



# Guidance Material for

## Foreign Approved Maintenance Organization

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Approved By



CHULA SUKMANOP  
DIRECTOR GENERAL

THE CIVIL AVIATION AUTHORITY OF THAILAND

## PART 0. ADMINISTRATION

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## 2. LIST OF EFFECTIVE PAGES

The effective pages of this manual are listed in the table below.

Each time a manual is revised; the List of Effective Pages is revised and sent with the new revision.

Part	Page	Issue	Rev	Date
	Cover	03	00	30 Oct 2019
0	0-1 – 0-12	03	00	30 Oct 2019
1	1-13 – 1-21	03	00	30 Oct 2019
2	2-22 – 2-27	03	00	30 Oct 2019
3	3-28 – 3-32	03	00	30 Oct 2019
4	4-33 – 4-39	03	00	30 Oct 2019
5	5-40 – 5-51	03	00	30 Oct 2019
6	6-52 – 6-58	03	00	30 Oct 2019



### 3. RECORD OF REVISION

The valid pages of this Manual are listed in the List of Effective Pages distributed with every revision.

The table below describes the dates and reason for the different revisions of the current issue of this manual.

Issue	Rev	Date	Rev by	Summarized record of main changes
00	00	1 Sep 2016	Chatchai P.	1. Original Revision
01	01	1 Mar 2017	Athijit K.	1. Superseded AC AW-08-FAMO Issue 0 Revision 0 date 1 Sep 2016
02	00	15 Sep 2017	Chatchai P.	1. Superseded AC AW-08-FAMO Issue 1 Revision 1 date 1 Mar 2017
03	00	30 Oct 2019	Chakkrit K.	1. Renamed from Advisory Circular for FAMO to Guidance Material for Foreign Approved Maintenance Organization by superseded AC AW-08-FAMO Issue 2 Revision 0 date 15 Sep 2017. 2. Rearranged into new format, from 38 Sections to be 6 Parts. 3. Revised contact email address from <a href="mailto:airworthiness@caat.or.th">airworthiness@caat.or.th</a> to <a href="mailto:145@caat.or.th">145@caat.or.th</a> 4. Removed “ Renewal by Desktop Audit” Section.



**4. AMENDMENT TRANSMITTAL PAGE**

To: All holders of Name of the Manual

Subject: Manual Transmission

The table below lists pages to insert and remove from the previous version of the manual.

When doing so, users should ensure not to throw away pages that have not been replaced.

Using the List of Effective Pages can help determine the correct content of the manual.

Pages to be inserted	Pages to be removed
-	-
-	-
-	-

Pages to be inserted	Pages to be removed
-	-
-	-
-	-

I attest that the Hard copy in my possession has been updated according to the instructions above

Name:	Hard Copy N°:	Signature:

This page shall be returned signed to Airworthiness and Aircraft Engineering Department.



\_\_\_\_\_  
 Manager of AIR



## 5. DISTRIBUTION LIST

N°	Holder	Type
Original	AIR Department	Electronic Copy
01	Manager of QAD	Electronic Copy

Table 1 Distribution List

## 6. DEFINITIONS & ACRONYMS

### 6.1. Definitions

The following terminology is specific to this manual and to those portions of air safety, procedure control manuals that pertain to audits and inspections:

TERM	DEFINITION
Applicable	means relevant to any aircraft, component or process specified in the AMO's approval class rating schedule and in any associated capability list.
Authority	means the CAAT unless otherwise specified.
Organization	This refers to an approved maintenance organization, unless otherwise specified.

### 6.2. Abbreviations and Acronyms

ABBREVIATION OR ACRONYM	MEANING
AC	Advisory circular
ADCA	Announcement of the Department of Civil Aviation
AMC	Acceptable Means of Compliance
AMO	Approved Maintenance Organization
AOCR	Air Operator Certificate Requirements
ATO	Approved Training Organization

CAAT	The Civil Aviation Authority of Thailand
CDCCL	Critical Design Configuration Control Limitation
EASA	European Aviation Safety Agency
EWIS	Electrical Wiring Interconnection Systems
FAA	Federal Aviation Administration (United States)
FTS	Fuel Tank Safety
GM	Guidance Material
ICAO	International Civil Aviation Organization
NAA	National Aviation Authority
OJT	On the Job Training
RSQCM	Repair Station and Quality Control Manual
SFAR	Special Federal Aviation Regulation
SMS	Safety Management System

## 7. GENERAL

Guidance Materials (GMs) are issued by the Civil Aviation Authority of Thailand. This GM serves as a guide to foreign repair station (Hereinafter referred as Applicant) on how to apply for Repair Station certificate and how to fill in Application for issue of Repair Station Certificate as well as how to submit the necessary documents and materials as required.

### 7.1. PURPOSE

7.1.1 This Guidance Material (GM) provides guidance for the Foreign Repair Station approval process.

### 7.2. Applicability

7.2.1 This GM applies to all Foreign Repair Station certificate holders.

### 7.3. Cancellation

7.3.1 This document replaces AC AW-08-FAMO Revision 02 previously issued by CAAT on 15 September 2017.

### 7.4. Effective Date

7.4.1 This GM is effective from 30 October 2019.

### 7.5. References

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

7.5.1 ICAO Doc 8335;

7.5.2 ICAO Doc 9734;

7.5.3 ICAO Doc 9760;

7.5.4 Air Navigation Act B.E. 2497, B.E. 2558 Section 41/111

7.5.5 Requirements of the Civil Aviation Authority of Thailand Issue 5

#### 7.6. Introduction

Foreign Repair Station means a maintenance organization holding corporate right registered in another country. This GM serves as a procedural guidance and guide of policy to Foreign Repair Station on how to apply to Civil Aviation Authority of Thailand (Hereinafter referred as CAAT) for repair station 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 GM.

## PART 1. Certification

## 1. APPLICATION PRECONDITION

- 1.1. 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:
  - 1.1.1 Maintenance items: test, repair, alteration, overhaul, line maintenance periodic check
  - 1.1.2 Maintenance rating: airframe, power plant, propeller, aircraft component other than complete power plant or propeller and specialized service.
- 1.2. The transmittal letter is necessary for original application and renewal application.
- 1.3. Any bad record of the applicant kept by CAAT in the past may result in an unacceptable application. The bad records include but not limited to following aspects:

- 1.3.1 The application is cancelled or the audit is refused by the applicant after CAAT issued Notification of Acceptance for the application.
- 1.3.2 Do not satisfactorily cooperate with CAAT in case of audit and/or maintenance quality investigation.
- 1.3.3 Do not report to CAAT as regulated
- 1.3.4 Serious quality problems occurred when repairing aviation products for the customer.
- 1.3.5 Provide false information to CAAT deliberately.
- 1.3.6 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
  - I. 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.
  - II. The applicant fails to maintain the quality control system, quality assurance system or capability to undergo maintenance to meet the standard.



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

- I. 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.
- II. 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).
- III. The applicant has been suspended more than twice in a period of two years.

1.3.8 CAAT will not issue a foreign repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under the NAA, EASA or FAA (if any)

1.3.9 CAAT will not issue class ratings for Airframe and Powerplant ratings.

## 2. 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 8800

E-mail: 145@caat.or.th

## **3. APPLICATION PROCEDURE**

- 3.1. Applicant shall look through current Requirement of the Civil Aviation Authority of Thailand (Issue 5) and concerned Guidance Material (GM) which can be obtained from the management functioning organizations listed in Section 2 Part 1 of this GM.
- 3.2. 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.
- 3.3. Application material must be in English language and shall be submitted to corresponding management functioning organizations listed in Section 2 Part 1 of this GM. CAAT accepts application materials posted or submitted by the applicant.

- 3.4. 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.
- 3.5. CAAT shall issue the Notification of Acceptance for Application to those applicants qualified for the application preconditions stated in Section 1 Part 1 of this GM.
- 3.6. The audit team shall put forward the suggestion of approval by means of audit report after onsite audit. Maintenance functioning organization listed in Section 2 Part 1 of this GM shall complete the audit and approval for the audit report within 1 month.
- 3.7. 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.

## 4. SUBMISSION OF MATERIAL

- 4.1. Submit one set of the following material for **initial approval** only
  - 4.1.1 Application form for repair station certificate and/or rating
  - 4.1.2 Copy of juristic person certificate
  - 4.1.3 Copy of financial statement
  - 4.1.4 Transmittal Letter / Intension letter
  - 4.1.5 Repair Station and Quality Manual (RSQM) or Maintenance Organization Exposition (MOE) and CAAT supplement
  - 4.1.6 Capability List with revision date and number
  - 4.1.7 Training Manual
  - 4.1.8 SMS Manual

- 4.2. Submit one set of the following material for certificate **renewal** only
  - 4.2.1 Application form for repair station certificate and/or rating
  - 4.2.2 Transmittal Letter / Intension letter
  - 4.2.3 Copy of the proof of the fee payment
  - 4.2.4 Capability List with revision date and number
  - 4.2.5 Copy of latest Internal-Audit perform within the company
  - 4.2.6 Copy of last audit performed and reported by NAA, FAA or EASA (if any)
- 4.3. Submit one set of the following material for the application of **changing maintenance rating**
  - 4.3.1 Application form for repair station certificate and/or rating
  - 4.3.2 Transmittal Letter / Intension letter
  - 4.3.3 Company Assessment for the new rating including relevant document
  - 4.3.4 Revision draft of Repair Station and Quality Manual ( RSQM) or Maintenance Organization Exposition (MOE).
  - 4.3.5 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.
- 4.4. Submit one set of the following material for the application of changing location or facility

- 4.4.1 Application form for repair station certificate and/or rating
- 4.4.2 Transmittal Letter / Intension letter
- 4.4.3 Revision draft of Repair Station and Quality Manual (RSQM) or Maintenance Organization Exposition (MOE).
- 4.5. Submit one set of the following material for the application of changing maintenance capability list only
  - 4.5.1 Revision draft of maintenance capability list.
  - 4.5.2 Transmittal Letter for applied new P/N
  - 4.5.3 Internal evaluation report and evaluation record of the organization' s maintenance capability applying for adding part number (P/N) signed by quality manager.
- 4.6. Submit one set of the following material for other reason
  - 4.6.1 Application correspondence signed by the accountable manager or the authority quality manager of the maintenance organization.
  - 4.6.2 Relevant material containing explanation.
- 5. SURVEILLANCE PROCEDURE / VALIDATION OF REPAIR STATION CERTIFICATE.

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

## PART 2. Rating

## 1. CLASS RATING

### 1.1. Airframe ratings

Class 1: Composite construction of small aircraft. (Maximum take off mass below 5,700 kg)

Class 2: Composite construction of large aircraft. (Maximum take off mass above 5,700 kg)

Class 3: All-metal construction of small aircraft. (Maximum take off mass below 5,700 kg)

Class 4: All-metal construction of large aircraft. (Maximum take off mass above 5,700 kg)

### 1.2. Powerplant ratings

Class 1: Reciprocating engines of 400 horsepower or less.

Class 2: Reciprocating engines of more than 400 horsepower.

Class 3: Turbine engines.

### 1.3. Propeller ratings

Class 1: Fixed- pitch and ground- adjustable propellers of wood, metal, or composite construction.

Class 2: Other propellers, by make.

### 1.4. Radio ratings

Class 1: Communication equipment. Radio transmitting and/ or receiving equipment used in an aircraft to send or receive communications in flight,



regardless of carrier frequency or type of modulation used. This equipment includes auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic intercrew signaling devices, and similar equipment. This equipment does not include equipment used for navigating or aiding navigation of aircraft, equipment used for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications radio equipment.

Class 2: Navigational equipment. A radio system used in an aircraft for en route or approach navigation. This does not include equipment operated on radar or pulsed radio frequency principles, or equipment used for measuring altitude or terrain clearance.

Class 3: Radar equipment. An aircraft electronic system operated on radar or pulsed radio frequency principles.

#### 1.5. Instrument ratings

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

Class 2: Electrical. Self- synchronous and electrical- indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges, or similar electrical instruments.

Class 3: Gyroscopic. An 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.

Class 4: Electronic. An instrument whose operation depends on electron tubes, transistors, or similar devices, including capacitance type quantity gauges, system amplifiers, and engine analyzers.

#### 1.6. Accessory ratings

Class 1: A mechanical accessory that depends on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation, including aircraft wheel brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic servo units.

Class 2: An electrical accessory that depends on electrical energy for its operation, and a generator, including starters, voltage regulators, electric motors, electrically driven fuel pumps magnetos, or similar electrical accessories.

Class 3: An electronic accessory that depends on the use of an electron tube transistor, or similar device, including supercharger, temperature, air conditioning controls, or similar electronic controls.

## 2. LIMITED RATING

2.1. CAAT may issue a limited rating to a certificated repair station that maintains or alters only a particular type of airframe, powerplant, propeller, radio, instrument, or accessory, or part thereof, or performs only specialized maintenance requiring equipment and skills not ordinarily performed under other repair station ratings. 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.

- 2.2. CAAT issues limited ratings for
  - 2.2.1 Airframes of a particular make and model;
  - 2.2.2 Engines of a particular make and model;
  - 2.2.3 Propellers of a particular make and model;
  - 2.2.4 Instruments of a particular make and model;
  - 2.2.5 Radio equipment of a particular make and model;
  - 2.2.6 Accessories of a particular make and model;
  - 2.2.7 Landing gear components;
  - 2.2.8 Floats, by make;
  - 2.2.9 Nondestructive inspection, testing, and processing;
  - 2.2.10 Emergency equipment;
  - 2.2.11 Rotor blades, by make and model;
  - 2.2.12 Aircraft fabric work;
  - 2.2.13 Any other purpose for which CAAT finds the applicant's request is appropriate.

- 2.3. For a limited rating for specialized services, the operations specifications of the repair station must contain the specification used to perform the specialized service. The specification may be –
- 2.3.1 A civil specification currently used by industry and approved by CAAT,  
or
  - 2.3.2 A specification developed by the applicant and approved by CAAT.

## PART 3. Facilities

## 1. HOUSING AND FACILITIES REQUIREMENTS

1.1. Each certificated repair station must provide

1.1.1 Housing for the facilities, equipment, materials, and personnel consistent with its ratings and limitations.

1.1.2 Facilities for properly performing the maintenance, preventive maintenance, or alterations of articles or the specialized service for which it is rated. Facilities must include the following:

- I. Sufficient work space and areas for the proper segregation and protection of articles during all maintenance, preventive maintenance, or alterations.
- II. Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, electronic work, and machining to be done properly and in a manner that does not adversely affect other maintenance or alteration articles or activities;
- III. Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles undergoing maintenance, preventive maintenance, or alterations, and;

- IV. Space sufficient to segregate articles and materials stocked for installation from those articles undergoing maintenance, preventive maintenance, or alterations to the standards required by this part.
  - V. Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by this part.
- 1.2. A certificated repair station with an airframe rating must provide suitable permanent housing to enclose the largest type and model of aircraft listed on its operations specifications.
  - 1.3. A certificated repair station may perform maintenance, preventive maintenance, or alterations on articles outside of its housing if it provides suitable facilities that are acceptable to the CAAT.

## 2. CHANGE OF LOCATION, HOUSING OR FACILITIES

- 2.1. A certificated repair station may not change the location of its housing without written approval from CAAT.
- 2.2. A certificated repair station may not make any changes to its housing or facilities required by Section 1 Part 3 that could have a significant effect on its ability to perform the maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications without written approval from CAAT.

- 2.3. CAAT may prescribe the conditions, including any limitations, under which a certificated repair station must operate while it is changing its location, housing, or facilities.

### 3. SATELLITE REPAIR STATIONS

- 3.1. A certificated repair station under the managerial control of Head quarter of the repair station may operate as a satellite repair station by difference location with the same certificate issued by CAAT.
- 3.2. Personnel and equipment from the certificated repair station with managerial control and from each of the satellite repair stations may be shared. However, inspection personnel must be designated for each satellite repair station and available at the satellite repair station any time a determination of airworthiness or return to service is made. In other circumstances, inspection personnel may be away from the premises but must be available by telephone, radio, or other electronic means.
- 3.3. A satellite repair station may not be located in a country other than the domicile country of the certificated repair station with managerial control.

### 4. EQUIPMENT, MATERIALS, AND DATA REQUIREMENTS.

- 4.1. A certificated repair station must have the equipment, tools, and materials necessary to perform the maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications in accordance with ADCA on Maintenance, Preventive Maintenance, Rebuilding and Alteration. The equipment, tools, and material must be located on the premises and under the repair station's control when the work is being done.



- 4.2. A certificated repair station must ensure all test and inspection equipment and tools used to make airworthiness determinations on articles are calibrated to a standard acceptable to CAAT.
- 4.3. The equipment, tools, and material must be those recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and acceptable to the CAAT.
- 4.4. A certificated repair station must maintain, in a format acceptable to the CAAT, the documents and data required for the performance of maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications in accordance with ADCA on Maintenance, Preventive Maintenance, Rebuilding and Alteration. The following documents and data must be current and accessible when the relevant work is being done:
  - 4.4.1 Airworthiness directives,
  - 4.4.2 Instructions for continued airworthiness,
  - 4.4.3 Maintenance manuals
  - 4.4.4 Overhaul Manual
  - 4.4.5 Standard practice manuals,
  - 4.4.6 Service bulletins, and
  - 4.4.7 Other applicable data acceptable to CAAT.

## PART 4. Personal

## 1. PERSONAL REQUIREMENT

Each certificated repair station must -

- 1.1. Designate a repair station employee as the accountable manager;
- 1.2. Provide qualified personnel to plan, supervise, perform, and approve for return to service the maintenance, preventive maintenance, or alterations performed under the repair station certificate and operations specifications;
- 1.3. Ensure it has a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance, or alterations authorized by the repair station certificate and operations specifications to ensure all work is performed in accordance with ADCA on Maintenance, Preventive Maintenance, Rebuilding and Alteration.
- 1.4. Determine the abilities of its non- certificated employees performing maintenance functions based on training, knowledge, experience, or practical tests.

## 2. SUPERVISORY PERSONNEL REQUIREMENTS

- 2.1. A certificated repair station must ensure it has a sufficient number of supervisors to direct the work performed under the repair station certificate and operations specifications. The supervisors must oversee the work performed by any individuals who are unfamiliar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations.

- 2.2. Each supervisor must have the age and qualification as follow;
  - 2.2.1 Be not less than 22 years of age and have an aircraft maintenance engineer license (AMEL) issued by the NAA which control that Aircraft repair station or have knowledge, experience and skill with the relevant activities.
  - 2.2.2 Have experiences with the work performed not less than 18 months, or be trained in or thoroughly familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations.
- 2.3. A certificated repair station must ensure its supervisors understand, read, and write English.

### 3. INSPECTION PERSONNEL REQUIREMENTS

- 3.1. A certificated repair station must provide the persons performing inspections under the repair station certificate and operations specifications.
- 3.2. Each inspector must have qualification as follow;
  - 3.2.1 Thoroughly familiar with CAAT Repair Station Requirement, applicable regulations including Airworthiness Directive issued by the State of Design, the recommendation for maintenance and servicing of manufacturer of article being repaired, the inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed.
  - 3.2.2 Proficient in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected; and
- 3.3. A certificated repair station must ensure its inspectors understand, read, and write English.

#### 4. PERSONNEL AUTHORIZED TO APPROVE AN ARTICLE FOR RETURN TO SERVICE AND/OR MAINTENANCE RELEASE OF AIRCRAFT.

- 4.1. A certificated repair station must appoint an officer as an authorized person to approve an article for return to service under the rating specified in the repair station certificate and operations specifications.
- 4.2. Personnel authorized to approve an article for return to service must have the age and qualification as follow;
  - 4.2.1 Be not less than 22 years of age and have an aircraft maintenance engineer license (AMEL) issued by the NAA which control that Aircraft repair station or have knowledge, experience and skill with the relevant activities.
  - 4.2.2 Trained in or has 18 months practical experience with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations; and
  - 4.2.3 Thoroughly familiar with CAAT Repair Station Requirement, applicable regulations including Airworthiness Directive issued by the State of Design, the recommendation for maintenance and servicing of manufacturer of article being repaired, the inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed.

- 4.3. A certificated repair station must ensure each person authorized to approve an article for return to service understands, reads, and writes English.

## 5. RECORDS OF MANAGEMENT, SUPERVISORY, AND INSPECTION PERSONNEL

- 5.1. A certificated repair station must maintain and make available in a format acceptable to the CAAT the following:
- 5.1.1 A roster of management and supervisory personnel that includes the names of the repair station officials who are responsible for its management and the names of its supervisors who oversee maintenance functions.
  - 5.1.2 A roster with the names of all inspection personnel.
  - 5.1.3 A roster of personnel authorized to sign a maintenance release for approving a maintained or altered article for return to service.

- 5.1.4 A summary of the employment of each individual whose name is on the personnel rosters required by paragraphs a. i. through a. iii. of this section. The summary must contain enough information on each individual listed on the roster to show compliance with the experience requirements of this part and must include Total years of experience and the type of maintenance work performed, Past relevant employment with names of employers and periods of employment, Scope of present employment and The type of mechanic or repairman certificate held and the ratings on that certificate, if applicable.
- 5.1.5 Within 5 business days of the change, the rosters required by this section must reflect changes caused by termination, reassignment, change in duties or scope of assignment, or addition of personnel

## 6. TRAINING REQUIREMENT

- 6.1. A certificated repair station must have an employee training program acceptable to the CAAT that consists of initial and recurrent training. Acceptance process refers to CAAT-AIR-GM01 as revised.
- 6.2. The training program must ensure each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned task.
- 6.3. A certificated repair station must document, in a format acceptable to the CAAT, the individual employee training record required under paragraph (a) of this item. These training records must be retained for a minimum of 2 years.
- 6.4. A certificated repair station must submit revisions to its training program to the CAAT in accordance with the procedures proscribed in the Repair Station Manual.



## PART 5. OPERATING RULES

## 1. PRIVILEGES AND LIMITATIONS OF CERTIFICATE

- 1.1. A certificated repair station may:
  - 1.1.1 Perform maintenance, preventive maintenance, or alterations in accordance with ADCA on Maintenance, Preventive maintenance, Rebuilding and Alteration on any article for which it is rated and within the limitations in its operations specifications.
  - 1.1.2 Arrange for another person to perform the maintenance, preventive maintenance, or alterations of any article for which the certificated repair station is rated. If that person is not certificated under CAAT on Repair Station Approval, the certificated repair station must ensure that the non-certificated person follows a quality control system equivalent to the system followed by the certificated repair station
  - 1.1.3 Approve for return to service any article for which it is rated after it has performed maintenance, preventive maintenance, or an alteration in accordance with ADCA on Maintenance, Preventive maintenance, Rebuilding and Alteration.
- 1.2. A certificated repair station may not maintain or alter any article for which it is not rated, and may not maintain or alter any article for which it is rated if it requires special technical data, equipment, or facilities that are not available to it.
- 1.3. A certificated repair station shall not approve for return to service –

- 1.3.1 Any article unless the maintenance, preventive maintenance, or alteration was performed in accordance with the applicable approved technical data or data acceptable to CAAT.
- 1.3.2 Any article after a major repair or major alteration performed unless the major repair or major alteration was performed in accordance with methods and applicable technical data acceptable to CAAT.

## 2. WORK PERFORMED AT ANOTHER LOCATION.

A certificated repair station may temporarily transport material, equipment, and personnel needed to perform maintenance, preventive maintenance, alterations, or certain specialized services on an article for which it is rated to a place other than the repair station's fixed location if the following requirements are met:

- 2.1. The work is necessary due to a special circumstance, as determined by CAAT; or
- 2.2. It is necessary to perform such work on a recurring basis, and the repair station's manual included the procedures for accomplishing maintenance, preventive maintenance, alterations, or specialized services at a place other than the repair station's fixed location

## 3. MAINTENANCE, PREVENTIVE MAINTENANCE, AND ALTERATIONS PERFORMED FOR AIR OPERATOR CERTIFICATE HOLDER.

- 3.1. A certificated repair station that performs maintenance, preventive maintenance, or alterations for an air carrier or commercial operator that has a continuous airworthiness maintenance program must follow the air carrier's or commercial operator's program and applicable sections of its maintenance manual

- 3.2. Notwithstanding the housing requirement of Section 1 Part 3, the CAAT may grant approval for a certificated repair station to perform line maintenance for an air carrier certificated, provided:
- 3.2.1 The certificated repair station performs such line maintenance in accordance with the operator's manual, if applicable, and approved maintenance program;
  - 3.2.2 The certificated repair station has the necessary equipment, trained personnel, and technical data to perform such line maintenance; and
  - 3.2.3 The certificated repair station's operations specifications include an authorization to perform line maintenance.

#### 4. REPAIR STATION MANUAL / AND QUALITY MANUAL

- 4.1. A certificated repair station must prepare and follow a repair station manual acceptable to CAAT.
- 4.2. A certificated repair station must maintain a current repair station manual
- 4.3. A certificated repair station's current repair station manual must be accessible for use by repair station personnel.
- 4.4. A certificated repair station must submit the current repair station manual to CAAT.
- 4.5. A certificated repair station must submit to CAAT of each revision of its repair station manual for review and accept.
- 4.6. A certificated repair station may use AC AW-04-AMOM as guidance on how to establish repair station and quality manual

- 4.7. A certificated repair station shall have a “CAAT Supplement” to their applicable EASA Maintenance Exposition (MOE); or FAA Repair Station and Quality Manual (RSQM); as appropriate, to address the additional conditions require by this GM. The following subjects shall be addressed in the CAAT Supplement:

- 4.7.1 Name of the Foreign Repair Station
- 4.7.2 Foreign Repair Station Certificate Number
- 4.7.3 Distribution List
- 4.7.4 List of Effective Page (LEP)
- 4.7.5 Capability List
- 4.7.6 Location of the Foreign Repair Station
- 4.7.7 Authorized Certificate (CAAT Form 1) Procedure (AIR-RI-002)
- 4.7.8 Certificate of Release to Service of Aircraft (AIR-RI-001)
- 4.7.9 Procedure of sending occurrent or service difficulty report (SDR) in case Failure, malfunction or defect report
- 4.7.10 Airworthiness Directives deemed mandatory by CAAT
- 4.7.11 Thai accepted major modifications and repairs
- 4.7.12 Aircraft Certificate of Airworthiness validity periods (if appropriate)
- 4.7.13 Work order / contract standards
- 4.7.14 Aircraft and component maintenance certifications
- 4.7.15 Reporting of unairworthy conditions
- 4.7.16 Maintenance records retention
- 4.7.17 Approve spare parts

(Note: An example of CAAT supplement is included as Appendix A to this GM)

## 5. INSPECTION OF MAINTENANCE, PREVENTIVE MAINTENANCE, OR ALTERATIONS.

- 5.1. A certificated repair station must inspect each article upon which it has performed maintenance, preventive maintenance, or alterations as described in paragraphs b. and c. of this section before approving that article for return to service.
- 5.2. A certificated repair station must certify on an article's maintenance release that the article is airworthy with respect to the maintenance, preventive maintenance, or alterations performed after
  - 5.2.1 The repair station performs work on the article; and
  - 5.2.2 An inspector inspects the article on which the repair station has performed work and determines it to be airworthy with respect to the work performed.
- 5.3. For the purposes of paragraphs a. and b. of this item, an inspector must meet the requirements of Section 3 Part 4.

## 6. CAPABILITY LIST.

- 6.1. A certificated repair station with a limited rating may perform maintenance, preventive maintenance, or alterations on an article if the article is listed on a current capability list acceptable to CAAT or on the repair station's operations specifications.
- 6.2. The capability list must identify each article by make and model or other nomenclature designated by the article's manufacturer and be available in a format acceptable to CAAT.

- 6.3. An article may be listed on the capability list only if the article is within the scope of the ratings of the repair station's certificate, and only after the repair station has performed a self-evaluation in accordance with the procedures under in RSQCM. The repair station must perform this self-evaluation to determine that the repair station has all of the housing, facilities, equipment, material, technical data, processes, and trained personnel in place to perform the work on the article as required by this announcement. The repair station must retain on file documentation of the evaluation.
- 6.4. Upon listing an additional article on its capability list, the repair station must provide a copy of the revised list in accordance with the procedures required in RSQCM.

## 7. CONTRACT MAINTENANCE.

- 7.1. A certificated repair station may contract a maintenance function pertaining to an article to an outside source provided:
- 7.1.1 CAAT approves the maintenance function to be contracted to the outside source; and
- 7.1.2 The repair station shall submit to CAAT, the following information:
- I. The maintenance functions contracted to each outside facility; and
  - II. The name of each outside facility to whom the repair station contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.
- 7.2. A certificated repair station may contract a maintenance function pertaining to an article to a non-certificated person provided:



- 7.2.1 The non- certificated person follows a quality control system equivalent to the system followed by the certificated repair station;
  - 7.2.2 The certificated repair station remains directly in charge of the work performed by the non-certificated person; and
  - 7.2.3 The certificated repair station verifies, by test and/or inspection, that the work has been performed satisfactorily by the non-certificated person and that the article is airworthy before approving it for return to service.
- 7.3. A certificated repair station shall not provide only approval for return to service of a complete type- certificated product following contract maintenance, preventive maintenance, or alterations.

## 8. RECORDKEEPING

- 8.1. A certificated repair station must retain records that demonstrate compliance with the requirements of ADCA on Maintenance, Preventive maintenance, Rebuilding and Alteration. The records must be retained in a format acceptable to CAAT.
- 8.2. A certificated repair station must provide a copy of the maintenance release to the owner or operator of the article on which the maintenance, preventive maintenance, or alteration was performed.
- 8.3. A certificated repair station must retain the records required by this section for at least 2 years from the date the article was approved for return to service.
- 8.4. A certificated repair station must make all required records available for inspection by CAAT.

## 9. REPORTS OF FAILURES, MALFUNCTION, OR DEFECTS AND UN-AIRWORTHY CONDITION

- 9.1. A certificated repair station must report to CAAT within 96 hours after it discovers any serious failure, malfunction, or defect and Un-Airworthy condition of an article or aircraft. The report must be in a format acceptable to CAAT. (e-mail to 145@caat.or.th)
- 9.2. The report required under paragraph (a) of this section must include as much of the following information as is available:
- 9.2.1 Aircraft registration number;
  - 9.2.2 Type, make, and model of the article;
  - 9.2.3 Date of the discovery of the failure, malfunction, or defect;
  - 9.2.4 Nature of the failure, malfunction, or defect;
  - 9.2.5 Time since last overhaul, if applicable;
  - 9.2.6 Apparent cause of the failure, malfunction, or defect; and
  - 9.2.7 Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

## 10. QUALITY AUDIT SYSTEM

- 10.1. An applicant for a repair station certificate must establish a quality system including independent audits to monitor product standards and compliance with and adequacy of the procedures to ensure good maintenance practices and airworthy aircraft / aircraft components. He independent audit part of the quality system may be contracted to another CAAT approved repair station or a person

with proven satisfactory audit experience acceptable to CAAT. Compliance monitoring must include a feedback system to the person or group of persons ultimately to the accountable manager to ensure, as necessary, corrective action. Such systems must be acceptable to CAAT.

## 11. CAAT INSPECTIONS

- 11.1. A certificated repair station must allow CAAT to access into the facility in order to audit whether the holder of a repair station certificate maintains the standard of operations efficiently. The audit includes the inspection system of the repair station, records, and its general ability to comply with this announcement, authorized by Air Navigation Act B.E 2497 section 66 (2). The holder of a repair station certificate has to state and explain the facts or show the related documents and facilitate CAAT as deemed appropriate. After such an audit is made, the holder of a repair station certificate is notified, in writing, of any defects found during the audit to have such repair station corrected according to the list and within timeframe.
- 11.2. A certificated repair station shall not contract for the performance of a maintenance function on an article with a non-certificated person unless it provides in its contract with the non-certificated person that CAAT may make an inspection and observe the performance of the non-certificated person's work on the article.
- 11.3. A certificated repair station shall not return to service any article on which a maintenance function was performed by a non-certificated person if the non-certificated person does not permit CAAT to make the inspection described in paragraph b of this section.

## 12. SAFETY MANAGEMENT SYSTEM – SMS

A certificated repair station shall proceed in accordance with the established standards regarding the CAAT accepted Safety Management System manual.

## PART 6. APPENDIX

1. APPENDIX A (EXAMPLE OF CAAT SUPPLEMENT)

**CAAT Supplement**

**COVER PAGE**

**Foreign Repair station 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 Repair Station.

## CAAT Supplement

### TABLE OF CONTENTS

1. List of effective pages
2. Amendment procedures
3. Introduction
4. Responsible person commitment
5. Approval and limitations
6. Access by the CAAT
7. Work orders/ contracts
8. Airworthiness Directives
9. Major repairs and modifications
10. Authorized Release Certificate
11. Certificate of Release to Service
12. Reporting of unairworthy conditions
13. Aircraft Technical Records
14. Confirmation to the conditions of acceptance

#### 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 Repair Station, MOE/RSQM and this CAAT Supplement are kept up to date in respect of regulatory changes and that the Foreign Repair Station 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 Repair Station approved in accordance with Annex II (Part-145) or accepted in accordance with the conditions under item 11 of this AC. CAAT prescribes additional requirements in Advisory Circular for foreign repair station who

seek acceptance as approved maintenance source based on recognized equivalent standard.

#### **4. Responsible person commitment**

This paragraph addresses the commitment by the responsible person that the foreign repair station 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 Repair Station.



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.

#### **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 repair station. 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 Thai 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.

#### **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.