

Requirements of the Civil Aviation Authority of Thailand

NO. 5

Re: Foreign Repair Station Certificate

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By virtue of the second paragraph of Section 41/111 of the Air Navigation Act B.E. 2497 (1954) as amended by the Royal Decree on the Amendment to the Air Navigation Act B.E. 2497 (1954), B.E. 2558 (2015), the Director of the Civil Aviation Authority of Thailand (the “Director”) hereby issues the following requirements:

Clause 1 These requirements shall be called the “Requirements of the Civil Aviation Authority of Thailand No. 5, Re: Foreign Repair Station Certificate” (the “Requirements”).

Clause 2 These Requirements shall be in full force and effect from the date on which they are published in the Government Gazette.

Clause 3 Any person who is desirous of obtaining the Foreign Repair Station Certificate shall submit an application to the Director using the form prescribed and notified by the Director, along with the following documents and evidence:

(1) Copy of the company affidavit or evidence of the juristic person’s incorporation showing the following particulars: name, company objectives, location of the office, and names of the authorised persons. Such document shall have been issued within six months from the date on the company affidavit or evidence;

(2) Evidence of the company’s financial position issued by a financial institution;

(3) Repair station exposition manual, which shall as a minimum include the details of the location, buildings, tools, and facilities to be used for maintenance work, as well as a map illustrating the location of the

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site or buildings, diagram of the organisational structure of the repair station, list of names of the employees, engineers, authorised persons with the authority to sign on the maintenance work certificate, and other details as prescribed and notified by the Director;

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

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

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

(7) Security management manual;

(8) List of the names of the persons who are directly responsible for the control of the work operations, along with the documents or evidence demonstrating their knowledge and capabilities; and

(9) Plan for training programs for employees or engineers at the repair station.

In the case that the country in which the applicant will perform maintenance work on a Thai aircraft has a law prescribing that a license or certificate must be obtained in order to engage in aircraft maintenance, the applicant shall also submit evidence of the relevant license or certificate, as the case may be.

Clause 4 The applicant for the Foreign Repair Station Certificate in Clause 3 shall specify the rating (capacity) for the maintenance of Thai aircrafts in its application.

Clause 5 Upon receipt of the application form and documents and evidence in Clause 3, the Director shall inspect the same to check for the accuracy and completeness of the information, and examine the locations, maintenance methods, facilities, apparatus, equipment, materials, and information used for the

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

The Foreign Repair Station Certificate in the first paragraph shall be in the form attached to these Requirements. The Director may also prescribe the type of the aircraft, major aircraft appliances, TSO articles, or aircraft parts on which maintenance work can be performed at the repair station, as well as the methods, terms and details of the operations of the repair station, or maintenance limitations.

If the Director is of the view that the applicant does not have the capacity to perform maintenance on the aircraft, major aircraft appliances, TSO articles, or aircraft parts as stated in the application, the Director shall serve a notice to the applicant detailing the rationale for its being denied the Foreign Repair Station Certificate.

Clause 6 In the interests of safety, the Director may consider prescribing limitations on the maintenance rating of the foreign repair stations by requiring that the Foreign Repair Station Certificate holder shall only be able to perform maintenance on specific models of aircrafts, major aircraft appliances, TSO articles, aircraft parts; or that the Foreign Repair Station Certificate holder shall only be able to perform maintenance which requires specialised equipment and skills. The limitations on the maintenance rating may be in the form of specific types or models of aircraft, engines, major aircraft appliances, or serial numbers of certain parts which were produced by specific manufacturers or specialised maintenance procedures.

Clause 7 If the Foreign Repair Station Certificate holder is desirous of:

- (1) Increasing or reducing the maintenance rating;
- (2) Increasing, reducing, or making changes to the compliance with the operation specifications; or

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(3) Changing or modifying the location or facilities of the repair station;

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

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

Clause 8 The Foreign Repair Station Certificate holder shall display the Foreign Repair Station Certificate in a location which can be easily seen at the repair station.

Clause 9 The Foreign Repair Station Certificate shall be valid for three years following its issuance date.

Clause 10 The Foreign Repair Station Certificate holder who is desirous of renewing the Foreign Repair Station Certificate shall submit a request for renewal to the Director using the form prescribed and notified by the Director, along with the documents and evidence as prescribed and notified by the Director, at least 60 days prior to the expiry of the Foreign Repair Station Certificate. During the stage of consideration of the request for renewal, the Foreign Repair Station Certificate holder shall be in compliance with the existing Repair Station Certificate until otherwise instructed by the Director.

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

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

Clause 11 The Director is authorised to suspend the Foreign Repair Station Certificate in the following cases:

(1) The Foreign Repair Station Certificate holder violates or fails to comply with the maintenance specifications for Thai aircrafts overseas;

(2) The Foreign Repair Station Certificate holder violates or fails to comply with the manual or documents which have been approved by the Civil Aviation Authority of Thailand;

(3) The Foreign Repair Station Certificate holder violates or fails to comply with the rules and procedures on safety practices prescribed by the Civil Aviation Authority of Thailand;

(4) The Foreign Repair Station Certificate holder makes changes or amendments to the manual or documents which have been approved by the Civil Aviation Authority of Thailand without having obtained prior approval; or

(5) The Foreign Repair Station Certificate holder fails to ensure that the quality control, quality assurance, or maintenance rating systems comply with the applicable standards.

Clause 12 The Director is authorised to revoke the Foreign Repair Station Certificate in the following cases:

(1) The Foreign Repair Station Certificate holder fails to improve the quality control system or to maintain the maintenance rating in compliance with the applicable standards within the certificate suspension period in Clause 11; or

(2) The Foreign Repair Station Certificate has been suspended more than twice in the past two years.

Clause 13 If the Foreign Repair Station Certificate is lost, destroyed, or materially damaged, the Foreign Repair Station Certificate holder shall submit an application for a substitute Foreign Repair Station Certificate to the Director using the form prescribed and notified by the Director, along with the documents relating to or evidence of the police report or the original Foreign Repair Station Certificate which has been destroyed or damaged.

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

Clause 14 All applications for the Foreign Repair Station Certificate and its renewal thereof and the documents and evidence submitted prior to the date on which these Requirements come into force and effect and which are pending the consideration of the Director, shall be deemed as applications for the Foreign Repair Station Certificate or applications for the renewal of the Foreign Repair Station Certificate under these Requirements.

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

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Clause 15 All Foreign Repair Station Certificates which were issued to the repair stations prior to the date on which these Requirements came into force and effect shall continue to be effective until their respective expiry dates.

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Director of the Civil Aviation Authority of Thailand

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