



สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

GUIDANCE MATERIAL FOR MAINTENANCE ORGANISATION MANAGEMENT PERSONNEL

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Suttipong Kongpool
Director General
The Civil Aviation Authority of Thailand

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ABBREVIATIONS

AMC	Acceptable Means of Compliance
CAAT	The Civil Aviation Authority of Thailand
GM	Guidance Material
MOE	Maintenance Organisation Exposition
NDT	Non-Destructive Testing
TCAR	Thailand Civil Aviation Regulation

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 regardless of whether their principal place of business is located within Thailand or internationally. 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 provide:

- definitions of management personnel and a process for a maintenance organisation to follow when proposing management personnel for acceptance by CAAT
- the standard CAAT Form 2 used for a TCAR Part-145 approval and the associated instructions for its completion
- instructions to assist a maintenance organisation in establishing minimum requirements for management personnel

0.3 Associated Instructions

CAAT has developed associated provisions (guidance, forms, checklists, and templates) that detail specific matters, which need to be considered as an integral part of this GM. 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 Management of Approvals by CAAT

Maintenance organisation management personnel must be approved by CAAT. This is done as part of the MOE approval or CAAT MOE supplement acceptance process.

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

0.6 References

- Air Navigation Act B.E. 2497
- Requirements of the Civil Aviation Authority of Thailand Issue 2 on Repair Station Certificate
- 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. MANAGEMENT PERSONNEL

1.1 Definitions of Management Personnel

Accountable manager should be the person who has the corporate authority for ensuring that all maintenance required by the customers can be financed and carried out to the required standards.

Information on the accountable manager is published in TCAR Part 145, 145.A.30 (a).

Nominated personnel should be responsible for ensuring that the maintenance organisation complies with TCAR Part 145. These personnel must directly report to the accountable manager. The functions of the nominated personnel may be delegated to other managers working directly under their respective responsibility.

Information on nominated personnel is published in TCAR Part 145, 145.A.30 (b), (c), (ca), (cb)

Deputy accountable manager or nominated personnel should be identified to act for any particular position in case of a lengthy absence.

Information on deputy nominated personnel is published in TCAR Part 145, 145.A.30(b)

Other managers may be appointed for any TCAR Part 145 functions depending upon the complexity of the organisation. These managers must report ultimately to the nominated personnel identified as responsible for the related TCAR Part 145 functions and therefore are not to be considered themselves as nominated personnel. As a consequence, a manager can be only assigned the duties, not responsibilities, of the nominated personnel.

Information on other managers is published in AMC to TCAR Part 145, AMC1 145.A.30(b)8

Responsible NDT level 3 should be designated to ensure that personnel who carry out or control continued airworthiness NDT of aircraft structures or components are appropriately qualified for the particular NDT method in accordance with EN4179, NAS410 or equivalent standards recognised by CAAT.

Information on NDT personnel is published in AMC to TCAR Part 145, AMC1 145.A.30(f)

1.2 Management Personnel Requiring Acceptance via CAAT Form 2

The following table summarises where CAAT acceptance is required or recommended.

Management personnel	CAAT Acceptance required	CAAT Acceptance recommended
Accountable manager		X
Deputy accountable manager		X
Nominated personnel	X	
Deputy nominated personnel		X
Other managers	-	-
Responsible NDT level 3		X

In a small organisation where the accountable manager also performs the role of nominated personnel, as defined by AMC1 145.A.30(b)2, the requirements applicable to those personnel also apply and a separate CAAT acceptance is required.

Note:

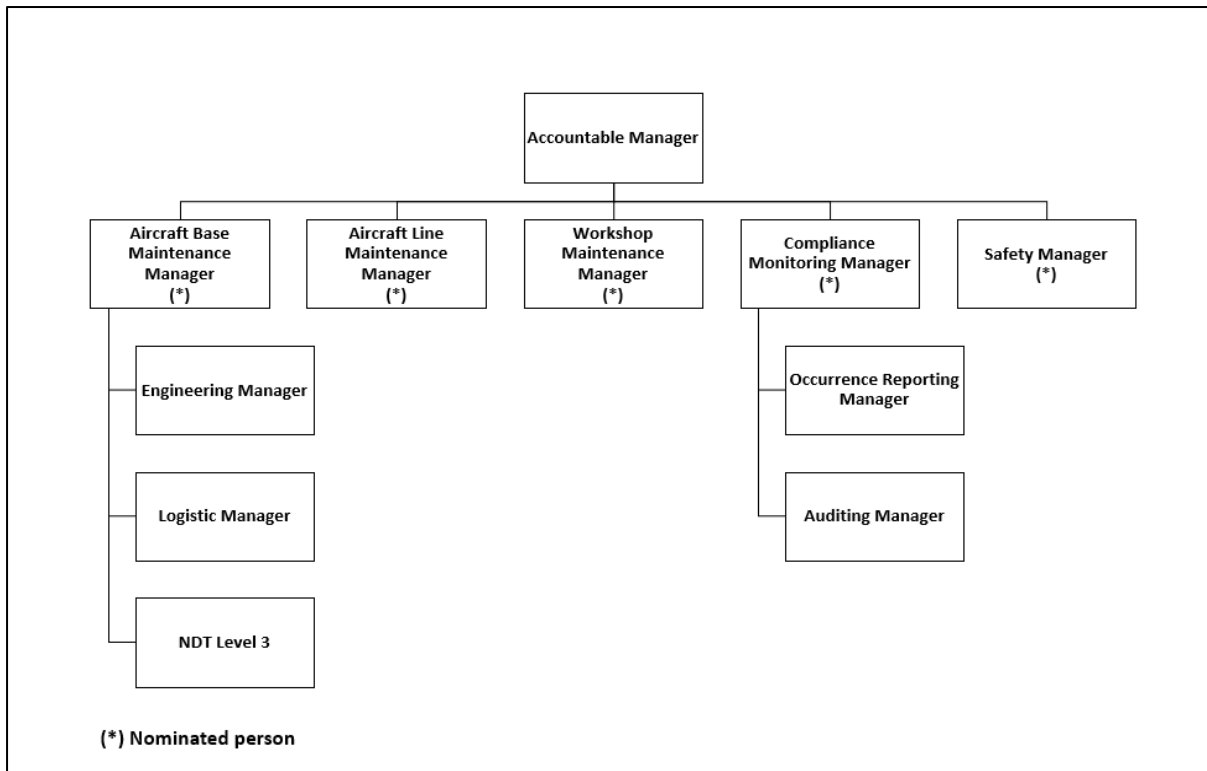
A deputy accountable manager or deputy nominated person is not intended to replace the post holder for an indefinite period of time. This particularly applies when the accountable manager or a nominated person leaves the maintenance organisation. In such a case, the new nominated personnel should be appointed in a reasonable period of time to be agreed with CAAT.

In the case of deputy accountable manager, deputy nominated personnel, or other managers, CAAT Form 2 applications are not required. However, the MOE should identify who deputises for any particular positions. This may be done by detailing the procedures to appoint a deputy nominated person or by identifying directly the person by name in the MOE.

The deputy nominated personnel must demonstrate an equivalent level of qualifications and experience to that of the nominated personnel.

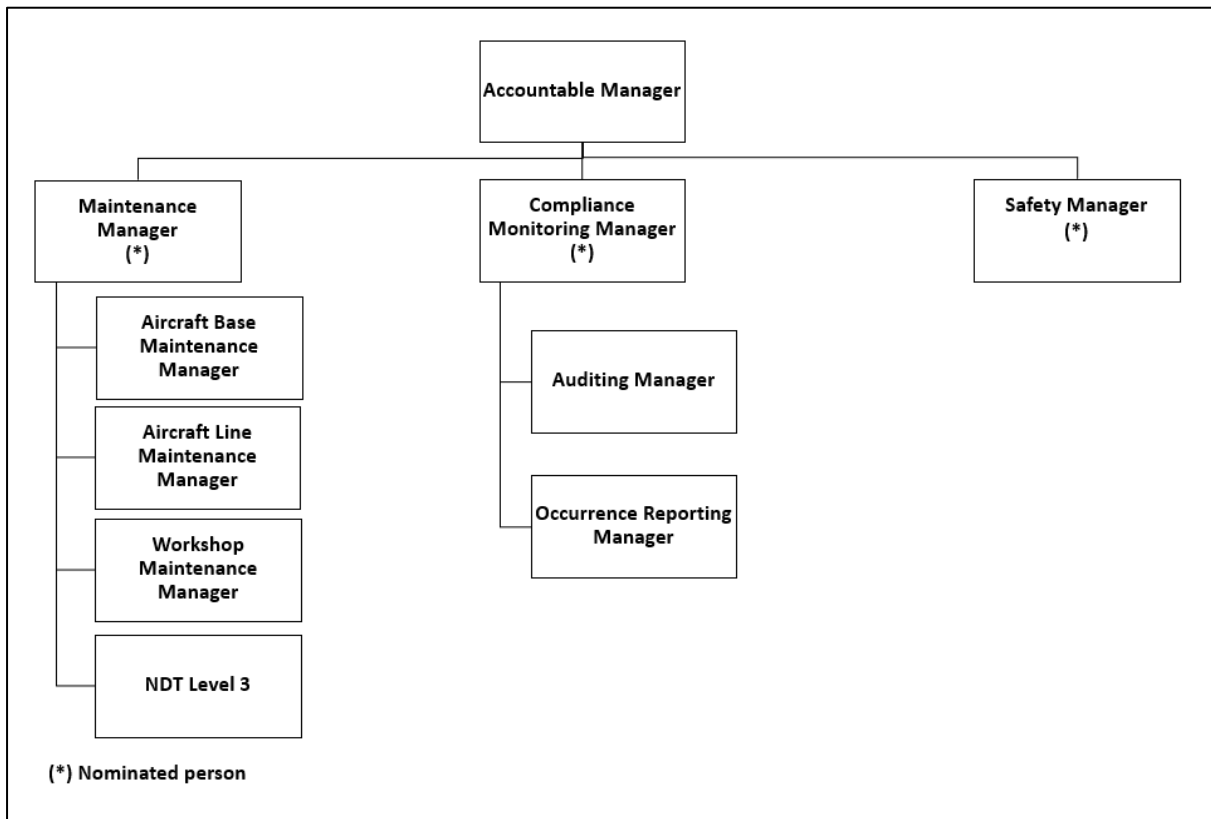
1.3 Examples of Maintenance Organisation Structures

Example 1: Standard maintenance organisation structure



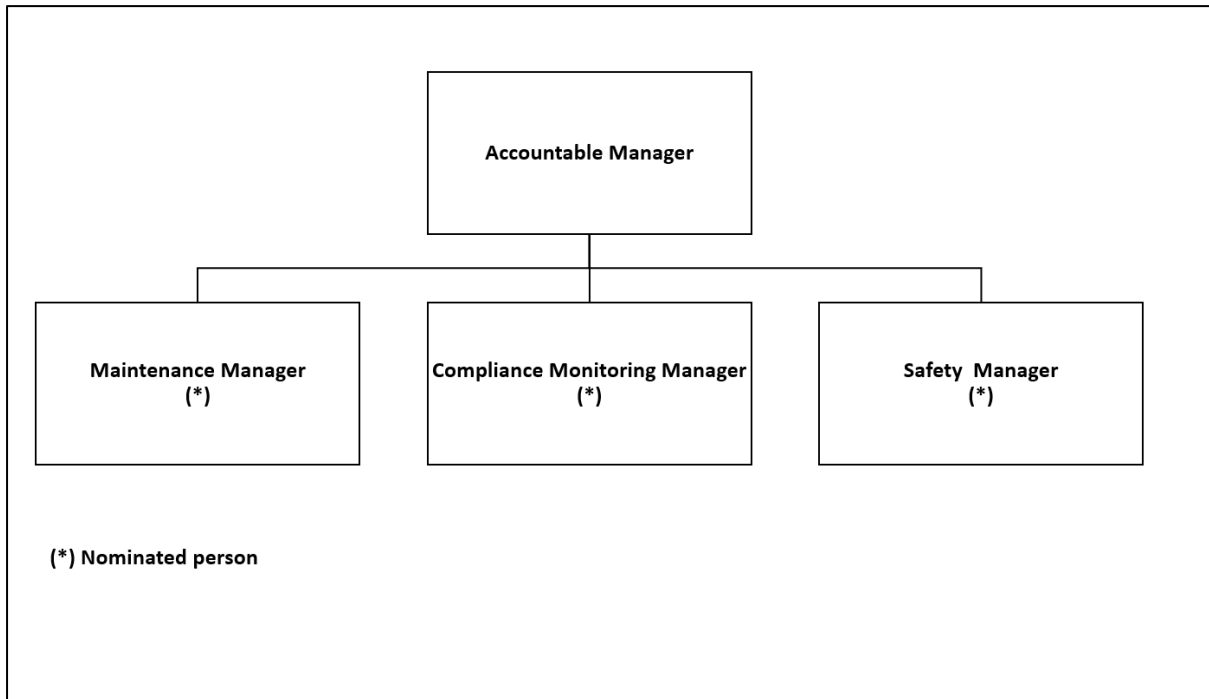
Management personnel list	Deputies
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> - Aircraft Base Maintenance Manager - Aircraft Line Maintenance Manager - Workshop Maintenance Manager - Compliance Monitoring Manager - Safety Manager 	<ul style="list-style-type: none"> - Deputy Aircraft Base Maintenance Manager - Deputy Aircraft Line Maintenance Manager - Deputy Workshop Maintenance Manager - Deputy Compliance Monitoring Manager - Deputy Safety Manager
List of Other Managers: <ul style="list-style-type: none"> - Auditing Manager - Occurrence Reporting Manager - Engineering Manager - Logistics Manager 	Not required
Responsible NDT Level 3	Not required

Example 2: Medium maintenance organisation structure



Management personnel list	Deputies
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> - Maintenance Manager - Compliance Monitoring Manager - Safety Manager 	<ul style="list-style-type: none"> - Deputy Maintenance Manager - Deputy Compliance Monitoring Manager - Deputy Safety Manager
List of Other Managers: <ul style="list-style-type: none"> - Aircraft Base Maintenance Manager - Aircraft Line Maintenance Manager - Workshop Maintenance Manager - Auditing Manager - Occurrence Reporting Manager - Engineering Manager - Logistics Manager 	Not required
Responsible NDT Level 3	Not required

Example 3: Small maintenance organisation structure



Management personnel list	Deputies
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> - Maintenance Manager - Compliance Monitoring Manager - Safety Manager 	<ul style="list-style-type: none"> - Deputy Maintenance Manager - Deputy Compliance Monitoring Manager - Deputy Safety Manager

Note: The example above does not apply to the smallest organisations as referred to in AMC to TCAR Part 145, GM1 145.A.10. In this case a combination of the above-mentioned post holders could apply.

1.4 Submission of Application

An initial application or an application for a change of nominated personnel should be submitted on a CAAT Form 2 along with associated resumes (refer to the table in section 2.2) and a draft of the MOE or CAAT MOE supplement.