AMC 047 – GUIDELINES FOR MAINTENANCE REPAIR ORGANIZATIONS (MRO) IN DEVELOPING THE MAINTENANCE ORGANIZATION EXPOSITION (MOE) / SUPPLEMENT (MOES)

SECTION

1. INTRODUCTION

The purpose of this AMC is to provide guidance to Maintenance Repair Organizations (MRO) in developing their Maintenance Organization 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 Organization Exposition (MOE)" and thereafter instruction in how to proceed with the "Maintenance Organization 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 mention 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.
These MRO's do have a Certificate of Acceptance or Validation. These are MRO's having Certificate numbers starting with DL-ACC-… or DL-VAL-….
The MOES may be develop as per the guidance mentioned in Section 3(three).

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 ORGANIZATION EXPOSITION (MOE)

An MOE may be divided into different manuals, if so desired. One example would be the MOE itself with company Organization/policy description and a separate Technical Procedure Manual (TPM) describing the processes on the workfloor. 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 Organization 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 Organizations 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 Organization 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 Organizations that are approved under AUA-RLW Chapter III which are also operators).

3. MAINTENANCE ORGANIZATION EXPOSITION SUPPLEMENT

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

1) The content of an MOE Supplement may citate 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) Another way is 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.