



AIRWORTHINESS NOTICE

NOTICE 6502

Issue 1

1 June 2017

LIMITED MAINTENANCE ORGANISATION APPROVAL (DCAM PART M SUBPART F)

IN exercise of the powers conferred by regulations 31(1)(b), 165 and 202 of the Civil Aviation Regulations 2016, the Director General makes this Airworthiness Notice ("Notice") – *Limited Maintenance Organisation Approval (DCAM Part M Subpart F)*.

This Notice provides the requirements for the issuance, renewal and variation of a certificate of approval under regulation 31(1)(b) of the Civil Aviation Regulations for the limited maintenance of aeronautical product.

This Notice is published by the Director General under section 24O of the Civil Aviation Act 1969 [Act 3] and come into operation on 1st June 2017.

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 24O of the Civil Aviation Act 1969 [Act 3].

A handwritten signature in black ink, appearing to read 'Ghadi' with a horizontal line underneath.

(Dato' Sri Azharuddin Abdul Rahman)
Director General of Civil Aviation
1st June 2017

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

1.0 CITATION

This Notice may be cited as the Airworthiness Notice – Limited Maintenance Organisation Approval (DCAM Part M Subpart F) [**Notice 6502**].

2.0 APPLICATION (M.601)

2.1 The following persons shall be subject to this Notice:

- (a) an organisation engaged in maintenance of aeronautical product; or
- (b) an organisation approved under regulation 31(1)(b) of the MCAR for maintenance of aeronautical product, other than the following aircraft (including its component)—
 - (i) large aircraft;
 - (ii) aircraft operated by Air Operator Certificate (AOC) holder;
 - (iii) aircraft operated for the purpose of aerial work; or
 - (iv) aircraft operated by AFTO.

3.0 INTERPRETATION

In this Notice, unless the context otherwise requires—

“aerial work” shall have the same meaning assigned to it under the MCAR;

“AFTO” means an approved training organisation under regulation 64 of the MCAR;

“aircraft” shall have the same meaning assigned to it under the MCAR;

“AOC” means a certificate issued under regulation 110 of the MCAR;

“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 organisation’s procedures manual or under an equivalent system. It includes certificate of release to service – schedule maintenance inspection and authorised 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 of the aircraft;

“large aircraft” means—

- (a) an aeroplane with a maximum certificated take-off mass exceeding 5,700 kg;
- (b) an aeroplane equipped with turbojet engine(s) or more than one turboprop engine;
- (c) a rotorcraft with a maximum certificated take-off mass exceeding 3,175 kg; or
- (d) a rotorcraft with more than one engine;

“maintenance” shall have the same meaning assigned to it under the MCAR;

“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 FOR LIMITED MAINTENANCE ORGANISATION (M.602) APPROVAL

- 4.1 An application for the issuance of a certificate of approval shall be made to the Director General.
- 4.2 An applicant shall submit—
 - (a) an application form DCA/AW/6502-01;
 - (b) a maintenance organisation manual (MOM);
 - (c) DCAM Form 4 forms for each of the persons as specified in paragraph 9.0 of this Notice; and
 - (d) the prescribed fee.
- 4.3 The application form shall be signed by the nominated accountable manager.

5.0 ISSUANCE OF PROVISIONAL CERTIFICATE OF APPROVAL AND CERTIFICATE OF 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 holder of provisional certificate of approval shall be entitled to perform maintenance activity in accordance with the conditions as specified in the certificate to demonstrate technical competency.
- 5.3 A holder of provisional certificate of approval shall not be entitled to issue maintenance release.
- 5.4 A holder of a provisional certificate of approval may be entitled to have a certificate of approval, 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 the issuance of the certificate of approval.

6.0 EXTENT OF APPROVAL (M.603)

- 6.1 No organisation shall engage in any stage of the maintenance of aeronautical product unless the organisation holds a certificate of approval issued by the Director General.
- 6.2 The organisation who holds a certificate of approval under paragraph 6.1 of this Notice shall comply with scope of work as stated in the MOM.
- 6.3 The 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 MOM.

7.0 MAINTENANCE ORGANISATION MANUAL (M.604)

7.1 The organisation shall provide a MOM containing at least the following information—

- (a) a statement signed by the accountable manager to confirm that the organisation will continuously work in accordance with this Notice and the MOM 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 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 organisation ensures compliance with this Notice; and
- (h) the MOM amendment procedure(s).

7.2 The MOM and its amendments shall be approved by the Director General.

7.3 Notwithstanding paragraph 7.2 of this Notice, minor amendments to the MOM may be approved in accordance with the approved procedure in the MOM.

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; and
- (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 nominate 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 The organisation shall nominate a person or group of persons 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 The person under paragraph 9.2 of this Notice shall not be nominated unless he is 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.
- 9.5 The organisation may engage temporary sub-contracted staff in the case of higher than normally expected contracted work and only for personnel not issuing a maintenance release.
- 9.6 The qualification of all personnel involved in maintenance shall be demonstrated and recorded.
- 9.7 Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an recognised standard by Director General.
- 9.8 The organisation shall have sufficient certifying staff to issue aircraft maintenance release and component maintenance release.
- 9.9 By derogation from paragraph 9.8 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 MOM—
- (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; or

- (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 to paragraph 9.8 of this Notice, certifying staff can only exercise their privileges, if the organisation has ensured that the certifying staff—
 - (a) can demonstrate that they meet the requirements of Notice 1101; and
 - (b) 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 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 aircraft maintenance licence, issued in accordance with International Civil Aviation Organisation (ICAO) Annex 1, 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 organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked.

- 10.3 The organisation shall record all details of the certifying staff and maintain a current list of all certifying staff together with their scope of approval as part of the MOM in accordance with 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 MOM 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 The organisation shall control and calibrate tools and equipment 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;
 - (b) unserviceable components which shall be maintained in accordance with this Notice;
 - (c) unsalvageable components which are classified in accordance with paragraph 11.9 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; and
 - (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 11.3(a) 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, with the following maintenance release document, 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; or
- (c) any other component maintenance release acceptable to the Director General.

- 11.6 In addition to paragraph 11.5 of this Notice, the organisation issuing the maintenance release of component, shall be appropriately evaluated and assessed as an approved supplier.
- 11.7 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.
- 11.8 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.
- 11.9 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 organisation shall hold and use applicable current maintenance data, as specified in paragraph 6.1 of Notice 6101, 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 paragraph 6.0 of Notice 6101.

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 paragraph 15.2 of this Notice.

15.2 Aircraft maintenance release (M.801)

- (a) the maintenance release shall be issued in accordance with this Notice;
- (b) no aircraft can be released to service unless a maintenance release is issued at the completion of any maintenance, when satisfied that all maintenance required has been properly carried out, by appropriate certifying staff on behalf of maintenance organisation approved in accordance with this Notice;
- (c) by derogation from paragraph 15.2(b) of this Notice, in the case of unforeseen situations, when an aircraft is grounded at a location where no maintenance organisation appropriately approved in accordance with this Notice or Notice 6501 and no appropriate certifying staff are available, the owner (or in the case of lease, the lessee) may authorise any person, with no less than 3 years of appropriate maintenance experience and holding the proper qualifications, to maintain according to the maintenance standards set out in paragraph 6.0 of Notice 6101 and release the aircraft. The owner (or in the case of lease, the lessee) shall in that case—
 - (i) obtain and keep in the aircraft records details of all the work carried out and of the qualifications held by that person issuing the certification;
 - (ii) ensure that any such maintenance is rechecked and released by a maintenance organisation approved in accordance with this Notice or Notice 6501 at the earliest opportunity but within a period not exceeding 7 days; and
 - (iii) notify the organisation responsible for the continuing airworthiness management of the aircraft when contracted in accordance with paragraph 4.1(g) of Notice 6101 or the Director General in the absence of such a contract, within 7 days of the issuance of such certification authorisation;
- (d) a maintenance release shall contain as a minimum—
 - (i) basic details of the maintenance carried out;
 - (ii) the date such maintenance was completed;

- (iii) the identity of the organisation and/or person issuing the maintenance release, including the approval reference of the maintenance organisation approved in accordance with this Notice and the certifying staff issuing such a release; and
- (iv) the limitations to airworthiness or operations, if any; and
- (e) A maintenance release shall not be issued in the case of any known non-compliance which endangers flight safety.

16.0 COMPONENT MAINTENANCE RELEASE (M.613)

16.1 At the completion of all required component maintenance in according with this Notice, a component maintenance release shall be issued according to paragraph 16.2 of this Notice.

16.2 Component maintenance release (M.802)

- (a) a maintenance release shall be issued at the completion of any maintenance on an aircraft component in accordance with paragraph 7.2 of Notice 6101.
- (b) the authorised release document identified as DCAM Form 1 constitutes the maintenance release for component.
- (c) a DCAM Form 1 shall be issued at the completion of any maintenance on an aircraft component except when such maintenance on aircraft components has been performed in accordance with paragraph 7.2(b) of Notice 6101 in which case the maintenance is subject to aircraft release procedures in accordance with paragraph 15.0 of this Notice.

17.0 MAINTENANCE RECORDS (M.614)

17.1 The 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 organisation shall provide a copy of each maintenance release to the aircraft owner (or in the case of lease, to the lessee), together with a copy of any specific repair or modification data used for repairs or modifications carried out.

- 17.3 The 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 organisation and—
- (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; and
 - (c) where the organisation terminates its operation, all retained maintenance records shall be distributed to the last owner (or in the case of lease, to the lessee) 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 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 certificate of approval or MOM;
 - (b) arrange for the performance of specialised services under the control of the organisation at another maintenance organisation appropriately qualified, subject to appropriate procedures being established as part of the MOM approved by the Director General;
 - (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 MOM; and
 - (d) issue maintenance release on completion of maintenance, in accordance with paragraph 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 sufficient and available.

19.0 ORGANISATIONAL REVIEW (M.616)

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

20.0 IN-SERVICE DIFFICULTY REPORTING

- 20.1 The organisation shall report to the Director General and the organisation responsible for the design of the aircraft or component, any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.
- 20.2 The organisation shall establish an internal reporting system as detailed in the MOM to enable the collection, evaluation and investigation of such reports, including the analysis, assessment and extraction of those occurrences to be reported under paragraph 20.1 of this Notice. This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.
- 20.3 The organisation shall make such reports in accordance with Notice 8503 and ensures that they contain all pertinent information about the condition and evaluation results known to the organisation.
- 20.4 Where the organisation is contracted by an owner (or in the case of lease, by the lessee) to carry out maintenance, the organisation shall also report to the owner (or in the case of lease, to the lessee) any such condition affecting the operator's aircraft or component.
- 20.5 The organisation shall produce and submit such reports as soon as practicable but in any case within 48 hours of the organisation identifying the condition to which the report relates.

21.0 CHANGES TO THE ORGANISATION (M.617)

- 21.1 In order to enable the Director General to determine continued compliance with this Notice, the organisation shall notify the Director General 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; and
 - (f) the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval.

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

22.0 CONTINUED VALIDITY OF APPROVAL (M.618)

22.1 A provisional certificate of approval issued by the Director General shall be valid for a period not exceeding 1 year and shall not be renewed. Upon expiry of the provisional certificate of approval, the application for the certificate of approval is terminated.

22.2 A certificate of approval issued by the Director General shall be valid for a period not exceeding 1 year.

22.3 The conditions for the provisional certificate of approval or certificate of approval are as follows—

- (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 MOM;
- (c) The approval is valid whilst the organisation remains in compliance with this Notice; and
- (d) The approval shall remain valid unless the certificate has been surrendered, suspended or revoked.

22.4 Upon revocation, the certificate shall be returned to the Director General.

22.5 An application to renew or vary of the certificate of approval shall be made to the Director General by submitting—

- (a) application form DCA/AW/6502-01;
- (b) proposed revision of MOM; and
- (c) prescribed fee.

23.0 FINDINGS (M.619)

23.1 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 certificate of approval shall cease to be in force immediately until acceptable corrective action has been taken by the organisation.

23.2 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 certificate of approval shall cease to be in force until acceptable corrective action has been taken by the organisation.

- 23.3 After receipt of notification of findings, the applicant or holder of the certificate of 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 certificate of approval shall be revoked, limited or suspended in whole or in part in accordance with regulation 193 of the MCAR, depending upon the extent of the finding, until acceptable preventive action has been taken by the organisation.