

STATE OF LIBYA  
MINISTRY OF TRANSPORT  
CIVIL AVIATION AUTHORITY



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**CERTIFICATION OF MAINTINANCE  
ORGANISATIONS**

**Published by Libyan Civil Aviation Authority, and Approved By:**

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**President of Libyan Civil Aviation Authority**



## **1. Introduction.**

1.1 This Advisory circular explains the procedures and guidelines to be followed by organization for seeking approval and LYCAA for granting approval to an applicant for issuance/ extension/ renewal of approval under LYCAR. Part 145.

1.2 Five-phase process shall be followed for grant of approval. The five-phase shall consist of pre-application phase, formal application phase, documentation evaluation phase, inspection and demonstration phase, and certification phase.

The process normally takes three to six months which may vary depending on the preparedness and compliance by the applicant.

## **2. RELATED REGULATIONS.**

- Civil Aviation Act. No. 6 [2005].
- Libyan Civil Aviation Regulations.
  - o LYCAR. Part 145.
  - o LYCAR. Part M.
  - o LYCAR. Part 21.
  - o LYCAR. Air Operations.

## **3. Initial Issue of a LYCAR. Part 145 Approval [Application Process].**

### **3.1 Objective.**

The objective of this advisory circular is to describe how the maintenance organization shall proceed when applying for LYCAR. Part 145 approval and how LYCAA staff(s) will handle the initial investigation, renewal and the continued oversight of the approval of the maintenance organization according to LYCAR. Part 145 requirements.

## **4. Pre-Application Phase.**

4.1 During this phase, the prospective applicant can make initial enquiry regarding regulatory requirements/ processes to be followed to obtain the approval.

4.2 Once an applicant's letter of intent has been submitted to DGCA (LYCAA), the latter will schedule a pre-application meeting. This meeting will take place at LYCAA (FSD) premises. A briefing shall be given to the applicant during this meeting on the AMO certification process under LYCAR. Part145, applicable regulation, including guidance on the completion of the application form and conformance document. The chief of airworthiness section, or his delegate, is the person responsible to conduct and offer guidance at this pre-application meeting.

The applicant should be represented (at a minimum), by the Accountable Manager and the designated Quality Manager. It will also be explained to the applicant at this time the need for an appropriate person designated as the focal point for the company during the AMO certification process. It is preferable that this designated person be a senior technical member or the Quality Manager and he/she will serve as the coordinator for the applicant during the Certification Process.

One of the functions of this person will be to assure that all the findings issued by LYCAA are directed to, and properly addressed by the appropriate personnel within the organization. It will be much more efficient for the certification team to track the status of findings and comments through this person rather than several persons responsible for specific areas. Another function of this focal point will be to arrange the onsite visits and ensure that the appropriate personnel will be present and available.

**Note:** *During any meeting with the applicant, minutes should be kept and recorded in the relevant files.*

To summarize, during the pre-application meeting the following should be accomplished:

- a) Specify the regulation and the applicable procedures;
- b) Clarify the requirements related to the MOE;
- c) Clarify the associated requirements (data, tool, staff, training etc.);
- d) Determine if the applicant's business activities justify the grant of LYCAR. Part 145 approval.
- e) Specify the need for appointing a focal point

4.3 During the meeting, the applicant will be intimated to submit the formal application along with the requisite documents to LYCAA (FSD) at least 90 days before the anticipated start of operations.

### **5. Formal Application Phase.**

5.1 The applicant shall apply to LYCAA (FSD) on LYCAA Form. 2 along with Maintenance Organization Exposition (MOE) in duplicate (hard & soft) prepared in accordance with LYCAR. Part 145.A.70.

5.2 In addition, following documents will be required to be submitted:

- a) LYCAA form. 4 along with resume for post holders (Guidelines for completion of LYCAA- Form. 4 is annexed as [Appendix 2]).
- b) Applicable fees.
- c) A Copy of any documents of purchase, contracts, and lease agreements (if available).
- d) MOE Compliance Checklist (FSD.ARW/CL (145/04)) /associated procedure Manual
- e) A Capability List.
- f) SMS Manual along with associated documents, (if applicable)
- g) Schedule of Events describing the list of activities, and/or facility acquisitions, which must be accomplished or made ready, including the dates on which they will be ready for LYCAA staff to inspect. The schedule should be realistic and contains sufficient flexibility to allow for unforeseen contingencies. A sample format of schedule of events is placed at [Appendix 1].

**Note:** *The intended scope of approval should be detailed as much as possible. It should mention class and the ratings sought.*

5.3 Upon receipt of application, the same will be scrutinized to determine eligibility and completeness of the application according to LYCAR. Part.145.

5.4 Incorrect or incomplete application will not be processed further and the applicant notified accordingly.

5.5 While submitting the application, the applicant should provide evidence of compliance of following requirements:

- a) **Personnel Requirements:** Compliance of regulation as stated in 145.A.30 Personnel requirements. The persons nominated in accordance with LYCAR. Part 145.A.30 to function as Accountable Manager, Base Maintenance Manager, Line Maintenance Manager, Workshop Manager and Quality Manager, as applicable.
- b) **Facility Requirements:** Compliance of regulation as stated in 145. A.25 Facility requirements and related AMC of LYCAR. Part 145, as appropriate.

## **5.6 Allocation of the investigation team.**

5.6.1 upon receipt of the application at LYCAA (FSD), and prior to the Formal Application Meeting, a “Certification Team headed by Chief of Airworthiness Section” is assigned to oversee the AMO certification process of the new applicant by Flight Safety Director. The Flight Safety Director will designate one certification team member as the PM. The PM will be the official LYCAA spokesperson throughout the certification project.

### **5.6.2 Scheduling of Formal Application meeting.**

The Chief of airworthiness Section will intimate the date of formal application meeting along with detail of certification team to the applicant. Prior to scheduling the formal application meeting, the certification team will initially review the application package and make a determination of its acceptability within 15 working days. The PM will provide written notification of acceptance or rejection of the formal application.

5.6.3 The main objectives of the Formal Application Meeting are to:

- a) Introduce the Organization’s Management personnel to LYCAA Maintenance Certification Team.
- b) Assure that the applicant’s maintenance team understands the AMO certification process.
- c) Resolve the queries raised by the Applicant, if any.
- d) Provide an initial comment on the statement of compliance report of LYCAR. Part 145 provided by the applicant.
- e) Discuss and agree upon the target dates for the various phases outlined in the Schedule of Events. Schedule of Events will be scrutinized for realistic timelines which will be mutually agreed. Any change in the timelines may affect the process.

## **6. Document Evaluation Phase.**

The application and the documents will be evaluated in accordance with procedures documented in APM, Chapter 10 in conjunction with internal checklist and LYCAA Form. 6. The evaluation and assessment shall consist of following items:

- a) Evaluation and acceptance of Post holders and other personnel and completion of LYCAA Form. 4
- b) Review of statement of compliance of LYCAR. Part 145
- c) Review of MOE and associated procedures.
- d) Review of SMS Manual and associated procedures.

## **6.1 Evaluation and acceptance of Post holders and other personnel and completion of LYCAA Form. 4**

6.1.1 The Accountable Manger should demonstrate to LYCAA that he has a reasonable understanding of applicable regulations and of his role within the approved organization, but also that he has all necessary means, in particular financial, to fulfil the Accountable Manager's duties as detailed in the MOE. The Accountable Manager is accepted via approval of the MOE containing the Accountable Manager's commitment statement.

6.1.2 The proposed post holders are required to demonstrate to LYCAA appropriate essential requirements of qualification, experience in accordance with 145.A.30 and are competent to perform the function. If satisfied, the formal acceptance of the post holders is granted through the corresponding LYCAA Form. 4 by LYCAA.

Once the post holders have been accepted by the LYCAA, the names of the post holders shall be included in the MOE.

6.1.3 The organization shall have adequate appropriate aircraft rated certifying staff and support staff listed in their MOE.

## **6.2 Review of statement of compliance report of LYCAR Part. 145**

The maintenance organization shall identify and analyze the maintenance processes intended to be included in the LYCAR Part.145 approval and ensure compliance of such processes with LYCAR. Part145 requirements "as amended" and applicable LYCAA Advisory circular in the form of statement of compliance of LYCAR. Part 145.

The Certification Team will evaluate the statement of compliance report of LYCAR. Part- 145. If the compliance report needs further work, it should be returned to the AMO together with the comments summary as an attachment to an Audit Finding Form.

## **6.3 Review of MOE and associated procedures:**

6.3.1 The maintenance organization shall identify and analyze the maintenance processes intended to be included in the LYCAR. Part 145 approval and ensure compliance of such processes with LYCAR. Part 145 regulation "as amended" and applicable LYCAA Advisory circular which are available on the LYCAA web site. Based upon the analysis /review the maintenance organization shall develop and provide the applicable draft of the MOE (including associated list(s) and procedure(s) as applicable.

6.3.2 The Certification Team will evaluate the AMO Organization's draft MOE including associated list(s) and procedure(s) as applicable to ensure full compliance with the applicable requirements and in order to establish that it complies with 145.A.70 against the compliance statement of LYCAR. Part 145. The evaluation will be conducted using MOE Compliance Checklist (FSD.ARW/CL (145/04)) and LYCAA Checklist given in LYCAA Form. 6 Part 3. The Checklist must be used in conjunction with the statement of compliance report of LYCAR. Part- 145 to record queries, topics to be checked on audit and unsatisfactory items. If the MOE Manual needs further work, it should be returned to the AMO together with the comments summary as an attachment to an Audit Finding Form. The MOE must include the subject headings listed in AMC 145.A.70 (a) and reflect the preferred procedures. The LYCAA team is required to establish that

the procedures specified in the exposition are in compliance with the intent of LYCAR. Part 145 and then to establish if these procedures are, actually, intended for use.

6.3.3 When the proposed exposition is not acceptable (i.e. procedures or required information not available, not compliant with LYCAR. Part145 requirements and this advisory circular and therefore could not be reviewed within the allocated time), the assigned PM is required to return the draft MOE back to the maintenance organization for corrections. The assigned PM will notify in writing the Applicant of the non-compliance's and/or corrections. A copy of this notification letter should also be inserted in the AMO's Certification file appropriate section (correspondence).The maintenance organization will have to re-draft the MOE in accordance with the relevant LYCAR requirements.

### **6.4 Corrective Actions.**

6.4.1 On the basis of the findings against the MOE, the AMO is responsible for the relevant corrective actions / modifications required by LYCAA. The certification team members must properly track each item in order to ensure its rectification.

6.4.2 If after several exchanges, should the maintenance organization still fail to provide acceptable documents (MOE Associated lists, procedures, ..), LYCAA will determine the most appropriate actions including termination of the application.

6.4.3 MOE approval will be accomplished when all items identified in the LYCAA Form. 6, Part 3, have been identified and evaluated as satisfactory.

### **6.5 Review of SMS Manual.**

6.5.1 The nominated officer, who has undergone training on SMS, should evaluate the request and required supporting documents including compliance checklist. In case any discrepancy observed during evaluation, the same should be intimated to the concern organization in writing.

6.5.2 On being satisfied with the evaluation, the request along with all documents submitted by the organization, shall be forwarded to the Chief of Airworthiness Section for acceptance.

## **7. Inspection and Demonstration Phase.**

### **7.1 Internal audit report from the maintenance organization's quality system.**

7.1.1 Once the draft of the MOE and the applicable LYCAA Form(s) 4 are confirmed as being acceptable by Certification team, the maintenance organisation's Quality department shall audit the maintenance organisation in full for compliance with the MOE and LYCAR. Part145 regulation "as amended". All relevant regulation/guidance dealing with specific technical matters (i.e. certifying staff, line maintenance, composite repairs, etc.) as applicable to the specific maintenance organisation, shall be also used as reference.

7.1.2 A statement signed by the organization's Quality Manager shall be provided to LYCAA before the audit takes place confirming that processes, facilities, documentation, tools, equipment, material, components and personnel subject to the application have been reviewed and audited showing compliance with all applicable LYCAR. Part145 and LYCAR. Part M requirements. This means that all findings raised during this internal audit must have been closed with appropriate corrective actions before issuing this statement. The relevant internal audit report(s) including the associated corrective actions shall be provided by the maintenance organization along with the QM statement to LYCAA.

## 7.2 Preparation of the Audit.

7.2.1 After receipt of the Quality Manager statement and the internal quality audit report, the Certification team may initiate the on-site investigation in accordance with Airworthiness Procedure Manual. The maintenance organisation shall provide any necessary administrative support in order to complete the inspection. Detailed procedures as documented in APM, - Chapter 10 for approval of LYCAR. Part 145 Organisation should be followed to assess the capability of the organisation to undertake the function. The PM will:

- a) Liaise with the maintenance organisation for scheduling the audit;
- b) Prepare and notify the maintenance organisation of the audit program.

*Note: In case of modification to the initial application, the maintenance organization shall notify LYCAA before the investigation takes place by sending a revised LYCAA Form. 2.*

## 7.3 On-Site Inspection(s).

7.3.1 The Certification team shall start the investigation audit with an opening meeting with the maintenance organization's management and where possible with the Accountable Manager. During the on-site inspection phase the facilities, services, procedures, tools and equipment of the AMO organization are assessed for acceptability. The following points shall be considered when carrying out the meeting:

- a) Confirmation of the audit schedule including objectives and scope of the audit.
- b) Confirmation of the required interviews / availability of the people involved in the LYCAR. - Part145 process.
- c) Explanation on the method used for reporting non conformities.
- d) Confirmation of the applicable regulation and standards

7.3.2 During the on-site Audit, each member of Audit team to be accompanied by a senior technical member, preferably the Quality Manager of the AMO. Progressively complete the LYCAA Form. 6, Part 2 & 4, recording any findings against the sub-paragraph of the requirement and the applicable area of the audit, following the completion instructions. All findings must be confirmed in writing to the organisation. The audit report form should be the LYCAA Form. 6. The Certification team should inform the head of the office of the findings made during the audit who shall in turn inform the same to the Quality Manager for necessary corrective action.

7.3.3 The Certification team is required to inform Chief of the Airworthiness Section about any inconsistencies with the number of staff required to meet the manpower requirements of the approval scope and rating as detailed in LYCAR. Part145.A.30 and the manpower aspects of LYCAR. Part 145.A.30 (d) and as detailed in the MOE.

7.3.4 If the initial investigation lead to significant and/or numerous discrepancies, this would show insufficient understanding / compliance of the maintenance organisation and a lack of effectiveness of the Quality system. In that case, LYCAA may take the decision and inform the maintenance organisation accordingly:

- a) To terminate the application. If the maintenance organisation wish to re- apply for LYCAR. - Part 145 approval, a new application need to be submitted to LYCAA;
- b) To limit the requested scope of work;
- c) Not to accept the concerned post holders and/or nominated personnel as defined in LYCAR. - Part 145.A.30 (a) & (b).

7.3.5 For an initial audit the findings shall not be classified as Level 1 or 2 as the maintenance organisation is not approved. A maximum of three months is allowed to take corrective action for each finding raised during the initial audit. Failure to close these findings during the agreed period without adequate justification could lead LYCAA to terminate the application.

7.3.6 Depending on the extent and nature of the findings and the delay of corrective actions implementation, an additional audit may be necessary.

7.3.7 The AMO organization responds to findings (if applicable) and resubmits the Audit Finding Form(s) with either the full corrective action described on the form or cross referenced as an attachment. Certification Team evaluates the closures, where necessary, carrying out a follow-up audit and closes the findings, completing also LYCAA Form. 6, Part 4 and Internal Checklist.

### 7.4 Recommendation.

Once the maintenance organization's compliance with LYCAR. Part 145 has been established and all findings are closed, the Certification team will make a recommendation to issue the LYCAR. Part 145 approval to the maintenance organisation. This includes the recommendation for MOE, associated documents approval and management personnel acceptance.

*Note: In the case, it appears necessary to adjust the requested scope of approval, then a LYCAA Form. 2 shall be reissued reflecting the scope of approval to be recommended.*

### 8. Certification Phase.

8.1 The recommendation package (Document review and the on-site audit report including closure of findings) will be reviewed for compliance and accuracy. A quality review of LYCAA – Form. 6 audit report form and Internal Checklist should be carried out by the Chief of Airworthiness Section. The review should take into account the relevant paragraphs of LYCAR.Part145, the details of finding and the closure action taken. Satisfactory review of the audit forms should be indicated by a signature on the audit form.

8.2 Once satisfied, following documents will be issued to the applicant:

- a) The approval certificate LYCAA Form. 3 [valid for 2 years];
- b) The approval letter of the MOE together with its associated document;
- c) The nominated personnel LYCAA Form. 4s;

8.3 At this stage the following documents should be placed in the AMO's Certification File:

- a) Application/ LYCAA Form. 2
- b) LYCAA Form. 4s along with supporting documents/evidences and copy of acceptance letter
- c) MOE approval letter and file record
- d) LYCAA Form. 6, Parts 1, 2, 3, 4, 5
- e) Statement of compliance report of LYCAR. Part 145
- f) Team Report and Audit Finding Closure documents
- g) Duly filled Internal Checklist
- h) Approval Certificates [LYCAA Form. 3]
- i) Letter to AMO forwarding the Approval Certificates [LYCAA Form. 3]



## **9. Change to LYCAR. Part 145 approval (145.A.85).**

9.1 An application for change of LYCAR. Part 145 Maintenance Organization approval should be made to LYCAA by using the LYCAA Form. 2 along with the following documents:

- a) Soft and hard copy of amended MOE and associated procedure manuals;
- b) Statement of CAR 145 compliance report along with relevant supporting documents.
- c) Details of personnel including post holders
- d) Applicable fees if required.

9.2 The guidelines for initial approval process will be followed by LYCAA Staff for change in scope of approval.

## **10. Renewal of an approval (145.A.90).**

10.1 An application for renewal of LYCAR. Part 145 Maintenance Organisation approval should be made to LYCAA by using the LYCAA Form. 2 along with the following documents.

- a) Internal audit report and status of closure of findings of the organisation;
- b) Validity and scope of approval of organisation, as relevant;
- c) Applicable fees.

10.2 Each organization must be completely reviewed (audited) by LYCAA (FSD) for compliance with LYCAR. Part 145 at periods not exceeding 12 months. LYCAA (FSD) should use complete the LYCAA Form. 6 for the purpose. It should be ensured by LYCAA (FSD) that no finding is open at the time of renewal of approval.

## **11. LYCAR. Part 145 Approved Organization Records.**

Records of approval of an organization shall be retained for an adequate period that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organization approval. The records shall include as a minimum:

- a) The application for an organization approval, including the continuation thereof.
- b) The continued oversight program including all audit records.
- c) The organization approval certificate including any change thereto.
- d) A copy of the audit program listing the dates when audits are due and when audits were carried out.
- e) Copies of all formal correspondence including LYCAA Form. 4 or equivalent.
- f) Details of any exemption and enforcement action(s).
- g) Any other regulatory authority audit report forms.
- h) Maintenance organization expositions.

## **12. Surveillance/ Audit.**

### **12.1 Internal Audits by the Organization:**

12.1.1 The Quality Manager of the approved organization should develop procedure to carry out periodical planned and unplanned audits to ensure proper compliance of the documented procedures as per approved MOE.

12.1.2 A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.

12.1.3 If any finding of serious nature (Level-1) is detected during the audits, the same should be intimated to LYCAA (FSD) immediately. The responsible manager should take appropriate action to mitigate the finding. The root cause analysis along with the measures taken to prevent such finding in future should be intimated in writing by Quality Manager to LYCAA (FSD).

12.1.4 In case there is any violation of the approved procedures, the Quality Manager is required to investigate the same and take necessary action under intimation to LYCAA (FSD).

## **12.2 Surveillance by LYCAA.**

12.2.1 LYCAA (FSD) through Airworthiness Section will carry out planned and unplanned surveillance inspection of organization as per procedures detailed in APM Chapter 23.

12.2.2 A report should be raised each time a surveillance is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.

12.2.3 In case there is any violation of the approved procedures, the LYCAA (FSD) should investigate the same and take necessary action as per the procedure detailed in the Enforcement Policy and Procedure manual against the organization.

Appendix (1).

**Suggested Timelines for Completion of Certification Process**  
[Schedule of Events. Schedule]

S/N	EVENTS	STARTING PERIOD	ENDING PERIOD
1	Pre-application Phase		
	Submission of State of Intent by the applicant		
	Pre-application meeting	Within 2 weeks of the receipt of Statement of Intent	
2	Formal application Phase		
	Submission of formal application for grant of LYCAR. - Part145 approval	<b>D-90</b>	
	1st Review Meeting with Operator		<b>D-75</b>
3	Document Evaluation Phase	<b>D-80</b>	<b>D-15</b>
	2'd Review Meeting with Operator		<b>D-50</b>
4	Inspection and Demonstration Phase	<b>D-50</b>	<b>D-10</b>
	3'd Review Meeting with Operator		<b>D-40</b>
	4ft' Review Meeting with Operator		<b>D-30</b>
	Final Review Meeting with Operator		<b>D-15</b>
5	Certification Phase	<b>D-10</b>	<b>D-5</b>

1. D is the estimated day of grant of approval. The above are suggestive times for completion of the certification process.
  2. The Certification Team Leader [PM] shall be responsible for arranging and conduct of the review meetings mentioned above.
  3. There may be a need to have less or more number of review meetings suggested above.
  4. Record of each meeting needs to be recorded.
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Appendix (2).

**Management Personnel & LYCAA Form. 4 Filling Guidelines**

**1. Management personnel.**

1.1. The Management Personnel may be classified as following.

**a) The Accountable Manager** {145.A.30 (a)} shall be the person having the corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by LYCAR. Part 145;

**b) The nominated personnel** {145.A.30 (b) & (c)} shall be the group of person who is/are responsible for ensuring that the maintenance organization complies with LYCAR. Part 145. In any case these personnel shall directly report to the Accountable Manager. This (ese) manager(s) may delegate LYCAR. Part 145 functions to other manager(s) working directly under their respective responsibility;

**c) The deputy nominated personnel** {145.A.30 (b) 4} shall be the group of person who are nominated to deputies any particular nominated personnel in case of lengthy absence of the said person.

**d) Other Manager(s)** {AMC 145.A.30 (b) 8} Depending either on the size of the maintenance organization or on the decision of the Accountable Manager, the maintenance organization may appoint additional managers for any LYCAR. Part 145 function(s). This manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related LYCAR. Part - 145 function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence a manager can be only assigned duties (not responsibilities) of the nominated personnel to whom he/she reports.

**e) The Responsible NDT Level III** shall be the person designated by the maintenance organization to ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the European or equivalent Standard.

**2. Management personnel requiring LYCAA Form. 4.**

2.1. The following table summarizes the various cases when LYCAA Form. 4 is required, recommended or not required in order for the management personnel to be acceptable to the Competent Authority.

<b>Management personnel</b>	<b>Form 4 required</b>	<b>Form 4 recommended</b>	<b>Form 4 Not required</b>
Nominated personnel	X		
Accountable Manager & her/his deputy		X	
NDT Level III		X	
Other Manager(s)			X
Deputy nominated personnel			X*

*\*The MOE procedure shall make clear who deputies for any particular nominate personnel in the case of lengthy absence of the said person. In any case it is the responsibility of the maintenance organization to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel.*

*Note: A deputy Accountable Manager or deputy nominated person is not intended to replace the post holder for an indefinite period of time. This particularly applies when the Accountable Manager or a nominated person leaves the maintenance organization; in such a case the new post holder has to be appointed in a reasonable period of time to be agreed with the competent authority.*

### **3. Acceptance of the LYCAA Form 4 post holders.**

#### **3.1. Review of the documental evidences.**

The LYCAA Form 4 is aimed to demonstrate that the LYCAA Form 4 post holder is a person holding the minimum knowledge, background and experience according to the Minimum requirements for LYCAA Form 4 post holder given below which is relevant to the position he/she holds. The LYCAA Form 4s are reviewed by the Certification Team or Head of Airworthiness.

#### **3.2. Interview.**

The LYCAA Form 4 acceptance process may be complemented by an interview of the Proposed post holder(s) by the Certification Team or Head of Airworthiness.

The objective of the interview is to ensure through sample checks that the requirements of the Minimum requirements for LYCAA Form 4 post holder is met by the LYCAA Form 4 post holder(s), with particular reference to the following areas:

- a) An acceptable working knowledge/understanding of the maintenance organisation procedures and the LYCAR. Part145 requirements as applicable;
- b) An acceptable level of English.

3.3. During initial approval process, a meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in Minimum requirements for LYCAA Form 4 post holder. During the on-site audit of the initial investigation process, every LYCAA Form 4 post holder has to be met and in addition interviewed at the discretion of the assigned inspector.

#### **3.4. Change of CA Form 4 post holders.**

In case of change of LYCAA Form 4 post holder, the decision to run an interview is at the discretion of the Team Leader, based upon his knowledge and the confidence with the quality system of the maintenance organization.

However, the interview is to be considered mandatory in case of frequent and significant changes of the LYCAA Form 4 post holders that may compromise the organizational stability, such as in the following examples:

- a) Simultaneous replacement of the Accountable Manager and Quality Manager;
- b) Simultaneous replacement of the Accountable Manager and Maintenance / Production Manager;
- c) Simultaneous replacement of the Quality Manager and the Maintenance/Production Manager;
- d) When the same LYCAA Form 4 post holder position is replaced more than once in a period of one year.

**3.5. Formal acceptance of LYCAA Form 4 post holder(s).**

Once the Certification Team Leader is satisfied by:

- a) LYCAA Form 4 documental evidences;
- b) Interview where applicable;
- c) LYCAA Form 2;
- d) The MOE,

He/she will recommend the acceptance of LYCAA Form 4 post holders.

Based upon this recommendation, LYCAA will formally notify the maintenance organisation in written along with signed copy of LYCAA Form 4.

*Note: The evidences associated to LYCAA Form 4 are to be kept in the relevant file by the Certification Team.*

**[Guideline for filling CA Form 4]**

Subject	Completion Instructions
	Select the applicable Regulation by ticking the relevant box
1. Name	Enter the Name of the person proposed to hold the position
2. Position	Enter the position for which the person indicated in item (1) is proposed for approval.
3. Qualifications relevant to the item (2) position	<p>Enter the qualifications hold by the person indicated in item (1) which are relevant to the item (3) position.</p> <p>Refer to the table below, column “Knowledge” for the minimum requirements that apply to the position identified in item (2) and evidences to be provided.</p>
4. Work experience relevant to the item (2) position	<p>List the previous work experiences of the person indicated in item (1) which are relevant to the item (3) position in the following format:</p> <p><b><i>period from/to- Position covered- company/organization</i></b></p> <p>Refer to the table below, column “background and experience” for the minimum requirements that apply to the position identified in item (2)</p>
Signature	Signature of the person indicated in item (1) intended to be held. LYCAA Form 4 must be signed by the proposed person himself.
Date	Enter the date in which LY CAA Form 4 is signed by the person indicated in item (1)

*Note: Attach a detailed Curriculum Vitae dated & signed by the person indicated in item (1)*

*Note: Attach the relevant evidence to LYCAA Form 4 (ex. Aircraft type training courses, training certificates, etc.) or Attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (1)*

**CERTIFICATION OF MAINTINANCE ORGANISATIONS**

**Minimum Requirement for LYCAA Form 4 Post Holder**

Management Personnel LYCAA Form 4 – (Position)		Knowledge – LYCAA Form 4 - Qualification relevant to the Position				Background and Experience LYCAA Form 4 – (Work Experience)			
		LYCAR. Part 145 Environment		LYCAR. Part 145 Product(s)		Requirement	Provide Evidence of		
		Requirement	Provide Evidence of	Requirement	Provide Evidence of				
Accountable Manager (1)	145.A.30.(a)	Establish the Safety and Quality Policy 14 5 .A. 3 0 ( a ) ( 2 ) Basic Understanding of CAR 145.A.30.(b)2 HF Training AMC 145.A.30(e)	Quality principles MOE Training CAR 145 HF Training	Not Required	Not Required	Not Required	Not Required		
Base Maintenance Manager (BMM)/ Dy. BMM	Nominated persons 145.A.30.(b) & (c)Deputies 145.A.30.(b).(4)	Working Knowledge of CAR14 5 .A. 3 0 (b) ( 3 ) HF Training AMC 145.A.30(e)	Comprehensive knowledge of the MOE Comprehensive knowledge of CAR 145 and any associated requirement and procedure (3) Knowledge of maintenance standard (5) Fuel tank safety training Phase 1 Awareness (2) HF Initial Training (GM 145.A.30(e)) (3) Knowledge of EWIS when relevant (3)	Relevant knowledge of 145.A.30 (b) (3)	Knowledge of a sample of aircraft type(s)/component(s)maintained, demonstrated by training course (6) or by an assessment performed by the component authority (3)	Background and satisfactory experience related to aircraft or component maintenance 145.A.30 (b) ( 3 )	Practical experience and expertise in the application of aviation safety standards and safe maintenance practices,  and  five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position		
Line Maintenance Manager (LMM)/ Dy. LMM								Quality Manager (QM)/ Dy. QM	Above requirement Plus Quality system and auditing technique training
Workshop Manager (WM)/ Dy. WM									
Responsible Level 3 for NDT				AMC 145.A.30(f)(2)	EN 4177/ NAS 410 as amended		Through Knowledge of materials, components, NDT methods/Techniques used by the employer	Level 3 certification on at east one NDT method listed in the scope of the work of the organization (4)	EN 4177/ NAS 410 as amended

(1) In a small organization where the A M is also having the role of any other management personnel as defined by AMC 145.A .30 (b) (2), the requirements applicable to those personnel apply (ex. A M being also the Line maintenance manager).

(2) Applicable only to LYCAR. Part 145 approved maintenance organizations involved in the maintenance of large aero planes (as defined in- Appendix VIII to AMC 145.A .30(e) and 145.B .10(3), as amended) and fuel system components in stalled on such aero planes when the maintenance data are affected by CDCCL.

(3) These courses could be imparted by the CAR 145 organization, or by a LYCAR. Part147 organization, or by any other organization accepted by LYCAA.

(4) he/she shall demonstrate at least one method examination.

(5) Can be demonstrated by experience and /or appropriate training.

(6) "Relevant sample" means that those courses should cover typical systems embodied in those aircraft/ components being within the scope of approval.