used components from JAA/EASA maintenance organizations should be accompanied by an JAA/EASA Form One issued as a maintenance release.

4.5 Used components from Canadian AM573 maintenance organizations should be accompanied by a TC Form 24-0078 issued as a maintenance release.

SUPPLEMENT APPENDIX 2 – JAA FORM ONE

This Appendix should contain a copy of a completed example of the JAA Form One used by the AMO and instructions for completion by staff.

The instructions should specify that blocks 14 – 18 are not to be used by the AMO and the “newly overhauled” should be signed off in block 20 against the block 19 maintenance release.

The signature of the person returning the component to service should be in block 20 with the JAA 145 AMO Certificate number in block 21.

The status of the component (repaired, inspected, overhauled etc) should appear in block 12 with any relevant comments including detailed references to approved data, ADs etc in block 13.

Example: “Overhauled in accordance with CMM 111, section X, Rev. 2, S/B 23 & TCCA AD xyz complied with. Full details held in WO 456”

In all cases block 13 must also contain a description of the work carried out with detailed references to the approved data used and the statement:

“I certify that this aeronautical product has been inspected in accordance with inspection and such aeronautical product was determined to be in an airworthy condition.
..... (signature) (date)”.

The AMO should identify in the MOE or roster those staff that are authorized to issue Form One on behalf of the AMO.

SUPPLEMENT APPENDIX 3 - LINE STATIONS

To contain copies of JAR 145 Approval documents relevant to the AMO Certificate.

SUPPLEMENT APPENDIX 4 - AUDIT PROGRAMME

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUNE	JULY	ETC.
TTCAA Supp para 4 Current Acc Manager Statement Signature								
TTCAA Supp para 8 Use of operator TTCAA Approved/accepted Data								
TTCAA Supp para 9 Airworthiness Directives								
TTCAA Supp para 10 TTCAA Approved Major Repairs and Alterations								
TTCAA Supp para 11 Component Release on JAA Form One								
TTCAA Supp para 12 Aircraft C of A validity								
TTCAA Supp para 13 Aircraft Release or Return to Service								
TTCAA Supp para 14 Quality Audit System								
TTCAA Supp para 15 Reporting Defects To TTCAA and Operator								
TTCAA Supp para 16 Hangar Inspection								

Key:



APPENDIX 3

SUMMARY OF THE FIVE-PHASE CERTIFICATION PROCESS

1. The concept of operations involved in the certification process provides for continuous interaction between the TTCAA and the applicant, from the applicant's initial enquiry to the issue or denial of the requested certificate. Where the foreign AMO is already functioning under an TCCA, JAA or TCCAA approval, the initial interaction may be by teleconference. The TTCAA team will comprise an assigned AWI Project Manager (PM) who may be supported by other assigned inspectors to assist in the evaluation of documents, depending on the complexity of the operation. The certification process adopts the five phase method to ensure that the applicant's proposed programmes, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested before the award of a certificate. The five phases are:

- (a) Pre-application;
- (b) Formal application;
- (c) Document Evaluation
- (d) Demonstration and Inspection; and
- (e) Certification

PRE-APPLICATION PHASE

2. (1) As far in advance as possible of an anticipated start of maintenance operations, an a foreign AMO who proposes to conduct maintenance work for a Trinidad and Tobago operator will be required to apply to the Trinidad and Tobago Civil Aviation Authority (TTCAA) in accordance with the relevant requirements of TTCAR No.6.

(2) During this Phase, the applicant will be briefed by the TTCAA on the process, including the need for proper levels of trained and qualified personnel, proper facilities, tools and equipment and documentation requirements. As a result of this review, and a review of TAC-036, the applicant must address in the TTCAA supplement, how these requirements will be met.

(3) This initial interaction may be conducted by telephone or teleconference and confirmed by fax or e-mail.

FORMAL APPLICATION PHASE

3. (1) The formal application will be submitted on Form TF-004, and accompanied by a completed TTCAA Supplement showing how the applicant proposes to meet the requirements to achieve equivalence to TTCAR No.6. On receipt of the formal application, the PM will arrange a meeting with the applicant to resolve any questions about the proposed operation. The meeting should consist of TTCAA certification team members and key management personnel of the applicant. This meeting may be conducted via teleconference or by a formal meeting as appropriate.

DOCUMENT EVALUATION PHASE

4. In this phase, the application and the submitted TTCAA Supplement are thoroughly reviewed to ensure conformity with the TTCAA maintenance special conditions to ensure equivalence with TTCAR No.6. This review ensures both conformity to the applicable regulations and safe operating practices. This phase is done by the AWI project manager supported by the certification team where applicable. Any additional documents required in support of the application will be requested by the project manager.

DEMONSTRATION AND INSPECTION PHASE

5. In this phase the AWI/ Project Manager will conduct an audit of the applicant's facilities to ensure that the applicant's current procedures are effective and that facilities, tools, equipment and trained and qualified personnel meet regulatory requirements.

CERTIFICATION PHASE

6. (1) When the TTCAA is satisfied that the applicant has met the requirement to ensure equivalence with TTCAR No.6, and subject to the satisfactory outcome of a TTCAA audit, the AWI/ Project Manager will issue the approved maintenance organization Acceptance Certificate and operations specifications with the appropriate ratings.

CERTIFICATE VALIDITY

7. A foreign approved maintenance organization Acceptance Certificate expires 24 months after initial certification.

APPENDIX 4

TTCAA FORM TF-004

APPLICATION FOR APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND RATINGS

Trinidad and Tobago		Application for Approved Maintenance Organization Certificate and Ratings		
Civil Aviation Authority				
1. Approved Maintenance Organization Name, Number, Location and Address		2. Reasons for Submission		
a. Official Name of Maintenance Organization:	Number:	<input type="checkbox"/> Original Application for Certificate and Rating <input type="checkbox"/> Change in Rating <input type="checkbox"/> Change in Location or Housing and Facilities <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Other (Specify)		
b. Location where business is conducted:				
c. Official Mailing Address of Approved Maintenance Organization (Number, Street, City, State, & Zip)				
d. Doing Business As:				
e. Line Maintenance Location				
3. Ratings Applied for:				
Aircraft	Engine	Components	Specialized Services	
<input type="checkbox"/> A1 – Aeroplane > 5700Kg	<input type="checkbox"/> B1 – Turbine	<input type="checkbox"/> C 1	<input type="checkbox"/> C 6	<input type="checkbox"/> C 11
<input type="checkbox"/> A2 – Aeroplane < 5700 Kg	<input type="checkbox"/> B2 – Piston	<input type="checkbox"/> C 2	<input type="checkbox"/> C 7	<input type="checkbox"/> C 12
<input type="checkbox"/> A3 – Rotorcraft	<input type="checkbox"/> B3 – APU	<input type="checkbox"/> C 3	<input type="checkbox"/> C 8	<input type="checkbox"/> C 13
		<input type="checkbox"/> C 4	<input type="checkbox"/> C 9	<input type="checkbox"/> C 14
		<input type="checkbox"/> C 5	<input type="checkbox"/> C 10	<input type="checkbox"/> C 15
			<input type="checkbox"/> C 16	<input type="checkbox"/> C 17
			<input type="checkbox"/> C 18	<input type="checkbox"/> C 19
			<input type="checkbox"/> C 20	<input type="checkbox"/> D 1
				<input type="checkbox"/> D 2
				<input type="checkbox"/> D 3
				<input type="checkbox"/> D 4
<input type="checkbox"/> Specialized Service (List Process Specification(s))				
4. List of Maintenance Functions contracted to an outside Organization:				
5. Applicants 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 organization identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.				
Date:	Authorized Signature:	Print Name of Authorized Signature:	Title:	

APPLICATION FOR APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND RATINGS

For TTCAA Use Only	Record of Action Approved Maintenance Organization Inspection	For TTCAA Use Only
<p>6. Remarks (Identify by item number. Include deficiencies found ratings denied)</p>		
<p>7. Findings - Recommendations</p> <p> <input type="checkbox"/> A. Station was found to comply with requirements of TTCAR NO.6. <input type="checkbox"/> B. Station was found to comply with requirements of TTCAR NO.6, except for deficiencies listed in Item 6. <input type="checkbox"/> C. Recommend Certificate with rating applied for on application be issued. <input type="checkbox"/> D. Recommend Certificate with rating applied for on application (EXCEPT those listed in Item 6) be issued. <input type="checkbox"/> E. Foreign AMO was found to comply with the requirements of TTCAR No. 6:8 (3). </p>		<p>8. Date of Inspection</p>
<p>9. TTCAA Office</p>	<p>Signature(s) of Inspector(s)</p>	<p>Printed Names of Inspectors</p>
<p>10. Supervising or Assigned Inspector</p>		
<p>ACTION TAKEN <input type="checkbox"/> APPROVED As shown on certificate issued on date shown <input type="checkbox"/> DISAPPROVED</p>	<p>CERTIFICATE ISSUED Number Date</p>	<p>Inspector's Signature</p> <p>Inspector's Printed Name</p> <p>Title</p>