

Civil Aviation

CIVIL AVIATION (APPROVED MAINTENANCE ORGANISATION) REGULATIONS, 2007

ARRANGEMENT OF REGULATIONS

REGULATION

PART I

Preliminary

1. Citation.
2. Interpretation.
3. Applicability of these Regulations.

PART II

General requirements for issue of aircraft maintenance organisation certificate

4. General applicability of this Part.
5. Persons prohibited from performing of maintenance on a Barbadian aircraft.
6. General application requirements.
7. Equivalent safety case and deviation authority.
8. Issuance of an approved maintenance organisation certificate.
9. Certificate and operations specifications.
10. Duration and renewal of a certificate.
11. Changes to the approved maintenance organisation and certificate amendments.

THE LAWS OF BARBADOS

Printed by the Government Printer, Bay Street, St. Michael
by the authority of the Government of Barbados

REGULATION

12. Advertising requirements.
13. Maintenance procedures manual requirements.
14. Application for an additional rating.
15. Issue of limited rating to an approved maintenance organisation.

PART III

Housing, Facilities, Equipment and Materials

16. Applicability of this Part.
17. Housing and facilities requirements.
18. Equipment, tools and material requirements.

PART IV

Administration

19. Applicability of this Part.
20. Personnel and training requirements.
21. Requirements for certifying staff.
22. Records of certifying staff.
23. Rest and duty limitations for maintenance staff.

PART V

Approved Maintenance Organisation Operating Rules

24. Applicability of this Part.
25. Maintenance procedures manual.
26. Quality assurance programme and maintenance procedures.

REGULATION

27. Capability list.
28. Privileges of the approved maintenance organisation.
29. Limitations of an approved maintenance organisation.
30. Certificate of release to service.
31. Maintenance records.
32. Maintenance data.
33. Production planning.
34. Reporting of unairworthy conditions.
35. Inspections by the Director.
36. Performance standards.
37. Implementing standards.
38. Director may make standards or amend standards.
39. Transitional provision.

Civil Aviation

Cap. 288B.

CIVIL AVIATION (APPROVED MAINTENANCE ORGANISATION) REGULATIONS, 2007

2007/179.

Authority: These Regulations were made on 31st December, 2007 by the Minister under section 10 of the *Civil Aviation Act*.

Commencement: 7th January, 2008.

PART I

Preliminary

1. These Regulations may be cited as the *Civil Aviation (Approved Maintenance Organisation) Regulations, 2007*. Citation.

2. In these Regulations,

Interpretation.

"Accountable Manager" means the manager of an aircraft maintenance organisation who is responsible for establishing and promoting the safety and quality policy and shall have corporate authority for ensuring that maintenance, preventive maintenance and modification for which the aircraft maintenance organisation is authorised to perform can be financed and carried out to the standard required by the Director;

"aeronautical product" means an aircraft engine, propeller or sub-assembly appliance, material part or component to be installed on an aircraft or any aircraft;

"aircraft" means any machine that is capable of deriving support in the atmosphere from reactions of the air other than a machine designed to derive support in the atmosphere from reactions against the earth's surface of air expelled from the machine, and includes a rocket;

"aircraft component" means an assembly item, or part of an aircraft up to and including a complete power plant and any operational and emergency equipment, but does not include an aircraft;

"airframe" means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces, including rotors but excluding propellers and rotating airfoils of a power plant, landing gear of an aircraft and their accessories and controls;

"air operator" means any person, organisation or enterprise which undertakes to engage in domestic commercial air transport or international commercial air transport, whether directly or indirectly or by a lease or any other arrangement;

"airworthy" means an aircraft or aeronautical product is in a fit and safe state for flight and is in conformity with its type design;

"approved data" means technical aeronautical information approved by the Director;

"approved maintenance organisation" means a maintenance organisation approved by the Director referred to in regulation 6 to conduct maintenance on Barbadian aircraft and their associated aeronautical product;

"article" means any item, including but not limited to an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, sub-assembly, system, subsystem, component, unit, product or part;

"authorised aviation repair specialist" means the holder of an aviation repair specialist licence issued by the Director in accordance with the *Civil Aviation (General Administration and Personnel Licencing) Regulations, 2007*, and authorised by the approved maintenance organisation in accordance with the procedure approved by the Director, to issue a certificate of release to service for Barbadian aircraft and its aeronautical products;

- "authorised engineer" means the holder of an aircraft maintenance engineer licence issued by the Director in accordance with the *Civil Aviation (General Administration and Personnel Licencing) Regulations, 2007*, and authorised by an approved maintenance organisation in accordance with the procedure approved by the Director, to issue a certificate of release to service for Barbadian aircraft and its aeronautical products;
- "aviation document" has the meaning assigned to it by section 2 of the Act;
- "Barbadian aircraft" means a civil aircraft registered in Barbados;
- "calibration" means a set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard, or aeronautical product tested;
- "capability list" means a current list of aeronautical products for which an approved maintenance organisation is capable to effectively perform maintenance functions approved by the Director;
- "certificate" means an approved maintenance organisation certificate;
- "certificate of release to service" means a certification issued by certifying staff of an approved maintenance organisation, certifying that the maintenance, preventive maintenance or modification performed on an aircraft, airframe, aircraft engine, propeller, appliance or component part thereof was accomplished using
- (a) the methods, techniques and practices, prescribed in the current maintenance manual of the manufacturer;
 - (b) the instructions for continued airworthiness prepared by its manufacturer; or
 - (c) other methods, techniques and practices acceptable to the Director;

"certification authorisation" means a document issued to certifying staff by an approved maintenance organisation authorising such staff to issue a certificate of release to service in respect of maintenance performed on a Barbadian aircraft and its associated aeronautical product;

"certifying staff" means the authorised engineers and authorised aviation repair specialists of an approved maintenance organisation;

"composite" means structural materials made of substances including but not limited to, wood, metal, ceramic, plastic, fibre-reinforced materials, graphite, boron or epoxy, with built-in strengthening agents that may be in a form of filaments, foils, powders or flakes of a different material;

"computer system" means any electronic or automated system capable of receiving, storing and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function;

"facility" means the fixtures, implements, machinery, apparatus, land, buildings and equipment, which provide the means for the performance of maintenance, preventive maintenance or modifications of any article;

"housing" means a building, hangar and other structure used to accommodate the necessary equipment and materials of an approved maintenance organisation that

- (a) provides working space for the performance of maintenance, preventive maintenance or modifications for which the approved maintenance organisation is certified and rated;
- (b) provides the structure for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts and sub-assemblies thereof during disassembly, cleaning, inspection, repair, modification, re-assembly and testing; and

(c) provides for the proper storage, segregation and protection of materials, parts and supplies;

"human factors" means principles which apply to aeronautical design, certification, training, operations and maintenance which seek safe interface between the human and other system components by proper consideration of human performance;

"human performance" means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations;

"inspection" means the examination of an aircraft or aeronautical product to establish conformity with an approved standard;

"maintenance" means the performance of tasks required to ensure the continuing airworthiness of an aircraft or aeronautical product including any one or a combination of overhaul, inspection, replacement, defect rectification and the embodiment of a modification or repair;

"maintenance data" means any information necessary to ensure that the aeronautical product can be maintained in a condition such that airworthiness of the aeronautical product, or serviceability of operational and emergency equipment as appropriate, is assured;

"measurement device" means a calibrated calibrator, standard, equipment and test equipment that is intended to be used to test, measure or calibrate other measurement devices and is not permitted to be used to test, measure or calibrate an aeronautical product;

"modification" means the alteration of an aeronautical product in conformity with an approved standard;

"national air operator" means a person, organisation or enterprise who has been issued a Barbados air operators certificate in accordance with the *Civil Aviation (Air Operators Certification and Administration) Regulations, 2007*; ^{2007/173.}

"operations specifications" means the specific operating provisions describing in detail the class ratings and limitations where applicable and containing reference material and process specifications used in performing repair work, along with any limitations that apply to the approved maintenance organisation;

"overhaul" means the restoration of an aeronautical product using methods, techniques and practices acceptable to the Director, including dis-assembly, cleaning and inspection as permitted, repair as necessary and re-assembly and testing in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Director, which have been developed and documented by the State of Design, holder of the type certificate, supplemental type certificate, and manufacturing approved standard in respect of material, part, process or appliance;

"pre-flight inspection" means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight and shall not include defect rectification;

"preventive maintenance" means the simple or minor preservation operations and replacement of small standard parts not involving complex assembly operations;

"primary standard" means a standard defined and maintained by a State Authority and is used to calibrate secondary standards;

"propeller" means a device for propelling an aircraft that has blades on a power plant driven shaft and that, when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation and includes control components normally supplied by its manufacturer, but does not include main and auxiliary rotors or rotating airfoils of power plants;

"reference standard" means a standard that is used to maintain working standards;

- "release to service" means an aircraft or aeronautical product is certified as either airworthy or serviceable that is permitted to return to normal operations;
- "repair" means the restoration of an aircraft or aeronautical product to a serviceable condition in conformity with an approved standard;
- "safety and quality policy" means the overall intention and direction of an organisation as regards to safety and quality, approved by the Accountable Manager;
- "secondary standard" means a standard maintained by comparison with a primary standard;
- "specialized maintenance" means any maintenance not normally performed by an approved maintenance organisation, such as, tyre re-treading and plating of metals;
- "signature" means the unique identification of an individual used as a means of authenticating a maintenance record entry or maintenance record, which may be hand-written, in electronic or any other form acceptable to the Director;
- "standard" means an object, artifact, tool, test equipment, system or experiment that stores, embodies or otherwise provides a physical quantity, which serves as the basis for measurements of the quantity, and includes a document describing the operations and process that must be performed in order for a particular end to be achieved;
- "tools, equipment and test equipment" means items used by an approved maintenance organisation for the performance of maintenance or calibration on an aircraft or aeronautical product;
- "traceability" means a traceable calibration that is achieved when each measurement device and working standard in a hierarchy stretching back to the National Standard is properly calibrated and the results documented, and such document provides information needed to demonstrate that all calibrations in the chain of calibrations were properly performed;

"transfer standard" means any standard that is use to compare a measurement process, system or device at one location or level with another measurement process, system or device at another location or level;

"working standard" means a calibrated standard that is used in the performance of maintenance and calibrations in any work area for the purpose of forming the basis for product acceptance or for making a finding of airworthiness to an aircraft or aeronautical product.

Applicability of these Regulations.

3. (1) These Regulations prescribe

(a) the requirements for the issue of approved maintenance organisation certificates for the maintenance, preventive maintenance and modifications of Barbadian aircraft and their aeronautical products; and

(b) general operating rules for an approved maintenance organisation.

2007/172.

(2) The provisions of Part I of the *Civil Aviation (General Application and Personnel Licensing) Regulations, 2007*, with respect to the surrender, suspension or revocation of aviation documents apply to certificates, authorisations and ratings issued under these Regulations.

PART II

General requirements for issue of aircraft maintenance organisation certificate

General applicability of this Part.

4. This Part prescribes the general requirements for the issue of an approved maintenance organisation certificate.

Persons prohibited from performing of maintenance on a Barbadian aircraft.

5. (1) No person shall perform maintenance, preventive maintenance or modifications on a Barbadian aircraft or its associated aeronautical product except in accordance with these Regulations.

(2) No person shall perform maintenance, preventive maintenance or modifications on a Barbadian aircraft or its associated aeronautical product as an approved maintenance organisation unless he holds a valid approved maintenance organisation certificate with appropriate rating issued by the Director under these Regulations.

6. (1) A person wishing to apply for an approved maintenance organisation certificate with an appropriate rating to perform maintenance, preventive maintenance and modification on a Barbadian aircraft and their associated aeronautical products shall

General application requirements.

- (a) apply to the Director in the prescribed form;
- (b) pay the prescribed fee;
- (c) be at least 18 years of age;
- (d) be able to, or have persons in his employ in the organisation who are able to, read, speak, write and understand the English language; and
- (e) meet the requirements of these Regulations.

(2) An application referred to in paragraph (1) shall be accompanied by

- (a) 2 copies of the maintenance procedures manual of the applicant which meet the requirements of these Regulations and which shall be approved by the Director;
- (b) a list of contracted approved maintenance organisations and a list of the maintenance functions that such contracted approved maintenance organisations are contracted to perform;
- (c) a list of maintenance functions to be performed for the approved maintenance organisation under contract by a non-approved maintenance organisation;
- (d) a list of all approved maintenance organisation certificates and ratings pertinent to those certificates issued by any Contracting State other than Barbados; and

(e) any additional information the Director requires the applicant to submit.

(3) Where the applicant referred to in paragraph (1)(d) does not read, speak, write and understand the English language, but employs a person who can read, speak, write and understand the English language, that person shall have a management and technical function in his approved maintenance organisation.

(4) An applicant under this regulation shall ensure that the procedures and specifications set out in the maintenance procedures manual referred to in paragraph (2)(a) are implemented prior to the issue of the aircraft maintenance organisation certificate by the Director.

(5) Nothing in paragraph (4) shall be construed as authorising the applicant to exercise the privileges of an aircraft maintenance organisation certificate before that certificate is issued by the Director in accordance with regulation 8.

Equivalent
safety case
and
deviation
authority.

7. (1) An approved maintenance organisation shall not introduce a procedure which is contrary to those prescribed in these Regulations.

(2) Notwithstanding paragraph (1), where circumstances warrant deviation from prescribed procedures, an approved maintenance organisation may apply to the Director for a deviation certificate.

(3) Where the Director determines that the deviation applied for in paragraph (2) is equivalent to what is required, he may approve the use of such procedure by granting a deviation certificate.

(4) An alternative procedure in paragraph (3) (hereinafter referred to as "an equivalent safety case") shall only be considered on an individual case-by-case basis and would be conditional upon compliance with any supplementary conditions the Director considers to be necessary to ensure equivalent safety.

(5) A request for a deviation certificate shall be made in a form and manner prescribed and submitted to the Director at least 60 days before the date the deviation is necessary for the intended maintenance, preventive maintenance or modification.

(6) A request for a deviation certificate referred to in paragraph (5) shall contain a statement of the circumstances, justifications and alternate method proposed for the deviation requested, and show that a level of safety shall be maintained equal to that provided by the rule from which the deviation is sought.

(7) An approved maintenance organisation that receives a deviation certificate under this regulation shall have a means of notifying personnel authorised by the approved maintenance organisation to certify aircraft or aircraft components for release to service of the deviation, including the extent of the deviation and when the deviation is terminated or amended.

(8) Notwithstanding the 60-day requirement for submission referred to in paragraph (5), where the deviation required is one which necessitates immediate implementation, an approved maintenance organisation may submit a request for such deviation within a shorter period, and where it shows that such deviation is necessary in the interest of safety, the Director may approve the use of such deviation for a prescribed period.

8. (1) The Director may, after an evaluation of the application and subsequent inspection of the proposed facilities of the applicant, issue an approved maintenance organisation certificate to an applicant where he is satisfied that the applicant

Issuance of an approved maintenance organisation certificate.

- (a) meets the requirements of these Regulations;
- (b) has implemented all the procedures and specifications set out in his maintenance procedures manual;
- (c) is properly and adequately equipped to perform maintenance of Barbadian aircraft or aeronautical products for which he seeks approval; and
- (d) has paid all fees as prescribed by the Director.

(2) The Director shall not issue an approved maintenance organisation certificate

(a) where the applicant

- (i) does not meet the requirements of these Regulations;
- (ii) has provided incomplete, inaccurate, fraudulent or false information in applying for the approved maintenance organisation certificate;
- (iii) held a certificate or aviation document issued by the Director that was revoked or suspended within the previous 5 years by reason of criminal, fraudulent, improper action or insanity on the part of the applicant; or
- (iv) employs or proposes to employ a person in a management or supervisor capacity who
 - (A) held a certificate or aviation document issued by the Director that was revoked or terminated within the previous 5 years by reason of criminal, fraudulent, improper action or insanity on the part of such person; or
 - (B) contributed materially to the revocation or suspension of an aviation document issued by the Director; or

(b) where a person having substantial ownership of the organisation

- (i) held a certificate or aviation document issued by the Director that was revoked or suspended within the previous 5 years by reason of criminal, fraudulent, improper action or insanity on the part of such a person; or
- (ii) contributed materially to the revocation or suspension of an aviation document issued by the Director.

9. (1) An approved maintenance organisation certificate issued in regulation 8 shall consist of

Certificate and operations specifications.

- (a) a one-page certificate signed by the Director set out in the approved maintenance organisation Standards; and
- (b) a multi-page operations specifications signed by the Director and the Accountable Manager containing the terms, conditions, and authorisations set out in the approved maintenance organisation Standards.

(2) The approved maintenance organisation certificate shall contain the

- (a) certificate number specifically assigned to the approved maintenance organisation by the Director;
- (b) name and location of the main place of business of the approved maintenance organisation;
- (c) date of issue and period of validity;
- (d) terms of the approval; and
- (e) signature of the Director.

(3) The operations specifications of the approved maintenance organisation shall contain the

- (a) certificate number specifically assigned to the approved maintenance organisation;
- (b) class and rating issued in detail, including special approvals and limitations of such class, rating and special approvals issued as applicable and set out as detailed in the approved maintenance organisation Standards;
- (c) date issued or revised;
- (d) signature of the Accountable Manager; and
- (e) signature of the Director.

(4) Where an applicant indicates in his application that he intends to sub-contract work to a non-approved maintenance organisation, his operations specifications shall, in addition to the matters set out in paragraph (3), contain the following conditions:

- (a) the approved maintenance organisation shall be approved for the work to be sub-contracted and has the ability to assess the competency of the sub-contractor;
- (b) the approved maintenance organisation shall retain responsibility for the quality control and release of sub-contracted activities;
- (c) the approved maintenance organisation shall have procedures in place to control sub-contracted activities; and
- (d) the approved maintenance organisation shall have on record the terms of reference and responsibilities of the management personnel of the sub-contractor.

(5) An approved maintenance organisation may perform maintenance, preventive maintenance and modifications on Barbadian aircraft or their associated aeronautical products or parts thereof only for which it is rated and within the limitations placed in its operations specifications.

(6) The holder of an approved maintenance organisation certificate shall keep such certificate on the premises of the approved maintenance organisation prominently displayed in a place normally accessible to the public and the Director.

Duration
and renewal
of a
certificate.

10. (1) A certificate issued to an approved maintenance organisation by the Director shall be valid for the remainder of the month in which it was issued plus 12 months thereafter, unless

- (a) it is surrendered to the Director by the approved maintenance organisation;

- (b) it is suspended or revoked by the Director;
 - (c) the holder of the approved maintenance organisation certificate no longer has a fixed base of operation; or
 - (d) the holder of the approved maintenance organisation certificate no longer has the equipment or facilities to perform maintenance of Barbadian aircraft or their associated aeronautical products.
- (2) The holder of an approved maintenance organisation certificate shall return the certificate and operations specifications to the Director where it
- (a) is expired;
 - (b) is surrendered by the approved maintenance organisation; or
 - (c) is suspended or revoked by the Director.
- (3) A valid approved maintenance organisation certificate shall continue to remain in force on condition that
- (a) the holder of the approved maintenance organisation certificate maintains compliance with these Regulations;
 - (b) the Director is permitted access at any time to the facilities of the approved maintenance organisation to conduct inspections to determine continued compliance with these Regulations;
 - (c) the holder of the approved maintenance organisation certificate has not surrendered such certificate to the Director; and
 - (d) the approved maintenance organisation certificate has not been suspended or revoked by the Director.
- (4) Where an approved maintenance organisation is no longer in compliance with these Regulations, the Director may suspend or revoke his certificate.

(5) Where the holder of an approved maintenance organisation certificate wishes to renew his certificate, he shall

- (a) apply to the Director in the prescribed form;
- (b) submit his application no later than 60 days before the current certificate expires; and
- (c) pay the prescribed fee.

(6) The Director may, after an evaluation of the application for renewal of an approved maintenance organisation certificate referred to in paragraph (5) and inspection of the facilities of the approved maintenance organisation, renew the approved maintenance organisation certificate where he is satisfied that the applicant

- (a) meets the requirements of these Regulations;
- (b) has maintained all the procedures and specifications set out in his maintenance procedures manual;
- (c) continues to be properly and adequately equipped to perform maintenance of Barbadian aircraft or aeronautical products for which he seeks approval; and
- (d) has paid all fees as prescribed by the Director.

Changes to
the approved
maintenance
organisation
and
certificate
amend-
ments.

11. (1) Where the holder of an approved maintenance organisation certificate wishes to make changes to his certificate in relation to

- (a) the name of the organisation;
- (b) the location of the organisation;
- (c) the housing, facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approved maintenance organisation rating;
- (d) the ratings held by the approved maintenance organisation, whether granted by the Director or held through an approved maintenance organisation certificate issued by another Contracting State;

- (e) additional locations of the organisation;
- (f) the Accountable Manager; and
- (g) the list of management personnel identified in the maintenance procedures manual,

he shall provide written notification to the Director of his intention to make such change at least 7 days before the submission of the application for the amendment.

(2) Upon receipt of a notification referred to in paragraph (1), the Director shall notify the applicant of any special procedures to be followed for amending his approved maintenance organisation certificate, including the minimum time frame for submission of the application under paragraph (1).

- (3) An application referred to in paragraph (1) shall be
 - (a) in the prescribed form;
 - (b) accompanied by the prescribed fee; and
 - (c) accompanied by the required amendment to the maintenance procedures manual for approval by the Director.

(4) The Director may approve the amendment of an approved maintenance organisation certificate and issue a new approved maintenance organisation certificate with the old approved maintenance organisation certificate number where he is satisfied that the applicant

- (a) continues to meet the required standards and other requirements under these Regulations;
- (b) is properly and adequately equipped to perform maintenance on Barbadian aircraft or their associated aeronautical products for which the amendment is sought; and
- (c) has paid all fees as prescribed by the Director.

(5) Where the amendment to an approved maintenance organisation certificate involves a change of ownership, the applicant shall provide the Director with such evidence of the change of ownership.

(6) Notwithstanding paragraph (4), the Director may assign a new approved maintenance organisation certificate number to the amended certificate where the amendment involves a change of ownership specified in paragraph (5).

(7) Notwithstanding paragraph (4), the Director may, where an approval has been granted for the amendment, prescribe in writing the conditions under which the approved maintenance organisation may continue to operate during any period of implementation of the changes referred to in paragraph (1).

(8) Any changes made to an approved maintenance organisation certificate in paragraph (1) without the required notification or approval shall be ineffective unless approved by the Director.

(9) The Director may suspend an approved maintenance organisation certificate where the holder of such certificate makes any change listed in paragraph (1) to the approved maintenance organisation without

(a) notifying the Director; and

(b) having such amendment approved by the Director.

(10) Where changes are made to an approved maintenance organisation in breach of this regulation, the Director may suspend the approved maintenance organisation certificate.

Advertising
require-
ments.

12. (1) No person shall advertise as an approved maintenance organisation unless an approved maintenance organisation certificate has been issued to him by the Director.

(2) An approved maintenance organisation shall not advertise in any manner whatsoever any statement that is false or misleading.

(3) An advertisement by an approved maintenance organisation shall clearly state the certificate number of the approved maintenance organisation.

13. An applicant for an approved maintenance organisation certificate shall ensure that his maintenance procedures manual submitted in accordance with regulation 6(2) contains the following subjects: Maintenance procedures manual requirements.

- (a) organisation and management;
- (b) maintenance procedures for base maintenance;
- (c) additional procedures for line maintenance;
- (d) quality system procedures;
- (e) maintenance documentations and records; and
- (f) appendices related to items in (a) to (e).

14. (1) An approved maintenance organisation wishing to apply for an additional rating to perform maintenance, preventive maintenance and modification on Barbadian aircraft and their associated aeronautical products shall Application for an additional rating.

- (a) apply to the Director in the prescribed form;
- (b) pay the prescribed fee;
- (c) submit the required amendments to his maintenance procedures manual in support of the requested additional rating for approval by the Director; and
- (d) provide any other information the Director may require the approved maintenance organisation to submit.

(2) Where the Director is satisfied that an approved maintenance organisation referred to in paragraph (1) meets the requirements of these Regulations he may issue such a rating to the approved maintenance organisation.

(3) A rating issued in paragraph (2) to an approved maintenance organisation, permits the holder to perform maintenance, preventive maintenance and modifications functions on Barbadian aircraft and their associated aeronautical products as specified in the operations specifications.

Issue of limited rating to an approved maintenance organisation.

15. (1) The Director may issue a rating with limitation where an approved maintenance organisation certificate demonstrates the capability to

- (a) maintain or alter only a particular type of airframe, power plant, propeller, radio, instrument, accessory or parts thereof; or
- (b) perform only specialized maintenance requiring equipment and skills not ordinarily performed at an approved maintenance organisation.

(2) A rating issued with limitations referred to in paragraph (1) may be limited to specialized services, a specific model aircraft, engine, constituent part or to any number of parts made by a particular manufacturer.

(3) A specialized service rating may be issued to an approved maintenance organisation to perform specific maintenance or processes on Barbadian aircraft or their associated aeronautical products.

(4) The operations specifications of the approved maintenance organisation referred to in regulation 9(3) shall identify the specification used in performing that specialized service referred to in paragraph (3), which may be

- (a) a civil or military specification that is currently used by the aviation industry and approved by the Director; or
- (b) a specification researched and developed by the approved maintenance organisation, approved by the State of Design that initially issued the type certificate which the Director approved.

PART III

Housing, Facilities, Equipment and Materials

16. This Part prescribes the requirements for housing, facilities, equipment and materials for issue of an approved maintenance organisation certificate. Applicability of this Part.

17. (1) An approved maintenance organisation shall provide the necessary housing and facilities in the required quantity and quality that meet the standards required for the issuance of the certificate and ratings that the approved maintenance organisation holds. Housing and facilities requirements.

(2) An approved maintenance organisation shall provide the necessary housing and other facilities that would allow proper performance of all planned work and protection of personnel, plants and equipment, tools and materials from weather elements.

(3) An aircraft maintenance organisation shall ensure that

- (a) the work environment is safe and appropriate to the tasks to be carried out, observing at all times special requirements applicable to particular task without impairing the effectiveness of personnel;
- (b) the office accommodation is appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records;
- (c) specialized workshops and bays are segregated, as appropriate, to ensure that the environment and work area contamination is minimized;
- (d) secure storage facilities are provided for parts, equipment, tools and material;
- (e) storage conditions ensure segregation of serviceable aircraft components and material from unserviceable aircraft components, materials, equipment and tools;

- (f) the storage conditions are in accordance with the instructions of the manufacturers, to prevent deterioration of and damage to stored items; and
- (g) access to storage facilities are restricted to authorised personnel.

Equipment,
tools and
material
require-
ments.

18. (1) An approved maintenance organisation shall provide permanently, except for any tool or equipment rarely needed, the necessary equipment, tools and material, including technical data to perform the approved scope of work under the full control of the approved maintenance organisation.

(2) Notwithstanding paragraph (1), the Director may exempt an approved maintenance organisation from possessing specific tools and equipment for maintenance or repair of an aircraft or aeronautical product specified in its operations specifications, where these items can be acquired temporarily by prior arrangement, and be under full control of the approved maintenance organisation when needed to perform required maintenance or repairs.

(3) An approved maintenance organisation shall ensure that all tools, equipment and test equipment used for product acceptance or for making a finding of airworthiness are under its full control and calibrated to ensure correct calibration to a standard amended acceptable to the Director.

(4) An approved maintenance organisation shall establish and keep all records of calibrations and standards used for calibration for 2 years from the date the equipment was withdrawn from service or destroyed.

PART IV

Administration

Applicabil-
ity of this
Part.

19. This Part prescribes the requirements for administration of an approved maintenance organisation for the issue of an approved maintenance organisation certificate.

20. (1) An approved maintenance organisation shall employ the necessary trained and experienced maintenance personnel, authorised engineers and authorised aviation repair specialists, where required, who meet the requirements of these Regulations.

Personnel
and training
require-
ments.

(2) An applicant for an approved maintenance organisation certificate shall nominate a person as the Accountable Manager, acceptable to the Director, responsible for establishing and promoting the safety and quality policy with corporate authority for ensuring that maintenance, preventive maintenance and modification for which the aircraft maintenance organisation is authorised to perform can be financed and carried out to the standard required by the Director.

(3) The Accountable Manager shall nominate a management person or group of management persons (hereinafter referred to as "the nominated managers") whose responsibilities include ensuring that the approved maintenance organisation is in compliance with these Regulations.

(4) The Accountable Manager shall nominate a senior person with responsibility for monitoring the quality system of the approved maintenance organisation, including the associated feedback system having direct access to the Accountable Manager to keep him properly informed on quality and compliance matters.

(5) The nominated managers shall represent the maintenance management structure of the approved maintenance organisation reporting to the Accountable Manager and responsible for all functions of the approved maintenance organisation specified in these Regulations.

(6) The approved maintenance organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect, issue certificate of release to service and monitor the quality of the activities performed by the organisation in accordance with the approval.

(7) An approved maintenance organisation shall have a procedure to re-assess work intended to be carried out when actual staff availability is less than the planned staffing level for a particular work period or shift.

(8) The competency of personnel involved in the performance of maintenance, supervision, management and quality audits for an approved maintenance organisation shall be established and controlled in accordance with procedures and to standards approved by the Director.

(9) The competence of personnel referred to in paragraph (8) shall include an understanding of the application of human factors and human performance issues appropriate to the functions of such persons in the organisation.

(10) An approved maintenance organisation shall ensure that persons who carry out or control a continued airworthiness non-destructive test of aircraft structures or aircraft components shall be qualified for the particular non-destructive test to a standard prescribed by the Director.

(11) An approved maintenance organisation shall issue a certification authorisation in writing to appropriately qualified engineers within his organisation, to issue a certificate of release to service for aircraft and their associated aeronautical products following satisfactory completion of maintenance.

(12) A certification authorisation to issue a certificate of release to service referred to in paragraph (11) shall clearly specify the scope and limits of such certification authorisation and contain a unique certification authorisation number in respect of each certifying staff.

(13) An approved maintenance organisation shall establish a training programme for its maintenance personnel which shall be included in its maintenance procedures manual and approved by the Director.

2007/172. (14) An approved maintenance organisation shall ensure that certifying staff meet the qualification requirements of the *Civil Aviation (General Application and Personnel Licensing) Regulations, 2007* and receive initial and continuation training in their assigned tasks and responsibilities in accordance with the programme specified in his maintenance procedures manual.

(15) An approved maintenance organisation shall ensure that the training programme referred to in paragraph (13) includes training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.

(16) An approved maintenance organisation maintaining large aircraft shall have

- (a) in the case of aircraft line maintenance
 - (i) appropriate aircraft type rated authorised engineer qualified in accordance with regulation 21; and
 - (ii) appropriate task rated authorised engineer qualified to perform and certify minor scheduled line maintenance and simple defect rectification;
- (b) in the case of aircraft base maintenance, appropriate aircraft type rated authorised engineer qualified in accordance with regulation 21 for certifying work performed.

(17) Where an approved maintenance organisation performs maintenance on small aircraft, the requirements of paragraph (16), shall be applied unless alternative procedures for issuing certificate of release to service by the organisation for such aircraft have been approved by the Director.

(18) An approved maintenance organisation shall include procedures in the maintenance procedures manual for the performance of maintenance and issue of certificate of release to service in respect of maintenance of Barbadian aircraft and their associated aeronautical products approved by the Director.

(19) Notwithstanding paragraph (11), an approved maintenance organisation may submit procedures in the maintenance procedures manual for approval by the Director, for the issue of certification authorisation to qualified persons specified under the following circumstances, subject to compliance with the conditions stated for each circumstance:

- (a) for a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the approved maintenance organisation may issue a limited certification authorisation to the pilot in command, the co-pilot or flight engineer subject to being satisfied that sufficient practical training has been carried out to ensure that such pilot in command, co-pilot or flight engineer can accomplish the airworthiness directive to the required standard; and
- (b) for the unforeseen circumstances where an aircraft is grounded at a location not having an approved maintenance organisation, the organisation contracted to provide maintenance support may issue a one-off authorisation to a person at that location who has at least 5 years experience and holds a valid aircraft maintenance engineer licence rated for the aircraft type requiring certification, or an equivalent certificate issued by a Contracting State subject to the approved maintenance organisation obtaining and holding on file, evidence of the experience and licence of such person.

(20) Where a certificate of release to service was issued under paragraph (19)(b), the approved maintenance organisation shall report to the Director such event within 7 days of the issuance of such authorisation.

(21) Where the maintenance performed and certified under paragraph (19)(b) could affect flight safety, such maintenance and associated systems shall be re-checked and re-certified at the first opportunity by an authorised engineer of the approved maintenance organisation.

Require-
ments for
certifying
staff.

21. (1) The applicant for an approved maintenance organisation certificate shall submit procedures in his maintenance procedures manual for the issue of certification authorisation to qualified personnel of the organisation, for approval by the Director.

(2) An approved maintenance organisation may issue or re-issue a certification authorisation to a qualified person where that person

- (a) holds a valid aircraft maintenance engineer licence issued under the *Civil Aviation (General Application and Personnel Licensing) Regulations, 2007* ^{2007/172.} or an equivalent qualification approved by the Director, which attests to his knowledge and experience;
- (b) has an adequate understanding of the relevant aeronautical products to be maintained and for which authorisation privileges are sought and is thoroughly familiar with the relevant approved maintenance organisation systems and procedures;
- (c) has successfully completed initial and continuation training in his assigned tasks and responsibilities in accordance with a programme approved by the Director;
- (d) has successfully completed training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew;
- (e) has satisfied the experience and skills requirements in accordance with the training programme approved by the Director; and
- (f) has satisfied all other requirements of the maintenance procedures manual for the issue of the authorisation.

(3) A person issued certification authorisation by an approved maintenance organisation in paragraph (2), shall be referred to as an "authorised engineer" under these Regulations.

(4) An approved maintenance organisation may issue or re-issue a certification authorisation to a qualified person where that person

- (a) holds a valid aviation repair specialist licence with a rating issued under the *Civil Aviation (General Application and Personnel Licensing) Regulations, 2007* ^{2007/172.} in respect of this organisation;

-
- (b) has an adequate understanding of the relevant aeronautical products to be maintained and for which authorisation privileges are sought and is thoroughly familiar with the relevant approved maintenance organisation systems and procedures;
 - (c) has successfully completed initial and continuation training in his assigned tasks and responsibilities in accordance with a programme approved by the Director;
 - (d) has successfully completed training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel;
 - (e) has satisfied the experience and skills requirements in accordance with the training programme approved by the Director; and
 - (f) has satisfied all other requirements of the maintenance procedures manual for the issue of the authorisation.
- (5) A person issued certification authorisation by an approved maintenance organisation in paragraph (4) shall be referred to as an "authorised aviation repair specialist" under these Regulations.
- (6) An approved maintenance organisation shall ensure that all certifying staff have actually carried out maintenance on some of the aircraft systems or associated aeronautical products as appropriate, specified in his authorisation and have exercised the privileges of his certification authorisation for at least 6 cumulative months in any consecutive 24 month period.
- (7) An approved maintenance organisation shall ensure that all certifying staff receive sufficient continuation training in each 24 month period to ensure that they have current knowledge of relevant technology, organisation procedures and human factor issues.
- (8) An approved maintenance organisation shall establish a programme for the continuation training and procedures to ensure compliance with paragraph (7) as one of the requirements for the issue and re-issue of a certification authorisation to certifying staff.

(9) An approved maintenance organisation shall assess current and prospective certifying staff for their competence, qualification and capability to carry out intended certifying duties in accordance with the maintenance procedures manual before the issue or re-issue of a certification authorisation as appropriate.

(10) The senior manager responsible for the quality system shall establish a certification authorisation system, procedures for the issue of certification authorisation documented in the maintenance procedures manual and be responsible for the issue of certification authorisations to certifying staff on behalf of the approved maintenance organisation.

(11) The senior manager responsible for the quality system referred to in paragraph (10) may delegate to other persons under his direct control his power to issue certification authorisation in accordance with procedures specified in the maintenance procedures manual approved by the Director.

22. (1) An approved maintenance organisation shall maintain records of all certifying staff within its organisation, which shall include details of any aircraft maintenance engineer licence and aviation repair specialist licence held, all training completed and the scope and limitation of their authorisation.

Records of
certifying
staff.

(2) The approved maintenance organisation referred to in paragraph (1), shall provide each certifying staff with a copy of his certification authorisation, which may be in hard copy or electronic format.

(3) All certifying staff shall produce their certification authorisation to the Director or his authorised representative within a reasonable time of a request.

23. (1) A person shall not assign, nor shall any person perform maintenance functions on an aircraft, unless that person has had a minimum rest of 8 hours prior to commencing duty.

Rest and
duty
limitations
for
maintenance
staff.

(2) A person shall not be scheduled to perform maintenance functions for aircraft for more than 12 consecutive hours of duty.

(3) Where a situation involving a person performing maintenance functions on an unscheduled aircraft unserviceability exists, such person may continue on duty for up to 20 hours within a 24 hour period with a maximum of 16 consecutive hours of duty within such 24 hour period.

(4) Notwithstanding paragraph (1), a person performing maintenance referred to in paragraph (3) who is required to perform his duties for 16 consecutive hours shall have a minimum of 4 consecutive hours break from duty before the resumption of duty on that aircraft within the 24 hour period.

(5) Following unscheduled duty periods referred to in paragraph (3), a person performing maintenance functions on such aircraft shall have a mandatory rest period of 10 consecutive hours exclusive of commuting time following the performance of such unscheduled duty period.

(6) The approved maintenance organisation shall relieve a person performing maintenance functions from all duties and a person performing maintenance functions shall not perform any maintenance functions for 24 consecutive hours during any consecutive 7 day period.

PART V

Approved Maintenance Organisation Operating Rules

Applicability of this Part. **24.** This Part prescribes the operating rules for an approved maintenance organisation for the issue of an approved maintenance organisation certificate.

Maintenance procedures manual. **25.** (1) The maintenance procedures manual of the approved maintenance organisation and any subsequent amendments thereto shall be approved by the Director prior to use.

(2) An approved maintenance organisation shall set out the procedures, means and methods in its maintenance procedures manual by which it intends to operate.

(3) The approved maintenance organisation shall ensure that the maintenance procedures manual referred to in paragraph (2) is provided for the use and guidance of the organisation and all maintenance personnel, and such maintenance personnel are familiar with those parts of the maintenance procedures manual that are relevant to the maintenance work they perform.

(4) A maintenance procedures manual under this regulation shall contain details of the following subjects as set out in the Approved Maintenance Organisation Standards:

- (a) the specific scope of work required by the approved maintenance organisation in order to satisfy the relevant requirements needed for obtaining an approval to issue certificate of release to service in respect of maintenance of Barbadian aircraft and their associated aeronautical products;
- (b) a statement signed by the Accountable Manager of the approved maintenance organisation and, where the Chief Executive Officer is not the Accountable Manager, also by such Chief Executive Officer, confirming that the maintenance procedures manual and any associated manuals of the approved maintenance organisation are in compliance with these Regulations and shall be complied with at all times;
- (c) the titles and names of the management personnel approved by the Director, which may be kept separate from the maintenance procedures manual but shall be kept current and available for review by the Director when requested;
- (d) the duties and responsibility of the management personnel and the matters on which they may deal directly with the Director on behalf of the approved maintenance organisation;
- (e) an organisation chart showing associated chain of responsibility of the management personnel specified in paragraph (d);

- (f) a current list of authorised engineers and authorised aviation repair specialists, which may be kept separate from the maintenance procedures manual but the list and the procedures to establish and maintain such list shall be available for review by the Director;
- (g) a description of the procedures used to establish the competence of maintenance personnel;
- (h) instructions and information necessary to allow all personnel to perform their duties with a high degree of safety;
- (i) general description of manpower resources;
- (j) a description of the method used for the completion and retention of maintenance records;
- (k) a description of the procedures for preparing the certificate of release to service and the circumstances under which it is to be signed;
- (l) a description, where applicable, of additional procedures for complying with maintenance procedures and requirements of the national air operator;
- (m) a description of the procedures for complying with the reporting requirements of regulation 34;
- (n) a procedure for receiving, amending and distributing, within the approved maintenance organisation, all necessary airworthiness data from the type certificate holder or the type design organisation;
- (o) a general description of the facilities located at each address specified in the approved maintenance organisation certificate;
- (p) a general description of the approved maintenance organisation scope of work relevant to the extent of the approved maintenance organisation certificate;

- (q) the notification procedure to be used by the approved maintenance organisation when requesting approval by the Director for changes to the approved maintenance organisation;
- (r) procedures to be adopted by the approved maintenance organisation when making amendments to the maintenance procedures manual, including submissions to the Director;
- (s) the procedures adopted by the approved maintenance organisation, and approved by the Director, to ensure good maintenance practices and compliance with all relevant requirements of these Regulations;
- (t) the procedures of the approved maintenance organisation for establishing and maintaining an independent quality system to monitor compliance with, and the adequacy of, the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products;
- (u) the safety and quality policy of the approved maintenance organisation;
- (v) the procedures of the approved maintenance organisation for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the Accountable Manager for review and action;
- (w) a list of operators, where appropriate, to which the approved maintenance organisation provides aircraft maintenance services;
- (x) a list of organisations performing maintenance on behalf of the approved maintenance organisation; and
- (y) a list of the line maintenance locations and procedures of the approved maintenance organisation, where applicable.

(5) The system to monitor compliance referred to in paragraph (4)(t) shall include a feedback system to the nominated managers specified in regulation 20, and ultimately to the Accountable Manager, to ensure, as necessary, corrective action is taken in response to reports resulting from independent audits established to meet the requirements under regulation 26.

(6) A maintenance procedures manual and any other manual referred therein shall

- (a) be in a form that is easy to revise, and contain a system which allows personnel to determine current revision status;
- (b) have the date of the last revision printed on each page concerned;
- (c) not be inconsistent with the Act or regulations made thereunder;
- (d) not be inconsistent with the operations specifications; and
- (e) include a reference to the appropriate regulations under the Act or Regulations made thereunder.

(7) In addition to the matters set out in paragraph (4), the maintenance procedures manual and any other manual referred therein may be produced either

- (a) in a series of parts;
- (b) as a series of volumes; or
- (c) as a single document.

(8) The approved maintenance organisation shall ensure that all amendments to its maintenance procedures manual, which are necessary to keep the information contained therein current, are submitted to the Director for approval.

(9) An approved maintenance organisation shall ensure that all amendments to its approved maintenance procedures manual are provided promptly to all persons of the approved maintenance organisation to whom the manual has been issued.

- 26.** (1) An approved maintenance organisation shall
- (a) establish a safety and quality policy for the organisation to be included in its maintenance procedures manual referred to in regulation 25(4)(u);
- (b) establish procedures acceptable to the Director, taking into consideration human factors and human performance, to ensure good maintenance practices and compliance with all relevant requirements under these Regulations, such that aeronautical products may be properly released to service;
- (c) establish an independent quality assurance programme, approved by the Director, that shall
- (i) monitor compliance with, and the adequacy of procedures and provide a system of inspection to ensure that all maintenance functions are properly performed;
- (ii) perform independent audits of maintenance work performed on aircraft and aeronautical products to ensure compliance with the maintenance data, maintenance procedures, materials, appropriate facilities and trained staff required in performing such maintenance work; and
- (iii) employ a quality feedback reporting system to the quality manager and ultimately to the Accountable Manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audit established in sub-sub-paragraph (i).
- (2) The quality assurance programme under this regulation shall
- (a) include a procedure to initially qualify, and periodically perform audits on, persons performing and certifying work on behalf of the approved maintenance organisation;
- (b) be adequate to review all maintenance procedures as described in the maintenance procedures manual once a year for each aircraft type maintained; and

Quality assurance programme and maintenance procedures.

(c) indicate when audits are due, when completed, and shall establish a system of audit reports which can be seen by the visiting Director staff on request.

(3) The system of audit report referred to in paragraph (2)(c), shall establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the Accountable Manager.

(4) Maintenance procedures shall

(a) cover all aspects of maintenance activity, and describe the standard to which the approved maintenance organisation intends to maintain a Barbadian aircraft and its associated aeronautical products;

(b) comply with these Regulations.

(5) The aeronautical product design standards and, where applicable, the maintenance standards of the operator shall be taken into account when developing maintenance procedures referred to in paragraph (4).

Capability
list.

27. (1) An approved maintenance organisation shall prepare and submit to the Director for approval a current list of articles for which it has the capability to effectively perform maintenance (hereinafter referred to as a "capability list").

(2) An approved maintenance organisation shall not perform maintenance, preventive maintenance, or modifications on an article until such article has been listed on the capability list in accordance with these Regulations.

(3) The capability list under this regulation shall identify each article by

(a) make and model;

(b) part number, as applicable; or

(c) any other nomenclature designated by the manufacturer of the article required by the Director.

-
- (4) An article shall not be listed on the capability list unless
- (a) such article is within the scope of the class and ratings on the approved maintenance organisation certificate; and
 - (b) the approved maintenance organisation has performed a self-evaluation in accordance with regulation 25(4)(v).
- (5) An approved maintenance organisation shall perform self-evaluations to determine whether it has all of the required facilities, equipment, material, technical data, processes, housing and trained personnel in place to perform the maintenance work on the article as required by these Regulations.
- (6) Where an approved maintenance organisation performs a self-evaluation and meets the requirements specified in paragraph (5), it may list the article on the capability list.
- (7) An approved maintenance organisation shall document all self-evaluations performed for an article to be placed on the capability list, and keep all such documentations available on its premises for inspection by the Director.
- (8) A self-evaluation referred to in paragraph (6) shall be accepted and signed by the Accountable Manager and retained on file by the approved maintenance organisation on his premises.
- (9) Where an additional aeronautical product has been included on the capability list of the approved maintenance organisation, he shall send a copy of such capability list to the Director.
- (10) A capability list under this Regulation shall be available on the premises of the approved maintenance organisation for inspection by the public and the Director.
- (11) An approved maintenance organisation shall retain a capability list and self-evaluation document for 2 years from the date on which it was accepted by the Accountable Manager.

Privileges of
the approved
maintenance
organisation.

28. (1) An approved maintenance organisation may perform the following tasks as permitted by and in accordance with the maintenance procedures manual of the approved maintenance organisation:

- (a) maintain a Barbadian aircraft and its associated aeronautical products for which it is approved at the location identified in the approved maintenance organisation certificate;
- (b) arrange for maintenance of a Barbadian aircraft and its aeronautical products for which it is approved at another organisation that is working under the quality system of the approved maintenance organisation, within the limitations of his approved maintenance organisation certificate;
- (c) maintain a Barbadian aircraft and its aeronautical products for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aeronautical product or from the necessity of supporting occasional line maintenance subject to the conditions specified on the approved maintenance organisation certificate and the procedures in the maintenance procedures manual;
- (d) maintain a Barbadian aircraft and its aeronautical products for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance where the maintenance procedures manual permits such activities and lists such locations;
- (e) maintain a Barbadian aircraft and its aeronautical products in support of a specific national air operator where such national air operator has requested the services of the approved maintenance organisation at locations other than its main base, where it has a rating in its operations specifications approved by the Director to maintain the aircraft of that specific national air operator at the requested location; and
- (f) issue a certificate of release to service in respect of paragraphs (a) through (e) upon completion of maintenance in accordance with the ratings and limitations of its operations specifications.

- (2) An approved maintenance organisation
 - (a) shall not contract out the maintenance, preventive maintenance, modification or alteration of a complete type certified aeronautical product for which it is rated unless approved to do so by the Director; and
 - (b) shall not certify a Barbadian aircraft or its associated aeronautical products where the entire maintenance of such Barbadian aircraft or its aeronautical product has been sub-contracted.
- (3) Where an approved maintenance organisation contracts out maintenance, preventive maintenance, modification or alteration of an aeronautical product for which it is rated that is not a complete type-certified aeronautical product, such approved maintenance organisation shall not issue a certificate of release to service in respect of such maintenance, preventive maintenance, modification or alteration of the aeronautical product.
- (4) An approved maintenance organisation shall not maintain or modify any Barbadian aircraft and its aeronautical products for which it is rated at a place other than its premises unless
 - (a) the function would be performed in the same manner as when performed at its premises and in accordance with these Regulations;
 - (b) all necessary personnel, equipment, material, technical and approved standards are available at the place where the work is to be done;
 - (c) the maintenance procedures manual provides approved procedures governing work to be performed at a place other than its premises; and
 - (d) it informs the Director and receives approval in writing for each task prior to undertaking such task.

Limitations
of an
approved
maintenance
organisation.

29. An approved maintenance organisation shall not perform maintenance on a Barbadian aircraft and its associated aeronautical product for which it is rated unless it has available the required

- (a) housing;
- (b) facilities;
- (c) equipment;
- (d) tools;
- (e) material;
- (f) maintenance data;
- (g) approved technical data; and
- (h) appropriately trained maintenance and certifying staff.

Certificate
of release to
service.

30. (1) A certificate of release to service shall be issued by an appropriate certifying staff on behalf of the approved maintenance organisation when such certifying staff is satisfied that all maintenance required by the operator of the Barbadian aircraft or its aeronautical products has been properly carried out by the approved maintenance organisation in accordance with procedures specified in the maintenance procedures manual of the approved maintenance organisation.

(2) Where maintenance has been performed on an aeronautical product which is not installed on an aircraft, a certificate of release to service shall be issued for such maintenance and another certificate of release to service shall be issued after the proper installation of such aeronautical product on an aircraft, when such action occurs.

- (3) A certificate of release to service shall contain
- (a) basic details of the maintenance carried out;
 - (b) the date such maintenance was completed;
 - (c) the name, unique authorisation number of the certifying staff and his signature or stamp;

- (d) name and certificate number of the approved maintenance organisation; and
- (e) an airworthiness compliance statement.

(4) Certifying staff shall not issue a certificate of release to service on behalf of an approved maintenance organisation where noncompliance which could affect flight safety is known to such certifying staff or the approved maintenance organisation.

31. (1) An approved maintenance organisation shall record all details of maintenance work carried out on Barbadian aircraft and its aeronautical products in a form acceptable to the Director. Maintenance records.

(2) An approved maintenance organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific approved repair or modification airworthiness data used for repairs or modifications carried out.

(3) An approved maintenance organisation shall retain a copy of all detailed maintenance records and any associated airworthiness data for 2 years from the date the aircraft or aeronautical product was issued a certificate of release to service.

(4) Where an air operator contracts an approved maintenance organisation to keep his maintenance records, certificates of release to service and any associated airworthiness data, such approved maintenance organisation shall retain the records for a period of up to 2 years after the aeronautical product has been permanently withdrawn from service or destroyed.

(5) A person who maintains, performs preventive maintenance, rebuilds, or modifies, an aeronautical product as part of his duties at an approved maintenance organisation shall make an entry in the maintenance record of that aeronautical product of the following information:

- (a) description of work performed and reference to data approved by the Director of such work;
- (b) date of completion of the work performed;

- (c) name of the person who performed the work where the person is not the certifying staff;
 - (d) the name, unique authorisation number and the signature or stamp of the certifying staff approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part or part thereof;
 - (e) where the person referred to in sub-paragraph (d) appends his signature to the maintenance records, such signature constitutes a certificate of release to service only in respect of the work performed and specified on such maintenance record;
 - (f) in addition to the entry required by this paragraph, major repairs and major modifications shall be entered on a form which shall be processed by the person performing the work, in the manner prescribed by the Director.
- (6) No person shall describe an aeronautical product as being overhauled in any maintenance record, unless such aeronautical product has been
- (a) disassembled, cleaned, inspected as permitted, repaired as necessary and reassembled using methods, techniques and practices acceptable to the Director; and
 - (b) tested in accordance with approved standards and technical data or in accordance with current standards and technical data acceptable to the Director, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process or appliance manufacturing approval.
- (7) No person shall describe in any required maintenance record, an aeronautical product as being rebuilt unless such aeronautical product has been
- (a) disassembled, cleaned and inspected as permitted;
 - (b) repaired as necessary; and

(c) re-assembled and tested to the same tolerances and limits as a new item, using either a new part or used part that conforms either to new part tolerance and limits or to approved oversized or undersized dimensions.

(8) Certifying staff of an approved maintenance organisation shall not issue a certificate of release to service for an aeronautical product that has undergone maintenance, preventive maintenance, rebuilding, or modification unless

- (a) the appropriate maintenance record entry has been made; and
- (b) the repair or modification form authorised or furnished by the Director has been completed in a manner prescribed by the Director.

(9) Where a repair or modification to a Barbadian aircraft and its aeronautical products results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Director.

(10) An approved maintenance organisation issuing a certificate of release to service under the Act or regulations made thereunder for an aeronautical product after performing an inspection in accordance with the Act or regulations made thereunder shall ensure that the following information is entered in the maintenance record of such aeronautical product:

- (a) the type of inspection and a brief description of the extent of the inspection;
- (b) the date of the inspection and aircraft total time in service; and
- (c) the name, signature, approved maintenance organisation certificate number, certification authorisation number and kind of licence of the certifying staff approving or disapproving for return to service the aircraft or aeronautical product or portion thereof.

(11) Where the aircraft or aeronautical product is found to be airworthy, the certifying staff shall append his signature on the following or a similarly worded release to service statement:

"I, (insert name) certify that this aircraft or aeronautical product has been inspected in accordance with (insert type) inspection and such aeronautical product was determined to be in an airworthy condition.
.....(signature),(date)."

(12) Where the aircraft or aeronautical product is not approved for return to service, non-compliance with the applicable specifications, airworthiness directives, or other approved data the following or similarly worded statement:

"I, (insert name) certify that this aeronautical product was inspected in accordance with (insert type) inspection and a list of (insert quantity) discrepancies and unairworthy items has been provided to the aircraft operator."
.....(signature).....(date).

(13) Where a certifying staff of an approved maintenance organisation referred to in paragraph (12), finds that the aircraft or aeronautical product is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives or other approved data upon which its airworthiness depends and is not ready for release to service, such certifying staff shall give the operator a signed and dated list of those discrepancies and unairworthy items.

(14) Certifying staff of an approved maintenance organisation shall not issue a certificate of release to service in respect of an aircraft or aeronautical product which has been found to be unairworthy in paragraph (12) unless

- (a) the discrepancies and unairworthy items specified in the list provided to the operator have been addressed in accordance with approved procedures; and

- (b) the aircraft or aeronautical product or portion thereof has been re-inspected and found to be airworthy and ready for release for service.

(15) Where an inspection is conducted under an inspection programme provided for in the Act or regulations made thereunder, the certifying staff performing the inspection shall make

- (a) an entry identifying the inspection programme accomplished; and
- (b) a statement that the inspection was performed in accordance with the inspections and procedures for that particular programme.

32. (1) An approved maintenance organisation shall ensure that all airworthiness and maintenance data appropriate to support the work performed is received, held and used in the performance of maintenance including modifications and repairs of an aeronautical product or process specified in the maintenance procedures manual. Maintenance data.

(2) Applicable airworthiness and maintenance data specified in paragraph (1) refer to

- (a) any applicable requirements, procedures, airworthiness directive, operational directive or information issued by the Director;
- (b) any applicable airworthiness directive issued by the Civil Aviation Authority of a Contracting State which issued the original type certificate;
- (c) any applicable data, such as but not limited to, maintenance and repair manuals, issued by an organisation approved by the Civil Aviation Authority of the Contracting State, for type certificate holder, supplemental type certificate holders and any other organisation approved to publish such data by the appropriate Civil Aviation Authority of Contracting States; and

- (d) any applicable standard, such as but not limited to, maintenance standard practices issued by a Civil Aviation Authority of any Contracting State, institute or organisation and recognized by the Director as an acceptable standard for maintenance.
- (3) An approved maintenance organisation shall establish procedures that ensure that, where found, any inaccurate, incomplete or ambiguous procedures, practices, information or maintenance instructions contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.
- (4) An approved maintenance organisation shall not modify airworthiness and maintenance data to another format or presentation more useful to its maintenance activities, unless such approved maintenance organisation submits to the Director for approval an amendment to the maintenance procedures manual for any such proposed modifications.
- (5) The maintenance instruction in paragraph (4) refers to an instruction on how to carry out a particular maintenance task and shall not authorise the design of repairs and modifications.
- (6) An approved maintenance organisation shall establish procedures in the maintenance procedures manual to ensure that appropriate action is taken in the case of damage assessment and the need to use only approved repair data.
- (7) An approved maintenance organisation shall provide a common work card or worksheet system for use throughout relevant parts of the organisation.
- (8) Work cards and worksheets referred to in paragraph (7) may be computer-generated and held on an electronic data base subject to having adequate safeguards against unauthorised alteration and a backup electronic data base which is updated within 24 hours of any entry being made to the main electronic data base.

(9) Where the approved maintenance organisation provides maintenance service for an operator who requires the use of his work cards and worksheet system to be used, the approved maintenance organisation shall establish procedures to ensure correct completion of the aircraft operator work cards and worksheets.

(10) An approved maintenance organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.

(11) An approved maintenance organisation shall ensure that all maintenance data controlled by him is kept current.

(12) Where an approved maintenance organisation provides maintenance service for an operator who controls and provides maintenance data, the approved maintenance organisation shall require that such operator provides written confirmation that all such maintenance data is current, work orders specifying the amendment status of the maintenance data to be used or a copy of the maintenance data amendment list.

33. (1) An approved maintenance organisation shall have a system appropriate to the amount and complexity of work to be performed to plan the availability of all necessary personnel, tools, equipment, materials, maintenance data and facilities in order to ensure the safe completion of the maintenance work. Production planning.

(2) Where an approved maintenance organisation plans maintenance tasks and organises shifts, human performance limitations shall be taken into account.

(3) When it is required to hand over the continuation or completion of a maintenance action for reasons of a shift or personnel change-over, an approved maintenance organisation shall ensure that relevant information is adequately communicated between outgoing and incoming personnel in accordance with a procedure acceptable to the Director.

Reporting of unairworthy conditions.

34. (1) An approved maintenance organisation shall report to the Director and the aircraft design organisation of the State of Design any identified condition that could present a serious hazard to the aeronautical product.

(2) All reports referred to in paragraph (1), shall be made in a form and manner prescribed by the Director and contain all pertinent information about the condition known to the approved maintenance organisation.

(3) Where the approved maintenance organisation is contracted by an air operator to carry out maintenance, the approved maintenance organisation shall report to the air operator any condition affecting the aeronautical product.

(4) Reports required by this regulation shall be made as soon as reasonably practicable, but no later than 72 hours after the condition to which the report relates has been identified.

Inspections by the Director.

35. An approved maintenance organisation shall

(a) permit the Director to inspect its facilities and any of its contracted maintenance facilities at any time to determine compliance with these Regulations; and

(b) ensure that arrangement for maintenance, preventive maintenance or modifications by a sub-contractor includes provisions for inspections of the facilities of the contractor by the Director.

Performance standards.
2007/173.

36. (1) An approved maintenance organisation that performs any maintenance, preventive maintenance or modifications for a national air operator under the *Civil Aviation Regulations, (Air Operator Certification and Administration) 2007* having an approved maintenance programme shall perform that work in accordance with the maintenance control manual of such national air operator.

(2) Except as provided in paragraph (1), an approved maintenance organisation shall

- (a) perform maintenance and modification of Barbadian aircraft and its aeronautical products in accordance with the applicable regulations in the Act or regulations made thereunder; and
- (b) maintain, in current condition, all service manuals, instructions, and service bulletins of the manufacturer that relate to the aeronautical products that he maintains or modifies.

(3) An approved maintenance organisation approved to perform work on avionics equipment shall

- (a) comply with the Act or regulations made thereunder that apply to electronic systems;
- (b) use materials that conform to approved specifications for equipment appropriate to its rating;
- (c) use test apparatus, workshop equipment, performance standards, test methods, modifications and calibrations that conform to the specifications or instructions of the manufacturer; and
- (d) adopt acceptable maintenance practices of the aircraft avionics industry where the specifications or instructions of the manufacturer or approved specifications are not otherwise specified.

37. An approved maintenance organisation in meeting the requirements of regulations 17, 18, 20, 22, 26, 30 and 32 shall ensure compliance with the minimum standards set out in the approved maintenance organisation standards. Implementing standards.

38. (1) The Director may make standards or amend standards and incorporate them by reference into these Regulations. Director may make standards or amend standards.

(2) The Director shall not make a standard or an amendment to a standard unless the Director has undertaken consultations with interested parties concerning the standard or the amendment.

(3) No standard or amendment may come into effect less than 30 days after it is made.

(4) A standard or an amendment to a standard may be made and brought into effect by the Director without regard to paragraph (2) or (3) where the standard or amendment is urgently required to ensure aviation safety or the safety of the public.

Transitional provision.

39. (1) The approved maintenance organisation requirements under these Regulations shall come into effect 6 months from the date of publication of these Regulations.

(2) Notwithstanding paragraph (1), on the commencement of these Regulations a person who wishes to apply for an approved maintenance organisation certificate shall meet the requirements of these Regulations.

(3) A holder of an approved maintenance organisation certificate who, upon the commencement of these Regulations, continues to operate as an approved maintenance organisation under his existing certificate shall apply to the Director for re-certification and successfully complete his re-certification within the 6-months period provided in paragraph (1).