



# **AIRWORTHINESS NOTICE**

## **NOTICE 6503**

**Issue 1**  
15 April 2016

### **MAINTENANCE ORGANISATION (DCAM PART M SUBPART F)**

IN exercise of the powers conferred by regulations 31 and 202 of the Civil Aviation Regulations 2016, the Director General makes this Airworthiness Notice (“Notice”) – *Maintenance Organisation (DCAM Part M Subpart F)*.

This Notice provides the requirements to be met by organisation to qualify for the issue, variation or renewal of an approval for the maintenance of aircraft and components other than large aircraft, aircraft used by Air Operator Certificate (AOC) holder, aircraft used for aerial work or aircraft used for Approved Flight Training Organisation (AFTO).

This Notice is published by the Director General under section 240 of the Civil Aviation Act 1969 [Act 3] and come into operation on 15<sup>th</sup> April 2016.

#### **Non-compliance with this Notice**

Any person who contravenes any provision in this Notice commits an offence and shall on conviction be liable to the punishment under section 240 of the Civil Aviation Act 1969 [Act 3].

(Dato’ Sri Azharuddin Abdul Rahman)  
Director General of Civil Aviation  
15<sup>th</sup> April 2016

**CIVIL AVIATION REGULATIONS 2016**  
**AIRWORTHINESS NOTICE – MAINTENANCE ORGANISATION**  
**(DCAM PART M SUBPART F)**

## **1.0 CITATION**

This Notice may be cited as the Airworthiness Notice – Maintenance Organisation (DCAM Part M Subpart F) [**Notice 6503**].

## **2.0 APPLICATION**

**(M.601)**

2.1 This Notice is applicable to any maintenance organisation of aircraft and components under regulation 31(1)(b) of the MCAR other than large aircraft, aircraft used by Air Operator Certificate (AOC) holder, aircraft used for aerial work or aircraft used for Approved Flight Training Organisation (AFTO).

## **3.0 INTERPRETATION**

In this Notice, unless the context otherwise requires:–

“certificate of release to service” means a document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the maintenance organisation’s procedures manual or under an equivalent system. It includes certificate of release to service – schedule maintenance inspection and authorized release certificate;

“certifying staff” means personnel of a maintenance organisation under regulations 31 of MCAR who is responsible for the release of an aircraft or a component after maintenance;

“component” means any engine, propeller, part or appliance;

“large aircraft” means an aircraft, classified as an aeroplane with a maximum certificated take-off mass exceeding 5,700 kg or an aeroplane equipped with turbojet engine(s) or a helicopter with a maximum certificated take-off mass exceeding 3,175 kg or a helicopter with more than one engine;

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

“maintenance organisation manual” means the document or documents that contain the material specifying the scope of work deemed to constitute

approval and showing how the organisation intends to comply with this Notice;  
and

“MCAR” means Civil Aviation Regulations 2016.

#### **4.0 APPLICATION OF MAINTENANCE ORGANISATION APPROVAL (M.602)**

4.1 An application for maintenance organisation approval shall be made to the Director General.

4.2 In the case of a maintenance organisation under regulation 31 of the MCAR, an applicant shall submit -

- (a) an application form DCA/AW/6503-01;
- (b) a maintenance organisation manual;
- (c) DCAM Form 4 forms for each of the persons as specified in paragraph 9.0 of this Notice; and
- (d) the applicable fee.

4.3 The application form shall be signed by the nominated accountable manager.

#### **5.0 ISSUE OF MAINTENANCE ORGANISATION PROVISIONAL APPROVAL AND MAINTENANCE ORGANISATION APPROVAL**

5.1 An organisation may be entitled to have a provisional certificate of approval for maintenance organisation if:

- (a) the Director General is satisfied that their safety management system is in accordance with Notice 2101; and
- (b) it complies with the applicable requirements under this Notice.

5.2 A provisional certificate of approval holder shall be entitled to perform maintenance activity in accordance with the conditions as specified in the certificate to demonstrate technical competency.

5.3 A provisional certificate of approval holder shall not be entitled to issue maintenance release.

5.4 An organisation who holds a provisional certificate of approval may be entitled to have a certificate of approval, for the organisation to engage in maintenance of aircraft and components other than large aircraft, aircraft used by Air Operator Certificate (AOC) holder, aircraft used for aerial work or aircraft used for Approved Flight Training Organisation (AFTO), issued by the Director General if the Director General is satisfied that it has –

- (a) demonstrated technical competency; and

(b) fulfilled the applicable requirements under this Notice.

5.5 Provisional certificate of approval is terminated upon issuance of the certificate of approval.

**6.0 EXTENT OF APPROVAL. (M.603)**

6.1 An organisation involved in activities subject to this Notice shall not exercise its activities unless approved by the Director General.

6.2 The maintenance organisation manual shall specify the scope of work deemed to constitute approval.

6.3 An approved maintenance organisation may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.

**7.0 MAINTENANCE ORGANISATION MANUAL (M.604)**

7.1 The maintenance organisation shall provide a manual containing at least the following information:

(a) A statement signed by the accountable manager to confirm that the organization will continuously work in accordance with DCAM Part-M and the manual at all times;

(b) The organisation's scope of work;

(c) The title(s) and name(s) of person(s) referred to in paragraph 9.2 of this Notice;

(d) An organisation chart showing associated chains of responsibility between the person(s) referred to in paragraph 9.2 of this Notice;

(e) A list of certifying staff if applicable, staff responsible for the development and processing of the maintenance programme, with their scope of approval;

(f) A list of locations where maintenance is carried out, together with a general description of the facilities;

(g) Procedures specifying how the maintenance organisation ensures compliance with this Notice, and;

(h) The maintenance organisation manual amendment procedure(s).

7.2 The maintenance organisation manual and its amendments shall be approved by the Director General.

7.3 Notwithstanding paragraph 7.2 of this Notice, minor amendments to the manual may be approved through a procedure here-in-after called indirect approval.

## **8.0 FACILITIES (M.605)**

8.1 The organisation shall ensure that:

- (a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.
- (b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.
- (c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorised personnel.

## **9.0 PERSONNEL REQUIREMENTS (M.606)**

9.1 The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Notice.

9.2 A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Notice. Such person(s) shall be ultimately responsible to the accountable manager.

9.3 All persons referred to in paragraph 9.2 of this Notice, shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.

9.4 The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.

9.5 The qualification of all personnel involved in maintenance shall be demonstrated and recorded.

9.6 Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an officially recognised standard by Director General.

- 9.7 The maintenance organisation shall have sufficient certifying staff to issue according to paragraph 15.0 and 16.0 of this Notice, maintenance release for aircraft and components. They shall comply with the requirements of DCAM Part-66.
- 9.8 By derogation from paragraph 9.7 of this Notice, the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators subject to appropriate procedures to be approved as part of the organisation's manual:
- (a) For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;
  - (b) In the case of aircraft operating away from a supported location the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.

## **10.0 CERTIFYING STAFF**

**(M.607)**

- 10.1 In addition, certifying staff can only exercise their privileges, if the organisation has ensured:
- (a) That certifying staff can demonstrate that they meet the requirements of Part-66, in which case they shall meet the requirement of such Notice, and;
  - (b) That certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures.
- 10.2 In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation:
- (a) To one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or
  - (b) To any person with not less than three years maintenance experience and holding a valid ICAO Annex I aircraft maintenance licence rated for the

aircraft type requiring certification provided there is no organisation appropriately approved under this Notice at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person. All such cases must be reported to Director General within seven days after issuing such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked.

10.3 The approved maintenance organisation shall record all details concerning certifying staff and maintain a current list of all certifying staff together with their scope of approval as part of the organisation's manual pursuant to paragraph 7.1(e) of this Notice.

## **11.0 COMPONENTS, EQUIPMENT AND TOOLS (M.608)**

11.1 The organisation shall:

- (a) Hold the equipment and tools specified in the maintenance data described in paragraph 12.0 of this Notice or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval; and,
- (b) Demonstrate that it has access to all other equipment and tools used only on an occasional basis.

11.2 Tools and equipment shall be controlled and calibrated to an officially recognised standard acceptable to Director General. Records of such calibrations and the standard used shall be kept by the organisation.

11.3 The organisation shall inspect, classify and appropriately segregate all components into the following categories:

- a) Components which are in a satisfactory condition, released on a DCAM Form 1 or DCA Authorised Release Certificate/ Airworthiness Approval Tag (DCA ARC) and marked accordingly.
- b) Unserviceable components which shall be maintained in accordance with this Notice.
- c) Unsalvageable components which are classified in accordance with paragraph 11.8 of this Notice.
- d) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data.

- e) Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a 'conformity to specification' statement plus both the manufacturing and supplier source.
- 11.4 Prior to installation of a component, the organisation shall ensure that the particular component is sourced from components classified in accordance with paragraph 11.3a) of this Notice.
- 11.5 By derogation to paragraph 11.4 of this Notice, component, other than engine and propeller, which are in a satisfactory condition, released on FAA Form 8130-3 or EASA Form 1, and marked accordingly, may be acceptable provided,
- a) for FAA Form 8130-3 it is issued by the FAA approved repair station located in the United States of America;
  - b) for EASA Form 1 it is issued by EASA Part-145 organisation located in EASA member states; and
  - c) the FAA approved repair station or EASA Part-145 organisation issuing the maintenance release of component, has been appropriately evaluated and assessed as an approved supplier by the organisation.
- 11.6 In the case of, a new manufactured, overhauled, repaired, modified or inspected component is issued with a maintenance release by an original manufacturer the Director General is prepared to permit acceptance of such components subject to the organisation being under the control of the aircraft, engine or propeller Type Certificate holder and being authorised by the Certifying Authority for that particular purpose.
- 11.7 Prior to installation of a component, the organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.
- 11.8 Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved by the Director General.

## **12.0 MAINTENANCE DATA**

**(M.609)**



12.1 The approved maintenance organisation shall hold and use applicable current maintenance data in the performance of maintenance including modifications and repairs. In the case of customer provided maintenance data, it is only necessary to have such data when the work is in progress.

**13.0 MAINTENANCE WORK ORDERS (M.610)**

13.1 Before the commencement of maintenance a written work order shall be agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out.

**14.0 MAINTENANCE STANDARDS (M.611)**

14.1 All maintenance shall be carried out in accordance with the requirements as specified in Notice 6101 Subpart D – Maintenance Standards.

**15.0 AIRCRAFT MAINTENANCE RELEASE (M.612)**

15.1 At the completion of all required aircraft maintenance in accordance with this Notice an aircraft maintenance release shall be issued according to Notice 6101 Subpart H – Certificate of Release to Service.

**16.0 COMPONENT MAINTENANCE RELEASE (M.613)**

16.1 At the completion of all required component maintenance in accordance with this Notice, a component maintenance release shall be issued in accordance with Notice 6101 Subpart H – Certificate of Release to Service. DCAM Form 1 shall be issued except for those components maintained in accordance with paragraph 7.2(b) of Notice 6101 and components fabricated in accordance with paragraph 6.3 of this Notice.

16.2 The component maintenance release, DCAM Form 1 may be generated from a computer database.

**17.0 MAINTENANCE RECORDS (M.614)**

17.1 The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for issuance of the maintenance release including the sub-contractor's release documents shall be retained.

17.2 The approved maintenance organisation shall provide a copy of each maintenance release to the aircraft operator, together with a copy of any specific repair/modification data used for repairs/modifications carried out.

- 17.3 The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation.
- (a) The records shall be stored in a manner that ensures protection from damage, alteration and theft.
  - (b) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
  - (c) Where an approved maintenance organisation terminates its operation, all retained maintenance records shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the Director General.

## **18.0 PRIVILEGES OF THE ORGANISATION (M.615)**

- 18.1 The maintenance organisation approved in accordance with this Notice, may:
- (a) Maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual;
  - (b) Arrange for the performance of specialised services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures being established as part of the Maintenance Organisation Manual approved by the Director General directly;
  - (c) Maintain any aircraft and/or component for which it is approved at any location subject to the need of such maintenance arising either from the un-serviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the Maintenance Organisation Manual;
  - (d) Issue maintenance release on completion of maintenance, in accordance with paragraphs 15.0 or 16.0 of this Notice.
- 18.2 The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

## **19.0 ORGANISATIONAL REVIEW (M.616)**

19.1 To ensure that the approved maintenance organisation continues to meet the requirements of this Notice, it shall organise, on a regular basis, organisational reviews.

## **20.0 CHANGES TO THE MAINTENANCE ORGANISATION (M.617)**

20.1 In order to enable the Director General to determine continued compliance with this Notice, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

- (a) The name of the organisation;
- (b) The location of the organisation;
- (c) Additional locations of the organisation;
- (d) The accountable manager;
- (e) Any of the persons specified in paragraph 9.2 of this Notice.
- (f) The facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

20.2 In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

## **21.0 CONTINUED VALIDITY OF APPROVAL (M.618)**

21.1 A provisional certificate of approval shall be valid for a period not exceeding 1 year and may not be renewed. Upon expiry, the application for maintenance organisation approval is terminated.

21.2 A certificate of approval shall be issued for a limited duration not exceeding 1 year.

21.3 Validity of provisional certificate of approval or certificate of approval is subject to the following conditions:

- (a) The approval is limited to that specified in the provisional certificate of approval or certificate of approval;
- (b) The provisional certificate of approval or certificate of approval requires compliance with the procedures specified in the maintenance organisation exposition;
- (c) The organisation remaining in compliance with this Notice; and
- (d) The certificate not being surrendered, suspended or revoked.

- 21.4 An application to renew or vary of the approval shall be made to the Director General by submitting –
- (a) application form DCA/AW/6503-1;
  - (b) proposed revision of maintenance organisation exposition; and
  - (c) applicable fee.
- 21.5 Upon revocation, the certificate shall be returned to the Director General.

## **22.0 FINDINGS**

**(M.619)**

- 22.1 A level 1 finding is any significant non-compliance with requirements laid down in this Notice which lowers the safety standard and hazards seriously the flight safety. The maintenance organisation approval shall cease to be in force immediately until acceptable corrective action has been taken by the organisation.
- 22.2 A level 2 finding is any non-compliance with requirements laid down in this Notice which could lower the safety standard and possibly hazard the flight safety. Failure to accomplish the corrective action to the satisfaction of Director General within 14 days after receipt of notification of findings, unless otherwise agreed, The maintenance organisation approval shall cease to be in force until acceptable corrective action has been taken by the organisation.
- 22.3 After receipt of notification of findings, the applicant or holder of the maintenance organisation approval shall define a preventive action and demonstrate the preventive action to the satisfaction of the Director General within 90 days unless otherwise agreed. The maintenance organisation approval shall be revoked, limited or suspended in whole or in part, depending upon the extent of the finding, until acceptable preventive action has been taken by the organisation.