



สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

GUIDANCE MATERIAL FOR CAAT MAINTENANCE ORGANISATION EXPOSITION SUPPLEMENT

CAAT-GM-AIR-502

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ABBREVIATIONS

AMC	Acceptable Means of Compliance
CAA	Civil Aviation Authority
CAAT	The Civil Aviation Authority of Thailand
CRS	Certificate Release to Service
EASA	European Aviation Safety Agency
FAA	Federal Aviation Administration
GM	Guidance Material
MOE	Maintenance Organisation Exposition
NAA	National Aviation Authority
NDT	Non-Destructive Testing
OEM	Original Equipment Manufacturer
RSQCM	Repair Station and Quality Control Manual
TCAR	Thailand Civil Aviation Regulation
TCH	Type Certificate Holder

0. INTRODUCTION

0.1 Scope and Applicability

The Civil Aviation Authority of Thailand (CAAT) is the Competent Authority for maintenance organisations¹ that are involved in the maintenance of Thai registered aircraft and components intended for fitment thereto as established by TCAR Part 145.A.1 General. CAAT is therefore responsible for the final approval of these maintenance organisations and for establishing procedures detailing how TCAR Part 145 applications and approvals are managed.

This Guidance Material (GM) is applicable to TCAR Part 145 applicants and TCAR Part 145 maintenance organisations located outside Thailand. The provisions of this GM are complementary to the maintenance organisation certification requirements detailed in TCAR Part 145 and do not supersede or replace any associated regulatory requirements.

0.2 Purpose

The purpose of this GM is to set forth procedures for the development of a CAAT MOE Supplement in accordance with TCAR Part 145, 145.A.5.

0.3 Associated Instructions

CAAT has developed associated provisions (guidance, forms, and templates) that detail specific matters, which need to be considered as an integral part of this procedure. This information is available on the CAAT website (www.caat.or.th)

0.4 Communication

All documents and correspondence between the maintenance organisation and CAAT should be in English. The official e-mail is air-amo@caat.or.th.

0.5 Acceptance by CAAT

Submission and acceptance of the CAAT MOE Supplement will be conducted by CAAT-EMPIC.

0.6 References

- Air Navigation Act B.E. 2497
- Requirements of the Civil Aviation Authority of Thailand Issue 5 on Foreign Repair Station Certificate
- Requirements of the Civil Aviation Authority of Thailand Issue 22 on Reporting of Civil Aviation Occurrences
- Thailand Civil Aviation Regulation on Repair Station Certificate Requirements (TCAR PART 145)
- Acceptable Means of Compliance to Thailand Civil Aviation Regulation on Repair Station Certificate Requirements (AMC to TCAR Part 145)

¹ The terms “Maintenance Organisations” and “Repair Stations” should be read interchangeably in this Guidance Material.

1. CAAT MOE SUPPLEMENT

The CAAT MOE supplement in conjunction with a foreign repair station manual approved by a foreign CAA forms the basis of the CAAT TCAR Part 145 approval.

It is essential that the person(s) specified under paragraph 145.A.30(b) of TCAR Part 145 are reasonably familiar with the contents of the CAAT MOE Supplement. Other personnel are expected to be familiar with those parts of the manual that are relevant to the work they carry out.

A CAAT MOE supplement must address the following requirements of TCAR Part 145:

- 145.A.70(a)1: the repair station accountable manager statement
- 145.A.70(a)6: the list of certifying staff and support staff with their scope of approval
- 145.A.70(a)9: a specification of the scope of work of the organisation that is relevant to the terms of the CAAT approval
- 145.A.70(a)12: management system procedures as described in 145.A.200 - 205
- 145.A.70(a)16: a list of all contracted/subcontracted organisations

The CAAT MOE Supplement consists of the following:

- (a) General information
- (b) Maintenance procedures for all aspects of aircraft component acceptance from outside sources, and aircraft maintenance to the required standards
- (c) Management system procedures, including requirements for qualifying mechanics, inspectors, certifying staff, compliance monitoring and safety management personnel
- (d) Supporting/associated documents

The CAAT MOE supplement should be in English.

Appendix 1 to this GM provides a template for an acceptable CAAT MOE supplement.

APPENDIX 1 – CAAT MOE SUPPLEMENT TEMPLATE

A CAAT MOE Supplement should include the following information. Where references are made to other procedures, a summary of those procedures must be included.

COVER PAGE

The cover page should include the following information:

- Name of the organisation
- Address of the principal place of business
- Certificate approval numbers issued by local or other Civil Aviation Authorities (CAA)
- CAAT certificate approval number (if any)
- Issue date of the CAAT MOE Supplement

LEP – LIST OF EFFECTIVE PAGES

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PART 0 INTRODUCTION

A CAAT MOE Supplement, together with the *[state reference to the NAA Maintenance Organisation Exposition or Repair Station and Quality Manual]* forms the basis of the CAAT acceptance for the maintenance by the organisation on aircraft components, which are eligible for installation on aircraft under the regulatory control of the CAAT.

The maintenance, which is carried out in accordance with the procedures and methods referenced in the *[state reference to the EASA/FAA/NAA Maintenance Organisation Exposition or Repair Station and Quality Manual]* and this Supplement is accepted as being in compliance with the CAAT regulation.

For the purpose of determining compliance with TCAR 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 CAAT.

PART 1 GENERAL

1.1 Statement by the Accountable Manager

[Provide statement by accountable manager.]

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

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

- *This supplement and any associated referenced manuals define the organisation and procedures required by TCAR Part 145.*
- *These procedures are approved by the undersigned and must be complied with, as applicable, when work orders are being progressed under the terms of the TCAR Part 145 approval.*
- *These procedures do not override compliance with any new or amended regulations published from time to time where there is a conflict.*
- *It is understood that the approval of the organisation is based upon the continuous compliance of the organisation with TCAR Part 145, and with the organisation's procedures described in this supplement and associated referenced manuals.*
- *CAAT is entitled to suspend or revoke the approval, if the organisation fails to fulfil the obligations imposed by TCAR Part 145 or any conditions according to which the approval was issued.*

Signed

Dated

Title of Accountable Manager

On behalf of(quote organisation name)

Where the accountable manager is replaced, the new accountable manager must sign the statement so that CAAT acceptance is not rendered invalid.

1.2 Safety Policy and Objectives

[Describe the safety policy and objectives of the organisation.]

This paragraph addresses the commitment of the accountable manager to the safety policy and objectives of the organisation. For details, refer to Part 2, 1.2 of CAAT-GM-AIR-501.

1.3 Organisation and Personnel

1.3.1 Management Personnel

[Include the management personnel by name and title.]

Contents of a typical list is as follows:

- Accountable Manager
- Nominated Persons
 - Compliance monitoring manager
 - Safety manager
 - Maintenance managers as applicable
 - Deputy nominated personnel (or a deputising procedure);
- Managers (if applicable)
- Responsible NDT Level 3 (if applicable)

For details, refer to Part 2, 1.3 of CAAT-GM-AIR 501.

1.3.2 Duties and Responsibilities of the Management Personnel

[Describe the duties and responsibilities of the management personnel together with the reporting lines.]

1.3.3 Organisation Chart

[Include the organisation chart related to the maintenance activity.]

For details, refer to Part 2, 1.5 of CAAT-GM-AIR 501.

1.3.4 Training Program and Competency Assessment

[Describe the training requirements, authorisation procedures, and competency assessments as required by 145.A.30 and 145.A.35.]

For details, refer to CAAT-GM-AIR-503.

1.3.5 List of Certifying Staff

[Identify the certifying staff that will be authorised to issue CAAT Form 1 or Certificate of Release to Service (CRS) of Thai registered aircraft. The list should identify the name, signature, authorisation number, scope and limitations of the authorisation and stamp/stamp number.]

Contents of a typical list is as follows:

- Name/forename
- Certifying staff category (aircraft, engines, components, specialised services)
- Identification of the support staff for aircraft base maintenance activity
- Authorisation identification number
- Sample of the signature
- Date of the first issue of the authorisation
- Expiry date of the authorisation
- Scope/limitation of the authorisation
- Reference to the aircraft maintenance license identification number (for aircraft certifying and support staff only)
- Line and base maintenance certifying staff authorised under the protected rights as per Appendix IV, paragraph 2 of TCAR Part 145

This list should clearly indicate which staff are authorised to release to service Thai registered aircraft and/or to issue CAAT Form 1.

For details, refer to Part 2, 1.6 of CAAT-GM-AIR 501.

1.3.6 Manpower Resources

[Describe the manpower, including staff numbers, required to support the CAAT terms of approval and scope of work.]

Contents of a typical list is as follows:

- Management personnel
- Support staff such as engineering and planning staff
- Quality system staff
- Certifying staff
- Aircraft base maintenance support staff
- Maintenance technical staff other than certifying staff and support staff
 - Store and purchasing department staff
 - Training staff
 - Contracted staff

For details, refer to Part 2, 1.7 of CAAT-GM-AIR-501 and CAAT-GM-AIR-506.

1.3.7 General Description of the Facilities at Each Address Intended to be Approved

[Include the general layout of each facility and workshop that is related to the CAAT terms of approval and scope of work.]

For details, refer to Part 2, 1.8 of CAAT-GM-AIR-501.

1.4 Scope of Work

Reference: Appendix II to TCAR Part 145

[Describe the scope of work that is approved by CAAT.]

The scope cannot exceed the scope and limitations, which are approved by the national aviation authority of the organisation, for each approved location and level of maintenance.

For details, refer to Part 2, 1.9 of CAAT-GM-AIR-501.

1.5 Procedures for Amendments and Changes to the CAAT MOE Supplement

Reference: 145.A.85

[Describe the procedures for the amendment of this supplement, and for changes to the organisation that could affect the continued validity of CAAT approval.]

For details, refer to Part 2, 1.10 of CAAT-GM-AIR-501.

1.6 Recordkeeping

Reference: 145.A.55

[Describe procedures for the recordkeeping of maintenance, personnel, and management system records.]

For details, refer to Part 2, 2.14 and Part 3 of CAAT-GM-AIR-501.

PART 2 MAINTENANCE PROCEDURES

This part addresses the additional maintenance procedures that are required to meet the intent of TCAR Part 145.

2.1 Acceptance/Inspection of Aircraft Components and Materials

Reference: 145.A.42.

[Describe the procedures for the acceptance of components, standard parts and materials for installation.]

For details, refer to Part 2, 2.2 of CAAT-GM-AIR-501.

2.2 Repair and Modification Procedures

[Describe the procedures for the approval of major repairs and modifications.]

Any major repair or modification will require CAAT approval in accordance with CAAT *Requirements No.20 on Modifications and Repairs Approval Requirements*, unless the repair or modification is approved by the TCH or OEM of the component.

For details, refer to Part 2, 2.9 & 2.12 of CAAT-GM-AIR-501.

2.3 Airworthiness Directives Procedures

[Describe the procedures for compliance with applicable airworthiness directives.]

For details, refer to Part 2, 2.11 of CAAT-GM-AIR-501.

2.4 Release to Service Procedures

Reference: 145.A.50

[Describe the procedures for the release to service.]

The authorised CRS must be issued in accordance with TCAR Part 145, 145.A.50 at the completion of any maintenance on a Thai registered aircraft.

The authorised release certificate CAAT Form 1 must be issued in accordance with TCAR Part 145, 145.A.50(d) at the completion of any maintenance on a component, which is intended for installation on a Thai registered aircraft.

Information on the completion of the CAAT CRS Form and CAAT Form 1 are published in Appendix IA and Appendix IB to TCAR Part 145 respectively.

A copy of the CAAT CRS Form and/or CAAT Form 1 should be included in Part 4 of this Supplement.

For details, refer to Part 2, 2.16 of CAAT-GM-AIR-501.

2.5 Occurrence Reporting

Reference: 145.A.60

[Describe the occurrence reporting system.]

For details, refer to Part 2, 2.18 of CAAT-GM-AIR-501.

PART 3 MANAGEMENT SYSTEM PROCEDURES

Reference: 145.A.200

[Describe the procedures, which are related to the organisation management system.]

The procedures should include the following elements to meet the intent of TCAR Part 145, 145.A.200 – 205:

- Lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager
- 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
- A description of an internal safety reporting management scheme to enable the collection and evaluation of occurrences including errors, near misses and hazards not required to be reported to other CAAs or the CAAT according to paragraph 145.A.60 of TCAR Part 145
- The processes for hazard identification and mitigation of aviation safety risks that may arise from all activities of the organisation, including those generated from contracting and subcontracting activities or when purchasing equipment or services
- Documentation detailing the ongoing training and assessment of personnel to demonstrate the continued competency to perform tasks
- Documentation detailing key management system processes, including procedures for amendment of documentation and ensuring awareness of responsibilities among staff; and
- Procedures for compliance monitoring of the organisation in accordance with the relevant requirements

[A reference to existing procedures should be indicated here, if the organisation approval from its national authority, includes a management system compliant with TCAR Part 145 requirements.]

For details, refer to Part 3 of CAAT-GM-AIR-501.

PART 4 SUPPORTING DOCUMENTS

- 4.1 Sample documents (CAAT Form 1) / Certificate of Release to Service of Aircraft (CRS)
- 4.2 List of certifying staff as per 145.A.35
- 4.3 List of subcontractors as per 145.A.75(b)
- 4.4 List of contracted organisations as per 145.A.70(a)16

For details, refer to Part 5 of CAAT-GM-AIR-501.