

Advisory Circular

AUTHORISATION OF LINE MAINTENANCE CERTIFYING STAFF

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1. **GENERAL.** Pursuant to paragraph 88B of the Air Navigation Order, the Director General of the Civil Aviation Authority of Singapore (DGCA) may, from time to time, issue advisory circulars (ACs) on any aspect of safety in civil aviation. This AC contains information about standards, practices and procedures acceptable to CAAS. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.
2. **PURPOSE.** This Advisory Circular (AC) is issued to provide guidance and information to SAR-145 Certificate holder on the process of authorising line maintenance certifying staff.
3. **APPLICABILITY.** This AC applies to SAR-145 Certificate holder holding Category 'A' class rating for line maintenance.
4. **CANCELLATION.** This is the first AC issued on this subject.
5. **EFFECTIVE DATE.** This AC is effective on 3 October 2012.
6. **REFERENCES.** SAR-145.35(e), AMC 145.35(e), AC 66-9
7. **INTRODUCTION.**
 - 7.1 SAR-145.35(e) requires all prospective certifying staff to be assessed by the SAR-145 approved maintenance organisation for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure acceptable to CAAS before the issue or re-issue of a SAR-145 certification authorisation. AMC 145.35(e) provides the means by which prospective certifying staff are to be assessed for their competence, qualification and capability related to their intended certifying duties. AC 66-9 provides guidance on the acceptance of foreign aircraft maintenance licence (AML) holders as certifying staff.
 - 7.2 This Advisory Circular provides guidance on the criteria and procedure pertaining to the issue of authorisation by SAR-145 Certificate holder for line maintenance certifying staff.

8. LINE MAINTENANCE CERTIFYING STAFF APPLICATION PROCEDURE.

- 8.1 The SAR-145 Certificate holder must seek CAAS' acceptance of a prospective certifying staff prior to the initial issue or extension of the SAR-145 certification authorisation. The prospective certifying staff must be nominated by the Quality Manager or Accountable Manager of the organisation and accepted by the relevant contracted AOC holder.
- 8.2 The nominated certifying staff's resume should be submitted using form CAAS(AW)22 together with copies of the relevant licences, certificates, documents, acceptance letter from the operator and the applicant's interview report.
- 8.3 The Quality Manager must ensure that the nominated certifying staff meets the requirements outlined below before submitting the application to CAAS.
- 8.4 Unless revoked or suspended, CAAS' acceptance of the nominated certifying staff is valid while that staff continues to work in the SAR-145 Certificate holder within the limitations of the authorisation.
- 8.5 Upon acceptance by CAAS, the SAR-145 Certificate holder may issue the new certifying staff with a SAR-145 certification authorisation.

9. LINE MAINTENANCE CERTIFYING STAFF REQUIREMENTS.

- 9.1 The nominated certifying staff should:

- (a) Hold a SAR-66 aircraft maintenance licence (AML) with the relevant category and type rating appropriate to the certification authorisation. For SAR-145 approved line maintenance facilities located outside Singapore, the organisation may use certifying staff qualified in accordance with aviation regulations of a state acceptable to CAAS and any other requirements notified by CAAS. (Refer to SAR-145.30(g)(1) and AC 66-9 on the acceptance of foreign AML holders as certifying staff.)

Where the acceptable foreign AML is without aircraft type rating, the AML holder must complete and pass type training to the standard of ATA 104 Level III in a maintenance training organisation acceptable to CAAS. (Refer to AC 66-9)

- (b) Be trained on the operator's aircraft type and the differences where applicable.
- (c) Have received human factor training and ETOPS awareness training as applicable to the aircraft type.
- (d) Be trained on SAR-145 requirements; documentation and procedures of the company and the relevant operator.
- (e) Be involved in at least 6 months of aircraft maintenance experience in the preceding 2-year period appropriate to the SAR-145 certification authorisation.
- (f) Be accepted by the relevant operator to hold the certification authorisation.

- 9.2 Before recommending the certifying staff applicants and interviewing them, quality managers are required to satisfy themselves that the applicants meet the qualification and experience requirements as stipulated in this AC and have sufficient knowledge and understanding of the Singapore Airworthiness Requirements to be fully competent in their respective scope of work.

10. INTERVIEWING CERTIFYING STAFF APPLICANTS.

- 10.1 Certifying staff applicants should be interviewed formally by the SAR-145 Certificate holder's quality manager to determine their ability to be certifying staff prior to nomination to CAAS for acceptance.
- 10.2 Quality managers are required to keep a record/report of the interview.

10.3 A copy of the interview report with the quality manager's observations and recommendations, together with the operator's acceptance letter must be submitted to CAAS to support the applicant's nomination as certifying staff.

10.4 Upon acceptance by CAAS, the SAR-145 Certificate holder may issue the certification authorisation to the certifying staff. The validity of the certification authorisation is 2 years within the validity of the AML.

11. ISSUE OF CERTIFICATION AUTHORISATION.

11.1 The SAR-145 certification authorisation issued to the certifying staff should specify the category and aircraft type rating, the relevant operator, and limitations for which the certifying staff may certify. A unique number should be assigned to the SAR-145 certification authorisation which positively identifies the authorisation to the certifying staff.

12. PROCEDURE IN MAINTENANCE ORGANISATION EXPOSITION (MOE).

12.1 The SAR-145 organisation should have a procedure in its MOE on authorising its certifying staff in accordance with the guidelines and procedure outlined in this AC.