

Requirements of the Civil Aviation Authority of Thailand

NO. 2

Repair Station Certificate

By virtue of the second paragraph of Section 41/94 and Section 41/98 of the Air Navigation Act B.E. 2497 (1954) as amended by the Royal Decree on the Amendment to the Air Navigation Act B.E. 2497 (1954), B.E. 2558 (2015), the Director of the Civil Aviation Authority of Thailand (the “Director”) hereby issues the following requirements:

Clause 1 These requirements shall be called the “Requirements of the Civil Aviation Authority of Thailand No. 2, Re: Repair Certificate” (the “Requirements”).

Clause 2 These Requirements shall be come into force from the date on which they are published in the Government Gazette.

Clause 3 A person who wishes to obtain a Repair Station Certificate in order to operate a repair station business in the Kingdom of Thailand shall submit an application to the Director using the form prescribed and notified by the Director, along with the following documents and evidence:

(1) Copy of the company affidavit or evidence of the juristic person’s incorporation which has been certified by the authorised person under the law and which was issued within six months prior to the date on the company affidavit or evidence of juristic person’s incorporation;

(2) Certificate of financial position of the applicant of the Repair Station Certificate issued by a financial institution;

(3) Name of the repair station accountable manager and list of the names of the persons who are directly responsible for work control, along with documents or evidence evidencing their knowledge, capabilities, and work experience;

(4) Repair station exposition manual, which shall as a minimum include the details of the location, buildings, tools, and facilities to be used for maintenance work, as well as a map illustrating the location of the site or buildings, diagram of the organisational structure of the repair station, list of names of the employees, engineers, authorised

persons with the authority to sign on the maintenance work certificate, and other details as prescribed and notified by the Director;

(5) Quality control and quality assurance system manual, which shall contain the particulars as prescribed and notified by the Director;

(6) Security management manual, which shall contain the particulars as prescribed and notified by the Director;

(7) Maintenance manual prepared by the applicant and which the applicant intends to use for the performance of all maintenance work;

(8) Maintenance tasks as determined by the manufacturer or Type Certificate holder;

(9) List of aircraft, major aircraft appliances, technical standard order (TSO) articles, or aircraft parts for maintenance, including the type or model and name of the manufacturer;

(10) Work tasks in the case of subcontracting;

(11) Plan for training programs for employees of engineers of the repair station; and

(12) Other documents or evidence as prescribed and notified by the Director.

For applicants for the Class 3 Repair Station Certificates with an aircraft part maintenance rating (capacity) as provided in Clause 4 (3) (h), in addition to furnishing the documents or evidence specified in the first paragraph, the applicant shall also provide the necessary details using the form as prescribed and notified by the Director.

If the applicant is desirous of establishing an additional repair station on the premises of another repair station under the same Repair Station Certificate, the applicant shall also specify the details relating to the satellite repair station in the documents or evidence in (4) and (5).

Clause 4 The applicant under Clause 3 shall indicate its maintenance rating according to the following classes of Repair Station Certificates:

(1) Class 1 Repair Station Certificates:

(a) Maintenance of aircrafts of all sizes, including the engines, propellers, communication radios, instruments, accessories, and specialised services;

(b) Maintenance of narrow-body aircraft and other smaller aircraft, including the engines, propellers, communication radio, instruments, accessories, and specialised services;

(c) Maintenance of aircraft with a maximum takeoff mass as prescribed in the flight manual of not exceeding 20,000 kilograms, including the engines, propellers, communication radios, instruments, accessories, and specialised services;

(d) Maintenance of aircraft with a maximum takeoff mass as prescribed in the flight manual of not exceeding 5,700 kilograms, including the engines, propellers, communication radio, instruments, accessories, and specialised services; and

(e) Maintenance of aircrafts of all sizes located on the ramps, comprising scheduled inspections which do not require special equipment or facilities, as well as non-scheduled maintenance due to unforeseen events that affect the operation of an aircraft.

(2) Class 2 Repair Station Certificates:

(a) Maintenance of gas turbine engines, piston engines with a capacity of more than 400 horsepower, and propellers;

(b) Maintenance of gas turbine engines, piston engines with a capacity of less than 400 horsepower, and propellers;

(c) Specialised maintenance of piston engines with a capacity of less than 400 horsepower;

(d) Specialised maintenance of propellers; and

(e) Specialised maintenance of fixed pitch propellers.

(3) Class 3 Repair Station Certificates:

(a) Maintenance of communication radios, instruments, and accessories;

(b) Maintenance of communication radios and instruments;

(c) Maintenance of communication radios and accessories;

(d) Maintenance of instruments and accessories;

(e) Maintenance of communication radios;

(f) Maintenance of instruments;

(g) Maintenance of accessories;

(h) Maintenance of the following aircraft components:

1) Airframes of all sizes;

2) Airframes with a narrow body and airframes of smaller sizes;

3) Airframes with a maximum takeoff mass as prescribed in the flight manual of not exceeding 20,000 kilograms and airframes of passenger helicopters;

4) All types of airframes with a maximum takeoff mass as prescribed in the flight manual of not exceeding 5,700 kilograms;

5) Parts of the airframe;

6) Parts of the major aircraft appliances; and

7) Specialised services.

Clause 5 Upon receipt of the application form and supporting documents and evidence in Clause 3, the Director shall inspect the same to check for the accuracy and completeness of the information, and examine the locations, apparatus, equipment, materials, and information used for the maintenance work to ensure compliance with the rules and procedures prescribed and notified by the Director. 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, the Director shall issue a Repair Station Certificate to the applicant according to the relevant class and maintenance rating. Applicants for the Class 3 Repair Station Certificates with the maintenance rating for aircraft parts in Clause 4 (3) (h) may be exempted from the on-site inspection of the location of the repair station.

The Repair Station Certificate under the first paragraph shall be in the form prescribed and notified by the Director. The Director may also prescribe on the Repair Station Certificate the type of aircraft, major aircraft appliances, TSO articles, or aircraft parts on which maintenance work can be performed at the repair station, as well as the methods, terms and details of the operations of the repair station, and the maintenance rating of the repair station in respect of the aircraft, major aircraft appliances, TSO articles, or aircraft parts.

If the Director is of the view that an application under the first paragraph is incorrect, or the documents or evidence are incomplete, the Director shall notify the applicant thereof for rectification, or require that the applicant submits additional documents and evidence within the prescribed timeframe.

Clause 6 If the Repair Station Certificate holder is desirous of:

- (1) Increasing or reducing the maintenance rating;
- (2) Increasing, reducing, or making changes to the compliance with the operation specifications;
- (3) Changing or modifying the location or facilities of the repair station; or
- (4) Establishing a satellite repair station,

the Repair Station Certificate holder shall submit an application for a new Repair Station Certificate to the Director using the form prescribed and notified by the Director, along with the relevant documents and evidence at least 45 days prior to the intended operation date under the new conditions. The Repair Station Certificate Holder shall only be able to continue the operations after having received a new Repair Station Certificate, and shall surrender the existing Repair Station Certificate to the Director.

In the case of a request to amend the details of the submitted documents or evidence in Clause 3, and such changes do not constitute material amendments to the Repair Station Certificate, the Repair Station Certificate holder shall serve a notice to the Director along with the revised documents or evidence within 15 days, and the Director shall keep a record of those changes. In doing so, other relevant details may also be specified as appropriate.

Clause 7 The Repair Station Certificate holder shall display the Repair Station Certificate at the repair station in a location which can be easily seen.

Clause 8 The Repair Station Certificate holder who is desirous of renewing the Repair Station Certificate shall submit a request for renewal to the Director using the form prescribed and notified by the Director, along with the documents and evidence as prescribed and notified by the Director, at least 60 days prior to the expiry of the Repair Station Certificate. During the stage of consideration of the request for renewal, the Repair Station Certificate holder shall comply with the existing Repair Station Certificate until otherwise instructed by the Director.

In considering the request for renewal under the first paragraph, the Director shall inspect all relevant documents and evidence and check the background information or report on the operation of the repair station to ensure compliance with the safety standards for the work operations.

If the applicant for the renewal of the Repair Station Certificate is desirous of increasing the maintenance rating or making changes or amendments to the documents or evidence which have already been submitted, the applicant shall also submit the documents or evidence relating to the increased maintenance rating or the revised versions of the documents and evidence.

Clause 9 If the Repair Station Certificate is lost, destroyed, or materially damaged, the Repair Station Certificate holder shall submit an application for a substitute Repair Station Certificate to the Director using the form prescribed and notified by the Director, along with the documents relating to or evidence of the police report or the original Repair Station Certificate which has been destroyed or damaged.

The substitute Repair Station Certificate in the first paragraph shall be in the same format as the existing Repair Station Certificate and stamped with the word "Substitute" in red ink on the front. It shall also contain its issuance date and the signature of the grantor.

Clause 10 All applications for the Repair Station Certificate and renewal thereof and documents and evidence submitted prior to the date on which these Requirements come into force and effect and are pending the consideration of the Director shall be deemed as applications for the Repair Station Certificate or applications for the renewal of the Repair Station Certificate under these Requirements.

If the application for the Repair Station Certificate, application for the renewal of the Repair Station Certificate, and documents or evidence submitted therewith under the first paragraph are different from the details provided in these Requirements, the Director shall give the applicant a notice of the discrepancy so that the applicant can rectify the same or submit additional documents or evidence in compliance with these Requirements within the timeframe prescribed by the Director.

Clause 11 All Repair Station Certificates which were issued to the repair stations prior to the date on which these Requirements came into force and effect shall continue to be effective until their respective expiry dates.

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Director of the Civil Aviation Authority of Thailand