

PART 6 – APPROVED MAINTENANCE ORGANISATION

6.1 GENERAL

6.1.1.1 APPLICABILITY

Part 6 prescribes the requirements for issuing approvals to organisations for the maintenance and modifications of aircraft and aeronautical products and prescribes the general operating rules for an Approved Maintenance Organisation (AMO). The approval, when granted, shall apply to the whole organisation and shall be headed by the accountable manager.

6.1.1.2 DEFINITIONS

- (a) For the purpose of Part 6, the following definitions shall apply—
- (1) **Accountable manager (Maintenance).** The manager who has corporate authority for ensuring that all maintenance, and modification required by the aircraft owner/operator can be financed and carried out to the standard required by the SSCA. The accountable manager may delegate to another person in the organisation, in writing, to become the accountable manager, when so authorised by the SSCA. *Implementing Standard: See IS: 6.1.1.2(a)(1) for details regarding delegating the accountable manager's authority.*
 - (2) **Certificate of Release to Service .** A certification by an approved maintenance organisation representative that the 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 SSCA.
 - (3) **Approved data.** Technical information approved by the SSCA.
 - (4) **Article.** Any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, 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 SSCA.
 - (7) **Composite.** Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fibre-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be 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, or modifications of any article.
 - (10) **Housing.** Buildings, hangars, and other structures to accommodate the necessary equipment and materials of a maintenance organisation that—
 - (i) Provide working space for the performance of 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.** A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the maintenance organization's procedures manual or under an equivalent system.
 - (12) **Maintenance.** Means anyone or combination of overhaul, repair, inspection, modification or defect rectification of an aircraft/aircraft component or appliance.

- (13) **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.
- (14) **Primary Standard.** A standard defined and maintained by a State Authority and used to calibrate secondary standards.
- (15) **Reference Standard.** A standard that is used to maintain working standards.
- (16) **Secondary Standards.** A standard maintained by comparison with a primary standard.
- (17) **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 SSCA.
- (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 SSCA sign this document.
- (19) **Standard.** An object, artefact, 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 release 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.

6.1.1.3 ACRONYMS

- (a) The following acronyms are used in Part 6.
 - (1) AMO – Approved Maintenance Organisation
 - (2) PMA – Parts Manufacturing Authorisation
 - (3) TSO – Technical Standard Order

6.1.1.4 CERTIFICATE AND SPECIFIC OPERATING PROVISIONS

- (a) The AMO certificate will consist of two documents—
 - (1) A one page certificate signed by the SSCA , and
 - (2) A multi-page specific operating provisions signed by the Accountable Manager and the SSCA containing the terms, conditions, and authorisations.
- (b) No person may operate as a certificated approved maintenance organisation without, or in violation of, an approved maintenance organisation certificate issued under this Part.
- (c) A certificated approved maintenance organisation may perform maintenance, or modifications on an aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof only for which it is rated and within the limitations placed in its specific operating limitations.

- (d) The AMO certificate will contain—
 - (1) The certificate number specifically assigned to the AMO;
 - (2) The name and location (main place of business) of the AMO;
 - (3) The date of issue and period of validity;
 - (4) The ratings issued to the AMO; and
 - (5) The signature of an SSCA authorised person.

Implementing Standard: See IS: 6.1.1.4(d) for a sample AMO certificate.
- (e) The AMO Specific Operating Provisions will contain—
 - (1) The certificate number specifically assigned to the AMO;
 - (2) The class or limited ratings issued in detail, including special approvals and limitations issued;
 - (3) The date issued or revised
 - (4) Accountable manager and the signature of an SSCA authorised person.
- (f) The certificate issued to each certificated maintenance organisation must be available in the premises for inspection by the public and the SSCA.

6.1.1.5 ADVERTISING

- (a) No approved maintenance organisation may advertise as a certificated approved maintenance organisation until an approved maintenance organisation certificate has been issued to that facility.
- (b) No certificated approved maintenance organisation may make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.
- (c) Whenever the advertising of an approved maintenance organisation indicates that it is certificated, the advertisement must clearly state the approved maintenance organisation's certificate number.

6.1.1.6 DEVIATION AUTHORITY

- (a) The SSCA may, upon consideration of the circumstances of a particular maintenance organisation, issue a deviation providing relief from specified sections of this Part, provided that the SSCA finds that the circumstances presented warrant the deviation and that a level of safety will be maintained equal to that provided by the rule from which the deviation is sought. This deviation authority will be issued as a Letter of Deviation Authority.
- (b) A Letter of Deviation Authority may be terminated or amended at any time by the SSCA.
- (c) A request for deviation authority must be made in a form and manner acceptable to the SSCA and submitted to the SSCA at least 60 days before the date the deviation from specified sections in this part is necessary for the intended maintenance, or modification. A request for deviation authority must contain complete statement of the circumstances and justifications for the deviation requested, and show that a level of safety will be maintained equal to that provided by the rule from which the deviation is sought.
- (d) Each certificated maintenance organisation that receives a Letter of Deviation Authority must have a means of notifying the appropriate management, certifying staff, and personnel of the deviation, including the extent of the deviation and when the deviation is terminated or amended.

6.2 CERTIFICATION

6.2.1.1 APPLICATION FOR AN AMO APPROVAL OR ACCEPTANCE CERTIFICATE

- (a) Approval certificate is issued to all Cambodian AMOs who meet Cambodia requirements. Acceptance certificate is issued to any foreign AMO, based on the authorization issued by their

own authority and subject to a satisfactory evaluation by SSCA. Acceptance of Foreign AMO may require an Agreement between SSCA and the foreign authority issuing the AMO Certification for continued oversight on behalf of SSCA. The SSCA will require an applicant for an AMO certificate to submit the following—

- (1) An application on a form and manner prescribed by the SSCA no later than 90 days prior to the intended start of the operation;
- (2) Its maintenance procedures manual in duplicate;
- (3) A list of the maintenance functions to be performed for it, under contract, by another AMO;
- (4) A list of all AMO certificates and ratings pertinent to those certificates issued by any contracting State other than Cambodia; and
- (5) Any additional information the SSCA requires the applicant to submit.

Implementing Standard: See IS: 6.2.1.1 for sample of an application identified in sub paragraph (a)(1).

Note: "On a form" and "in a manner" mean that a form issued by the SSCA should be completed by the accountable manager, or the manager's nominee designated in accordance with 6.2.1.1(a). An application for the amendment of an existing AMO certificate shall be made on a form and in a manner prescribed by the SSCA. If applicable, the AMO shall submit the required amendment to the maintenance procedure manual to the SSCA for approval.

6.2.1.2 ISSUANCE OF AN AMO APPROVAL AND ACCEPTANCE CERTIFICATES

- (a) An applicant may be issued a domestic AMO approval certificate if, after investigation, the SSCA finds that the applicant—
 - (1) Meets the applicable regulations and standards for the holder of an AMO; and
 - (2) Is properly and adequately equipped for the performance of maintenance of aircraft or aeronautical product for which it seeks approval
 - (3) Has paid the nominated fee
- (b) An applicant may be issued a foreign AMO acceptance certificate if, after satisfactory evaluation, SSCA finds that the applicant-
 - (1) AMO is located outside Cambodia; and
 - (2) Has been authorized by its own regulatory authority to perform the work requested; and
 - (3) Has paid any costs involved with the AMO evaluation by SSCA.
 - (4) SSCA will make every effort to have an agreement with the foreign authority for cooperation and supply of their oversight findings to SSCA during the foreign AMO acceptance period.

6.2.1.3 DURATION AND RENEWAL OF CERTIFICATE

- (a) A certificate or rating issued to an approved maintenance organisation located in Cambodia is effective for 12 months from the date of issue or until the approved maintenance organisation surrenders it, or the SSCA suspends or revokes it.
- (b) A certificate issued to an accepted maintenance organisation located outside Cambodia is effective from the date of issue until—
 - (1) The last day of the 12th month after the date on which it was issued, or the date on which their approval issued by their own authority expires; or
 - (2) The accepted maintenance organisation surrenders the certificate, or
 - (3) The SSCA suspends or revokes the certificate.
- (c) The holder of a certificate that expires or is, suspended, or revoked by the SSCA must surrender the certificate and specific operating provisions to the SSCA.
- (d) An accepted maintenance organisation located outside Cambodia that applies for a renewal of its maintenance organisation acceptance certificate for aircraft registered in Cambodia must:
 - (1) Submit its request for renewal no later than 30 days before the accepted maintenance organisation's current certificate expires. If a request for renewal is not made within this period, the accepted maintenance organisation must follow the application procedure prescribed by the SSCA.
 - (2) Send a copy of their approval certificate issued by their own authority.

6.2.1.4 CONTINUED VALIDITY OF APPROVAL OR ACCEPTANCE CERTIFICATE

- (a) Unless the approval or acceptance has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding the expiration date that is specified in the certificate, the continued validity is dependent upon—
- (1) The AMO remaining in compliance with this Part;
 - (2) The SSCA being granted access to the organisation's facilities to determine continued compliance with this Part; and
 - (3) In the case of AMO located outside Cambodia, the continued validity of the approval issued by their own authority; and
 - (4) The payment of any charges prescribed by the SSCA.
- (b) The holder of an AMO certificate that expires or is surrendered, suspended, or revoked, shall return it to the SSCA.

6.2.1.5 CHANGES TO THE AMO AND CERTIFICATE AMENDMENTS

- (a) To enable the SSCA to determine continued compliance with this Part, the AMO shall provide written notification to the SSCA prior to 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, work scope and certifying staff that could affect the AMO rating or ratings;
 - (4) The ratings held by the AMO, whether granted by the SSCA or held through an AMO certification issued by another contracting State;

Note: See subsection 6.2.1.1(a).

- (5) Additional locations of the organisation;
 - (6) The accountable manager; or
 - (7) The list of management personnel identified as described in the maintenance procedure manual.
- (b) The SSCA may amend the AMO certificate if the AMO notifies the SSCA of a change in—
- (1) Location or housing and facilities;
 - (2) Additional locations of the organisation;
 - (3) Rating, including deletions;
 - (4) Name of the organisation with same ownership; or
 - (5) Ownership.
- (c) The SSCA may amend the AMO certificate if the AMO notifies the SSCA of a change in—
- (1) The accountable manager; or
 - (2) The list of management personnel identified as described in the maintenance procedure manual.
- (d) When the SSCA issues an amendment to an AMO certificate because of new ownership of the AMO, the SSCA will assign a new certificate number to the amended AMO certificate.
- (e) The SSCA 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 SSCA determines that approval of the AMO certificate should be delayed; the SSCA will notify the AMO certificate holder, in writing, of the reasons for any such delay.
- (f) If changes are made by the AMO to the items listed in subparagraph (a) without notification to the SSCA and amendment of the AMO certificate by the SSCA, the AMO certificate may be suspended by the SSCA.

6.2.1.6 RATINGS OF THE DOMESTIC AMO APPROVAL CERTIFICATE

- (a) The following ratings are issued under this Subpart:
- (1) Airframe ratings. An aircraft rating on an approved maintenance organisation certificate permits that approved maintenance organisation to perform maintenance, or modifications on an airframe, under the following classes:

- (i) Class 1: Airframe (other than rotorcraft and aircraft composed primarily of composite material) of 5,700 kg maximum certificated takeoff weight or less.
 - (ii) Class 2: Airframe (other than rotorcraft and aircraft composed primarily of composite material) over 5,700 kg maximum certificated takeoff weight and up to, and including, 34,200 kg maximum certificated takeoff weight.
 - (iii) Class 3: Airframe, (other than rotorcraft and aircraft composed primarily composite material) over 34,200 kg maximum certificated takeoff weight.
 - (iv) Class 4: Rotorcraft (other than rotorcraft composed primarily of composite material) of 2,736 kg maximum certificated takeoff weight or less.
 - (v) Class 5: Rotorcraft (other than rotorcraft composed primarily of composite material) over 2,736 kg maximum certificated takeoff weight.
 - (vi) Class 6: Airframe composed primarily of composite material, of 5,700 kg maximum certificated takeoff weight or less.
 - (vii) Class 7: Airframe composed primarily of composite material, over 5,700 kg maximum certificated takeoff weight
- (2) Powerplant ratings. A powerplant rating on an approved maintenance organisation certificate permits that approved maintenance organisation to perform maintenance, or modifications of powerplants under the following classes:
- (i) Class 1: Reciprocating engines.
 - (ii) Class 2: Turbopropeller and turboshaft engines.
 - (iii) Class 3: Turbojet and turbofan engines.
- (3) Propeller ratings. A propeller rating on an approved maintenance organisation certificate permits that approved maintenance organisation to perform maintenance, or modifications of propellers under the following classes:
- (i) Class 1: Fixed-pitch and ground-adjustable propellers.
 - (ii) Class 2: Variable-pitch propellers.
- (4) Avionics ratings. An avionics rating on an approved maintenance organisation certificate permits that approved maintenance organisation to perform maintenance, or modifications of avionics equipment under the following ratings:
- (i) Class 1: Communication equipment: Any 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 avionics equipment.
 - (ii) Class 2: Navigational equipment: Any avionics system used in aircraft for en-route or approach navigation, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance equipment operated on pulsed radio frequency principles.
 - (iii) Class 3: Pulsed equipment: Any aircraft electronic system operated on pulsed radio frequency principles.
- (5) Computer systems ratings. A computer systems rating on an approved maintenance organisation certificate permits that approved maintenance organisation to perform maintenance, or modifications of digital computer systems and components thereof, that have the function of receiving external data, processing such data, and transmitting and presenting the processed data under the following classes:
- (i) Class 1: Aircraft computer systems.
 - (ii) Class 2: Powerplant computer systems.
 - (iii) Class 3: Avionics computer systems.
- (6) Instrument ratings. An instrument rating on an approved maintenance organisation certificate permits that approved maintenance organisation to perform maintenance, or modifications of instruments under the following classes:

- (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, or similar devices including capacitance type quantity gauges, system amplifiers, and engine analysers.
- (7) Accessory ratings. An accessory rating on an approved maintenance organisation certificate permits that approved maintenance organisation to perform maintenance, or modifications of accessory equipment under the following classes:
- (i) Class 1: Mechanical. The accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation.
 - (ii) Class 2: Electrical. The accessories that depend on electrical energy.
 - (iii) Class 3: Electronic. The accessories that depend on the use of an electron tube transistors, lasers, fiber optics, solid-state, integrated circuits, vacuum tubes, or similar electronic controls.
 - (iv) Class 4: Auxiliary power units (APU's) that may be installed on aircraft as self-contained units to supplement the aircraft's engines as a source of hydraulic, pneumatic, or electrical power.

6.2.1.7 DOMESTIC AMO LIMITED RATINGS

- (a) Whenever the SSCA finds it appropriate, it may issue a limited rating to an AMO that maintains or alters only a particular type of aircraft, powerplant, propeller, radio, instrument, or accessory, or parts thereof, or performs only specialised maintenance requiring equipment and skills not ordinarily found in an AMO. Such a rating may be limited to a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.
- (b) Limited ratings are issued for—
 - (1) Airframe;
 - (2) Powerplants;
 - (3) Propellers;
 - (4) Instruments;
 - (5) Accessories;
 - (6) Landing Gear;
 - (7) Avionics equipment;
 - (8) Rotor blades;
 - (9) Emergency equipment;
 - (10) NDT/NDI; and
 - (11) Any other purpose for which the SSCA finds the applicant's request appropriate.
- (c) Specialised service ratings. A specialised service rating may be issued to a maintenance organisation to perform specific maintenance or processes. The specific operating provisions of the approved maintenance organisation must 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 SSCA; or
 - (2) A specification developed by the approved maintenance organisation and approved by the SSCA.

6.3 HOUSING, FACILITIES, EQUIPMENT, & MATERIALS

6.3.1.1 GENERAL

A certificated maintenance organisation must provide personnel, facilities, equipment, and materials in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the maintenance organisation holds.

6.3.1.2 HOUSING AND FACILITY REQUIREMENTS

- (a) Housing and facilities shall be provided appropriate for all planned work ensuring, in particular, protection from weather.
- (b) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.
- (c) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.
- (d) Specialised workshops and bays shall be segregated, as appropriate, to insure that environmental and work area contamination is unlikely to occur.
- (e) Storage facilities shall be provided for parts, equipment, tools and material.
- (f) Storage conditions shall provide security for serviceable parts, segregation of serviceable from unserviceable parts, tooling, ground equipment, other non aircraft parts , and prevent deterioration of and damage to stored items.

Implementing Standard: See IS: 6.3.1.2 for detailed requirements pertaining to housing and facilities.

6.3.1.3 EQUIPMENT, TOOLS, AND MATERIAL

- (a) The AMO shall have available the necessary equipment, tools, and material to perform the approved scope of work and these items shall be under full control of the AMO. The availability of equipment and tools means permanent availability except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.
- (b) The SSCA may exempt an AMO from possessing specific tools and equipment for maintenance or repair of an aircraft or aeronautical product specified in the AMO's approval, if these items can be acquired temporarily, by prior arrangement, and be under full control of the AMO when needed to perform required maintenance or repairs.

Note: The SSCA need not amend the approval to delete the aircraft or aeronautical product on the basis that it is a temporary situation and there is a formal agreement from the AMO to re-acquire tools, equipment, etc. before performing any maintenance or repair.

- (c) The AMO shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.
- (d) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the SSCA and traceable to the International Standards.
- (e) The AMO shall keep all records of calibrations and the standards used for calibration.
- (f) The AMO shall keep up to date regulatory and technical publications.

Implementing Standard: See IS: 6.3.1.3 for detailed requirements pertaining to tools, equipment, and test equipment.

6.4 ADMINISTRATION

6.4.1.1 PERSONNEL AND TRAINING REQUIREMENTS

- (a) A management person or group of persons acceptable to the SSCA, whose responsibilities include ensuring that the AMO is in compliance with these regulations, shall be nominated. Such person(s) must ultimately be directly responsible to the accountable manager who must be acceptable to the SSCA.
- (b) The person or persons nominated as manager shall represent the maintenance management structure of the AMO, and be responsible for all functions specified in this Part .

- (c) The accountable manager must nominate a senior person with responsibility for monitoring the quality system including the associated feedback system. Such senior person must have the right of direct access to the accountable manager to ensure he is kept informed on quality and compliance matters.
- (d) The AMO shall employ sufficient personnel to plan, perform, supervise and inspect and release the work in accordance with the AMO certificate .
- (e) The person signing a Certificate of Release to Service in domestic AMO shall be qualified in accordance with Part 2.4.4 as appropriate to the work performed and be acceptable to the SSCA.
- (f) The maintenance personnel, the certifying staff, and the quality audit staff shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities in accordance with a program acceptable to the SSCA. The training program established by the AMO, in addition to technical subjects, shall include training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.
- (g) Each person within the domestic AMO who is directly in charge of maintenance, or modification, of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or part thereof and each person issuing a CRS for the maintenance performed shall be an appropriately licensed or approved and rated engineer in accordance with the requirements of Part 2, subpart 2.4, as applicable. In addition each person issuing a CRS shall be approved by the company for the purpose by the issue of a *company certification authorisation*.
- (h) A person who is directly in charge shall be on site but need not physically observe and direct each worker constantly, but shall always be available for consultation and decision on matters requiring instruction or decision from an authority higher than that of the persons performing the work.
- (i) The maintenance organisation must ensure that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures before the issue or re-issue of a company certification authorisation. Relevant aircraft and/or aircraft component(s) means those aircraft and/or aircraft component(s) specified in the particular certification authorisation.
- (j) The maintenance organisation must ensure that all certifying staff issuing a CRS are involved in at least 6 months of actual aircraft maintenance experience in the 2 year period preceding the issue of a CRS. For the purpose of this sub-paragraph, involved in actual aircraft maintenance, means the person has worked in an aircraft maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at least some of the aircraft type systems specified in the particular certification authorisation.
- (k) The domestic AMO must ensure that all certifying staff receives sufficient continuation training in each 2 year period to ensure that such certifying staff have up to date knowledge of relevant technology, organisation procedures and human factor issues.
- (l) The domestic AMO must establish a programme for the continuation training and a procedure to ensure compliance with these sub-paragraphs as the basis for issue of a company certification authorisation to certifying staff, plus, if applicable, a procedure to ensure compliance with the SSCA licencing requirements.
- (m) All prospective certifying and quality audit staff must be assessed by the AMO for their competence, qualification and capability to carry out their intended duties in accordance with a procedure acceptable to the SSCA before the issue or re-issue of a company authorisation.
- (n) The domestic AMO must issue a company certification authorisation that clearly specifies the scope and limits of such authorisation to those staff that it nominates as certifying staff on behalf of the organisation when satisfied that such staff are in compliance with sub-paragraphs (i), (k) and (o) plus (j) as applicable. Continued validity of the certification authorisation is dependant upon continued compliance with sub-paragraphs (i) and (k) plus (j) as applicable.
- (o) The manager or person responsible for the quality system must also remain responsible on behalf of the domestic AMO for issuing company certification authorisations to certifying staff. Such manager or person may nominate other persons to actually issue the company certification authorisations in accordance with a procedure acceptable to the SSCA.
- (p) The AMO must maintain a record of all certifying staff which must include details of the aircraft maintenance licence held, all training completed and the scope of their company certification authorisation. The record must include those with limited company certification authorisations.

- (q) Certifying staff must be provided with a copy of their company certification authorisation. The copy may be in either a documented or electronic format.
Note: Aircraft Welders and NDT technicians are considered to be certifying staff for the purpose of this paragraph

Implementing Standard: See IS: 6.4.1.1 for detailed personnel requirements.

6.4.1.2 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS IN A DOMESTIC AMO

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

6.4.1.3 RECORD OF CERTIFYING STAFF

- (a) The AMO shall maintain a roster of all certifying staff and audit staff, which includes details of the scope of their authorisation.
- (b) Certifying staff shall be notified in writing of the scope of their authorisation.

Implementing Standard: See IS: 6.4.1.3 for detailed requirements pertaining to records of certifying staff.

6.5 AMO OPERATING RULES

6.5.1.1 APPROVED MAINTENANCE ORGANISATION PROCEDURES MANUAL

Note: The purpose of the Approved Maintenance Organisation Procedures Manual is to set forth the procedures, the means, and methods of the AMO. Compliance with its contents will assure compliance with the Part 6 requirements, which is a pre-requisite to obtaining and retaining an AMO certificate.

- (a) A domestic AMO Maintenance Procedure Manual and any subsequent amendments thereto shall be approved by the SSCA prior to use. Foreign AMOs accepted by the SSCA based on their own Authority approval and the Manuals do not require approval by SSCA.
- (b) The AMO Maintenance Procedures Manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements needed for an approval of an aircraft or aeronautical product for return to service.
- (c) The procedures manual and any other manual it identifies must:
- (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 contains a system which 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 Cambodian regulation or the AMO's specific operating provisions; and
 - (5) Include a reference to appropriate civil aviation regulations.
- (d) The AMO shall provide an Approved Maintenance Organization Procedures Manual for use by the organisation, containing the following information—
- (1) A statement signed by the accountable manager confirming that the maintenance organisation Procedures Manual and any associated manuals define the AMO's compliance with this regulation and will be complied with at all times;
 - (2) A procedure to establish and maintain a current list of the titles and names of the management personnel accepted by the SSCA. The list of personnel may be separate

from the Procedures Manual but must be kept current and available for review by the SSCA when requested;

- (3) A list which describes the duties and responsibility of the management personnel and which matters on which they may deal directly with the SSCA on behalf of the AMO;
- (4) An organisation chart showing associated chains of responsibility of the management personnel.
- (5) A procedure to establish and maintain a current roster of certifying personnel;

Note: The list of certifying personnel may be separate from the procedures manual but must be kept current and available for review by the SSCA when requested.

- (6) A description of the procedures used to establish the competence of maintenance personnel;
- (7) A general description of manpower resources;

Note: Subparagraphs (1) to (7) constitutes the management part of the maintenance organisation Procedures Manual and therefore could be produced as one document and made available to person(s) who should be reasonably familiar with its contents.

- (8) A description of the method used for the completion and retention of the maintenance records;
- (9) A description of the procedure for preparing the CRS and the circumstances under which the release is to be signed;
- (10) A description, when applicable, of additional procedures for complying with an AOC holder's maintenance procedures and requirements;
- (11) A description of the procedures for complying with the service information reporting requirement contained in 6.5.1.9;
- (12) A description of the procedure for receiving, amending and distributing within the maintenance organisation all necessary airworthiness data from the type certificate holder or the type design organisation;
- (13) A general description of the facilities located at each address specified in the AMO's approval certificate;
- (14) A general description of the AMO's scope of work relevant to the extent of approval;
- (15) The notification procedure for AMO to use when requesting the approval of changes to the organisation of the AMO from the SSCA;
- (16) The amendment procedure for the AMO procedures manual, including the submission to the SSCA;
- (17) The AMO's procedures, acceptable to the SSCA, to ensure good maintenance practices and compliance with all relevant requirements in this subsection;
- (18) The AMO's procedures to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products. Compliance monitoring must include a feedback system to the person or group of persons specified in 6.4.1.1, and ultimately to the accountable manager to ensure, as necessary, corrective action. Such a system shall be acceptable to the SSCA;
- (19) The AMO procedures for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the accountable manager for review and action;
- (20) A list of operators, if appropriate, to which the AMO provides an aircraft maintenance service;
- (21) A list of organisations performing maintenance on behalf of the AMO; and
- (22) A list of the AMO's line maintenance locations and procedures, if applicable.

Implementing Standard: See IS: 6.5.1.1 for detailed requirements concerning the Procedures Manual and a sample Maintenance Procedures Manual format.

6.5.1.2 MAINTENANCE PROCEDURES AND INDEPENDENT QUALITY ASSURANCE SYSTEM

- (a) The AMO shall establish procedures acceptable to the SSCA to insure good maintenance practices and compliance with all relevant requirements in these regulations such that aircraft and aeronautical products may be properly released to service.
- (b) The AMO shall establish a quality system acceptable to the SSCA, that includes:
 - (1) Independent audits in order to monitor compliance with required standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisation the independent audit part of the quality system may be contracted to another organisation or a person with appropriate technical knowledge and proven satisfactory audit experience acceptable to the SSCA, and
 - (2) A quality feedback reporting system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager to ensure, as necessary, proper and timely corrective action is taken in response to reports resulting from audits.
- (c) The quality assurance system shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.

Note: The quality assurance system may be an independent system under the control of the quality manager that evaluates the maintenance procedures and the correctness of the Equivalent Safety Case process.

- (d) The maintenance procedures shall cover all aspects of maintenance activity and describe standards to which the AMO intends to work. The aircraft/aircraft component design AMO standards and aircraft operator standards must be taken into account.
- (e) The maintenance procedures should address the provisions and limitations of this Part.
- (f) The AMO's quality system shall be sufficient to review all maintenance procedures as described in the Procedures Manual in accordance with an approved program once a year for each aircraft type maintained.
- (g) The AMO's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be seen by visiting SSCA staff on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.

6.5.1.3 DOMESTIC AMO CAPABILITY LIST

- (a) Each certificated approved maintenance organisation must prepare and retain a current capability list approved by the SSCA. The approved maintenance organisation may not perform maintenance, or modifications on an article until the article has been listed on the capability list in accordance with this Part and 6.5.1.1(d)(19).
- (b) The capability list must identify each article by make and model, part number, or other nomenclature designated by the article's manufacturer.
- (c) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the approved maintenance organisation's certificate, and only after the approved maintenance organisation has performed a self-evaluation in accordance with 6.5.1.1(d)(19). The approved maintenance organisation must perform the self-evaluation described in this paragraph to determine that the maintenance organisation has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this part. If the approved maintenance organisation makes that determination, it may list the article on the capability list.
- (d) The document of the evaluation described in paragraph (c) of this section must be signed by the accountable manager and must be retained on file by the approved maintenance organisation.
- (e) Before adding additional articles on its capability list, the maintenance organisation must send a copy of the amended list to SSCA for approval.
- (f) The capability list(s) must be available in the premises for inspection by the public and the SSCA.
- (g) The self-evaluations must be available in the premises for inspection by the SSCA.

- (h) The AMO shall retain the capability list(s) and self-evaluation(s) for two years from the date accepted by the accountable manager.

6.5.1.4 PRIVILEGES OF THE APPROVED MAINTENANCE ORGANISATION

- (a) The AMO shall carry out the following tasks as permitted by and in accordance with the AMO maintenance procedures manual—
 - (1) Maintain any aircraft or aeronautical product for which it is rated at the location identified in the approval certificate;
 - (2) Maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
 - (3) Support a specific AOC holder where that AOC holder has requested the services of the AMO at locations other than the location identified on the AMO certificate provided the AMO has been rated to maintain the aircraft of that specific AOC holder at the location specified in the AMO operating provisions ; and
 - (4) Issue a CRS in respect of subparagraphs (a) (1), (2), and (3) of this subsection upon completion of maintenance in accordance with limitations applicable to the AMO.
- (b) An AMO may contract out the maintenance, modification or alteration of a complete type-certificated product to a non-approved organization, provided the AMO is rated for the work and carries out supervision and certification after the completion of the work.
- (c) The AMO may maintain or alter any article for which it is rated at a place other than the AMO, if—
 - (1) The function would be performed in the same manner as when performed at the AMO and in accordance with this Subpart;
 - (2) All necessary personnel, equipment, material, and technical and/or approved standards are available at the place where the work is to be done; and
 - (3) The maintenance procedure manual of the station sets forth approved procedures governing work to be performed at a place other than the AMO.

6.5.1.5 LIMITATIONS ON THE AMO

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

6.5.1.6 CERTIFICATE OF RELEASE TO SERVICE

- (a) A certificate of release to service shall be issued by appropriately authorised certifying staff when satisfied that all required maintenance of the aircraft or aeronautical product has been properly carried out by the AMO in accordance with the approved data and the maintenance procedure manual.

Note: An aeronautical product which has been maintained off the aircraft requires the issue of a certificate of release to service for such maintenance and another certificate of release to service in regard to being installed properly on the aircraft, when such action occurs.

- (b) A certificate of release to service shall contain—
 - (1) Basic details of the maintenance carried out;
 - (2) The date such maintenance was completed; and
 - (3) The identity, including the authorisation reference, of the AMO and certifying staff issuing the certificate.

Implementing Standard: See IS: 6.5.1.6 for detailed requirements concerning a certificate of release to service, along with a sample form

6.5.1.7 MAINTENANCE RECORDS

- (a) The AMO shall record, in a form acceptable to the SSCA, all details of maintenance work performed.
- (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 and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was released from the AMO.

Note: Where an AOC holder contracts an AMO to keep the aircraft operator's certificates of release to service and any associated airworthiness data, the retention period will be that required by Part 5.

- (d) Each person who maintains, performs rebuilds, or modifies an aircraft/aeronautical product shall make an entry in the maintenance record of that equipment containing the following details:
- (1) A description and reference to data acceptable to the SSCA 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 signature, certificate number, and kind of certificate held by the person approving the work;
 - (5) The authorised signature, the AMO certificate number, and kind of certificate held by the person approving or disapproving for return to service the aircraft, 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, and
 - (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 SSCA.
- (e) No person shall describe in any required maintenance entry or form the overhaul of an aircraft or aeronautical component unless:
- (1) Using methods, techniques, and practices acceptable to the SSCA, 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 SSCA, 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.

Note: For definitions of overhaul see 5.1.1.2(a)(5).

- (f) 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 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.

Note: For definitions of rebuild see 5.1.1.2(a)(6).

- (g) No person may approve for return to service any aircraft or aeronautical product that has undergone maintenance, rebuilding, or modification unless:
- (1) The appropriate maintenance record entry has been made, and
 - (2) The repair or modification form authorised by or furnished by the SSCA has been executed in a manner prescribed by the SSCA;
- (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 SSCA.
- (i) The person approving or disapproving for return to service an aircraft/aeronautical product, after any inspection performed in accordance with this Part, 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 kind of certificate held by the person approving or disapproving for return 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 return to service, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition;
 - (5) If the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the aircraft owner or operator; and
 - (6) If an inspection is conducted under an inspection program provided for in this Part, the entry shall identify the inspection program accomplished, and contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.
- (j) 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, 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.

6.5.1.8 AIRWORTHINESS DATA

- (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed, from the SSCA, the aircraft/aeronautical product design organisation, the State of Design for receiving mandatory continuing airworthiness information, and any other approved design organisation in the State of Manufacture or State of Design, as appropriate.
- (b) Where the AMO modifies airworthiness data specified in paragraph (a) to a format or presentation more useful for its maintenance activities, the AMO shall submit to the SSCA an amendment to the maintenance procedure manual for any such proposed modifications for acceptance.
- (c) All airworthiness data used by the AMO shall be amended and kept current and made available to all personnel who require access to that data to perform their duties.

Implementing Standard: See IS: 6.5.1.8 for detailed requirements concerning airworthiness data.

6.5.1.9 REPORTING OF UNAIRWORTHY CONDITIONS

- (a) The AMO shall report to the SSCA and the aircraft design organisation of the State of Design any identified condition that could present a serious hazard to the aircraft.
- (b) Reports shall be made on a form and in a manner prescribed by the SSCA and contain all pertinent information about the condition known to the AMO.
- (c) Where the AMO is contracted by an AOC holder to carry out maintenance, that AMO shall report to the AOC holder any condition affecting the aircraft or aeronautical product.
- (d) Reports shall be made as soon as practicable, but in any case within three days of the AMO identifying the condition to which the report relates.

6.5.1.10 SSCA INSPECTIONS

Each certificated approved maintenance organisation must allow the SSCA to inspect that approved maintenance organisation and any of its contract maintenance facilities at any time to determine compliance with this part. Arrangements for maintenance, or modifications by a contractor must include provisions for inspections of the contractor by the SSCA.

6.5.1.11 PERFORMANCE STANDARDS

- (a) Each certificated approved maintenance organisation that performs any maintenance, modifications for an air operator certificated under AOCR having an approved maintenance program under AOCR 8.12 and approved continuous maintenance program under AOCR 8.13 shall perform that work in accordance with the air operator's manuals.

- (b) Except as provided in paragraph (a), each certificated approved maintenance organisation shall perform its maintenance and modification operations in accordance with the applicable standards in Part 5. It shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.
- (c) In addition, each certificated approved maintenance organisation with an avionics rating shall comply with those sections in Part 5 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 specification, and if not otherwise specified, to acceptable good practices of the aircraft avionics industry.

6.5.1.12 TAGGING AND IDENTIFICATION

All articles undergoing maintenance within the facility shall be identified in some manner depending on the size, complexity, and ratings of the maintenance organization. Coloured tags or work orders shall be attached to the part. The objective of identification is to ensure that the status of any article can be easily determined. Articles awaiting repairs shall be identified by a yellow tag. Green color shall be used for serviceable tag. Articles that are deemed non-repairable or scrap shall be clearly identified by a red coloured tag, and need to be stored in a segregated area within the facility. Parts in the store room(s) will need to be identified with the tags to ensure traceability to an approved source.

6.5.1.13 CERTIFICATE OF MAINTENANCE REVIEW

- (a) The issue of a CMR provides evidence that, at the date of issue, the aircraft was in compliance with the requirements of the maintenance schedule approved by SSCA and that all modifications and inspections classified as mandatory had been satisfied. A copy of the current CMR must be carried on board the aircraft to which it relates.
- (b) Conditions for Issue of a Certificate of Maintenance Review
 - (1) The signatory shall only issue a CMR when satisfied, at the time of the review, that the following aspects of maintenance have been carried out:
 - (i) all maintenance specified in the maintenance schedule approved by the SSCA has been carried out within the prescribed time period and any extension to limiting periods is in accordance with procedures approved by SSCA
 - (ii) all modifications and inspections deemed mandatory by The State of Manufacture and SSCA have been carried out within the prescribed time periods and any extension to limiting periods has been authorized by the state of Manufacture and SSCA
 - (iii) all defects entered in the Technical Log have been rectified or deferred in accordance with procedures approved by the SSCA.
 - (iv) all CRS required by this Requirements have been issued.
 - (2) The CMR is required to be issued for a maximum period of four months.
- (c) Requirements
 - (1) The SSCA requires that the following procedures be introduced in relation to the operation of Cambodian registered aircraft.
 - (i) Certificate of Maintenance Review shall be issued to certify completion of the requirements of a maintenance schedule approved by the SSCA.
 - (ii) Operators should note that a failure to comply with this subpart may invalidate the Certificate of Airworthiness of the aircraft concerned.

PART 6 - IMPLEMENTING STANDARDS

IS: 6.1.1.2(a)(1) DEFINITIONS - ACCOUNTABLE MANAGER

The "accountable manager" is either the CEO or a high-level corporate official who has financial responsibility for carrying out the maintenance functions for the entire organisation. The accountable manager could be the CEO, president, managing director, director general, general manager, etc. (Note that the term 'Accountable Manager' is a description and not a job title) If the 'Accountable Manager' function is delegated to another person that person must also have the financial authority to be able to ensure all maintenance is carried out to the required standard.

IS: 6.1.1.4(d) MAINTENANCE ORGANISATION CERTIFICATE

Following is a sample AMO certificate.

CAMBODIA

APPROVED MAINTENANCE ORGANISATION CERTIFICATE

Number.....

This certificate is issued to.....

Whose business address is.....

Upon finding that its organisation complies in all respects with the Civil Aviation Law and the regulations of the State Secretariat of Civil Aviation Part 6, relating to the establishment of an Approved Maintenance Organisation and is empowered to operate an Approved Maintenance Organisation.

With the following ratings:

.....

.....

This certificate shall continue in effect for one year from the date of issue or unless otherwise cancelled, suspended, or revoked

Date Issued

By Direction of the SSCA

This certificate is not transferable

SSCA Form MOC (1/99)

IS: 6.2.1.1 APPLICATION FOR AN AMO CERTIFICATE

The following application may be use for an AMO certificate.

CAMBODIA SSCA		Application for Approved Maintenance Organisation Certificate and/or Ratings			
1. Approved Maintenance Organisation Name, Number, Location and Address		2. Reasons for Submission			
a. Official Name of Approved Maintenance Organisation:	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) <hr/> <hr/> <hr/>			
b. Location where business is conducted:					
c. Official Mailing Address of Approved Maintenance Organisation (Number, Street, City)					
d. Doing Business As:					
3. Ratings Applied for:					
<input type="checkbox"/> Airframe <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 5 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 6 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 7 <input type="checkbox"/> Class 4	<input type="checkbox"/> Powerplant <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="checkbox"/> Propeller <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2	<input type="checkbox"/> Avionics <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="checkbox"/> Computer <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="checkbox"/> Instrument <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4
<input type="checkbox"/> Accessories <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	<input type="checkbox"/> Limited <input type="checkbox"/> Airframe <input type="checkbox"/> Powerplant <input type="checkbox"/> Propeller <input type="checkbox"/> Instruments	<input type="checkbox"/> Landing Gear <input type="checkbox"/> Floats <input type="checkbox"/> Avionics	<input type="checkbox"/> Computer <input type="checkbox"/> Rotor Blades <input type="checkbox"/> Fabric <input type="checkbox"/> Emergency Equip. <input type="checkbox"/> NDT / NDI	<input type="checkbox"/> Specialised Service (List Process Specification(s)) <hr/> <hr/> <hr/>	
4. List of Maintenance Functions contracted to an outside Maintenance Organisation:					
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 authorised 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.					
Date:	Authorised Signature:	Print Name of Authorised Signature:	Title:		

**KINGDOM OF CAMBODIA
CIVIL AVIATION REGULATIONS**

Implementing Standards: Part 6

For SSCA Use Only	Record of Action Approved Maintenance Organisation Inspection	For SSCA 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 Part 6.</p> <p><input type="checkbox"/> B. Station was found to comply with requirements of Part 6, except for deficiencies listed in Item 6.</p> <p><input type="checkbox"/> C. Recommend Certificate with rating applied for on application be issued.</p> <p><input type="checkbox"/> D. Recommend Certificate with rating applied for on application (EXCEPT those listed in Item 6) be issued.</p>		<p>8. Date of Inspection</p>
9. SSCA Office	Signature(s) of Inspector(s)	Printed Names of Inspectors
10. Supervising or Assigned Inspector		
<p>ACTION TAKEN</p> <p><input type="checkbox"/> APPROVED As shown on certificate issued on date shown</p> <p><input type="checkbox"/> DISAPPROVED</p>	<p>CERTIFICATE ISSUED</p> <p>Number</p> <hr/> <p>Date</p>	<p>Inspector's Signature</p> <hr/> <p>Inspector's Printed Name</p> <hr/> <p>Title</p>

AMO ARSC dated 21/11/07

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IS: 6.2.1.6 RATINGS OF THE AMO

Except for job functions that are contracted out, each certificated approved maintenance organisation must provide equipment and material so that the job functions, as appropriate to the class or limited rating held or applied for, can be performed as required.

IS: 6.3.1.2 HOUSING AND FACILITY REQUIREMENTS

- (a) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.
- (b) Where the hangar is not owned by the AMO, it is necessary to:
 - (1) Establish proof of authorisation to use the hangar;
 - (2) Demonstrate that there is sufficient hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance program;
 - (3) Update the aircraft hangar visit plan on a regular basis;
 - (4) Ensure, for aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;
 - (5) Ensure aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust, etc.;
 - (6) Ensure 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 staff shall be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

Note: It is acceptable to combine both of the above requirements into one office subject to the staff having sufficient room to carry out assigned tasks.

- (d) Hangars used to house aircraft together with office accommodation shall be such as to insure a clean, effective and comfortable working environment.
 - (1) Temperatures should be maintained at a level, which does not affect the satisfactory performance of the maintenance task.
 - (2) Dust and any other airborne contamination should be kept to a minimum and not permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident.
 - (3) Lighting should be such as to insure each inspection and maintenance task can be carried out.
 - (4) Noise levels should not be permitted to rise to the point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel should be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
- (e) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions.)
- (f) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination; the particular maintenance or inspection tasks 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 aircraft components shall be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation.
- (i) Manufacturer 's recommended standards shall be followed for specific aircraft components.
- (j) Storage racks shall provide sufficient support for large aircraft components such that the component is not distorted.
- (k) All aircraft components, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.

IS: 6.3.1.3 EQUIPMENT, TOOLS, AND MATERIAL

- (a) Calibration of all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness shall be traceable to the acceptable International Standards.

- (b) Except as provided in paragraph (a), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the country of manufacture may be used if approved by the SSCA.
- (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 paragraph (c), tools, equipment, or test equipment other than that recommended by the manufacturer will be acceptable based on at least the following:
 - (1) The AMO shall have a procedure in the Maintenance Procedure Manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer.
 - (2) The AMO shall have a program to include:
 - (i) A description of the procedures used to establish the competence of personnel that make the determination of equivalency of tools, equipment, or test equipment.
 - (ii) Conducting and documenting the comparison made between the specification of the 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 tools, equipment, or test equipment.
 - (iv) Ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations, and checking all parameters of the aircraft or aeronautical product undergoing maintenance or calibration.
 - (3) The AMO shall have full control of the equivalent tool, equipment, or test equipment (i.e. ownership, lease, etc.)
- (e) An AMO approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that all of the aircraft may be properly inspected.
- (f) The AMO shall have a procedure to inspect/service and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any inspection or service or calibration time limit.
- (g) The AMO shall have a procedure to ensure that if it uses a standard (primary, secondary or transfer standards) for performing calibration, that standard is not used to perform maintenance.
- (h) The AMO shall have a clear and durable system of labelling all tooling, equipment and test equipment which shall be used to give information on when the next inspection or service or calibration is due, and if the item is unserviceable for any other reason where it may not be obvious.
- (i) The AMO shall have a clear system of labelling all tooling, equipment, and test equipment to give information on when such tooling, equipment, and test equipment should not be used for product acceptance and/or for making a finding of airworthiness.
- (j) A register shall be maintained for all calibrated tools, equipment and test equipment, which contains a record of calibrations and standards used, when the calibration was carried out and when next due.
- (k) Inspection, service, or calibration on a regular basis shall be 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, he may seek approval from the SSCA to change the period.
- (l) The AMO shall establish a technical library containing regulatory and technical publications. All publications shall be kept up to date with latest amendments. Sample list of the publications include:
 - (i) Civil Aviation Regulations of the Kingdom of Cambodia;
 - (ii) Aircraft Maintenance Manuals for all the aircraft maintained;
 - (iii) Structural Repair Manual for all the aircraft maintained;
 - (iv) Supplementary Structural Inspection Document as applicable;
 - (v) Corrosion Control Document as applicable;
 - (vi) Service Bulletins for all aircraft maintained;
 - (vii) Service Letters as applicable;

- (viii) Service Instructions as applicable;
- (ix) NDT Manual for all aircraft maintained as applicable;
- (x) Parts Catalogue for all aircraft maintained;
- (xi) Type Certificate Data Sheets for all aircraft maintained, and
- (xii) any other specific document issued by the type certificate or supplementary type certificate holder of the equipment on the scope of approval of the AMO;

IS: 6.4.1.1 PERSONNEL REQUIREMENTS

- (a) The AMO functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the size of the AMO.
- (b) The AMO should have, dependent upon the extent of approval, the following:
 - (1) A base maintenance manager,
 - (2) A line maintenance manager,
 - (3) A workshop manager, and
 - (4) A quality manager, all of who should report to the accountable manager.

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

- (c) The Accountable Manager shall be responsible for ensuring that all necessary resources are available to accomplish maintenance required to support the AMO's approval.
- (d) The Base Maintenance Manager shall be responsible for:
 - (1) Ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to specified design and quality standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (e) The Line Maintenance Manager shall be responsible for:
 - (1) Ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (f) The Workshop Manager shall be responsible for:
 - (1) Ensuring that all work on aircraft components is performed to required standards; and
 - (2) Any corrective action resulting from quality compliance monitoring.
- (g) The Quality Manager shall be responsible for:
 - (1) Monitoring the AMO's compliance with Part 6 and the company Procedures Manuals; and
 - (2) Requesting remedial action as necessary by the base maintenance manager/line maintenance manager/workshop manager or the accountable manager, as appropriate.
- (h) The AMO may adopt any title for managerial positions, but shall identify to the SSCA the titles and persons chosen to carry out these functions.
- (i) 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 or Line Maintenance Manager or Workshop Manager or Quality Manager, as appropriate, to the accountable manager.
- (j) The managers specified in this subsection shall be identified and their credentials submitted to the SSCA. To be accepted, such managers shall have relevant knowledge and satisfactory experience related to aircraft/aircraft component maintenance as appropriate in accordance with these regulations.

Note: Certifying staff may report to any of the managers specified depending upon which type of control the AMO uses (for example-licensed engineers, independent inspection/dual function supervisors, etc.) so long as the quality compliance monitoring staff remain independent.

- (k) The AMO shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.
- (l) If an AMO is approved for base maintenance, the plan shall relate to the aircraft hangar visit plan.
- (m) Man-hour plans shall regularly be updated.

Note: Work performed on any aircraft registered outside Cambodia should be taken into account where it impacts upon the production man-hours plan.

- (n) Quality monitoring compliance function man-hours shall be sufficient to meet the requirement of 6.5.1.2(b).
- (o) 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.
- (p) 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 tasks according to the MPD and all special inspection, and have an appreciation that they have no authority to deviate from the aircraft maintenance program.
 - (2) Mechanics are able to carry out maintenance tasks to any standard specified in the 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 tasks are carried out and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed by the quality organisation.
 - (4) Certifying staff are able to determine when the aircraft or aircraft component is and is not ready to release to service.
- (q) In the case of planners, supervisors, and certifying staff, knowledge of AMO procedures relevant to their particular role shall be demonstrated.
- (r) Training of technical staff shall be performed by the AMO or by an institute selected by the AMO. In either case, the AMO shall establish the curriculum and standards for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to insure that the trainee has a reasonable chance of successfully completing any course.
- (s) Examinations shall be set at the end of each training course.
- (t) Initial training should be carried out to all new technical staff before they are provided with any company authorizations. Training shall cover:
 - (1) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain. Person who has successfully completed aviation basic training acceptable to SSCA, will not need to attend;
 - (2) Specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system/structural defects. Person who has previously completed aircraft type training acceptable to SSCA, do not need to attend. Aircraft type endorsement course will require SSCA approval; and
 - (3) Company procedures relevant to the technical staff's tasks.
- (u) Continuation training for all technical staff should cover changes in AMO procedures and changes in the standard of aircraft and/or aeronautical products maintained. Minimum duration of continuation training should not be less than 8 hours each year.
- (v) The training program shall include details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods.
- (w) The training program established for maintenance personnel and certifying staff by the AMO shall include training in knowledge and skills related to human performance including co-ordination with other maintenance personnel and flight crew.

IS: 6.4.1.3 RECORDS OF ALL TECHNICAL STAFF

- (a) The following minimum information shall be kept on record in respect of each technical staff:
 - (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);
- (11) Identification number of the authorisation.
- (b) Technical staff training and qualification records shall be controlled by Quality Department.
- (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 personnel shall be given reasonable access on request to his or her own records.
- (e) The **SSCA** is authorised to and may investigate the training and qualification records system , or when the **SSCA** has cause to doubt the competence of a particular person.
- (f) The **AMO** shall keep the training records of all technical staff for at least two years after that person has ceased employment with the **AMO** or upon withdrawal of his or her authorisation. Upon request, the staff shall be furnished with a copy of their record on leaving the **AMO**.
- (g) The authorisation document shall be in a style that makes its scope clear to 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.
- (h) Certifying or Audit staff are not required to carry the authorisation document at all times but shall produce it within a reasonable time of a request from an authorised person.

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

IS: 6.5.1.1 MAINTENANCE ORGANISATION PROCEDURES MANUAL

- (a) **AMO** personnel shall be familiar with those parts of the manuals that are relevant to the maintenance work they perform.
- (b) The **AMO** shall specify in the Procedures Manual who should amend the manual, particularly in the case where the manual consists of several parts.
- (c) The Quality Manager shall be responsible for—
 - (1) Monitoring the amendment of the Procedures Manual, including associated procedures manuals
 - (2) Submitting proposed amendments to the **SSCA**, unless the **SSCA** has agreed, via a procedure stated in the amendment section of the Procedures Manual, that some defined class of amendments may be incorporated without approval by the **SSCA**.
- (d) The Procedures Manual shall address four main areas—
 - (1) The management Procedures Manual covering the parts previously specified;
 - (2) The maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard;
 - (3) The quality system procedures, including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel; and
 - (4) Contracted **AOC** holder procedures and paperwork.

Sample Maintenance Procedures Manual Format

The manual may be put together in any subject order so long as all applicable subjects are covered.

Part 1 - Management

- 1.1 Corporate commitment by the accountable manager
- 1.2 Management personnel
- 1.3 Duties and responsibilities of the management personnel
- 1.4 Management Organisation Chart
- 1.5 List of certifying staff. *Note: A separate document may be referenced*
- 1.6 Manpower resources
- 1.7 General description of the facilities at each address intended to be approved

- 1.8 Organisations intended scope of work
- 1.9 Notification procedure to the *SSCA* regarding changes to the organisation's activities/approval/location/personnel
- 1.10 Manual amendment procedures

Part 2 - Maintenance Procedures

- 2.1 Supplier evaluation procedure
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternate tools)
- 2.7 Cleanliness standards of maintenance facilities
- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
- 2.9 Repair procedure
- 2.10 Aircraft maintenance program compliance
- 2.11 Airworthiness Directives procedure
- 2.12 Optional modification procedure
- 2.13 Maintenance documentation in use and completion of same
- 2.14 Technical record control
- 2.15 Rectification of defects arising during base maintenance
- 2.16 Release to service procedure
- 2.17 Records for the air carrier operator
- 2.18 Reporting of defects to the *SSCA*/Operator/Manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Reference to specific maintenance procedures such as:
 - Engine running procedures,
 - Aircraft pressure run procedures,
 - Aircraft towing procedures,
 - Aircraft taxiing procedures.

Part L2 - Additional Line Maintenance Procedures

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
- L2.2 Line maintenance procedures related to servicing/fuelling/de-icing, etc.
- L2.3 Line maintenance control of defects and repetitive defects
- L2.4 Line procedure for completion of technical log
- L2.5 Line procedure for pooled parts and loan parts
- L2.6 Line procedure for return of defective parts removed from aircraft

Part 3 - Quality System Procedures

- 3.1 Quality audit of organisation procedures
- 3.2 Quality audit of aircraft
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff qualification and training procedures
- 3.5 Certifying staff records
- 3.6 Quality audit personnel
- 3.7 Qualifying inspectors
- 3.8 Qualifying mechanics
- 3.9 Exemption process control
- 3.10 Concession control for deviation from organisations' procedures
- 3.11 Qualification procedure for specialised activities such as non-destructive testing, welding, etc.
- 3.12 Control of manufacturers' working teams

Part 4 - Documentation

- 4.1 Contracted air operators
- 4.2 Air operator procedures and paperwork
- 4.3 Air operator record completion

Part 5 - Appendices

- 5.1 Sample of documents
- 5.2 List of subcontractors
- 5.3 List of line maintenance locations

IS: 6.5.1.2 (a) MAINTENANCE PROCEDURES AND INDEPENDENT QUALITY ASSURANCE SYSTEM

- (a) The maintenance procedures should cover all aspects of carrying out the maintenance activity and in reality lay down the standards to which the maintenance organisation intends to work. The aircraft/aircraft component design organisation standards and aircraft operator standards must be taken into account.

IS: 6.5.1.2 (b) – (h)

- (a) The primary objectives of the quality system are to enable the approved maintenance organisation to ensure that it can deliver a safe product and that the approved maintenance organisation remains in compliance with the requirements.
- (b) Two essential elements of the quality system are an independent audit and a management control follow-up system.
- (c) The independent audit is an objective process of routine sample checks of all aspects of the approved maintenance organisation's ability to carry out all maintenance to the required standards and includes some product sampling as this is the end result of the maintenance process. It represents an objective overview of the complete maintenance related activities and is intended to complement the requirement in 6.5.1.6(a) for certifying staff to be satisfied that all required maintenance has been properly carried out before issue of the certificate of release to service. Independent audits should include a percentage of random audits carried out on a sample basis when maintenance is being carried out. This means some audits during the night for those organisations that work at night.
- (d) Except as specified in sub-paragraphs (g) and (i), the independent audit should ensure that all aspects of Part 6 compliance are checked every 12 months and may be carried out as a complete single exercise or subdivided over the 12 month period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every 12 months without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to 12 monthly for the particular procedure.
- (e) Except as specified otherwise in sub-paragraph (g), the independent audit should sample check one product on each product line every 12 months as a demonstration of the effectiveness of maintenance procedures compliance. It is recommended that procedures and product audits be combined by selecting a specific product example, such as an aircraft or engine or instrument and sample checking all the procedures and requirements associated with the specific product example to ensure that the end result should be an airworthy product.

For the purpose of the independent audit a product line includes any product under an approval class rating as specified in the AMO approval schedule issued to the particular organisation.

It therefore follows for example that an approved maintenance organisation with a capability to maintain aircraft, repair engines, brakes and autopilots would need to carry out 4 complete audit sample checks each year except as specified otherwise in subparagraphs (e),(g) or (i).

- (f) 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.

- (g) Except as specified otherwise in sub-paragraph (i), where the smallest approved maintenance organisation, that is an organisation with a maximum of 10 personnel actively engaged in maintenance, chooses to contract the independent audit element of the quality system in accordance with paragraph 6.5.1.2(b) it is conditional on the audit being carried out twice in every 12 month period.
- (h) Except as specified otherwise in sub-paragraph (i), where the approved maintenance organisation has line stations listed the quality system should describe how these are integrated into the system and include a plan to audit each listed line station at a frequency consistent with the extent of flight activity at the particular line station. Except as specified otherwise in sub-paragraph (i) the maximum period between audits of a particular line station should not exceed 24 months.
- (i) Except as specified otherwise in sub-paragraph (e), the SSCA may agree to increase any of the audit time periods specified in this document by up to 100% provided that there are no safety related findings and subject to being satisfied that the approved maintenance organisation has a good record of rectifying findings in a timely manner.
- (j) A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products. The report should be sent to the relevant department(s) for rectification action giving target rectification dates. Rectification dates should be discussed with such department(s) before the quality department or nominated quality auditor confirms such dates in the report. The relevant department(s) are required by IS 6.4.1.1 to rectify findings and inform the quality department or nominated quality auditor of such rectification.
- (k) The independence of the audit should be established by always ensuring that personnel not responsible for the function, procedure or products being checked carry out audits. An approved maintenance organisation with a maximum of 10 maintenance staff actively engaged in carrying out maintenance may contract the independent audit element of the quality system to another approved maintenance organisation or a competent person acceptable to the SSCA.
- (l) The management control follow up system is the second element of the quality system and may not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to be properly informed of the extent of compliance with this part and any safety issues. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least once per year with the senior staff involved to review the overall performance.
- (m) All records pertaining to the independent quality audit and the management control follow up system should be retained for at least 2 years after the date of clearance of the finding to which they refer or for such periods as to support any escalation programme, whichever is the longer.

IS: 6.5.1.6 CERTIFICATION OF RELEASE TO SERVICE

- (a) A certificate of release to service is required for the following:
 - (1) Before flight at the completion of any package of maintenance scheduled by the approved aircraft maintenance program on the aircraft, whether such maintenance took place as base or line maintenance.

Note: Only in exceptional cases may scheduled maintenance be deferred and then only in accordance with procedures specified in the AMO's procedures manual. In all cases, the AMO must provide the owner/operator with a list of any uncorrected defects that may exist.
 - (2) Before flight at the completion of any defect rectification, while the aircraft operates between scheduled maintenance.
 - (3) At the completion of any maintenance on an aircraft component when off the aircraft.
- (b) The certificate of release to service shall contain the following statement: "Certifies that the work specified except as otherwise specified was carried out in accordance with the SSCA

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airworthiness requirements currently in force and in respect to that work the aircraft/aircraft component is considered ready for release to service."

- (c) The certificate of release to service shall reference the data specified in the manufacturer's or air carrier operator's instructions or the aircraft maintenance program which itself may cross-reference to a manufacturer's instruction in a maintenance manual, service bulletin, etc.
- (d) Where instructions include a requirement to insure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of GO/NO gauges. It is not normally sufficient to state that the dimension or the test figure is within tolerance.
- (e) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/landings etc., as appropriate.
- (f) When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance as long as there is a cross-reference to the work-pack containing full details of maintenance carried out. Dimensional information shall be retained in the work-pack record.
- (g) The person issuing the release to service shall use a full signature and preferably a certification stamp except in the case where a computer release to service system is used. In this latter case, the SSCA will need to be satisfied that only the particular person can electronically issue the release to service.

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

Note: An example of a model certificate of release to service is shown below. Not intended to be used as an import or export tag.

1. CAMBODIA		2. State Secretariat of Civil Aviation SSCA FORM one Airworthiness Approval Tag			3. System Tracking Ref., No.		
4. Organisation 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:							
<p>Limited life parts must be accompanied by maintenance history including total time/total cycles/time since new.</p>							
<p>14. Return to Service in Accordance with SSCA Regulations 5.7.1.1</p> <p>Certifies that the work specified in block 13 (or attached) above was carried out in accordance with SSCA airworthiness regulations and in respect to the work performed the part(s) is (are) approved for return to service.</p>							

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15. Authorised Signature:	16. Certificate Number:	17. Name (Typed or Printed):	18. Date:
USER/INSTALLER DETAILS			
It is important to understand that the existence of this Document alone does not automatically constitute authority to install the part/component/assembly			
Where the user/installer work in accordance with the national regulations of an Airworthiness Authority different than the Airworthiness Authority of the country specified in block 1 it is essential that the user/installer ensure that his/her Airworthiness Authority accepts parts/components/assemblies from the Airworthiness Authority of the country specified in block 1.			
Statement in block 14 does 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.			

AMO SSSA AAT (2/07)

1

LINE-BY-LINE INSTRUCTIONS FOR COMPLETION OF SSSA FORM AAT:

- (a) Block 1. Cambodia (Pre-printed)
- (b) Block 2. SSSA, Airworthiness Approval Tag. (Pre-printed)
- (c) Block 3. System Tracking Reference Number.
 - (1) Fill in the unique number established by the SSSA-approved numbering system.
 - (2) If the form is computer-generated, it may be produced as programmed by the computer.

Shippers must establish a numbering system for trace ability in order to fill out block 3 of the form. This system must also provide a means of cross-referencing the number(s) and product(s) being shipped.
- (d) Block 4. Organisation.
 - (1) Fill in the full name and address of the SSSA-approved organisation or individual shipping the product(s)/part(s) as applicable:
 - (i) Company name and address
 - (ii) Production Approval Holder (PAH) approval or certificate numbers, when applicable (e.g., production certificate number, approved maintenance organisation certificate numbers, air operator certificate number.
 - (2) When a supplier has direct ship authorisation from a PAH, the following information should be entered:
 - (i) PAH name and address
 - (ii) PAH approval or certificate number
 - (iii) c/o Supplier name and address

NOTE: If an individual product/part is produced as a spare by a supplier, the supplier must have either direct ship authority or hold a production approval (PMA/TSO authorisation) for all products/parts shipped. If the supplier holds its own production approval, and the products/parts were manufactured and are being shipped under that approval, the information required in paragraph (1) above should be listed.
- (e) Block 5. Work Order, Contract, or Invoice Number.
 - (1) Fill in the contract, work order, or invoice number related to the shipment list, or CRS, 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 should be entered in Block 13: "This is the certification statement for the products/parts listed on the attached document dated _____, containing pages _____ through _____."
 - (2) In addition, the shipment list must 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 if the authority of the importing jurisdiction will accept bulk shipments under a single SSSA Form one. If the SSSA does not permit bulk shipments under a single form, Blocks 6 through 12 of each form must be filled in for each product shipped.
- (f) Block 6. Item. When Form one is issued a single item number or multiple item numbers may be used for the same part number. Multiple items should be numbered in sequence. If a separate listing is used, enter "List Attached"

NOTE: The blank form can be computer-generated. However, the format cannot be changed, nor can any words be added or deleted. Pre-printing of some information is permissible, i.e.; the information in blocks 1, 2, 3, 4, and 14. The size of blocks may be varied slightly, but the form must remain readily recognisable. The form may also be reduced in overall size to facilitate placement of the wording on the back of the form onto the face of the document.

- (g) 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 parts catalogue, overhaul manual, etc., can be used.
- (h) Block 8. Part Number. Enter each part number of the product.
- (i) Block 9. Eligibility. State the aircraft, aircraft engine, or propeller make and model on which the PMA part 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 articles, state "TSO Article N/A" since eligibility for installation for TSO articles is determined at the time of installation.

Note: For TSO articles Form one does not constitute authority to install a product on a particular aircraft, aircraft engine, or propeller. 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. While the information in Block 9 is optional, it should be filled out whenever possible. When using sscA Form one for CONFORMITY of certification program products, enter N/A.

- (j) Block 10. Quantity. State the quantity of each product/part shipped.
- (k) Block 11. Serial/Batch Number. State the serial number or equivalent (identified on the part) on the form for each product/part shipped. If a serial number or equivalent is not required on the part, enter "N/A."
- (l) 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 programs. Other permissible/appropriate terms to describe the status of the product/part are: "INSPECTED", "REPAIRED," "REBUILT," or "ALTERED."
- (m) 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 products/parts listed in Block 7. Each statement must specify which item identified in Block 6 is related. Examples of information to be supplied are as follows:
 - (1) Any restrictions (e.g., prototype only).
 - (2) Alternative approved part number.
 - (3) Compliance or non-compliance with airworthiness directives or service bulletins.
 - (4) Information on life-limited parts.
 - (5) Manufacturing, cure, or shelf-life data.
 - (6) Drawing and revision level
 - (7) When used for conformity the word "CONFORMITY" must be entered in capital letters. In addition, an explanation of the products/parts use, e.g., pending approved data, TC pending, for test only, etc., should be provided. Information concerning a conformity inspection such as design data, revision level, date, project number,
 - (8) When used for spare parts identify whether the parts are PMA, TSO authorised. In addition, if the Form one is for spare parts or sub components of an SSCA approved modification or replacement part, the PMA or TSO authorisation should be listed in Block 13.
 - (9) When used for return to service this block should contain the data required by 5.7.1.1. If other documents such as work orders or travellers, SSCA Form one, in accordance with IS 6.4.1.8, CRS, are used by the certificate holders to comply with 5.7.1.1, they should be specifically referenced in this block and be cross referenced.
- (n) Block 14. Return to Service. The information is already pre-printed in the block.
- (o) Block 15. Signature. Signature of the individual authorised by the AMO, air carrier, or the manufacturer in accordance with 5.6.1.5 (a)(2), (3), and (4). The approval signature shall be manually applied at the time and place of issuance.
- (p) Block 16. Certificate number. Enter the AMO or air carrier operating certificate number. For manufacturers returning to service after rebuilding products/parts the production approval number should be entered
- (q) Block 17. Name. The typed or printed name of the individual identified in Block 15.
- (r) Block 18. Date. The date the Form one is signed and the product are returned to service. This does not need to be the same as the shipping date, which may occur at a later date.

IS: 6.5.1.7 MAINTENANCE RECORDS

- 1) Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and trouble shooting to eliminate the need for re-inspection and rework to establish airworthiness.
- 2) Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design,

- then total time in service and maintenance records for each module is to be maintained. The maintenance records as specified are to be kept with the module and should show compliance with any mandatory requirements pertaining to that module.
- 3) Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the SSCA for acceptance. NOTE: Additional maintenance may be required.
 - 4) The maintenance record can be either a paper or computer system or any combination of both.
 - 5) Paper systems should use robust material, which can withstand normal handling and filing. The record should remain legible throughout the required retention period.
 - 6) Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system, which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.
 - 7) The records should be stored in a safe way with regard to fire, flood and theft.
 - 8) Computer backup discs, tapes etc. should be stored in a different location from that containing the working discs, tapes etc., in an environment that ensures they remain in good condition.
 - 9) Where an AMO terminates its operation, all retained maintenance records covering the last two years should be distributed to the last owner/customer of the respective aircraft or component. If it is impossible to trace the owner/customer, the maintenance records should be stored as required by the SSCA .

IS: 6.5.1.8 AIRWORTHINESS DATA

- (a) The AMO shall be in receipt of all airworthiness data, appropriate to support the work performed, from the SSCA, 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) NDT Manual, etc.
 - (13) Parts catalogue,
 - (14) Type certificate data sheet and any other specific document issued by the type certificate or supplementary type certificate holder as approved data

Note: Paragraph (a) primarily refers to maintenance data that has been transcribed from the SSCA 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 SSCA, it is important that accuracy of transcription is assured

- (b) In addition to (a) above, an approved maintenance organisation, should hold and use the following approved data where published. The appropriate sections of the operator's aircraft maintenance programme, aircraft maintenance manual, repair manual, supplementary structural inspection document, corrosion control document.

- (c) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber 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 and 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 program to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.