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***AMC 047 – GUIDELINES FOR MAINTENANCE REPAIR  
ORGANISATIONS (MRO) IN DEVELOPING THE  
MAINTENANCE ORGANISATION EXPOSITION  
(MOE) / SUPPLEMENT (MOES)***

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## 1. INTRODUCTION

The purpose of this AMC is to provide guidance to Maintenance Repair Organisations (MRO) in developing their Maintenance Organisation Exposition (MOE) or MOE Supplement (MOES).

State Decree “Airworthiness Regulation, AUA-RLW (A.B. 1995 no. 71, latest revision)”, Chapter III outlines the minimum requirements for an MRO Certification/Acceptance or Validation. Article 85 is the basis for an MRO to have an approved MOE or MOES.

This AMC is mainly divided in two Sections. Each one addressing the topic “Maintenance Organisation Exposition (MOE)” and thereafter instruction in how to proceed with the “Maintenance Organisation Exposition Supplement (MOES)”.

An MRO certified in accordance with AUA-RLW Chapter III, Title I need to submit an MOE for approval and therefore the subject MOE need to have at least the content mentioned in Section 2 (two) of this AMC.

MRO’s that are certified in accordance with AUA-RLW Chapter III, Title II & III need to submit an MOE supplement (MOES) for approval. The subject MOES may be develop as per the guidance mentioned in Section 3(three) and with the content mentioned in the Appendix of this AMC.

These above mentioned MRO’s will receive a Certificate of Acceptance or Validation and the Certificates will be identified with **DL-ACC- ###** or **DL-VAL-###**.

This Department strongly recommends maintaining the layout structure of this AMC to avoid unnecessary delays in the MOE/MOES (whichever is applicable) approval process.

## **2. MAINTENANCE ORGANISATION EXPOSITION (MOE)**

An MOE may be divided into different manuals, if so desired. One example would be the MOE itself with company organisation/policy description and a separate Technical Procedure Manual (TPM) describing the processes on the work floor. These manuals need to be approved by this Department.

The Quality System Procedure may be a separate document also. If that is the case than this need to be approved.

The minimum content of an MOE needs to address the following items through prescribed procedures:

### **PART 0. GENERAL**

- 0.1 MOE approved by EASA (if applicable).
- 0.2 MOE approved by FAA (if applicable).
- 0.3 MOE approved by local CAA (if applicable).
- 0.4 Exposition layout and amendment procedures:
  - a. List of effective pages.
  - b. Index (Content).
  - c. List of revised pages.
  - d. Statement that amendments require prior DCA approval.
  - e. Description of Revision system and/or Temporary Revision system.
  - f. Procedure to assure revision and control of all issued manuals.

### **PART 1. MANAGEMENT**

- 1.1. Corporate commitment by Accountable manager.
- 1.2 Safety and Quality Policy.
- 1.3 Management personnel.
- 1.4 Duties and responsibilities of the management personnel.
- 1.5 Management Organisation Chart.
- 1.6 List of Certifying staff and support staff and/or airworthiness review staff (A separate document may be referenced).
- 1.7 Manpower resources.
- 1.8 General description of the facilities at each address intended to be approved.
- 1.9 Organisations intended scope of work.
- 1.10 Notification procedure to the DCA regarding changes to the organisation's activities / approval / location / personnel.

## **PART 2. MAINTENANCE PROCEDURES**

- 2.1 Incoming materials/parts:
  - a. Supplier evaluation and subcontract procedure.
  - b. Acceptance/inspection of aircraft components and material from outside contractors.
- 2.2 Handling of parts/materials:
  - a. Storage, tagging and release of aircraft components and material to aircraft maintenance.
  - b. Return of defective aircraft components to store.
  - c. Return of defective components to outside contractors.
  - d. Provisions concerning units or articles to be given a preliminary inspection for state of preservation (if applicable).
- 2.3 Tooling and equipment:
  - a. Acceptance of tools and equipment.
  - b. Calibration of tools and equipment.
  - c. Use of tooling and equipment by staff (including alternate tools).
- 2.4 General
  - a. Cleanliness standards of maintenance facilities.
- 2.5 Maintenance documentation:
  - a. Maintenance instructions and relationship to aircraft/aircraft component manufactures' instructions including updating and availability to staff.
- 2.6 Repair procedure.
- 2.7 Aircraft maintenance programme compliance.
- 2.8 Airworthiness Directives procedure.
- 2.9 Optional modification procedure.
- 2.10 Maintenance documentation in use and completion of the same.
- 2.11 Technical Records control:
  - a. Recordkeeping periods
  - b. Technical records control.
  - c. Records for the operator (if applicable).
  - d. Control of computer maintenance record systems.
- 2.12 Defects:
  - a. Rectification of defects arising during base maintenance.
  - b. Reporting of defects to the DCA / Operator / Manufacturer.
- 2.13 Release to service:
  - a. Release to service procedure (Maintenance Release vs Airworthiness Release.
  - b. A sample of the maintenance release form should be included in the MOE.
- 2.14 Control of man-hour planning versus scheduled maintenance work.
- 2.15 Critical Maintenance task (CMT) management (RII/Dual inspection) and error-capturing methods.
  - a. List of CMT's applicable within the company.
  - b. Procedure for designating additional CMT.
  - c. List of certifying staff authorized to sign off CMT.
  - d. Procedure for CMT's that are accomplished at other than the main maintenance base.
  - e. Countermand procedures.
- 2.16 Reference to specific maintenance procedures.
- 2.17 Procedures to detect and rectify maintenance errors.
- 2.18 Shift/task handover procedures.
- 2.19 Procedures for notification of maintenance data inaccuracies and ambiguities to the Type Certificate holder.
- 2.20 Production planning procedures.

- 2.21 Airworthiness review procedures and records (if applicable).
- 2.22 A description of the system of tagging or other means of identification to be used during the various stages of inspection of the articles and/or parts processes. Samples of these tags or forms should be included in the MOE.
- 2.23 **C or D-rating procedures:** The provisions of the system for necessary continuity of inspection during and after disassembly and at various stages while work is in progress (can be kept simple).
- 2.24 **C or D-rating procedures:** The provisions of the system for the inspection, testing and/or calibration of units at various stages of build-up. A provision should be made for recording the results of instrument test and calibration, carburetor or magneto run-in, engine run-in, etc.
- 2.25 Provisions for the detailed recording of such functions as landing gear retraction tests, rigging measurements, etc. (if applicable).
- 2.26 Provisions concerning units which have been involved in accidents or that have been damaged, and which should be opened as necessary and inspected for hidden damage in adjacent areas. The system used to record the results of this examination should be described (if applicable).
- 2.27 Reference to specific maintenance procedures such as:
  - a. Engine running procedures.
  - b. Aircraft pressure run procedures.
  - c. Aircraft towing procedures.
  - d. Aircraft taxiing procedures
- 2.28 Samples of work order forms, inspection tags, inspection stamps, etc. (samples of detailed inspection forms such as carburetor flow records or engine overhaul inspection sheets need not be shown).

## **PART L2. ADDITIONAL LINE MAINTENANCE PROCEDURES**

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
- L2.2 Line maintenance procedures related to servicing/fueling/deicing, etc.
- L2.3 Line maintenance control of defects and repetitive defects.
- L2.4 Line procedure for completion of technical log.
- L2.5 Line procedure for pooled parts and loan parts.
- L2.6 Line procedure for return of defective parts removed from aircraft.
- L2.7 Line procedure for critical maintenance tasks and error-capturing methods.

## **PART 3. QUALITY SYSTEM PROCEDURES**

- 3.1 Quality audit of organisation procedures.
- 3.2 Quality audit of aircraft.
- 3.3 Quality audit remedial action procedure.
- 3.4 Certifying staff qualification and training procedures.
- 3.5 Certifying staff records.
- 3.6 Quality audit personnel.
- 3.7 Qualifying inspectors.
- 3.8 Qualifying mechanics.
- 3.9 Aircraft / aircraft component maintenance tasks exemption process control.
- 3.10 Concession control for deviation from organisation's procedures.
- 3.11 Qualification procedure for specialized activities such as NDT, welding, etc.
- 3.12 Control of manufacturer's and other maintenance working teams.
- 3.13 Human Factors training procedure.

- 3.14 Competence assessment of personnel.
- 3.15 Training procedures for on-the-job training as per AUA-RLW Chapter IV.
- 3.16 Procedure for the issue of a recommendation to DCA of Aruba for the issue of an AUA-RLW Chapter IV, Title II, articles 101 and 101(a) license.

#### **PART 4. CONTRACTING OPERATORS**

- 4.1 List of Contracted AUA-OPS 1 / JAR-OPS 3 for Aruba operators.
- 4.2 Operator procedures and paperwork.
- 4.3 Operator record completion.

#### **PART 5. APPENDICES**

- 5.1 Sample Documents.
- 5.2 List of sub-contractors.
- 5.3 List of Line/Base maintenance locations.
- 5.4 List of other subcontracted MRO's (Part-145).

#### **PART 6. OPERATOR'S MAINTENANCE PROCEDURES**

- 6.1 Operator's Maintenance procedures (reserved for those maintenance organisations that are approved under AUA-RLW Chapter III which are also operators).

### **3. MAINTENANCE ORGANISATION EXPOSITION SUPPLEMENT**

A. For the DCA of Aruba there are three ways in making an MOE Supplement. These are:

- 1) The content of an MOE Supplement may cite the same Chapters as in the main approved foreign MOE. The procedures for these Chapters (MOES) must refer to the main MOE chapters. The Chapters where there is a difference need to be further described in the appropriate Chapter section or subsection.
- 2) For the Supplement to refer only to the Chapters there where is a difference for DCA Aruba. These procedures need to be further described in the appropriate Chapter section or subsection.
- 3) The organization may use the attached Appendix to develop its own Supplement for Aruba.

B. Some examples of the “differences” that organizations do address in a Supplement are:

- 1) Adding different aircraft type on the approval that is not on the original MRO certification basis. This will require a survey;
- 2) Incorporating Work away procedures. This must be filed in a timely matter since it may require a survey;
- 3) Adding Technician Initial Type Training requirements;
- 4) Adding different type of ICAO Member State Technician License versus the basic MRO/MOE approved procedures;
- 5) Adding Release to Service procedures/statement with the provided DCA of Aruba reference number.

**ARUBA SUPPLEMENT**

**TO THE**

**MAINTENANCE ORGANIZATION**

**EXPOSITION**

<COMPANY LOGO>

<COMPANY NAME & ADDRESS>

<ICAO Member State...> APPROVAL REFERENCE:

ARUBA DCA APPROVAL REFERENCE:

DOCUMENT REFERENCE:

ISSUE NUMBER:

DATE:



<COMPANY LOGO>	ARUBA SUPPLEMENT M.O.E.	PAGE: <>
		ISSUE: <>
		DATE: <>

## COMPLIANCE STATEMENT

The <Company name> MOE Supplement approved by the Aruba DCA, together with MOE approved by <Original oversight agency/authority>, describes the organization and the procedures referred to by these approvals.

The procedures have been internally defined and approved by the signatory and the compliance with them is mandatory, in all regards in which they apply, in the performance of tasks within the scope of the Aruba DCA and the <Original oversight agency/authority> approvals.

The existence of these procedures does not eliminate the necessity of complying with new or supplementary regulations issued by Aruba DCA or the <Original oversight agency/authority>, even if such are contradictory to the procedures in their present form.

It is known that if it comes to the attention of the Aruba DCA that the procedures are not complied with or standards not maintained by <Company name>, the Aruba DCA has the right to suspend, revoke or establish restrictive measures in regard to the current approval.

A copy of the <Company name> approved MOE together with this Supplement, are provided to the Aruba DCA in English language to demonstrate compliance with the Aruban AUA-RLW Regulation.

Signature:

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<Name>  
Accountable Manager

Date:

## ARUBA DCA APPROVAL

Stamp:

Date:

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RECORD OF CHANGES

ISSUE	DATE	DESCRIPTION OF CHANGES	REVISED BY
<>	<>	<>	<>

<COMPANY LOGO>	ARUBA SUPPLEMENT M.O.E.	PAGE: ◇
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**LIST OF EFFECTIVE PAGES**

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DISTRIBUTION LIST

DEPARTMENT	COPY NUMBER	FORMAT (ELECTRONIC / HARD COPY)
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## 1. GENERAL

This supplement is provided to meet the requirements of the AUA-RLW issued by the Department of Civil Aviation of Aruba.

The Aruba DCA approval is based on a valid < ICAO Member State > approval reference <Original approval reference>.

This maintenance organisation will perform and certify maintenance on Aruba registered aircraft in accordance with the procedures defined in the approved MOE together with this supplement.

When maintenance is performed and certified in accordance with the referenced MOE and this supplement, it is accepted that it meets the requirements of the Aruba DCA AUA-RLW.

This supplement is based on DCA Aruba AMC-047.

## 2. APPLICABILITY

This supplement stipulates the conditions under which <Company name> undertakes maintenance of aircraft registered in Aruba.

## 3. STANDARDS

The standards and procedures used are based on the <ICAO Member State> approval together with this supplement.

## 4. CHANGES TO THE APPROVED MAINTENANCE ORGANIZATION

<Company name> shall notify the Aruba DCA of any change listed in the Airworthiness Regulations.

The responsible person within the approved maintenance organisation for notifying Aruba DCA is the <Post holder designation>.

The procedures for amendments are specified in the MOE <Chapter number>.

## 5. PRIVILEGES OF THE VALIDATION HOLDER

The capability and scope of approval used by <Company name> for maintaining and releasing to service aircraft registered in Aruba are specified in MOE <Chapter number>.



## **6. DURATION OF APPROVAL**

The Aruba DCA approval may be granted or renewed for a maximum period of 24 months from the date of issue, provided that the **< ICAO Member State >** approval reference **<Original approval reference>** remains valid. A survey may be carried out for the purpose of the approval certificate renewal.

Should the Aruba DCA approval be revoked or suspended, the approval certificate will be returned to the Aruba DCA.

## **7. RENEWAL OF APPROVAL**

**<Company name>** shall make an application to the Aruba DCA for the renewal of the maintenance organisation approval not less than 8 weeks and not more than 12 weeks before the approval expires.

## **8. CONTINUED COMPLIANCE**

**<Company name>** will ensure that:

- One complete and current copy of the **<Company name>** MOE and this supplement is located at each work location and is available to personnel who require the documents to carry out their duties;
- All procedures detailed in the MOE are complied with;
- Each aircraft or component release to service is in an airworthy condition.

## **9. REPAIRS**

**<Company name>** will only carry out repairs on aircraft registered in Aruba that have been approved in accordance with the requirements of the Aruba DCA Airworthiness Regulations and MOE **<Chapter number>**.

## **10. MODIFICATIONS**

**<Company name>** will only install modifications on aircraft registered in Aruba that have been approved in accordance with Aruba DCA Airworthiness Regulations and MOE **<Chapter number>**.



## 11. CERTIFICATE OF RELEASE TO SERVICE

<Company name> will only issue a Certificate of Release to a registered aircraft in Aruba whose type and model is listed on the relevant schedule or capability list of the original approval. Each release to service will be in accordance with Aruba DCA Airworthiness Regulations and will use the form as reproduced in Annex to this supplement and use the approval validation number <Aruba DCA approval number>.

<Company name> will issue a Certificate of Release to Service (CRS) for ARUBA registered aircraft containing the following statement:

*“Certifies that the work specified, except as otherwise specified, was carried out in accordance with AUA-RLW and in respect to that work the aircraft is considered ready for release to service.”*

## 12. AIRCRAFT COMPONENTS

All components installed on aircraft by <Company name> will be supported by a suitable release certificate in accordance with the Aruba DCA Airworthiness Regulations. When maintaining a component for its ‘own aircraft’, the internal component release procedure as described in MOE <Chapter number> is used.

## 13. ACCEPTANCE OF LICENSED ENGINEERS

Licensed engineers with licenses from <ICAO Member State> are hereby accepted under the Aruba approval to maintain and release Aruba registered aircraft.

The procedure for the training requirements/experience of engineers is described at MOE <Chapter number>.

## 14. CONTINUED VALIDITY

Continued validity of the approval is dependent upon:

- <Company name> remaining in compliance with the original approval, Aruba DCA Airworthiness Regulations and this supplement.
- Aruba DCA being granted access to the organisation at mutually agreed times.
- The approval validation certificate not being surrendered or revoked.





## 15. MANDATORY OCCURRENCE REPORTING

<Company name> has established a Mandatory Occurrence Reporting system in compliance with Aruba DCA AMC-029 latest revision and MOE <Chapter number>.

<Company name> is required to report to the Aruba DCA, the Operator and the Type Certificate Holder, as appropriate, any identified condition on Aruban registered aircraft or component which endanger or which, if not corrected or addressed, would endanger an aircraft, its occupants, any other person, equipment or installation affecting aircraft operations.

In such cases, <Company name> shall submit a report on using the Aruba DCA Service Difficulty Report Form (INS-4.105) to the contact details shown next:

Department of Civil Aviation Aruba	
Address:	Sabana Berde 73-B Oranjestad Aruba
Online:	<a href="http://www.dca.gov.aw/reporting">www.dca.gov.aw/reporting</a>
E-mail:	<a href="mailto:safetymanagement@dca.gov.aw">safetymanagement@dca.gov.aw</a>
Telephone:	(297) 523 2665
General:	(297) 523 2683
Mobile:	(297) 562-4040 (24 hours / 7 days)
Fax:	(297) 582 3038

## 16. NOTIFICATION OF CEASING MAINTENANCE

Should <Company name> cease to provide maintenance services under the Aruba DCA approval, it will notify the Aruba DCA in writing within 30 days of the date of cessation.

The notification shall include a request for revocation of the maintenance organisation approval.



## 17. COMMUNICATION WITH THE ARUBA DCA

The focal point for communicating with Aruba DCA within the approved maintenance organisation is the **<Post holder designation>**.

The contacts are:

<b>&lt;Company name&gt;</b>	<b>Aruba DCA</b>
Name: <> Post: <> Email: <> Telephone: <> Mobile: <> Fax: <>	Name: ing. Glenn G.A. Kelly Post: Unit Manager Airworthiness & Registration Email: glenn.kelly@dca.gov.aw



## **ANNEXES**

<Insert all documents considered relevant to this Supplement, such as the Certificate of Release to Service, Forms, etc, but avoiding duplication to other manuals, in which there should be listed the document reference number instead, in case of controlled documents>