
The Civil Aviation Authority of Thailand

ADVISORY CIRCULAR

Approval of Foreign Aircraft Maintenance Organisations

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ISSUE APPROVAL

This Advisory Circular provides information and guidance to Foreign Aircraft Maintenance Organisations on how to apply for maintenance organization certificate and how to fill in Application for issue of Maintenance Organization Certificate as well as how to submit the necessary documents and materials to be acceptable to the requirement of Civil Aviation Authority of Thailand issue 5 Foreign Repair Station Certificate.

In addition, this Advisory Circular provides information for foreign aircraft maintenance organization to meet the CAAT requirements for certification

Amendments to this manual will be notified through <http://www.caat.or.th/>



Chula Sukmanop

Director General of The Civil Aviation Authority of Thailand

Advisory Circular	CAAT Airworthiness Section	
AC AW-08-FAMO	Approval of Foreign Maintenance Organisations	
	Advisory Circular Owner: AIR (CAAT)	Date: 1 November 2016

AC AW-08-FAMO 1 November 2016

Advisory Circular

Approval of Foreign Aircraft Maintenance Organisations

1. General

Advisory Circulars (ACs) are issued by the Civil Aviation Authority of Thailand. This AC serves as a guide to foreign aircraft maintenance organizations (Hereinafter referred as Applicant) on how to apply for maintenance organization certificate and how to fill in Application for issue of Maintenance Organisation Certificate as well as how to submit the necessary documents and materials as required.

2. Purpose

This Advisory Circular (AC) provides guidance for the Foreign Aircraft Maintenance Organisations approval process.

3. Applicability

This AC applies to all Foreign Aircraft Maintenance Organisations certificate holders.

4. Cancellation

This is the first AC issued on this subject.

5. Effective Date

This AC is effective from 1 November 2016.

6. References

The following materials were referred to for the development of this AC:

- (a) ICAO Doc 9389;
- (b) Air Navigation Act B.E. 2497, B.E. 2558 Section 41/111
- (c) Requirements of the Civil Aviation Authority of Thailand Issue 5

7. Introduction

Foreign Aircraft Maintenance Organisations means a maintenance organisation holding corporate right registered in another country. This AC serves as a procedural guidance and guide of policy to Foreign Aircraft Maintenance Organisations on how to apply to Civil Aviation Authority of Thailand (Hereinafter referred as CAAT) for maintenance organization certificate. As for how to meet the concerned requirements stipulated in Requirements of the Civil Aviation Authority of Thailand (Issue 5), please refer to the regulation itself and the relevant AC.

The auditing fee for foreign maintenance organization is charge according to CAAT regulation

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8. Application precondition

8.1 The applicant shall have at least one of following maintenance capabilities or conditions of maintenance rating and maintenance items described in clause 3 and 4 of Requirement of the Civil Aviation Authority of Thailand:

- a. Maintenance items: test, repair, alteration, overhaul, line maintenance periodic check
- b. Maintenance rating: airframe, power plant, propeller, aircraft component other than complete power plant or propeller and specialized service.

8.2 The applicant should be a holder of maintenance organisation certificate approved by NAA or EASA or FAA.

8.3 The transmittal letter is necessary for original application and renewal application.

8.4 The applicant should have a “CAAT Supplement” to their applicable EASA IR Part 145 Maintenance Exposition (MOE); or FAA Repair Station and Quality Manual (RSQM); as appropriate, to address the additional conditions require by this AC. The following subjects shall be addressed in the CAAT Supplement: Name of the Foreign Maintenance Organisations

- a. Foreign Repair Station Certificate Number
- b. Distribution List
- c. List of Effective Page (LEP)
- d. Capability List
- e. Location of the Foreign Repair Station
- f. Authorized Certificate (CAAT Form 1) Procedure (AIR-RI-002)
- g. Certificate of Release to Service of Aircraft (AIR-RI-001)
- h. Procedure of sending occurrent or service difficulty report (SDR) in case Failure, malfunction or defect report
- i. Airworthiness Directives deemed mandatory by CAAT
- j. Thai accepted major modifications and repairs
- k. Aircraft Certificate of Airworthiness validity periods (if appropriate)
- l. Work order / contract standards
- m. Aircraft and component maintenance certifications
- n. Reporting of unairworthy conditions
- o. Maintenance records retention
- p. Approve spare parts

(Note: An example of CAAT supplement is included as Appendix I to this AC)

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8.5 Any bad record of the applicant kept by CAAT in the past may result in an unacceptable application. The bad records include but not limit to following aspects:

- a. The application is cancelled or the audit is refused by the applicant after CAAT issued Notification of Acceptance for the application.
- b. Do not satisfactorily cooperate with CAAT in case of audit and/or maintenance quality investigation.
- c. Do not pay audit fee.
- d. Do not report to CAAT as regulated
- e. Serious quality problems occurred when repairing aviation products for the customer.
- f. Offer false information to CAAT deliberately.
- g. Suspension of Repair Station Certificate

In accordance with Air Navigation Act B.E. 2497, Section 41/107, the Director General has the power to suspend repair station if repair station fails to carry out its responsibility in the following case

- The applicant fails to allow the Director General or competent official to carry out actions under his powers and duties or fails to comply with the order of the Director General or competent official under Air Navigation Act B.E. 2497, Section 41/100 Paragraph 3 and section 41/106.
- The applicant fails to maintain the quality control system, quality assurance system or capability to undergo maintenance to meet the standard.

h. Revocation of Repair Station Certificate

In accordance with Air Navigation Act B.E. 2497, Section 41/108, the Director General has the power to suspend repair station if repair station fails to carry out its responsibility in the following case

- The applicant absolutely lacks of the substantial qualifications or lacks of other qualifications and fails to rectify it within the specified period of time under the order of the Director General.
- The applicant is unable to improve the quality control system, quality assurance system or capability to undergo maintenance to meet the standards within the specified period of time pursuant to the order of suspension by the director general under Air Navigation Act B.E. 2497, Section 41/107(2).
- The applicant has been suspended more than twice in a period of two years.

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9. Management functioning department

Application and approval of foreign applicant is under the charge of following department:

Airworthiness and Aircraft Engineering Department

The Civil Aviation Authority of Thailand

333/105 Lak Si Plaza,

Khamphaeng Phet 6 Rd.,

Talat Bang Khen, Lak Si, Bangkok

10210, THAILAND

Tel: +66 (2) 568 8840

E-mail: airworthiness@caat.or.th

10. Application Procedure

- 10.1 Applicant shall look through current Requirement of the Civil Aviation Authority of Thailand (Issue 5) and concerned Advisory Circular (AC) which can be obtained from the management functioning organisations listed in 9 of this AC.
- 10.2 Applicant shall fill out the application form for repair station certification and/or rating and get the application material prepared. Copies of the application may be used, but the contents filled in and signature must be original. In the case of applying for changes if it changes the maintenance capability list only without changing the approved items on the repair station certificate, the application is not required to be filled in.
- 10.3 Application material shall be submitted to corresponding management functioning organizations listed in 9 of this AC. CAAT accepts application materials posted or submitted by the applicant.
- 10.4 Applicant which need to renew the repair station certificate, the application for renewal shall be made at least 2 months before the expiry date of the certificate.
- 10.5 CAAT shall issue the Notification of Acceptance for Application to those applicants qualified for the application preconditions stated in paragraph 8 of this AC, and to those who are to undergo CAAT audit and are willing to pay audit fee.
- 10.6 After receiving the application acceptance notification, applicant shall pay the audit fee as the ways appointed by the notification. CAAT accepts the payment means of telegraphic transfer which is indicated in the notification of acceptance only, and the received amount of auditing fee must agree with the one indicated in the notification of acceptance. All handling charges from remittance shall be paid by the applicant.
- 10.7 The audit team shall put forward the suggestion of approval by means of audit report after on site audit. Maintenance functioning organisation listed in 9 of this AC shall complete the audit and approval for the audit report within 1 month.

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10.8 If the application and supporting documents and evidence are correct and complete, and the results of the inspections are in compliance with the rules and procedures prescribed and notified by the Director General, the Director shall issue a Foreign Aircraft Repair Station Certificate to the applicant according to the relevant maintenance rating of the applicant.

11. Submit material

11.1 Submit one set of the following material for **initial approval only**

- a) Application form for repair station certificate and/or rating
- b) Copy of juristic person certificate
- c) Copy of financial statement
- d) Transmittal Letter
- e) Repair Station and Quality Manual (RSQM) or Maintenance Organisation Exposition (MOE) or CAAT supplement
- f) Capability List with revision date and number
- g) Training Manual
- h) SMS Manual

11.2 Submit one set of the following material for **certificate renewal only**

- a) Application form for repair station certificate and/or rating
- b) Transmittal Letter
- c) Copy of the proof of the fee payment
- d) Repair Station and Quality Manual (RSQM) or Maintenance Organization Exposition (MOE) or CAAT supplement
- e) Capability List with revision date and number
- f) Repair Station Self Assessments Checklist (CAAT/AW-INSP-020) including with copy of Local Authority Certificate or FAA Certificate or EASA certificate
- g) Copy of latest Internal-Audit perform within the company
- h) Copy of last audit performed and reported by Local Civil Aviation Authority, or Federal Aviation Administration – FAA or European Aviation Safety Agency – EASA

11.3 Submit one set of the following material for the application of changing maintenance rating

- a) Application form for repair station certificate and/or rating
- b) Company Assessment for the new rating including relevant document
- c) Revision draft of Repair Station and Quality Manual (RSQM) or Maintenance Organization Exposition (MOE).
- d) The equipment, personnel, technical data, and housing and facilities required for the certificate and rating, or for an additional rating must be in place for inspection at the time of certification or rating approval by the CAAT.

11.4 Submit one set of the following material for the application of changing location or facility

- a) Application form for repair station certificate and/or rating
- b) Revision draft of Repair Station and Quality Manual (RSQM) or Maintenance Organization Exposition (MOE).

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11.5 Submit one set of the following material for the application of changing maintenance capability list only

- a) Revision draft of maintenance capability list.
- b) The Transmittal Letter for applied new P/N
- c) Internal evaluation report and evaluation record of the organization' s maintenance capability applying for adding part number (P/N) signed by quality manager.

11.4 Submit one set of the following material for other reason

- a) Application correspondence signed by the accountable manager or the authority quality manager of the maintenance organization.
- b) Relevant material containing explanation.

12. Surveillance procedure / validation of repair station certificate.

The repair station certificate shall have a validity not exceed 3 years each. CAAT inspector may conduct desktop/onsite audit according to annual surveillance audit plan.

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Appendix I (Example of CAAT Supplement)

CAAT Supplement

COVER PAGE

Foreign Aircraft Maintenance Organisation Name and Facility Address

Organisation's NAA Approval No.:

CAAT Certificate of Approval No.:

This Supplement does not form part of the [State Nation Airworthiness Authority (NAA)] approved [state established Maintenance Organisation Exposition (MOE); Repair Station and Quality Manual (RSQM)]

This supplement [State Nation Airworthiness Authority (NAA)] approved [state established Maintenance Organisation Exposition (MOE); Repair Station and Quality Manual (RSQM)] form the basis of acceptance by Civil Aviation Authority of Thailand for maintenance by this organization on aircraft and/or components under the regulatory control of CAAT

Maintenance carried out in accordance with the referenced (state established MOE; RSQM) and this Supplement is accepted as being in compliance with CAAT regulation.

Note: This example CAAT Supplement gives guidance on the subject which need to be addressed and translated into working procedures to ensure compliance with the CAAT supplementary conditions. The supplementary condition. The supplement must be customized to satisfy Foreign Aircraft Maintenance Organization.

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CAAT Supplement

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1. List of effective Pages (LEP)

Self-Explanatory

2. Amendment procedures

This paragraph must identify who is responsible for amendment action within the approved maintenance organization and that amendments to the supplement must be submitted to CAAT for acceptance

Failure to ensure that the Foreign Aircraft Maintenance Organization, MOE/RSQM and this CAAT Supplement are kept up to date in respect of regulatory changes and that the Foreign Aircraft Maintenance Organization staff comply with the procedures therein could invalidate the CAAT Acceptance,

3. Introduction

This paragraph shall address why this Supplement is required. The requirement of the CAAT issue 5 Re: Foreign Repair Station Certificate requires the performance and the certification of maintenance of commercially operated aircraft/aircraft components be carried out by a Foreign Aircraft Maintenance Organization approved in accordance with Annex II (Part-145) or accepted in accordance with the conditions under item 11 of this AC. The CAAT prescribes additional requirements in Advisory Circular for foreign aircraft maintenance organization who seek acceptance as approved maintenance source based on recognized equivalent standard.

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4. Responsible person commitment

This paragraph addresses the commitment by the responsible person that the foreign aircraft maintenance organisation will comply with the conditions specified in the MOE/RSQM and this Supplement when performing maintenance on Thai aircraft/aircraft components.

The responsible person is normally the organisation's Chief Executive Officer, however that person may hold another responsible position within the organisation as long as that person has full financial authority. An appropriate statement may be as follows:

"This Supplement defines the organisation and procedures, together with the EASA IR Part-145/FAA FAR Part 145* Approval no. _____ provides, for acceptance by CAAT.

These procedures are approved by the undersigned and must be adhered to as applicable when maintenance is performed on Thailand registered aircraft in accordance with CAAT Regulation.

It is recognized that the organisation's procedures do not override the necessity to comply with any additional requirements formally published by CAAT and notified to this organisation from time to time.

It is understood that CAAT will accept this organisation as an acceptable source of maintenance for Thai customers as long as the CAAT is satisfied that the procedures are followed and work standards are maintained.

It is also understood that the CAAT reserves the right to cancel the approval when the CAAT finds that procedures are not followed or that the standards are not maintained.

Signed by the responsible person on behalf of the Foreign Maintenance Organisation.

NOTE: When the responsible person is replaced, the new responsible person must sign the statement so that the CAAT acceptance is not invalidated.

5. CAAT Acceptance and Limitations

CAAT acceptance is based upon full compliance with EASA IR Part-145 MOE/FAA FAR Part 145 and the CAAT MOE Supplement. This acceptance is limited to the scope of work permitted under the approval issued to the organisation under its held NAA Approval and in accordance with maintenance contract or agreement made with Thai Operator or Requirement of CAAT issue 5 Foreign Repair Station Organization.

This acceptance is valid only within the geographical locations of operation where the holder is authorised under its held NAA Approval, unless otherwise so prescribed by the CAAT.

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6. Access by the CAAT

This paragraph addresses the fact that CAAT staff must be allowed access to the organisation's facilities for the purpose of assuring compliance with the procedures and standards and also for investigation of specific cases. This paragraph should also indicate that the organisation's NAA may enter the premises of the organisation to investigate on behalf of the CAAT, whenever required.

7. Work orders/contracts

This paragraph addresses the subject of work orders/contracts. The organisation must ensure that the maintenance contract is understood by both parties. The Thai customer must ensure that the work orders/contracts are detailed and clear, and the organisation must ensure it receives work orders which it understands and should specify the inspections, repairs, modifications, overhauls, airworthiness directives and parts to be replaced.

8. Airworthiness Directives

This paragraph must address the compliance with Airworthiness Directives (AD's). The Thai customer must provide a copy of all AD's which have to be complied with to the approve repair station.

9. Major repairs and modifications

This paragraph should specify that the Thai customer will obtain or establish the process to obtain CAAT approvals prior to any major repair or modification.

10. Authorised Release Certificate

The CAAT requires that the performance of maintenance of commercially operated components be carried out by Approved of foreign maintenance organizations. The certification must be completed in accordance with Requirement of the Civil Aviation Authority of Thailand Issue 5 (Foreign Repair Station Certificate) requirements and reflected on the acceptable release/return to service document. When maintenance cannot be performed in accordance with the work order/contracts, the Thai customer must be so informed.

11. Certificate of Release to Service - Aircraft

The CAAT requires that the performance of maintenance of commercially operated aircraft be carried out by CAAT-145 approved maintenance organisations. A certificate of release to service must be completed in accordance with the NAA requirements following the execution of maintenance. Both the organisation's NAA approval number and the CAAT Certificate of Acceptance number shall be quoted in the aircraft release/return to service statement. When maintenance cannot be performed in accordance with the work order/contracts, details must be entered in the logs and the Thai customer so informed.

12. Reporting of unairworthy conditions

This paragraph addresses the reporting of unairworthy conditions. When any civil aeronautical product under the jurisdiction of CAAT is found to be unairworthy, it must be reported to CAAT and the Thai customer soonest by the fastest means available.

13. Aircraft Technical records

The maintenance organisation is required to provide to the Qatari customer, a certificate of release/return to service document/statement and records for the maintenance performed in accordance with the work order/maintenance contracts. The maintenance organisation must retain a copy of those detailed records for a period of two years from the date performed. Completion of all certifications and records for the maintenance performed shall be in the English language.

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14. Confirmation to the conditions of acceptance

The maintenance organisation is required to confirm that it would comply with the measures that the CAAT will undertake for the grant or continuation of the Certificate of Acceptance. This includes a statement that it will make of payment of fees that the CAAT may require and compensation of the cost of any audits or monitoring activities undertaken by the CAAT for validating the organisation's compliance with the conditions of the acceptance.