สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

GUIDANCE MATERIAL FOR MAINTENANCE ORGANISATION MANAGEMENT PERSONNEL

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Approved by

Air Chief Marshal
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RECORD OF AMENDMENT

Issue	Revision	Date	Amendment Summary
-	01	9-July-2021	Original issue of CAAT-GM-AIR-505 (previous numbering system: Revision only).
01	00	30-Oct-2026	First Issue regarding the change of the CAAT document numbering format to Issue and Revision. The content has also been updated to be consistent with the Notification of the Civil Aviation Authority of Thailand on Repair Station Certificate Requirements (TCAR AIR Part-145) and the Notification of the Civil Aviation Authority of Thailand on Acceptable Means of Compliance and Guidance Material to TCAR AIR Part-145 (AMC/GM to TCAR AIR Part-145).

ABBREVIATIONS

AMC	Acceptable Means of Compliance
CAAT	The Civil Aviation Authority of Thailand
CDCCL	Critical Design Configuration Control Limitations
CEO	Chief Executive Officer
CMM	Compliance Monitoring Manager
EN4179	European Standard 4179
EWIS	Electrical Wiring Interconnection System
FTS	Fuel Tank Safety
GM	Guidance Material
ICAO	International Civil Aviation Organization
MOC	Management of Change
MOE	Maintenance Organisation Exposition
NAS410	National Aerospace Standard 410
NDT	Non-Destructive Testing
Part-CAMO	Continuing Airworthiness Management Organisations
Part-CAO	Combined Airworthiness Organisations
Part-147	Maintenance Training Organisations
SM	Safety Manager
TCAR	Thailand Civil Aviation Regulation
TCAR PEL	Thailand Civil Aviation Regulation on Personnel Licensing

0. INTRODUCTION

0.1 Scope and Applicability

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

This Guidance Material (GM) is applicable to TCAR AIR Part-145 applicants and TCAR AIR 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 AIR 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
- 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
- Ministry Regulation on The Operator of Repair Station B.E.2558
- 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
- Requirement of the Civil Aviation Authority of Thailand Issue 32 On Safety Data and Information Protection
- Thailand Civil Aviation Regulation on Repair Station Certificate Requirements (TCAR AIR PART-145)
- The Notification of The Civil Aviation Authority of Thailand Acceptable Means of Compliance and Guidance Material to TCAR AIR Part Repair Station Certificate Requirements (AMC/GM to TCAR AIR Part – 145)
- Guidance Material for Demonstration of 6/24 Months Maintenance Experience (CAAT-GM-AIR-509)

1. MANAGEMENT PERSONNEL

1.1 Definitions of Management Personnel

Accountable manager shall be the person having the corporate authority to ensure that all maintenance activities of the organisation can be financed and carried out to the standard required by TCAR AIR Part-145;

Nominated personnel shall be the group of person who is/are responsible for ensuring that the maintenance organisation complies with TCAR AIR Part-145. In any case these personnel shall directly report to the Accountable Manager. This(ese) manager(s) may delegate TCAR AIR Part-145 functions to other manager(s) working directly under their respective responsibility.

Deputy accountable manager or nominated personnel shall be the group of person who are nominated to deputise any particular nominated personnel in case of lengthy absence of the said person.

Other managers Depending either on the size of the maintenance organisation or on the decision of the Accountable Manager, the maintenance organisation may appoint additional managers for any TCAR AIR Part-145 function(s). This(ese) manager(s) shall report to the accountable manager through the nominated persons identified to be responsible for the related TCAR AIR Part-145 function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence a manager can be only assigned duties (not responsibilities) of the nominated personnel to whom he/she reports.

Responsible NDT level III shall be the person designated by the maintenance organisation to ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with EN4179, NAS410 or equivalent standard which is acceptable to the CAAT.

1.2 Management Personnel Requiring Acceptance via CAAT Form 2 and Resume Form

Based on the classification given in the previous chapter “Definition of Management Personnel”, the following table summarises the various cases when **CAAT Form 2 and Resume Form (CAAT-AIR-FM-CER-301 : Management Personnel and Airworthiness Review Staff Resume Form)** are required or not required in order for the management personnel to be acceptable to CAAT.

Management personnel	CAAT Form 2 and Resume Form required	CAAT Form 2 and Resume Form not required
Accountable manager	X	
Deputy accountable manager		X*
Nominated personnel	X	
Deputy nominated personnel		X*
Other managers		X*
Responsible NDT level III	X	

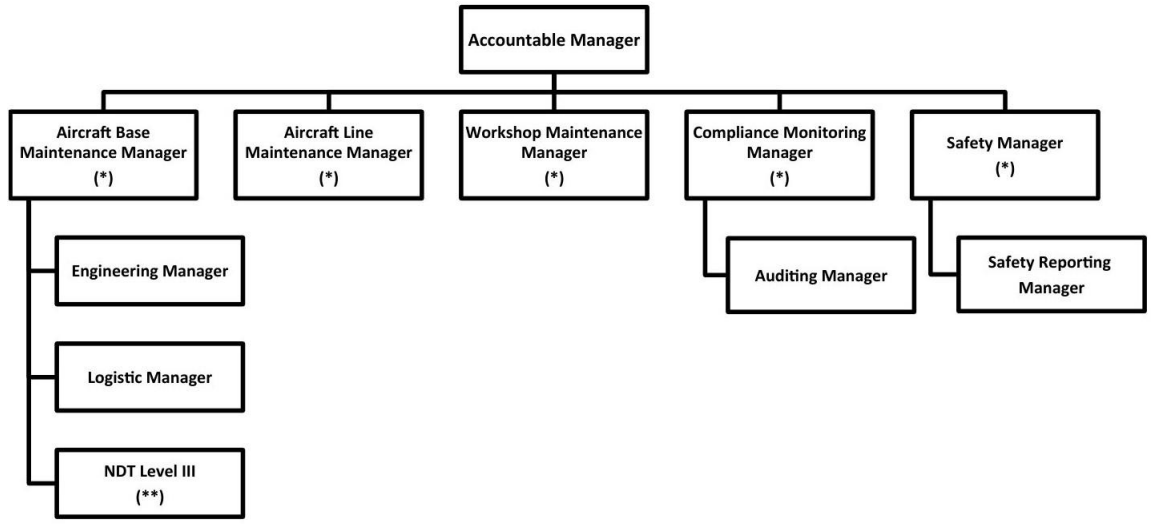
In a small organisation where the Accountable Manager also performs the role of any other nominated personnel, the requirements applicable to those personnel also apply, and a separate CAAT Form 2 and Resume for each position are required.

* In the case of “other Manager(s)” and “Deputy Accountable Manager/Nominated personnel” CAAT does not process any application for the related positions. However the MOE shall make clear who deputise for any particular nominated personnel in the case of lengthy absence of the said person (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). In any case it is the responsibility of the maintenance organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel.

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/Resigns the maintenance organisation; in such a case the new post holder has to be appointed in a reasonable period of time to be agreed with CAAT.

1.3 Examples of Maintenance Organisation Structures

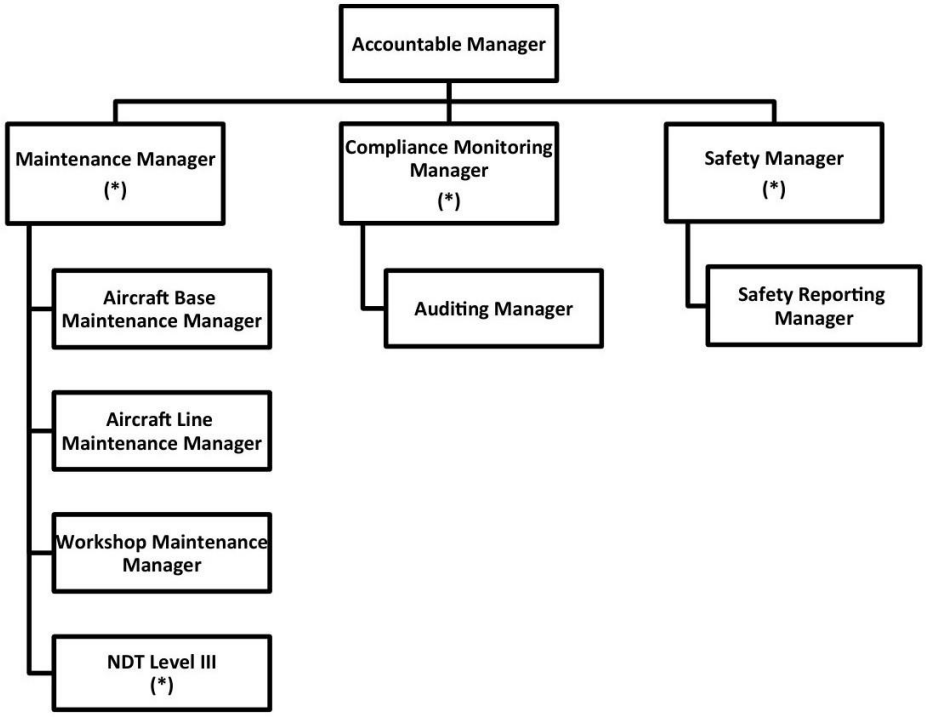
Example 1: Standard maintenance organisation structure



(*) Nominated person
(**) Responsible NDT Level III

Management personnel list	Deputies
Accountable Manager	**Deputy Accountable Manager**
List of nominated personnel: - Aircraft Base Maintenance Manager - Aircraft Line Maintenance Manager - Workshop Maintenance Manager - Compliance Monitoring Manager - Safety Manager	- 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: - Auditing Manager - Occurrence Reporting Manager - Engineering Manager - Logistics Manager	**Not required**
Responsible NDT Level III	**Not required**

Example 2: Medium maintenance organisation structure



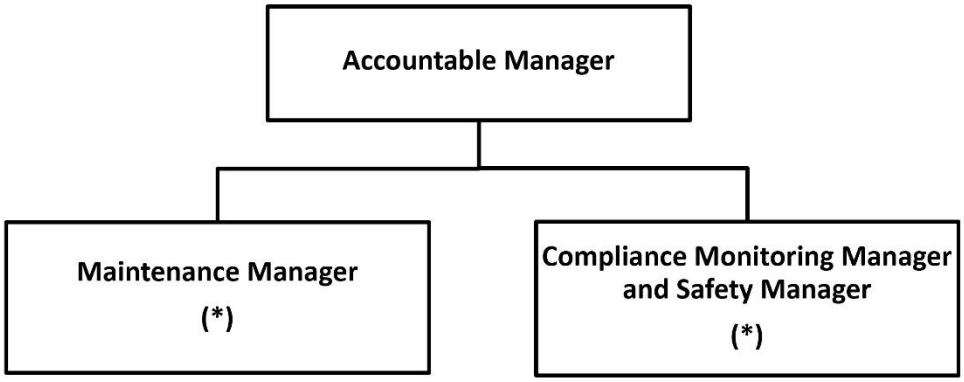
(*) Nominated person

(**) Responsible NDT Level III

Note: The roles of Compliance Monitoring Manager and Safety Manager can be considered for combination into a single position.

Management personnel list	Deputies
Accountable Manager	**Deputy Accountable Manager**
List of nominated personnel: - Maintenance Manager - Compliance Monitoring Manager - Safety Manager	- Deputy Maintenance Manager - Deputy Compliance Monitoring Manager - Deputy Safety Manager
List of Other Managers: - 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 III	Not required

Example 3: Small maintenance organisation structure



(*) Nominated person

Management personnel list	Deputies
Accountable Manager	**Deputy Accountable Manager**
List of nominated personnel: - Maintenance Manager - Compliance Monitoring Manager and Safety Manager	 - Deputy Maintenance Manager - Deputy Compliance Monitoring Manager and Safety Manager

Note: The example above does not apply to the smallest organisations as referred to in AMC to TCAR AIR 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 1.2) and a draft of the MOE or CAAT MOE supplement.

A maintenance organisation applying for an initial application or application for change of accountable manager and nominated personnel shall submit all required applications and documents via CAAT-EMPIC, including CAAT Form 2 and Resume Form (CAAT-AIR-FM-CER-301 : Management Personnel and Airworthiness Review Staff Resume Form TCAR AIR Part-CAMO, Part-CAO, Part-145), available for download on the CAAT website. Along with supporting training and experience evidence, and a draft of the MOE.

Before proposing a management personnel to CAAT, the maintenance organisation must ensure that:

- This person is compliant with the requirements addressed in TCAR AIR Part-145 regulation “as amended” and with the minimum criteria addressed in the table “Minimum requirements for Management Personnel and Responsible NDT Level III”
- A Resume Form is used and filled according to “Filling Instructions” of CAAT-AIR-FM-CER-301 : Management Personnel and Airworthiness Review Staff Resume Form TCAR AIR Part-CAMO, Part-CAO, Part-145
- A Resume Form is signed by the person proposed to be a post holder attesting that the information is accurate and compliant to MOE requirements.
- The change of management personnel has been assessed through the management of change (MOC) process, and the related MOE amendments are prepared for submission together with the application.
- The evidences of the training and/or experience are attached to the Resume Form.

Note: A Nominated Person previously accepted by CAAT for a different position or in a different maintenance organisation cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new application.

2. ACCEPTANCE OF MANAGEMENT PERSONNEL AND RESPONSIBLE NDT LEVEL III

The acceptance of management personnel and responsible NDT Level III is based on the review of his/her Resume Form.

2.1 Review of the documental evidences.

The Resume Form is aimed to demonstrate the management personnel is holding the minimum knowledge, background and experience according to the table "Minimum requirements for Management Personnel and Responsible NDT Level III" of this Guidance Material, which is relevant to the position he/she holds. The Resume Form and the attached evidences of the training and/or experience are reviewed by the assigned inspector.

2.2 Interview.

The Management Personnel acceptance process shall be complemented by an interview of the proposed post holder(s) by the assigned inspector.

The objective of the interview is to ensure through sample checks that the requirements of the table "Minimum requirements for Management Personnel and Responsible NDT Level III" of this guidance material are met, with particular reference to the following areas:

- An acceptable working knowledge/understanding of the maintenance organisation procedures and the TCAR AIR Part-145 requirements as applicable;
- An acceptable level of English/Thai.

2.2.1 During initial approval process.

A meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in table "Minimum requirements for Management Personnel and Responsible NDT Level III" of this work instruction. During the initial investigation process, every of management personnel has to be met and in addition interviewed at the discretion of the assigned inspector.

2.2.2 Change of Management Personnel.

In case of change of Management Personnel, the decision to run an interview is at the discretion of the assigned inspector, based upon his/her knowledge and the confidence with the compliance monitoring system of the maintenance organisation.

However, the interview is to be considered mandatory in case of frequent and significant changes of the TCAR AIR Part-145 Management Personnel that may compromise the organisational stability, such as in the following examples:

- Simultaneous replacement of the Accountable Manager and Compliance Monitoring/Safety Manager;
- Simultaneous replacement of the Accountable Manager and Maintenance Manager;
- Simultaneous replacement of the Compliance Monitoring/Safety Manager and the Maintenance Manager;
- When the same nominated person (position) is replaced more than once in a period of one year.

The interview of the proposed management personnel will be preferably performed during an on-site audit of the maintenance organisation. It could also be performed by teleconference or by meeting the assigned inspector at his/her office when the on-site interview cannot be performed as planned by the inspector.

2.3 Formal acceptance of the Management Personnel.

Once the assigned inspector is satisfied by:

- the Resume Form and documental evidences;
- the interview where applicable;
- the CAAT Form 2;
- the management of change (MOC) assessment, where applicable;
- the MOE or MOE Supplement,

He/she will recommend the acceptance of the Management Personnel as part of the MOE approval process or MOE Supplement Acceptance process.

The evidences associated to the Resume Form are to be kept by the assigned inspector.

3. MINIMUM REQUIREMENTS FOR MANAGEMENT PERSONNEL AND RESPONSIBLE NDT LEVEL III

3.1 Minimum requirements for Management Personnel and Responsible NDT Level III.

Management Personnel Resume Form Block 5 (Position for the CAAT acceptance) (1)	Knowledge Resume Form Block 8 (Qualifications relevant to the position)			Background and Experience Resume Form Block 9 (Work experience)
	Part 145 & management systems environment *Provide evidence of*	Part 145 product(s) *Provide evidence of*	Language(s) & interpersonal skills *Provide evidence of*	*Provide evidence of*
Accountable Manager (2)	Management system principles training (incl. safety management, safety policy, human factors and compliance monitoring), MOE Training, Part 145 training (4)	Not required	Strongly recommended that has ability to read, write and communicate to an understandable level in the English language (Only Foreign Repair Station). (9)	For Domestic Repair Station - Age is not less than 25 years old - Repair Station working experience is not less than 2 years Refer: Ministry Regulation on The Operator of Repair Station B.E.2558 Not required for Foreign Repair Station
Base / Line / Workshop Maintenance Manager	Comprehensive knowledge of the MOE (training) and safety policy; comprehensive knowledge of TCAR AIR Part 145 and any associated	Knowledge of a relevant sample of aircraft type(s)/component(s) maintained, demonstrated by training course (7) or by an assessment performed by the competent authority	Ability to read, write and communicate to an understandable level in the English language; knowledge of the language(s) in which the maintenance	A relevant engineering or technical degree, or an aircraft technician or maintenance engineer qualification with additional education (8); practical

Compliance Monitoring Manager (CMM)	**requirement and procedure (4)** **Knowledge of relevant maintenance methods (6);** **- Fuel Tank Safety training Phase 1 Awareness (3);** **- Safety training (incl. Human factors) (4);** **- knowledge of EWIS when relevant (4)**	**The above plus auditing techniques training and root cause analysis methodologies training (4) or by an assessment performed by the competent authority**	**instructions are written; adequate language and communication skills.**	**experience and expertise in application of aviation safety standards and safe operating practices; 5 years relevant work experience, at least 2 years from the aeronautical industry in an appropriate position**
Responsible NDT Level III		**Level III certification (5)**		**Experience requirements provided in EN4179 (as amended) (5)**
Safety Manager (SM)	**As CMM above, plus:** **- training of ICAO standards (4);**	**- knowledge of accident/incident/occurrence investigations and root cause analysis methodologies, demonstrated by training course (4) or by an assessment performed by the competent authority;** **- knowledge of hazard identification and risk management, demonstrated by training course (4) or by an assessment performed by the competent authority**	**The above plus interpersonal and leadership skills, and the ability to influence staff**	**The same experience as CMM, plus safety management experience**

		- Knowledge of a relevant sample of aircraft type(s)/component(s) maintained, demonstrated by training course (7) or by an assessment performed by the competent authority		

Notes:

(1) when the organisation is adopting other positions for nominated personnel (e.g. Logistic Manager), the minimum evidences needed for these persons are identified in the grey blocks.

(2) when the Accountable Manager is not the CEO, a statement is required that the proposed person has direct access to the CEO and the necessary maintenance funding allocation.

(3) applicable only to approved maintenance organisations involved in the maintenance of large airplanes and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL

(4) these courses could be imparted by the approved maintenance organisation, or by a Part-147 organisation, or by any other organisation accepted by the competent authority. For each training a detailed course syllabus and a certificate of completion must be made available.

(5) refer to Guidance Material for Non-Destructive Testing (NDT) Qualification (CAAT-GM-AIR-516)

(6) can be replaced by specific knowledge relevant to the area for which the person will be nominated; can be demonstrated by experience and/or appropriate training

(7) “relevant sample” means that those courses should cover typical systems embodied in those aircraft/components being within the scope of approval. Aircraft/engine type training courses should be at least at a level equivalent to the TCAR PEL Part-66 Appendix I –Basic Knowledge Requirements LEVEL 1: A familiarisation with the principal elements of the subject.

(8) ‘Relevant engineering or technical degree’ means a degree from aeronautical, mechanical, electrical, electronic, avionics or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components. Holding an Aircraft Maintenance License as per national legislation (ref. TCAR AIR Part-145 Appendix IV) is considered acceptable to meet this qualification requirement. This requirement may be replaced by 2 additional years of experience (to those identified in the following point in the table) covering an appropriate combination of experience in tasks/activities related to maintenance and/or continuing airworthiness management and/or the surveillance of such tasks.

(9) Mitigation measures are expected where the Accountable Manager does not have sufficient English knowledge.