

# **Notification of the Civil Aviation Authority of Thailand on Repair Station Certificate Requirements B.E. 2563 (2020)**

## **Unofficial English Translation**

by

Airworthiness and Aircraft Engineering Department (AIR)  
Civil Aviation Authority of Thailand (CAAT)

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By virtue of the:

- Air Navigation Act, sections 41/101 paragraph two, 41/102 paragraph two and 41/203 paragraph two;
- Requirements of the Civil Aviation Authority of Thailand No.2 on Repair Station Certificates, Clauses 3, 5, 6 ,8 & 9;
- Requirements of the Civil Aviation Authority of Thailand No.3 on the Fabrication of parts for repair station certificates, Clause 7;
- Requirements of the Civil Aviation Authority of Thailand No.5 on Foreign Repair Station
- Certificates, Clauses 3, 5, 7 ,10 & 13 The Director of the Civil Aviation Authority of Thailand ( the “Director”) hereby issues application requirements and rules and procedures to be followed when examining the application.

Any application for certification, for both repair stations situated in the Kingdom of Thailand and those in other countries, will be examined for details or evidence of the suitability and safety of the facilities, office accommodation, tools and equipment, as well as the duties and responsibilities of personnel and processes for certification after completion of maintenance.

Item 1 This Notification shall be called “The Notification of the Civil Aviation Authority of Thailand on Repair Station Certificate Requirements B.E. 2563 (2020)”

Item 2 This Notification shall become effective from 1 June B.E. 2563 (2020)

Item 3 The following shall be Repealed

- (1) Notification of the Civil Aviation Authority of Thailand on the requirements for a certificate to service aircraft and an airworthiness approval tag for major aircraft, Technical Standards Order Article (TSO) or aircraft part, which has undergone maintenance by the holder of a repair station certificate, announced on 5 September B.E. 2559 (2016)
- (2) Notification of the Civil Aviation Authority of Thailand on the appropriate application forms for Foreign Repair Station Certificate applications; requests to amend the details of repair station certificates; increasing or reducing the maintenance rating; increasing or reducing or making amendments to compliance with the operations specification; changing or modifying the location or facilities of the repair station; renewal of foreign repair station certificates; and replacement of foreign repair station certificate applications, announced on 19 December B.E. 2559 (2016)
- (3) Notification of the Civil Aviation Authority of Thailand on rules and procedures to be followed when examining an application for issuance or renewal of foreign repair station certificates.

Item 4 In these provisions: “The Civil Aviation Authority” means the Civil Aviation Authority of Thailand.  
“The Director General” means the Director General of the Civil Aviation Authority of Thailand

Item 5 The rules and procedures for approval of repair station certificates describe how to obtain a repair station certificate. They also detail the rules, conditions, qualification standards, practices, procedures and operations of repair station certificate holders necessary to obtain qualifications, as follows:

- (1) Application forms for:
  - Initial issue and renewal of a repair station certificate in the Kingdom of Thailand or in other countries;
  - Increasing or decreasing the maintenance rating;
  - Increasing, reducing or making amendments to compliance with the operations specification;
  - Changing or modifying the location or facilities of the repair station;
  - Replacement of a foreign repair station certificate under clauses 3, 6, 8 & 9 of the Requirements of the Civil Aviation Authority of Thailand No.2. on Repair Station Certificates, and Clauses 3, 5, 7, 10 & 13 of the Requirements of the Civil Aviation Authority of Thailand No.5 on Foreign Repair Station Certificates.
- (2) Rules and procedures to examine the correctness and completeness of the application and evidence provided (including the suitability and safety of the facility, office accommodation, tools, equipment and information used for maintenance work) to issue or renew a repair station certificate in the Kingdom of Thailand, in accordance with clause 5 & 8 of the Requirements of the Civil Aviation Authority of Thailand No.2 on Repair Station Certificates.
- (3) Rules and procedures to examine the correctness and completeness of the application and evidence provided (including the suitability and safety of the facility, office accommodation, tools, equipment and information used for maintenance work) to issue or renew a repair station certificate in another country, in accordance with clauses 5 & 10 of the Requirement of the Civil Aviation Authority of Thailand No.5 on Foreign Repair Station Certificates.
- (4) Form of a certificate for release to service of aircraft and an airworthiness approval tag in the case of major aircraft appliances, Technical Standard Order Article (TSO) or aircraft part in accordance with section 41/ 101 paragraph two of the Air Navigation Act B. E. 2547 and subsequent amendments.
- (5) Qualifications and prohibited characteristics of certifying staff approving a certificate for release to service, in accordance with section 41/ 102 paragraph two of the Air Navigation Act B. E. 2547 and subsequent amendments.
- (6) Rules and procedures for the performance of duties of a holder of a repair station certificate in the Kingdom of Thailand. This provides details regarding:
  - facilities, tools, documents and evidence to be provided pertaining to airworthiness rules of work;
  - Maintenance Organisation Exposition (MOE);
  - Maintenance manuals;
  - Quality control systems and quality assurance systems

- Report information about maintenance and causes which have an impact on the airworthiness of the maintained products under Section 41/103, paragraph two of the Air Navigation Act, B.E. 2497 and subsequent amendments.

- (7) Criteria to approve a repair station certificate holder, in the Kingdom of Thailand, intending to fabricate parts for use in the maintenance of aircraft or major aircraft components, according to Clause 7 of the Requirements of the Civil Aviation Authority of Thailand No.3 regarding the Fabrication of Aircraft Parts by a person who receives a Repair Station Certificate.

Item 6 The applicant for a repair station certificate shall comply with the criteria and procedures as specified in the Repair Station Certificate Requirements - TCAR 8 Part 145 attached to this announcement. Repair Station Certificate Requirements - TCAR 8 Part 145 specifies details of criteria and methods as follows:

- (1) General

- (2) Foreign repair station certification

The process established shall be established for approving a foreign repair station to is intended to ensure they meet standards equivalent to, or not lower than this announcement are met, by assessing the scope of maintenance work approved by the civil aviation authority of that country.

- (3) Scope

The application shall detail technical criteria and organisational management for the applicant for a repair station certificate to operate and/or maintain Thai aircraft, or to maintain major aircraft components, TSO articles or aircraft parts that will be used on Thai aircraft

All technical and organisation requirements that must be met by an organisation to qualify for the issue or continuation of an approval certificate for the maintenance of aircraft and components.

- (4) Application Forms

The application forms for:

- a repair station certificate in the Kingdom of Thailand;
- a foreign repair station certificate;
- Increasing or decreasing the capability for maintenance;
- Increasing, decreasing or changing details of the operations specification(s) in the repair station certificate
- any change or modification to the location or facilities of the repair station;
- The replacement of the repair station certificate

- (5) Requirements for a repair station certificate

Defines repair station certification details, stating the rating and capability for repair or maintenance as specified in the repair station certificate.

- (6) Facility requirements

Specifies details for the premises used for maintenance, including facilities, equipment, materials that are suitable for the capabilities and environment while performing the work. Also includes appropriate controls on temperature, dust, light and sound.

(7) Personnel requirements

Specifies details for an accountable manager, designated on the repair station certificate, to be responsible for:

- supervising and being responsible for the operation of the repair station;
- nominating a person, or a group of persons, with the responsibility for establishing and promoting safety policy;
- providing a sufficient number of knowledgeable and skilled personnel;
- overseeing the performance of maintenance, planning, control work, operations, management systems (safety management and compliance monitoring), and certification for return to service of articles or airworthiness;
- providing a policy for training personnel and supervising such personnel to ensure they follow the maintenance manual.

(8) Certifying Staff / Support Staff

Specifies details of qualifications and criteria for nominated certifying staff and support staff or technicians who are authorised to certify work, certificate release return to service, or airworthiness.

Such staff shall be able to demonstrate relevant knowledge and background or have received training and have the ability to use methods, techniques, practices, aids, equipment and various diagnostic instruments that are suitable for certifying a maintained or altered article for return to service.

(9) Tools and equipment for maintenance requirements

Specifies details for the:

- provision of tools, equipment and materials required for maintenance, according to the capability specified in the repair station certificate;
- maintenance of equipment used in the examination and testing of instruments for maintenance of major aircraft components, TSO articles or aircraft parts with airworthiness.

The repair station certificate holder shall ensure all test and inspection equipment and tools used to make airworthiness determinations on articles are calibrated to a standard acceptable to the Civil Aviation Authority of Thailand.

(10) Components

Specifies details for the classification of aircraft component category and establishes procedures to ensure that aircraft components, standard parts and materials to be installed on aircraft, or maintenance of major aircraft components, TSO articles or aircraft parts, are in a satisfactory condition.

(11) Maintenance data and evidence concerning airworthiness requirements

Specifies details regarding the maintenance data management procedure required for aircraft maintenance or to maintain major aircraft components, TSO articles or aircraft parts according to the certification capability. The documents and information shall be current and available while the work is in progress.

(12) Production planning

Specifies details regarding systems appropriate to the amount and complexity of the work in order to plan the availability of all necessary personnel, tools, equipment, materials, maintenance data and facilities to ensure the safe completion of the maintenance work.

As part of the management system, the planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations ( Human Factors) , including safety hazards associated with contractors or subcontractors who perform maintenance in the facilities of the repair station certificate holder.

(13) Performance of maintenance

Establishes standards and quality of repairs or maintenance, according to the certificate holder capability to enable efficient operations.

(14) Certification of maintenance

Specifies details for issuing a certificate of release to service in the case of aircraft maintenance, or a certificate of airworthiness, in the case of an aircraft component, TSO article or aircraft part, after the repair station certificate holder has completed maintenance on major aircraft components, equipment or parts of aircraft.

(15) Recordkeeping and retention of maintenance records

Specifies details regarding the managing, recording and retention of information related to maintenance work that is carried out, including Safety Management Systems, Compliance Monitoring Systems and records of personnel under repair station certification.

(16) Occurrence reporting of safety incidents regarding maintenance and causes affecting airworthiness

Requires a report of safety incidents regarding maintenance and causes affecting airworthiness, in accordance with the Civil Aviation Authority of Thailand requirement on “Reporting of Civil Aviation Occurrences”

(17) Maintenance procedures

Specifies details for procedures, which ensure that human factors, human performance and good maintenance practices are taken into account during maintenance, including all contracted and subcontracted activities, and which comply with the requirements.

(18) Maintenance Organisation Exposition

Specifies details to be taken into account during the preparation of the Maintenance Organisation Exposition (MOE) and the maintenance manual, which enables personnel to perform their duties, and includes establishing a management system ( Safety Management and Compliance Monitoring).

(19) Privileges of the organisation

Specifies details of the privileges of the repair station certificate holder to maintain any aircraft and/or component in accordance with the approved scope of work specified on the repair station certificate, together with the Operations Specification(s) and approved maintenance organisation exposition.

(20) Changes to the organisation

Specifies the details for a repair station certificate holder to be approved by Civil Aviation Authority of Thailand, where changes are made to the scope of work, the nominated person, the facility and the processes affecting the scope of work.

(21) Continued validity

Specifies criteria for maintaining competency in accordance with the approved repair station certificate, the scope of the operations specification(s) and the procedures outlined in the approved maintenance organisation exposition.

(22) Findings

Specifies details of the process for the repair station certificate holder to follow in the event of an inspector from the Civil Aviation Authority of Thailand finding a defect.

(23) Access

The organisation shall grant access at any time to an inspector from the Civil Aviation Authority of Thailand, in order to verify that the repair station certificate holder maintains effective compliance with the requirements.

(24) Immediate reaction to a safety problem

Requires the establishment of an emergency plan for incidents that affect the repair station certificate holder's ability to comply with applicable laws, regulations or manuals.

The Director General of the Civil Aviation Authority of Thailand shall be notified as soon as possible.

(25) Management systems

Specifies details regarding the establishment of a Safety Management System and Compliance Monitoring System suitable for the size, scope, complexity of the repair station.

(26) Internal safety reporting scheme

Specifies details for a safety information reporting system in the repair station organisation, which is able to collect and assess incidents, including those of contractors and subcontractors. This also requires cooperation in safety audits with other organisations that are essential to the safety of the maintenance activities.

(27) Contracting and subcontracting

Specifies rules and procedures in the event that the repair station certificate holder subcontracts any part of its maintenance activities to another organisation. The repair station certificate holder must specify details that the subcontractor will follow as part of the maintenance.

However, the repair station certificate holder remains directly responsible for the work performed by the non-certified subcontractor and must grant access at any time to the Civil Aviation Authority of Thailand in areas where the subcontractor performs the maintenance.

### **Transition Provision**

Item 7 All applications for a Repair station certificate in the Kingdom of Thailand and Foreign Repair Station Certificate who submitted a request to renew a repair station certificate before the entry into force of this announcement are considered as still proceeding under this announcement.

Item 8 A repair station certificate in the Kingdom of Thailand issued before the entry into force of this announcement remains valid on the date this announcement became effective.

The repair station certificate will remain effective until the expiration of the certificate.

The repair station certificate holder shall comply with the rules, procedures and standards as defined in this announcement within two years from the effective date of this announcement.

If the certificate holder is unable to proceed within the specified time, the repair station certificate will become invalid.

However, if any repair station certificate is valid for less than two years, the holder of the repair station certificate shall submit an application for at 60 days prior to the expiration of the repair station certificate.

Item 9 All repair station certificate holders in the Kingdom of Thailand, which are still effective, must submit to the Civil Aviation Authority of Thailand, an application for inspection, in writing with related documents.

The application must be submitted within the period that has been notified by the Civil Aviation Authority of Thailand, in writing, to the repair station certificate holder to become certified in accordance with the rules and procedures that the Director General will announce further.

Announced on 29 May B.E. 2563 (2020)  
Mr. Chula Sukmanop  
Director General, The Civil Aviation Authority of  
Thailand.



สำนักงานการบินพลเรือนแห่งประเทศไทย  
The Civil Aviation Authority of Thailand

**REPAIR STATION CERTIFICATE REQUIREMENTS**  
**TCAR 8 PART 145**

CAAT-AIR-TCAR 8 Part 145

Issue: 01

Revision: 00

Date: 1 JUNE 2020

Approved By

A blue ink signature of Chula Sukmanop, PhD, written in a cursive style.

Chula Sukmanop, PhD

Director General

The Civil Aviation Authority of Thailand

**THAILAND CIVIL AVIATION REGULATION (TCAR)**



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## TCAR 8 PART 145

### GENERAL

#### 145.A.1 General

The Repair Stations, also named Maintenance Organisations in this Part, that are involved in the maintenance of aircraft registered in Thailand and components intended for fitment thereto, shall obtain a certificate by the CAAT.

#### 145.A.5 Foreign Repair Station Certification

- (a) A maintenance organisation having its principle place of business located outside of Thailand shall obtain an approval by the CAAT:
1. Through a simplified certification process when the applicant meets the following conditions:
    - (i) The applicant holds a valid maintenance organisation certificate granted according to standards that are considered by CAAT as similar to TCAR 8 Part 145 requirements;
    - (ii) The applicant was approved by a Civil Aviation Authority (CAA) that is considered as acceptable by CAAT and the requested scope of work is part of the scope of work already approved by the foreign CAA;
    - (iii) The scope of work for which the maintenance organisation applies for does not include aircraft class rating as described in Appendix II to this part
  2. Through a full certification process when the applicant does not comply with conditions set in 145.A.5(a)1.
  3. When the applicant intended scope of work includes aircraft class rating and other class ratings through a process combining:
    - (i) A full certification process for aircraft class rating intended scope of work.
    - (ii) A simplified certification process for other than aircraft class rating intended scope of work covered by the certificate granted by the foreign CAA.
- (b) The choice of the certification process mentioned in 145.A.5(a) remains at the discretion of the CAAT, depending on the existing approval status of an organisation.
- The list of standards considered as similar to TCAR 8 Part 145 and the list of the CAAs considered as acceptable by the CAAT are available upon request to the CAAT.
- (c) When the maintenance organisation scope of work was approved by the CAAT using the provisions of 145.A.5(a)1, the scope of work approved by the CAAT can only be extended if the requested extension is under the scope of approval granted by the foreign CAA.
- (d) When the maintenance organisation scope of work was approved by the CAAT according to 145.A.5(a)3.
1. For aircraft class rating according to appendix II, the scope of work approved by the CAAT can be extended beyond the scope of approval granted by the foreign CAA.
  2. For engines, components and specialized services class rating according to Appendix II, the scope of work approved by the CAAT can only be extended if the requested extension is under the scope of approval granted by the foreign CAA.



#### 145.A.10 Scope

All technical and organisation requirements shall be met by an organisation to qualify for the issue or continuation of an approval certificate for the maintenance of aircraft and components.

#### 145.A.15 Application for an organisation certificate

- (a) An application for a certificate or an amendment to an existing certificate in accordance with TCAR 8 Part 145 shall be made in a form and manner established by the CAAT, as specified in Appendix III.
- (b) An applicant for an initial certificate shall provide the CAAT with:
  - 1. the results of a pre-audit performed by the organisation against the applicable requirements provided for in TCAR 8 Part 145;
  - 2. documentation demonstrating how they will comply with TCAR 8 Part 145 requirement.

That documentation shall include, as provided for in point 145.A.85, a procedure that describes how changes not requiring prior approval will be managed and notified to the CAAT.

#### 145.A.20 Terms of approval

- (a) The approval is indicated on the approval certificate which is issued by the CAAT.
- (b) The organisation shall specify the scope of work deemed to constitute approval in its maintenance exposition (MOE). Appendix II contains a table of all classes and ratings.

#### 145.A.25 Facility requirements

The organisation shall ensure that:

- (a) Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialised workshops and bays are segregated, as appropriate, to ensure that environmental and work area contamination is unlikely to occur.
  - 1. For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance;
  - 2. For component maintenance, component workshops are large enough to accommodate the components on planned maintenance.
- (b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.
- (c) The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired:
  - 1. Temperatures must be maintained such that personnel can carry out required tasks without undue discomfort.
  - 2. Dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident. Where dust/ other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established.
  - 3. Lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner.

4. Noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
  5. Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.
  6. The working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore, where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/ other airborne contamination, the particular maintenance or inspection tasks must be suspended until satisfactory conditions are re-established.
- (d) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorised personnel.

#### **145.A.30 Personnel requirements**

- (a) The organisation shall appoint an accountable manager who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by TCAR 8 Part 145. The accountable manager shall:
1. Have the qualifications and characteristics as prescribed in the Ministerial Regulations;
  2. Ensure that all necessary resources are available to accomplish maintenance in accordance with TCAR 8 Part 145 to support the organisation approval certificate;
  3. Establish and promote the safety policy specified in 145.A.200(a);
  4. Demonstrate a basic understanding of TCAR 8 Part 145.
- (b) The accountable manager shall nominate a person or group of persons with the responsibility for ensuring that the organisation is always in compliance with TCAR 8 Part 145.
- Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.
- (c) The accountable manager under paragraph (a) shall nominate a person or group of persons with the responsibility for managing the compliance monitoring function, including the associated feedback system as part of the management system.
- (ca) The accountable manager shall nominate a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system.
- (cb) The accountable manager shall ensure that the person or group of persons nominated in accordance with points 145.A.30(b), (c) and (ca) have direct access to keep him/her properly informed on compliance and safety matters.
- (cc) The person or persons nominated in accordance with points 145.A.30(b), (c) and (ca) shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this requirements. Such person(s) shall be ultimately responsible to the accountable manager.

- (d) The organisation shall have a maintenance man-hour plan to ensure that the organisation has sufficient staff to plan, perform, supervise, inspect and monitor the organisation's activities in accordance with the terms of approval. In addition, the organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.
- (e) The organisation shall establish and control the competency of personnel involved in any maintenance, safety management and/or compliance monitoring in accordance with a procedure and to a standard agreed by the CAAT. In addition to the necessary expertise related to the job function, the competency of the personnel must include an understanding of the application of safety management principles, as well as human factors and human performance issues that are appropriate to that person's function and responsibilities in the organisation.
- (f) The organisation shall ensure that personnel who carry out and/or control a continued airworthiness non-destructive testing of aircraft structures and/or components are appropriately qualified for the particular non-destructive testing in accordance with the European Standard 4179 (EN4179); Qualification and approval of personnel for non-destructive testing, National Aerospace Standard 410 (NAS410); Certification and Qualification of Non-Destructive Test Personnel or equivalent standard which is acceptable to the CAAT. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with officially recognised Standards. By derogation to this paragraph those personnel specified in paragraphs (g) and (h)(1) and (h)(2), qualified in accordance with the applicable regulation for CAAT aircraft maintenance engineer licence may carry out and/or control colour contrast dye tests.
- (g) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall, in the case of aircraft line maintenance, have appropriate aircraft type rated certifying staff qualified in accordance with the regulation applicable to CAAT aircraft maintenance engineer licence in Thailand and 145. A.35.
- (h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall, in the case of base maintenance of aircraft, have appropriate aircraft type rated certifying staff qualified in accordance with the regulation applicable to CAAT aircraft maintenance engineer licence in Thailand and point 145. A.35. In addition, the organisation shall have sufficient aircraft type rated staff qualified to support the certifying staff:
  - 1. Support staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before certifying staff issues the certificate of release to service.
  - 2. The organisation shall maintain a register of any such support staff.
  - 3. The certifying staff shall ensure that compliance with paragraph (1) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package, and shall also assess the impact of any work not carried out, with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.
- (i) Component certifying staff shall be appropriately qualified.
- (j) By derogation to paragraphs (g) and (h), the organisation may use certifying staff who are qualified in accordance with the following provisions:
  - 1. For an organisation whose facilities are located outside Thailand territory, the certifying staff may be qualified in accordance with their national aviation regulation of the state in which the organisation facility is registered, subject to the conditions specified in Appendix IV.

2. For line maintenance carried out at a line station of an organisation which is located outside Thailand territory, the certifying staff may be qualified in accordance with the national aviation regulations of the State in which the line station is based or where the approved organisation is registered, subject to the conditions specified in Appendix IV.
3. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certification authorisation to the aircraft commander on the basis of the flight crew licence held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that the aircraft commander can accomplish the airworthiness directive to the required standard.
4. In the case of aircraft operating away from a supported location, the organisation may issue a limited certification authorisation to the commander on the basis of the flight crew licence held, subject to being satisfied that sufficient practical training has been carried out to ensure that the commander can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in the maintenance organisation exposition procedure.
5. In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation;
  - (i) to one of its employees that holds equivalent type authorisations on aircraft of similar technology, construction and systems; or
  - (ii) to any person with not less than 5 years maintenance experience who holds a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification, provided that there is no organisation appropriately approved under this regulation at that location, and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

All such cases as specified in this subparagraph shall be reported to the CAAT within 7 days of the issue of such a certification authorisation. The organisation that issues the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.

#### **145.A.35 Certifying staff and support staff**

- (a) In addition to the appropriate requirements of 145.A.30(g) and 145.A.30(h), the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this must be accomplished before the issue or reissue of the certification authorisation.
  1. "Support Staff" means those staff holding an aircraft maintenance engineer licence granted in accordance with the regulation applicable to CAAT aircraft maintenance engineer licence in Thailand and with the appropriate category and type ratings, working in base maintenance environment while not necessarily holding certification authorisation.
  2. "Relevant aircraft and/or components", means those aircraft or components specified in the particular certification authorisation.
  3. 'Certification authorisation' means the authorisation issued to certifying staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.

- (b) Except for the cases listed in 145.A.30(j), the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and any type rating listed on the aircraft maintenance licence, subject to the licence remaining valid throughout the validity period of the Authorisation and the certifying staff remaining in compliance with the regulation applicable to CAAT aircraft maintenance engineer licence.
- (c) The organisation shall ensure that all certifying staff and support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive 2-year period.

For the purpose of this paragraph, 'involved in actual relevant aircraft or component maintenance' means that the person has worked in an aircraft or component 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.
- (d) The organisation shall ensure that all certifying staff and support staff receive sufficient recurrent training in each 2-year period to ensure that such staff have up-to-date knowledge of relevant technology, organisation procedures, safety management, and human factor issues.
- (e) The organisation shall establish a programme for recurrent training for certifying staff and support staff, including a procedure to ensure compliance with the relevant paragraphs of 145.A.35 as the basis for issuing certification authorisations under this TCAR 8 Part 145 to certifying staff, and a procedure to ensure compliance with the regulation applicable to CAAT aircraft maintenance engineer licence.
- (f) Except where any of the unforeseen cases of 145.A.30(j)(5) apply, the organisation shall assess all prospective certifying staff for their competency, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification Authorisation under this regulation.
- (g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).
- (h) The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require examining the authorisation. Where codes are used to define scope, the organisation shall make a code translation readily available. 'Authorised person' means the officials of the CAAT and the Authorities who has responsibility for the oversight of the maintained aircraft or component.
- (i) The person responsible for the compliance monitoring shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. That person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.
- (j) (Reserved)
- (k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.
- (l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.
- (m) The minimum age for certifying staff and support staff is 21 years.

#### 145.A.40 Equipment and tools

- (a) The organisation shall have available and use the necessary equipment, tools and material to perform the approved scope of work.
  - 1. Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or equipment, unless the use of alternative tooling or equipment is agreed by the CAAT via procedures specified in the exposition.
  - 2. Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.
  - 3. An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft can be properly inspected.
- (b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.

#### 145.A.42 Components

- (a) All components shall be classified and appropriately segregated into the following categories:
  - 1. Components which are in a satisfactory condition, released on a CAAT Form 1 or equivalent.
  - 2. Unserviceable components which shall be maintained in accordance with TCAR 8 Part 145.
  - 3. Components categorised as unsalvageable because they have reached their certified life limit or contain a non-repairable defect.
  - 4. Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the maintenance data and accompanied by evidence of conformity traceable to the applicable standard.
  - 5. Material, both raw and consumable, and used in the course of maintenance, when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing conformity to specification statement as well as the manufacturing and supplier source.
- (b) Components, standard parts and materials for installation
  - 1. The organisation shall establish procedures for the acceptance of components, standard parts and materials for installation to ensure that components, standard parts and materials are in satisfactory condition and meet the applicable requirements of point (a).
  - 2. The organisation shall establish procedures to ensure that components, standard parts and materials shall only be installed on an aircraft or a component when they are in satisfactory condition, meet the applicable requirements of point (a) and the applicable maintenance data specifies the particular component, standard part or material.
  - 3. The organisation may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition and shall be complied with Requirement of the Civil Aviation Authority of Thailand Issue 3 on Aircraft Parts Production of Repair Station Certificate Holder.



(c) Segregation of components

1. Unserviceable and unsalvageable components shall be segregated from serviceable components, standard parts and materials.
2. Unsalvageable components shall not be permitted to re-enter the component supply system, unless certified life limits have been extended or a repair solution has been approved by CAAT.

**145.A.45 Maintenance data**

- a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs. 'Applicable' means relevant to any aircraft, component or process specified in the organisation's terms of approval and in any associated capability list.

In the case of maintenance data provided by an operator or customer, the organisation shall hold such data when the work is in progress, with the exception of the need to comply with 145.A.55(a)(3).

- b) For the purposes of this TCAR 8 Part 145 regulation, applicable maintenance data shall be any of the following:
1. Any applicable requirement, procedure, operational directive or information issued by the CAAT;
  2. Any applicable airworthiness directive;
  3. Instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders, any other organisation required to publish such data, and in the case of aircraft or components from third countries the airworthiness data mandated by the authority responsible for the oversight of the aircraft or component;
  4. Any applicable standard, such as but not limited to, maintenance standard practices recognised by the CAAT as good standards for maintenance;
  5. Any applicable data issued in accordance with paragraph (d).
- c) The organisation shall establish procedures to ensure that if any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is found, it is recorded as part of the internal safety reporting scheme referred to in paragraph 145.A.202, and notified to the author of the maintenance data.
- d) The organisation may only modify maintenance instructions in accordance with a procedure that is specified in the maintenance organisation exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards, and shall inform the type certificate holder of any such changes. Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task; they exclude the engineering design of repairs and modifications.
- e) The organisation shall provide a common work card or worksheet system to be used throughout the relevant parts of the organisation. In addition, the organisation shall either accurately transcribe the maintenance data contained in paragraphs (b) and (d) onto such work cards or worksheets, or make precise reference to the particular maintenance task or tasks contained in that maintenance data. Work cards and worksheets may be computer-generated and held on an electronic database that is subject to adequate safeguards against unauthorised alteration, and for which there is a back-up electronic database, which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and

subdivided into clear stages to ensure that there is a record of the accomplishment of the complete maintenance task. The procedures under this paragraph shall take into account human factors and human performance limitations.

Where the organisation provides a maintenance service to an aircraft operator who requires their work cards or worksheet system to be used, then those work cards or that worksheet system may be used. In this case, the organisation shall establish a procedure to ensure that the aircraft operator's work cards or worksheets are correctly completed.

- f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.
- g) The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that it either has written confirmation from the operator/customer that all such maintenance data is up to date, or that it has work orders that specify the amendment status of the maintenance data to be used, or that it can show that it is on the operator/customer maintenance data amendment list.

#### **145.A.47 Production planning**

- a) The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.
- b) As part of the management system, the planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations, including the risk of fatigue for maintenance personnel.
- c) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between the outgoing and the incoming personnel.
- d) The organisation shall ensure that any aviation safety hazards associated with external working teams carrying out maintenance at the organisation's facility are considered by the organisation management system.

#### **145.A.48 Performance of maintenance**

- (a) The organisation shall only carry out maintenance on an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and personnel are available.
- (b) The organisation shall be responsible for the maintenance that is performed under its approval.
- (c) The organisation shall ensure that
  - 1. after the completion of the maintenance, a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels that were removed have been refitted;
  - 2. an error-capturing method is implemented after the performance of any critical maintenance task;
  - 3. the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
  - 4. damage is assessed, and modifications and repairs are carried out using CAAT approved data.



Any hazards identified in relation to these tasks shall be addressed in accordance with the organisation safety risk management procedures required in paragraph 145.A.200(a)(3).

#### **145.A.50 Certification of maintenance**

- (a) A certificate of release to service shall be issued by appropriately authorised certifying staff on behalf of the organisation when it has been verified that all the maintenance that was ordered has been properly carried out by the organisation in accordance with the procedures specified in 145.A.70, taking into account the availability and use of the maintenance data specified in 145.A.45, and that there are no known non-compliances which endanger the flight safety.
- (b) A certificate of release to service shall be issued before flight at the completion of any maintenance.
- (c) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.
- (d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate CAAT Form 1 constitutes the component certificate of release to service. When an organisation maintains a component for its own use, a CAAT Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.
- (e) By derogation to paragraph (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.
- (f) By derogation to paragraph (a) and 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the meantime under paragraph (a) and 145.A.42.

#### **145.A.55 Recordkeeping**

- (a) Maintenance records
  - 1. The organisation shall record all the details of any maintenance work that is carried out. As a minimum, the organisation shall retain all the records that are necessary to prove that all the requirements have been met for issue of the certificate of release to service, including the subcontractor's release documents.
  - 2. The organisation shall provide a copy of each certificate of release to service to the aircraft owner/operator, together with copies of any detailed maintenance records that are associated with the work carried out.
  - 3. The organisation shall retain a copy of all detailed maintenance records (including certificates of release to service) and any associated maintenance data for 3 years from the date when the aircraft or component to which the work relates was released from the organisation.

4. If an organisation terminates its operation, all the retained maintenance records covering the last 3 years shall be transferred to the last owner or customer of the respective aircraft or component, or shall be stored in the manner specified by the CAAT.
- (b) (Reserved)
- (c) Management system, contracting and subcontracting records
  1. The organisation shall ensure that the following records are retained:
    - (i) Records of management system key processes as defined in paragraph 145.A.200;
    - (ii) Contracts, both for contracting and subcontracting, as defined in paragraph 145.A.205;
  2. Management system records, as well as any contracts pursuant to paragraph 145.A.205, shall be kept for a minimum period of 5 years.
- (d) Personnel records
  1. The organisation shall ensure that the following records are retained:
    - (i) Records of the qualifications and the experience of the personnel involved in maintenance, compliance monitoring and safety management;
  2. (Reserved)
  3. The records of all the certifying staff and support staff shall contain the following:
    - (i) The details of any aircraft maintenance licence held under the applicable regulation for CAAT aircraft maintenance engineer licence or equivalent;
    - (ii) All the relevant training that they completed;
    - (iii) The scope of the certification authorisations that were issued, where relevant;
    - (iv) The particulars of the staff that held limited or one-off certification authorisations.
  4. Personnel records shall be kept as long as a person works for the organisation, and shall be retained until 3 years after the person has left the organisation, or after an authorisation has been withdrawn.
  5. The staff referred to in (d)(3) shall upon request be given access to their personnel records as detailed above. In addition, upon request, the maintenance organisation shall furnish each of them with a copy of their personnel records on leaving the organisation.
- (e) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all the activities developed.
- (f) The format of the records shall be specified in the organisation procedures.
- (g) Records shall be stored in a manner that ensures that they are protected from damage, alteration and theft.

#### **145.A.60 Occurrence reporting**

- (a) As part of its management system, the organisation shall implement an occurrence reporting system that meets the CAAT requirements.
- (b) The organisation shall ensure that any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in approved data or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident are reported to the CAAT and to the organisation responsible for the design of the aircraft.

- (c) The reports referred in (a) and (b) shall be made in a form and manner as required in The Civil Aviation Authority of Thailand Requirement On “Reporting of Civil Aviation Occurrences” and shall contain all pertinent information about the condition known to the organisation.
- (d) If the organisation is contracted by a commercial operator to carry out maintenance, the organisation shall also report to the operator any such condition that affects the operator's aircraft or component.
- (e) Notification and Reports shall be made as soon as possible, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.
- (f) Where relevant, the organisation shall produce a follow-up report to provide details of the actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the CAAT.

#### **145.A.65 Maintenance procedures**

The organisation shall establish procedures agreed by the CAAT, which ensure that human factors, human performance and good maintenance practices are taken into account during maintenance, including all contracted and subcontracted activities, and which comply with the requirements of TCAR 8 Part 145. The maintenance procedures established under this paragraph shall:

1. ensure that a clear work order or contract has been agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out so that the aircraft and components may be released to service in accordance with 145.A.50; and,
2. cover all aspects of carrying out the maintenance, including the provision and control of specialised services, and lay down the standards to which the organisation intends to work.

#### **145.A.70 Maintenance Organisation Exposition**

- (a) The organisation shall establish a maintenance organisation exposition (MOE) that
  - specifies the scope of work and shows how the organisation intends to comply with TCAR 8 Part 145; and
  - provides all the necessary instructions, information and procedures for the personnel of the organisation to perform their duties

It shall contain directly, or by reference, all of the following information:

1. A statement signed by the accountable manager confirming that the organisation will at all times work in accordance with TCAR 8 Part 145 and with the approved MOE. If the accountable manager is not the chief executive officer of the organisation, then the chief executive officer shall countersign the statement;
2. the organisation's safety policy and the related safety objectives as specified by paragraph 145.A.200(a)(2);
3. the title(s) and name(s) of the persons nominated under 145.A.30(b), (c) and (ca);
4. the duties and responsibilities of the persons nominated under 145.A.30(b), (c) and (ca), including the matters on which they may deal directly with the CAAT on behalf of the organisation;
5. an organisation chart showing the associated chains of accountability and responsibility between all the persons referred to in 145.A.30(b), (c), (ca) and (h), and related to point 145.A.200(a)(1);

6. a list of certifying staff and support staff with their scopes of approval;
  7. a general description of the manpower resources and of the system that is in place to plan the availability of staff, as required by point 145.A.30(d);
  8. a general description of the facilities;
  9. a specification of the scope of work of the organisation that is relevant to the terms of approval;
  10. the procedure that defines the scope of changes not requiring prior approval, and that describes how such changes will be managed and notified, as required by points 145.A.15(b) and 145.A.85(c);
  11. the procedure for amending the MOE;
  12. the procedures and management system documentation established by the organisation under 145.A.25 to 145.A.205;
  13. a list of all the commercial operators to which the organisation provides an aircraft maintenance service, and the associated procedures;
  14. a list of all the subcontracted organisations, where applicable, as specified in 145.A.75(b);
  15. a list of all the approved locations, including line stations, where applicable, as specified in 145.A.75(d);
  16. a list of all the contracted organisations.
- (b) The initial issue of the MOE shall be approved by the CAAT. It shall be amended as necessary so that it remains an up-to-date description of the organisation.
- (c) Amendments to the MOE shall be managed as defined in the procedures referred to in points (10) and (11). Any amendments that are not included in the scope of the procedure referred to in point (10), as well as any amendments related to the changes listed in point 145.A.85(a), shall be approved by the CAAT.
- (d) Notwithstanding paragraphs (a) and (b), the CAAT may accept the exposition produced by an organisation located outside Thailand when supplemented by specific control procedures to ensure compliance with TCAR 8 Part 145.

#### **145.A.75 Privileges of the organisation**

In accordance with the MOE, the organisation shall be entitled to carry out the following tasks:

- (a) Maintain any aircraft and/or component for which it is approved at the locations identified in the certificate and in the MOE;
- (b) Arrange for the maintenance of any aircraft or component for which it is approved at another subcontracted organisation that is working under the management system of the organisation. This is limited to the work permitted under the procedures laid down in 145.A.65, and it shall not include a base maintenance check of an aircraft, or a complete workshop maintenance check or overhaul of an engine or an engine module;
- (c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the un-serviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition;
- (d) Maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations;

- (e) Issue certificates of release to service in respect of completion of maintenance in accordance with paragraph 145.A.50;
- (f) For a foreign maintenance organisation referred to in 145.A.5, issue a CAAT form 1 attached to the release to service certificate issued under the approval by the foreign CAA for the aircraft components it is approved.

#### **145.A.85 Changes to the organisation**

- (a) The following changes to the organisation shall require prior approval:
  - 1. Changes that affect the scope of the certificate or the terms of approval of the organisation;
  - 2. Changes to the personnel nominated in accordance with 145.A.30(b), (c) and (ca);
  - 3. changes to the reporting lines between the personnel nominated in accordance with points 145.A.30(b), (c) and (ca), and the accountable manager;
  - 4. the procedure as regards changes not requiring prior approval referred to in point (c);
  - 5. additional locations of the organisation other than those that are subject to point 145.A.75(c).
- (b) For all the changes requiring prior approval, the organisation shall apply for and obtain an approval issued by the CAAT. The application shall be submitted before any such changes take place, in order to enable the CAAT to determine that there is continued compliance with this regulation, and to amend, if necessary, the organisation certificate and the related terms of approval that are attached to it.

The organisation shall provide the CAAT with any relevant documentation.

The change shall only be implemented upon the receipt of a formal approval from the CAAT.

The organisation shall operate under the conditions prescribed by the CAAT during such changes, as applicable.

- (c) All changes not requiring prior approval shall be managed and notified to the CAAT as defined in the procedure referred to in paragraph 145.A.15(b), which is approved by the CAAT.

#### **145.A.90 Continued validity**

- (a) The organisation certificate shall remain valid, subject to compliance with all the following conditions:
  - 1. the organisation remaining in compliance with TCAR 8 Part 145 taking into account the provisions related to the handling of findings as specified in 145.A.95;
  - 2. the CAAT being granted access to the organisation as specified in paragraph 145.A.140;
  - 3. the certificate not being surrendered, revoked or expired.
- (b) In addition to the conditions set in 145.A.90(a), for foreign organisations referred to in point 145.A.5, the additional following conditions should be complied with:
  - 1. when applicable, the accepted foreign CAA approval remains valid for the scope of work covered by the CAAT approval; and
  - 2. the organisation communicated to the CAAT the results of the surveillance performed by the foreign CAA; and the demonstration that all non-compliances was addressed until closure; and

3. the organisation remaining in compliance with TCAR 8 Part 145 requirements as documented in the approved MOE and/or the MOE Supplement as specified in point 145.A.70(d).
- (c) Upon surrender or revocation, the approval certificate shall be returned to the CAAT.

#### **145.A.95 Findings**

- (a) After the receipt of a notification of findings, the organisation shall:
  1. Identify the root cause or causes of, and contributing factors to, the non-compliance;
  2. Define a corrective action plan
  3. Demonstrate the implementation of corrective action to the satisfaction of the CAAT
- (b) The actions referred to in points (a)1, (a)2 and (a)3 shall be performed within the period agreed with the CAAT.

#### **145.A.140 Access**

For the purpose of determining compliance with TCAR 8 Part 145, the organisation shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted/subcontracted or not, to any person authorised by the CAAT.

#### **145.A.155 Immediate reaction to a safety problem**

The organisation shall implement any safety measures mandated by the CAAT.

#### **145.A.200 Management system**

- (a) The organisation shall establish, implement, and maintain a management system that includes:
  1. clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;
  2. a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy, and the related safety objectives;
  3. the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of the associated risks, including taking actions to mitigate the risks and verify their effectiveness;
  4. maintaining personnel trained and competent to perform their tasks;
  5. documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
  6. a function to monitor the compliance of the organisation with the relevant requirements. Compliance monitoring shall include a system to feed findings back to the accountable manager to ensure the effective implementation of corrective actions as necessary;
  7. any additional relevant requirements that are laid down in this TCAR 8 Part 145.
- (b) The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and the associated risks inherent in these activities.
- (c) If the organisation holds one or more additional organisation certificates, the management system may be integrated with that required under the additional certificate(s) held.

#### 145.A.202 Internal safety reporting scheme

- (a) As part of its management system, the organisation shall establish an internal safety reporting scheme to enable the collection and evaluation of such occurrences that are to be reported under point 145.A.60.
- (b) The scheme shall also enable the collection and evaluation of those errors, near misses, and hazards reported internally that do not fall under point (a).
- (c) Through this scheme, the organisation shall:
  - 1. identify the causes of, and contributing factors to, any errors, near misses, and hazards reported, and address them as part of their safety risk management process in accordance with point 145.A.200(a)(3);
  - 2. ensure an evaluation of all the known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.
- (d) The organisation shall make arrangements to ensure the collection of any safety issues related to subcontracted activities.
- (e) The organisation shall cooperate on safety investigations with any other organisation that makes a significant contribution to the safety of its own maintenance activities.

#### 145.A.205 Contracting and subcontracting

- (a) The organisation shall ensure that when contracting or subcontracting any part of its maintenance activities, or when purchasing equipment or services:
  - 1. these maintenance activities conform to the requirements of TCAR 8 Part 145; and
  - 2. any aviation safety hazards associated with such contracting, subcontracting or purchase are considered as part of the organisation's management system.
- (b) If the organisation subcontracts any part of its maintenance activities to another organisation, the subcontracted organisation shall work under the approval of the organisation. The organisation shall ensure that the CAAT is given access to the subcontracted organisation to determine whether there is continued compliance with the applicable requirements.

## APPENDIX TO TCAR 8 Part 145

### Appendix IA – Certificate of Release to Service – CRS

#### PURPOSE AND USE

- 1.1. The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on aircraft.
- 1.2. The Certificate must be in 'portrait' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the CAAT.
- 1.3. All printing must be clear and legible to permit easy reading.
- 1.4. The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 1.5. The Certificate shall be in English.
- 1.6. The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 1.7. Limit the use of abbreviations to a minimum, to aid clarity.
- 1.8. The space remaining on the reverse side of the Certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the Certificate must be referenced in the appropriate block on the front side of the Certificate
- 1.9. There is no restriction in the number of copies of the Certificate sent to the customer, or retained by the originator.
- 1.10. If an end-user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
- 1.11. The new Certificate must have a new tracking number, signature and date.
- 1.12. The request for a new Certificate may be honoured without re-verification of the aircraft condition. Both Certificates should be retained according to the retention period associated with the first Certificate.
- 1.13. Components should not be released using the Certificate of Release to Service.



## 1. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR



หนังสือรับรองการนำกลับปฏิบัติงานของอากาศยาน

### CERTIFICATE OF RELEASE TO SERVICE OF AIRCRAFT

เลขที่ (CRS Number) :	เครื่องหมายสัญชาติและทะเบียน : (NATIONALITY AND REGISTRATION MARK)
เจ้าของหรือผู้ครอบครอง (Owner or Operator) :	
สถานที่ซ่อมบำรุง (Maintenance location):	ใบรับรองหน่วยซ่อม เลขที่ : (Repair Station Certificate number)

	ผู้ผลิต (Manufacture)	แบบ (Type)	หมายเลขชุด (Serial no.)	อายุตั้งแต่เริ่มใช้ งาน-ชม. (Time Since New)	อายุตั้งแต่การซ่อม ใหญ่ครั้งสุดท้าย-ชม. (Time Since OH.)	อายุตั้งแต่การตรวจ ครั้งสุดท้าย-ชม. (Time Since Insp.)
อากาศยาน (Aircraft)						
เครื่องยนต์ (Engine) 1						
2						
3						
4						
ใบพัด (Propeller) 1						
2						
มวลวิ่งขึ้นสูงสุด (Aircraft MTOW (KG)) :						

รูปแบบการซ่อมบำรุง (Maintenance Type):	ตามแผนการซ่อมบำรุง (Scheduled)	นอกเหนือแผนการซ่อมบำรุง (Unscheduled)	ซ่อม/ดัดแปลง (Repair/Modification)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

เอกสารในการซ่อมบำรุง (Maintenance data)	หมายเลขอ้างอิง คู่มือแผนการซ่อมที่ได้รับการรับรอง, วันที่ทำการตรวจสอบคู่มือดังกล่าว และรายละเอียดของเอกสารที่ใช้ (Approved Aircraft Maintenance Program (AMP), AMP review date and detailed information of used documentation)
รายงานการสอบเทียบ และ/หรือ เครื่องมือพิเศษที่ใช้ (Calibrated and/or special tools)	หมายเลขอ้างอิงเครื่องมือที่ใช้ และวันที่สอบเทียบครั้งสุดท้าย (Tool identification and last calibration date)



หนังสือรับรองการนำกลับไปใช้งานของอากาศยาน

CERTIFICATE OF RELEASE TO SERVICE OF AIRCRAFT

เลขที่ (CRS Number) :		เครื่องหมายสัญชาติและทะเบียน : (NATIONALITY AND REGISTRATION MARK)	
รายการที่ (Item no.)	งานที่ปฏิบัติ (Performed work) : รายละเอียดการซ่อมบำรุงที่ปฏิบัติ รายการชิ้นส่วน อุปกรณ์ที่เปลี่ยน รายการซ่อม/ดัดแปลงที่รับรอง, เลขอ้างอิงหนังสือรับรอง, อื่นๆ ( Detailed description maintenance carried out, replaced parts, approved repairs/modifications, certificate reference and etc.)		
1			
2			
3			
4			
5			
6			
การซ่อมบำรุงเฉพาะ (หากมี) สำหรับรายการที่ (Independent Inspection performed for item No.):			
รายการข้อบกพร่องที่ยังมีอยู่ (Deferred defects/items):			
ข้อจำกัด (Limitations) :			
ขอรับรองว่างานที่ปฏิบัติตามที่ระบุไว้ข้างต้น เว้นแต่จะระบุเป็นอย่างอื่น ได้ดำเนินการตามเอกสารผู้ผลิตฉบับล่าสุด หรือเอกสารอื่นที่ได้รับความเห็นชอบโดยสำนักงานการบินแห่งประเทศไทย และอากาศยานมีความพร้อมนำกลับไปใช้งานได้ (Certifies that the work specified except as otherwise specified was carried out in accordance with latest manufacturer's data accepted by CAAT and in respect to that work the aircraft is considered ready for release to service)			
วันที่เริ่มปฏิบัติ (Starting Date) :	นายช่างหรือพนักงานที่แต่งตั้งซึ่งมีอำนาจลงนาม (Certifying Staff Name) :		ลายมือชื่อ (Signature) :
วันที่เสร็จสิ้น (Closing Date) :	หมายเลขใบอนุญาต (License Number) : ใช้ได้จนถึง (Valid Until) :		
รับรองการนำกลับไปใช้งานสำหรับอากาศยานในสมุดปูม (CRS Aircraft Logbook) :			
ติดต่อ ( Contact) :			

- สำเนาสำหรับหน่วยซ่อมบำรุง (Repair Station Copy)
- สำเนาสำหรับเจ้าของหรือผู้ครอบครองอากาศยาน ( Owner/Operator Copy)
- สำเนาสำหรับสำนักงานการบินพลเรือนแห่งประเทศไทย (CAAT Copy)

AIR-RI-001

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## Appendix IB - Authorised release certificate - CAAT FORM 1

### PURPOSE AND USE

- 1.1. The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').
- 1.2. Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- 1.3. The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The 'approved design data' mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
- 1.4. The Certificate is not a delivery or shipping note.
- 1.5. Aircraft are not to be released using the Certificate.
- 1.6. The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
- 1.7. A mixture of production released and maintenance released items is not permitted on the same Certificate.
- 1.8. The Certificate must comply with the format attached including block numbers and the location of each block. The size of each block may however be varied to suit the individual application, but not to the extent that would make the Certificate unrecognisable.
- 1.9. The Certificate must be in 'landscape' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the CAAT.
- 1.10. The User/Installer responsibility statement can be placed on either side of the form.
- 1.11. All printing must be clear and legible to permit easy reading.
- 1.12. The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 1.13. The Certificate should be in English, and if appropriate, in one or more other languages.
- 1.14. The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 1.15. Limit the use of abbreviations to a minimum, to aid clarity.
- 1.16. The space remaining on the reverse side of the Certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the Certificate must be referenced in the appropriate block on the front side of the Certificate.
- 1.17. There is no restriction in the number of copies of the Certificate sent to the customer, or retained by the originator.
- 1.18. If an end-user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
- 1.19. The new Certificate must have a new tracking number, signature and date.

- 1.20. The request for a new Certificate may be honoured without re-verification of the item(s) condition. The new Certificate is not a statement of current condition and should refer to the previous Certificate in block 12 by the following statement; 'This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service'. Both Certificates should be retained according to the retention period associated with the first.

## 1. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR

### *Block 1 Approving CAAT/Country*

**CAAT/THAILAND**

### *Block 2 CAAT Form 1 header*

## AUTHORISED RELEASE CERTIFICATE

### CAAT FORM 1

### *Block 3 Form Tracking Number*

Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.

### *Block 4 Organisation Name and Address*

Enter the full name and address of the approved organisation releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

### *Block 5 Work Order/Contract/Invoice*

To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

### *Block 6 Item*

Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.

### *Block 7 Description*

Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, and Component Maintenance Manual).

### *Block 8 Part Number*

Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

### *Block 9 Quantity*

State the quantity of items.

### *Block 10 Serial Number*

If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter 'N/A'.

### *Block 11 Status/Work*

The following describes the permissible entries for block 11. Enter only one of these terms — where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

(i)	Overhauled	.	Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.
(ii)	Repaired	.	Rectification of defect(s) using an applicable standard (1).
(iii)	Inspected/Tested	.	Examination, measurement, etc. in accordance with an applicable standard (1) (e.g. visual inspection, functional testing, bench testing etc.).
(iv)	Modified	.	Alteration of an item to conform to an applicable standard (1).

(1) Applicable standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to the CAAT. The applicable standard shall be described in block 12.

#### Block 12 Remarks

Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main CAAT Form 1. Each statement must clearly identify which item(s) in Block 6 it relates to.

Examples of information to be entered in block 12 are:

- (i) Maintenance data used, including the revision status and reference.
- (ii) Compliance with airworthiness directives or service bulletins.
- (iii) Repairs carried out.
- (iv) Modifications carried out.
- (v) Replacement parts installed.
- (vi) Life limited parts status.
- (vii) Deviations from the customer work order.
- (viii) Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) For maintenance organisations approved in accordance with CAAT Part-M, the component certificate of release to service statement referred to in point M.A.613:

“Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance with the requirements of CAAT Part-M Subpart F and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER TCAR 8 PART 145”

If printing the data from an electronic CAAT Form 1, any appropriate data not fit for other blocks should be entered in this block.

**Block 13a-13e**

General Requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

**Block 14a**

Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box 'other regulations specified in block 12' is marked, then the regulations of the other airworthiness authority(ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.

For all maintenance carried out by maintenance organisations approved in accordance with CAAT Part-M Subpart F, the box 'other regulation specified in block 12' shall be ticked and the certificate of release to service statement made in block 12. In that case, the certification statement 'unless otherwise specified in this block' is intended to address the following cases;

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by CAAT Part M.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in CAAT Part-M. In this case block 12 shall specify the particular national regulation.

For all maintenance carried out by maintenance organisations approved in accordance with TCAR 8 Part 145, the certification statement 'unless otherwise specified in block 12' is intended to address the following cases:

- (a) Where the maintenance could not be completed.
- (b) Where the maintenance deviated from the standard required by TCAR 8 Part 145.
- (c) Where the maintenance was carried out in accordance with a requirement other than that specified in TCAR 8 Part 145. In this case block 12 shall specify the particular national regulation.

**Block 14b Authorised Signature**

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the CAAT are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

**Block 14c Certificate/Approval Number**

Enter the Certificate/Approval number/reference. This number or reference is issued by CAAT.

**Block 14d Name**

Enter the name of the person signing block 14b in a legible form.

**Block 14e Date**

Enter the date on which block 14b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year

**User/Installer Responsibilities**

Place the following statement on the Certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

'THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.

WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO 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.'

1. Approving Authority/Country  <b>CAAT/THAILAND</b>		2. AUTHORISED RELEASE CERTIFICATE CAAT FORM 1			3. Form Tracking Number
4. Organisation Name and Address					5. Work Order/Contract/Invoice
6. Item	7. Description	8. Part Number	9. Qty	10. Serial Number	11. Status/Work
12. Remarks					
13a. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in a condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12			14a <input type="checkbox"/> Part-145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service.		
13b. Authorised Signature		13c. Approval Authorisation Number		14b. Authorised Signature	
				14c. Certificate/Approval Ref. No.	
13.d Name		13e. Date		14d. Name	
				14e. Date	
<p><b>USER/INSTALLER RESPONSIBILITIES</b></p> <p>This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do 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.</p>					



## Appendix II - Class and ratings system used for the approval of TCAR 8 Part 145 Repair Station Certificate

1. Except as stated otherwise for the smallest organisation in paragraph 12, Table 1 provides the standard system for the approval of Part-145 maintenance organisations and the issuing of the certificate (terms of approval). An organisation must be granted an approval that ranges from a single class and rating with limitations to an approval for all classes and ratings with limitations.
2. In addition to Table 1, each maintenance organisation is required to indicate scope of work in the maintenance organisation exposition. See also paragraph 11.
3. Within the approval class(es) and rating(s) granted by the CAAT, the scope of work specified in the maintenance organisation exposition defines the exact limits of the approval. It is therefore essential that the approval class(es) and rating(s) and the organisation's scope of work are compatible.
4. A *category A class rating* means that the maintenance organisation may carry out maintenance on aircraft and components (including engines and/or Auxiliary Power Units (APUs)), in accordance with the aircraft maintenance data or, if agreed by the CAAT, in accordance with the component maintenance data, only while such components are fitted to the aircraft. Nevertheless, such an A-rated maintenance organisation may temporarily remove a component for maintenance in order to improve access to that component, except when its removal generates the need for additional maintenance that is not eligible for the provisions of this point. This is provided that an appropriate control procedure in the MOE has been approved by the CAAT. The limitation section will specify the scope of such maintenance, thereby indicating the extent of the approval.
5. *Category A class ratings* are subdivided into 'Base' or 'Line' maintenance categories. Such an organisation may be approved for either 'Base' or 'Line' maintenance, or both. It should be noted that a 'Line' facility located at a main base facility requires a 'Line' maintenance approval.
6. A *category B class rating* means that the maintenance organisation may carry out maintenance on uninstalled engines and/or APUs and engine and/or APU components, in accordance with the engine and/or APU maintenance data or, if agreed by the CAAT, in accordance with the component maintenance data, only while such components are fitted to the engine and/or the APU. Nevertheless, such a B-rated approved maintenance organisation may temporarily remove a component for maintenance in order to improve access to that component, except when its removal generates the need for additional maintenance that is not eligible for the provisions of this point. The limitation section will specify the scope of such maintenance, thereby indicating the extent of the approval. A maintenance organisation that is approved with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance, provided that an appropriate control procedure in the MOE has been approved by the CAAT. The scope of work in the MOE shall reflect these activities if they are permitted by the CAAT.
7. A *category C class rating* means that the maintenance organisation may carry out maintenance on uninstalled components (excluding complete engines and APUs) that are intended to be fitted on the aircraft or the engine/APU. The limitation section will specify the scope of such maintenance, thereby indicating the extent of the approval. A maintenance organisation that is approved with a category C class rating may also carry out maintenance on an installed component (other than a complete engine/APU) during base and line maintenance, or at an engine/APU maintenance facility provided that an appropriate control procedure in the MOE has been approved by the CAAT. The scope of work in the MOE shall reflect these activities if they are permitted by the CAAT.
8. A *category D class rating* is a self-contained class rating that is not necessarily related to a specific aircraft, engine or other component. The D1 — Non-Destructive Testing (NDT) rating is only necessary for a maintenance organisation that carries out NDT as a particular task for another organisation. A maintenance organisation that is approved with a class rating in the A, B or C category

may carry out NDT on products that it maintains without the need for a D1 class rating provided that the MOE contains NDT procedures.

9. The *limitation* section is intended to give CAAT the flexibility to customise an approval for any particular organisation. Ratings shall only be mentioned on the approval if they are appropriately limited. Table 1 specifies the types of limitation that are possible. It is acceptable to stress the maintenance task rather than the type or manufacturer of the aircraft or engine, if this is more appropriate to the organisation (an example could be avionics systems installations and the related maintenance). If that is mentioned in the limitation section, it indicates that the maintenance organisation is approved to carry out maintenance up to and including this particular type/task.
10. When a reference is made to the *series, type and group* in the limitation section of class A and B, series means a specific type series such as the Airbus 300, 310 or 319, or the Boeing 737-300 series, the RB211-524 series, the Cessna 150 or Cessna 172, the Beech 55 series, the continental O-200 series, etc. Type means a specific type or model such as the Airbus 310-240 type, the RB 211-524 B4 type, or the Cessna 172RG type. Any number of series or types may be quoted. Group means, for example, Cessna single piston engine aircraft or Lycoming non-supercharged piston engines, etc.
11. Notwithstanding point 145.A.85(a)(1), when a component *capability list* is used that could be subject to frequent amendments, then the organisation may propose to include such amendments in the procedure referred to in point 145.A.85(c) for changes not requiring prior approval.
12. A TCAR 8 PART 145 approved maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:

CLASS	RATING	LIMITATIONS
AIRCRAFT	A2 AEROPLANES	PISTON ENGINE 5700 KG AND BELOW
AIRCRAFT	A3 HELICOPTERS	SINGLE PISTON ENGINE 3175 KG AND BELOW
AIRCRAFT	A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
ENGINES	RATING B2 PISTON	LESS THAN 450 HP
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 TO C22	AS PER CAPABILITY LIST
SPECIALISED	D1 NDT	NDT METHODS(S) TO BE SPECIFIED

It should be noted that such an organisation may be further limited by the CAAT in the scope of approval dependent upon the capability of the particular organisation.

13. For organisations, the class system equivalency between the Air Navigation Act Section 41/93, Section 41/99 and this TCAR 8 Part 145 is as follows:

Air Navigation Act Section 41/93 & 99 - Class	TCAR 8 PART 145 - Class
ONE for Aircraft Maintenance	A X - AIRCRAFT B X - ENGINES C XX - COMPONENTS OTHER THAN COMPLETE ENGINES OR APUS D1 - NON-DESTRUCTIVE TESTING (NDT)
TWO for Major Aircraft Appliance Maintenance*	B X - ENGINES C XX - COMPONENTS OTHER THAN COMPLETE ENGINES OR APUS D1 - NON-DESTRUCTIVE TESTING (NDT)
THREE for TSO Article and Aircraft Part Maintenance	C XX - COMPONENTS OTHER THAN COMPLETE ENGINES OR APUS D1 - NON-DESTRUCTIVE TESTING (NDT)

\* Propellers are classified under Part 145 Class COMPONENTS OTHER THAN COMPLETE ENGINES OR APUS as rating C16.

**TABLE 1**

CLASS	RATING	LIMITATION	BASE	LINE
<b>AIRCRAFT</b>	A1 Aeroplanes above 5,700 kg maximum take-off mass (MTOM)	[Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks]  <i>Example: Airbus A320 Series</i>	[YES/NO] (*)	[YES/NO] (*)
	A2 Aeroplanes of 5,700 kg MTOM and below	[Shall state aeroplane manufacturer or group or series or type and/or the maintenance tasks]  <i>Example: DHC-6 Twin Otter Series</i>	[YES/NO] (*)	[YES/NO] (*)
	A3 Helicopters	[Shall state helicopter manufacturer or group or series or type and/or the maintenance task(s)]  <i>Example: Robinson R44</i>	[YES/NO] (*)	[YES/NO] (*)
	A4 Aircraft other than A1, A2 and A3	[Shall state aircraft category (sailplane, balloon, airship, etc.), manufacturer or group or series or type and/or the maintenance task(s).]	[YES/NO] (*)	[YES/NO] (*)
<b>ENGINES</b>	B1 Turbine	[Shall state engine series or type and/or the maintenance task(s)]  <i>Example: PT6A Series</i>		
	B2 Piston	[Shall state engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[Shall state engine manufacturer or series or type and/or the maintenance task(s)]		
<b>COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs</b>	C1 Air Cond & Press	[Shall state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s)]  <i>Example: PT6A Fuel Control</i>  <i>Component in accordance with the capability list.....</i>		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors — Hatches			
	C5 Electrical Power & Lights			
	C6 Equipment			
	C7 Engine — APU			
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter— Rotors			
	C11 Helicopter— Trans			

CLASS	RATING	LIMITATION	BASE	LINE
	C12 Hydraulic Power			
	C13 Indicating — recording system			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic & Vacuum			
	C18 Protection ice/rain/fire			
	C19 Windows			
	C20 Structural			
	C21 Water ballast			
	C22 Propulsion Augmentation			
SPECIALISED SERVICES	D1 Non Destructive Testing	[Shall state the particular NDT method(s)]		
(*) Delete as appropriate				

Appendix IIIA - CAAT application form

<b>1. Applicant's Reference</b>	Please provide a brief, unique identifier that we will use to refer to your application	
<b>2. Applicant Data</b> Legal name and seat of the company as it appears on the Business Registration or similar legal document		
<b>2.1 Registered Name and Address</b> (registered name and legal seat of the company)	Registered Name	Registered Name as specified in the Certificate of Incorporation
	Trading Name	if applicable, enter Trading Name/Doing Business-as Name
	Street / Number	
	Address	
	City/ Province	
	Country	
Important Note: An approval may be granted to an organization which may be either a natural person, a legal entity or part of a legal entity. Would you therefore please include with this application confirmation of the legal status of your organization and enclose a copy of your Certificate of Incorporation.		
<b>2.2 Billing and Postal Data</b> (addresses may be left blank, if same as 2.1 Applicant Data)		
<b>2.2.1 Billing Address</b> (For the receipt of CAAT Fees and Charges Invoices. CAAT invoices are issued via post-mail to the address provided here.)	Company Name	Same as in section 2.1. (other name only in exceptional cases)
	Street / Number	
	PO Box	
	Address	
	City/ Province	
	Country	
<b>2.2.2 Financial Contact</b> (person that will be contacted for all issues connected with the CAAT invoice/s)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name/First name	
	Job title/Position	
	Phone/Fax	
	Email	
<b>2.2.3 Invoice Recipient</b>	Email	
<b>2.2.4 Shipping Address</b> (postal address for the shipping of original CAAT documents; if deviating from 2.1)	Company Name	
	Street / Number	
	PO Box	
	Address	
	City/ Province	
	Country	
<b>2.2.5 Authorized Agent in Thailand</b> (A responsible person who represents an operator and who is authorized by or on behalf of such operator to act on all formalities)	Official Name	
	Address	
	Athorized contact person Name	
	Job title/Position	
	Phone/Fax	
	Email	

Technical Application Data		
<b>3. References certificate (e.g. CAAT, NAA, EASA, FAA, TC CANADA,)</b>		
<b>AMO Certificate (if any)</b>	Please enter your certificate approval number or enter N/A in case of initial application	
<b>4. Addresses of site (s) requiring approval</b>		
<b>4.1 Principal place of business</b> (may be left blank, if same as 2.1 Applicant Data)	Street / Number	
	Address	
	City/ Province	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable
<b>4.2 Base, Engine and Propellers Component Maintenance Site(s) and/or specialized service site</b> Enter "Not applicable" in the case the Maintenance Site is the same as 4.1 Principal Place of Business or in the case of CAAT Form 2		
<b>4.2.1 Facility/Site 1</b>	Street / Number	Enter "N/A" in the case the maintenance site is the same as PPB or in the case of CAAT Form 2
	Address	
	City/ Province	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable
<b>4.2.2 Facility/Site 2</b>	Street / Number	
	Address	
	City/ Province	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable
<b>4.2.n Facility/Site n</b>	Street / Number	
	Address	
	City/ Province	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable

[duplicate table as applicable]

<b>4.3 Line Maintenance Location(s)</b> Enter "Not applicable" in the case the Maintenance Site is the same as 4.1 Principal place of business or in the case of CAAT Form 2.		
<b>4.3.1 Facility/Site 1</b>	Street / Number	Enter "N/A" in the case the maintenance site is the same as PPB or in the case of CAAT Form 2
	Address	
	City/ Province	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable
<b>4.3.2 Facility/Site 2</b>	Street / Number	
	Address	
	City/ Province	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable
<b>4.3.n Facility/Site n</b>	Street / Number	
	Address	
	City/ Province	
	Country	
	Airport Code	Enter IATA code of the Airport or "N/A" if not applicable

[duplicate table as applicable]

<b>5. Contacts</b>		
<b>5.1 Accountable Manager</b>	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	Enter the name of the proposed Accountable Manager in the case of a new Part-145 or in case of change of Accountable Manager
	First name	
	Job title/Position	
	Phone/Fax	
	Email	
<b>5.2 Compliance Monitoring Manager</b>	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title/Position	
	Phone/Fax	
	Email	
<b>5.3. Organisation Generic Email</b>		This address will be used for all technical communication



<b>6. Identification of Activity</b>		
<b>6.1 Application for</b>	<input type="checkbox"/> CAAT Part-145 Approval Repair Station Certificate No.....	
<b>6.2 Application Type</b>	<input type="checkbox"/> Initial application <input type="checkbox"/> Renewal application <input type="checkbox"/> Application for change <input type="checkbox"/> Date of Application <input type="checkbox"/> Organisation name <input type="checkbox"/> Rating(s) <input type="checkbox"/> Address data <input type="checkbox"/> Contact detail(s) <input type="checkbox"/> Nominated persons <input type="checkbox"/> Notification of surrender	
<b>6.3 Scope of Part-145 to this application</b>	Provide information on this application's scope - e.g.: A1 rating and D1 rating; Change of Compliance Monitoring Manager; Addition of a line station. Complete sections 8 (as applicable) for details of the scope of work.	
<b>6.4 Attachment</b>	The following document are required to submit for initial and Renewal	
	<b>For Initial Approval</b> <input type="checkbox"/> Transmittal Letter <input type="checkbox"/> Copy of juristic Person Certificate <input type="checkbox"/> Copy of Financial Statement <input type="checkbox"/> Maintenance Organization Exposition Manual (MOE) and/or CAAT Supplement <input type="checkbox"/> Capability List with revision date <input type="checkbox"/> SMS Manual	<b>For Renewal or change approval</b> <input type="checkbox"/> Transmittal Letter <input type="checkbox"/> Capability List with revision date <input type="checkbox"/> Repair Station Self Assessments Checklist ( AIR/ RI- 012) including with copy of Local Authority Certificate or FAA Certificate or EASA certificate (if any) <input type="checkbox"/> Maintenance Organization Exposition Manual (MOE) and/or CAAT Supplement
<b>7. Certifying staff</b>		
The total number of certifying staff employed by the organisation in order to comply with CAAT Part-145		
	Certifying Staff	
<b>Principal Place of Business</b>		
<b>Base Maintenance Site(s)</b>	Enter N/A in case the application or the scope already hold does not include base maintenance activity	
<b>Line Maintenance Site(s)</b>	Enter N/A in case the application or the scope already hold does not include base maintenance activity	
<b>Total</b>		

8. Scope of requested Part-145 (*)						
(*) in case of application for change of the scope of work, only the parts of this table affected by the change shall be completed.						
	RATING	LIMITATION	BASE		LINE	
			Yes	No	Yes	No
<b>AIRCRAFT</b>	<b>A1</b> Aeroplanes/airships above 3700 Kg	Quote the expected aircraft type to be added and/or deleted.				
	<b>A2</b> Aeroplanes/airships 3700 Kg and below	Quote the expected aircraft type to be added and/or deleted.				
	<b>A3</b> Helicopters	Quote the expected aircraft type to be added and/or deleted.				
	<b>A4</b> Aircraft other than A1, A2 or A3	Quote aircraft type or group				
<b>ENGINES</b>	<b>B1</b> Turbine	Quote the expected engine type(s) to be added and/or deleted as defined in the engine TCOE				
	<b>B2</b> Piston	Quote engine manufacturer or group or type(s) to be added and/or deleted as defined by the OEM				
	<b>B3</b> APU	Quote the expected APU type(s) to be added and/or deleted as defined by the OEM				
<b>PROPELLERS/COMPONENTS OTHER THAN COMPLETE ENGINES OR AUXILIARY POWER UNITS</b>	C1 Air Cond & Press	<input type="checkbox"/>	State aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or the maintenance task(s) and/or cross refer to a capability list in the exposition			
	C2 Auto Flight	<input type="checkbox"/>				
	C3 Comms and Nav	<input type="checkbox"/>				
	C4 Doors – Hatches	<input type="checkbox"/>				
	C5 Electrical Power & Lights	<input type="checkbox"/>				
	C6 Equipment	<input type="checkbox"/>				
	C7 Engine – APU	<input type="checkbox"/>				
	C8 Flight Controls	<input type="checkbox"/>				
	C9 Fuel	<input type="checkbox"/>				
	C10 Helicopter – Rotors	<input type="checkbox"/>				
	C11 Helicopter – Trans	<input type="checkbox"/>				
	C12 Hydraulic Power	<input type="checkbox"/>				
	C13 Indicating/Recording System	<input type="checkbox"/>				
	C14 Landing Gear	<input type="checkbox"/>				
	C15 Oxygen	<input type="checkbox"/>				
	C16 Propellers	<input type="checkbox"/>				
	C17 Pneumatic & Vacuum	<input type="checkbox"/>				
	C18 Protection Ice/Rain/Fire	<input type="checkbox"/>				
	C19 Windows	<input type="checkbox"/>				
	C20 Structural	<input type="checkbox"/>				
	C21 Water Ballast	<input type="checkbox"/>				
	C22 Propulsion Augmentation	<input type="checkbox"/>				
<b>SPECIALISED SERVICES</b>	<b>D1</b> Non Destructive Testing	<input type="checkbox"/> Eddy Current Inspection				
		<input type="checkbox"/> Liquid Penetrant Inspection				
		<input type="checkbox"/> Magnetic Particle Inspection				
		<input type="checkbox"/> Radiography Inspection				
		<input type="checkbox"/> Shearography Inspection				
		<input type="checkbox"/> Thermography Inspection				
		<input type="checkbox"/> Ultrasonic Inspection				
	<input type="checkbox"/> Other Method	State particular NDT method(s)				
<b>SPECIALISED SERVICES</b>	Quote specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the "course of maintenance" under any rating (A, B or C). These activities do not need to be mentioned if contracted					

<b>9. Other CAAT approvals held by the applicant</b>			
AOC Certificate Approval		ATO Certificate Approval	

<b>10. Applicant's declaration and acceptance of the Terms of Use for the CAAT Inspection and Non-Compliance Form (NCF)</b>		
<p>I, as Compliance Monitoring Manager of the Organisation, herewith declare to be duly authorised/empowered to validly represent the company as detailed above for the purpose of accessing and using the CAAT Inspection and Non-Compliance Form (NCF)</p> <p>I acknowledge that I have read, understood the Terms of Use of the NCF and I agree to abide by them.</p>		
Enter date/location	Enter name	
Date/Location	Name	Signature of Compliance Monitoring Manager

<b>11. Applicant's declaration and acceptance of the General Conditions and Terms of Payment</b>		
<p>I declare that I have the legal capacity to submit this application to CAAT and that all information provided in this application form is correct and complete.</p> <p>I have understood that I am submitting an application for which fees or charges will be levied by CAAT. The condition of fees (The rate is that prescribed by Ministry's regulation)</p> <ul style="list-style-type: none"> <li>• Initial Certification</li> <li>• Renewal of certification</li> <li>• Change the location of repair station</li> <li>• Amendment of rating or certain service to the certificate.</li> <li>• Oversight audits or surveillance of the repair station</li> <li>• Inspection Fee as following information <ul style="list-style-type: none"> <li>◦ Daily service fee for each travel and audit/ inspection day (the fee is charged as per calendar day for the entire period of the mission including travel days from and to Bangkok.</li> <li>◦ The applicant is responsible to provide air ticket (unrestricted, refundable tickets) return air travel, ground transportation and hotel accommodation for CAAT Airworthiness Inspector who is assigned to perform audit of the repair station's facilities.</li> </ul> </li> </ul> <p>I acknowledge that I have read and understood CAAT Terms of Payment and agree to abide by them. I declare to be aware that fees or charges, as well as all relevant travel costs must be paid whether or not the application is successful and that they might not be refundable. Moreover, I declare that I am aware of the consequences of non-payment.</p>		
Enter date/location	Enter name	
Date/Location	Name	Signature of Accountable Manager**

**\*\*Important note:** CAAT does not accept applications without signature. The signature of either the Accountable Manager or of the new proposed Accountable Manager (in case of initial Part-145 or in case of changed Accountable Manager) is always required.

This Application should be sent by e-service, email or regular mail to:

E-Service: <https://eservice.caat.or.th>

The Civil Aviation Authority of Thailand (CAAT)  
Airworthiness and Aircraft Engineering Department  
333/105 Laksi Plaza, Khamphaeng Phet 6 Rd., Talat Bangkhen,  
Laksi, Bangkok 10210

Email as applicable to :

Email: [145@caat.or.th](mailto:145@caat.or.th)

Appendix IIIB - CAAT application form Repair Station Certificate Replacement Form – แบบคำขอใบ  
แทนใบรับรองหน่วยซ่อม.

Application Form for the Replacement of Foreign Repair Station Certificate attached of the  
Announcement of the Civil Aviation Authority on December B.E. 2559 (2016)



THE CIVIL AVIATION AUTHORITY OF THAILAND

APPLICATION FORM FOR THE REPLACEMENT OF FOREIGN REPAIR STATION CERTIFICATE

Date: .....

Foreign Repair Station Certificate Number: .....

Company Name: .....

Address: .....

I hereby request the director of the Civil Aviation Authority of Thailand for the Replacement of Foreign  
Repair Station Certificate because the Foreign Repair Station Certificate was: (please check in the box)

- ☐ Lost
- ☐ Destroyed because of.....
- ☐ Substantially damaged in.....

I have attached herewith the following documents: (please check in the box)

- ☐ Police Report, if available.
- ☐ Damaged, Defaced or Destroyed.
- ☐ Other official letters that certify such loss or damage.

I hereby certify that I have been authorized by the repair station to make this application, and  
all information of this application is true and correct.

Signature of Applicant

.....  
(.....)

**Appendix IV - Conditions for the use of staff not qualified in accordance to the applicable regulation for CAAT aircraft maintenance engineer licence referred to in paragraph 145.A.30(j)**

1. Certifying staff in compliance with the following conditions will meet the intent of 145.A.30(j)(1) and (2):
  - (a) The person shall hold a licence or a certifying staff authorisation issued under the country 's national regulations in compliance with ICAO Annex 1.
  - (b) The scope of work of the person shall not exceed the scope of work defined by the national licence or the certifying staff authorisation, whatever is the most restrictive.
  - (c) The person shall demonstrate that he/she received training on human factors and aviation legislation as per the MOE procedures and CAAT regulations as applicable to their authorisation.
  - (d) The person shall demonstrate 5 years maintenance experience for line maintenance certifying staff and 8 years for base maintenance certifying staff.
  - (e) Line and base maintenance certifying staff and base maintenance support staff shall demonstrate that he/she received type training and passed examination as required by the applicable regulation for CAAT aircraft maintenance engineer licence, as applicable, for each aircraft type in the scope of work referred to in point (b).
  - (f) Base maintenance certifying staff shall demonstrate he/she received type training and passed examination at the applicable regulation for CAAT aircraft maintenance engineer licence level for each aircraft type in the scope of work referred to in point (b), except that for the first aircraft type, training and examination shall be at the applicable regulation for CAAT aircraft maintenance engineer licence.
2. Protected rights
  - (a) The personnel having privileges before the entry into force of the TCAR 8 Part 145 may continue to exercise them without the need to comply with points 1(c) to 1(f).
  - (b) However, after that date any certifying staff willing to extend the scope of their authorisation to include additional privileges shall comply with point 1.
  - (c) Notwithstanding point 2(b) above, in the case of additional type training, compliance with points 1(c) and 1(d) is not required.