



AIRWORTHINESS TECHNICAL PROCEDURE
#002
OTAR 145
MAINTENANCE ORGANISATION APPROVAL

Contents

SECTION ONE – INTRODUCTION

- 1.1 Objective
- 1.2 Responsibility

SECTION TWO – ESSENTIAL PROCEDURES

- 2.1 TYPICAL DOCUMENT REFERENCES
- 2.2 Application procedure
- 2.3 Maintenance Organisation approval Issue
 - Option one
- 2.4 Maintenance Organisation approval Issue
 - Option two
- 2.5 Renewal Procedure
- 2.6 Procedure flow diagram

SECTION THREE – APPENDICIES

- A Application Form – Option one
- B Audit Items
- C Status Report (CAY/48)
- D Application Form – Option two

SECTION ONE

1. - INTRODUCTION

The Air Navigation (Overseas Territories) Order (AN (OT) O) Article 13A (1), states that:-

- (1) No person intending to engage in any stage of the maintenance of aircraft, aircraft components or aircraft materials or the manufacture of components for the purpose of maintenance, or in associated training activities shall do so without first obtaining from the Governor a certificate of approval in respect of those activities.
- (2) The Governor shall issue an approval to an organisation which complies with his requirements.

Article 135 of the order requires the Governor to publish requirements to augment and amplify the manner in which the above requirements are met.

Overseas Territories Aviation Requirement (OTAR) Part 145 has been published to meet the above requirement.

This procedure is intended to describe the process by which the Civil Aviation Authority of the Cayman Islands (CAACI) satisfies itself with the standard of initial application, approval and administration of a maintenance organisation approval, with regard to the requirements of OTAR Part 145.

1.1 - OBJECTIVE

To enable CAACI to discharge its obligations under Article 13A of the Air Navigation (Overseas Territories) Order 2005, with respect to being satisfied that the Maintenance Organisation when approved by the Governor meets the requirements of OTAR Part 145.

1.2 - RESPONSIBILITY

The owner/operator is responsible for the continuing airworthiness of an aircraft and shall ensure no flight takes place unless the maintenance of the aircraft is performed in accordance with the approved maintenance programme.

The holder of a certificate of approval indicates only that the maintenance organisation is considered competent to secure the safe operation and maintenance of aircraft listed on its schedule of approval

It is the responsibility of the CAACI to verify that all aircraft on its register are effectively maintained by an approved maintenance organisation. The CAACI approval of the Maintenance Organisation provides a mechanism to verify minimum standards of maintenance are being used.

SECTION TWO

ESSENTIAL PROCEDURES

2.1 Typical Document References

- (a) AN(OT)O Article 13A
- (b) OTAR Part's 145

2.2 Application Procedure

Application for approval of a maintenance organisation should be made by letter, Fax or E-mail to the CAACI (civil.aviation@caacayman.com) requesting a formal application form for the associated organisation.

On receipt the CAACI will assess the application to ensure approval is appropriate and send an application package containing an application form Appendix A (Option one) or Appendix D (Option two) and guidance material for reference.

The applicant should review the guidance material, complete the application form and submit it together with a draft Maintenance Organisation Exposition (MOE), and include payment of the appropriate application fee.

The application and draft maintenance organisation exposition will be reviewed by an assigned airworthiness surveyor. It is recommended that the exposition be submitted in electronic format.

Note: See Appendix B for additional procedures under Option one.

2.3 Maintenance Organisation Approval Issue

OPTION ONE

Acceptance of an approval granted by a Foreign National Aviation Authority acceptable to the Governor (CAACI).

2.3.1

The following Foreign NAA maintenance organisation approvals are accepted by the CAACI:-

1. Europe - European Aviation Safety Agency (EASA) Part 145.
2. USA - Federal Aviation Administration (FAA) FAR 145.
3. Canada – TCCA Canadian Aviation Requirements Subpart 73.
4. Joint Aviation Authorities (JAA) JAR 145.

Note: Option one is not at the discretion of the applicant if an organisation holds a valid approval issued by any of the above NAA's then CAACI will only issue an OTAR Part 145 approval in accordance with Option one.

2.3.2 The CAACI may approve an organisation holding an approval identified in 2.3.1 subject to:-

- The surveyor should ensure the NAA's approval remains valid for the aircraft type and scope of work and that the work to be performed does not exceed the schedule of approval issued by the NAA and
- An investigation should be carried out to include the audit items considered necessary by the surveyor as listed in Appendix B and
- A Status Report and recommendation Appendix C (form CAY/48/F) should be completed and submitted to the CAACI office by an authorised surveyor and
- A successful review of the submitted CAACI supplement to the existing MOE

2.3.3 On receipt of a satisfactory recommendation from the authorised surveyor a Certificate of Approval will be issued to the maintenance organisation by the CAACI office.

2.4 Maintenance Organisation Approval Issue OPTION TWO

The approval of an organization that does not hold a maintenance approval granted by a foreign acceptable National Aviation Authority.

- 2.4.1 Organisations seeking approval under option two shall comply with the requirements of Part 145 Section D and the applicable requirements of OTAR Part 43.
- 2.4.2 On receipt of instructions from the Manager of airworthiness the assigned surveyor will contact the applicant to request a copy of the draft Maintenance Organisation Exposition (MOE) and completed forms for the Nominated persons.
- 2.4.3 The surveyor assesses the draft MOE together with the nominated persons and raises a surveillance plan to investigate the applicant.
- 2.4.4 A visit plan is agreed with the applicant and the surveyor investigates the organization using the draft MOE to assess the proposed activities for compliance with OTAR Part 145. It is emphasized that the onus for demonstration of compliance rests with the applicant.
- 2.4.5 The results of the investigation are recorded in the form of objective evidence in an audit report and any findings should be reported to the organisation for corrective action where necessary. During the visit the surveyor should interview the accountable manager and nominated persons to establish their acceptability.
- 2.4.6 The applicant confirms in writing the action taken to rectify the audit findings for the surveyor's acceptance.
- 2.4.7 When satisfied with the action taken to close all findings the surveyor closes the audit report and makes a recommendation to issue an approval to the CAACI Manager of airworthiness.
- 2.4.8 The surveyor indicates by letter to the applicant that the MOE is approved and the Nominated persons are accepted.
Note: the MOE should only be approved if the Accountable Manager statement in the MOE has been signed.
- 2.4.9 The surveillance plan, audit reports, recommendation report and letters of approval/acceptance should be retained in the dedicated organization file held at CAACI office.
- 2.4.10 A revised 2 year continuation surveillance plan should be produced and held on record.

2.5 Biannual Renewal Procedure

OPTION ONE

- 2.5.1** The renewal procedure for Option One approved organisations will require the completion of a renewal application Appendix A by the organisation which should be submitted to the CAACI airworthiness office.
- 2.5.2** On receipt of the application an authorised surveyor will be assigned to carry out an assessment of the organisation, complete a status report and make a recommendation Appendix C.
- The depth of inspection by the surveyor will depend on the organisations maintenance activity on Cayman registered aircraft over the audit period.
 - The renewal recommendation will depend on the continued validity of the approval issued by the NAA upon which the option one approval is based.
 - Any changes to the organisation should be noted on the status report.
 - When possible the assessment of the organisation should coincide with a visit to the organisation for the survey of a Cayman registered aircraft as the assessment should include a product audit.
 - Option 1 approvals are valid for 2 years based on a satisfactory inspection.
- 2.5.3** On receipt of a satisfactory recommendation from the authorised surveyor a new Certificate of Approval will be issued to the maintenance organisation by the CAACI.

OPTION TWO

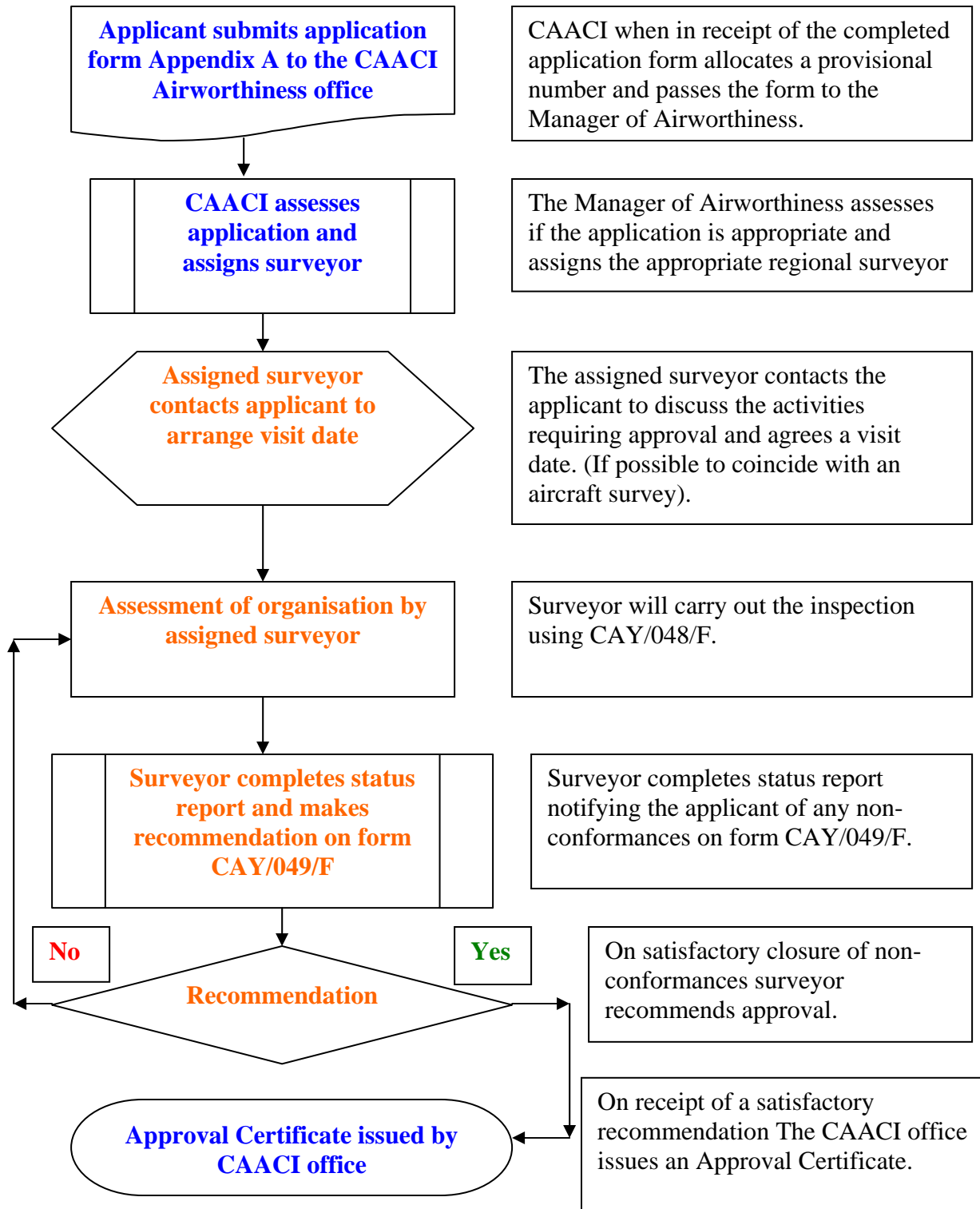
- 2.5.4 The renewal procedure for Option Two approved organisations will require the completion of a renewal application Appendix D by the organisation which should be submitted to the CAACI airworthiness office in the Cayman Islands.
- 2.5.5 On receipt of the application an authorised surveyor will be assigned to carry out an assessment of the organisation, complete a status report and make a recommendation.

Note: The depth of inspection by the surveyor will depend on the organisations maintenance activity on Cayman registered aircraft over the audit period.

- 2.5.6 The surveyor investigates the organization using the MOE to assess the activities for continued compliance with OTAR Part 145.
- 2.5.7 The results of the investigation are recorded in the form of objective evidence in an audit report and any findings should be reported to the organization for corrective action where necessary. During the visit the surveyor should interview the accountable manager and nominated persons to establish their continued acceptability.
- 2.5.8 The organisation confirms in writing the action taken to rectify the audit findings for the surveyor's acceptance.
- 2.5.9 When satisfied with the action taken to close all findings the surveyor closes the audit report and makes a recommendation to renew the approval to the CAACI Manager of airworthiness.
- 2.5.10 On receipt of a satisfactory recommendation from the authorised surveyor a Certificate of Approval will be issued to the maintenance organisation by the CAACI.
- 2.5.11 Option 2 approvals are valid for 1 year based on a satisfactory inspection.

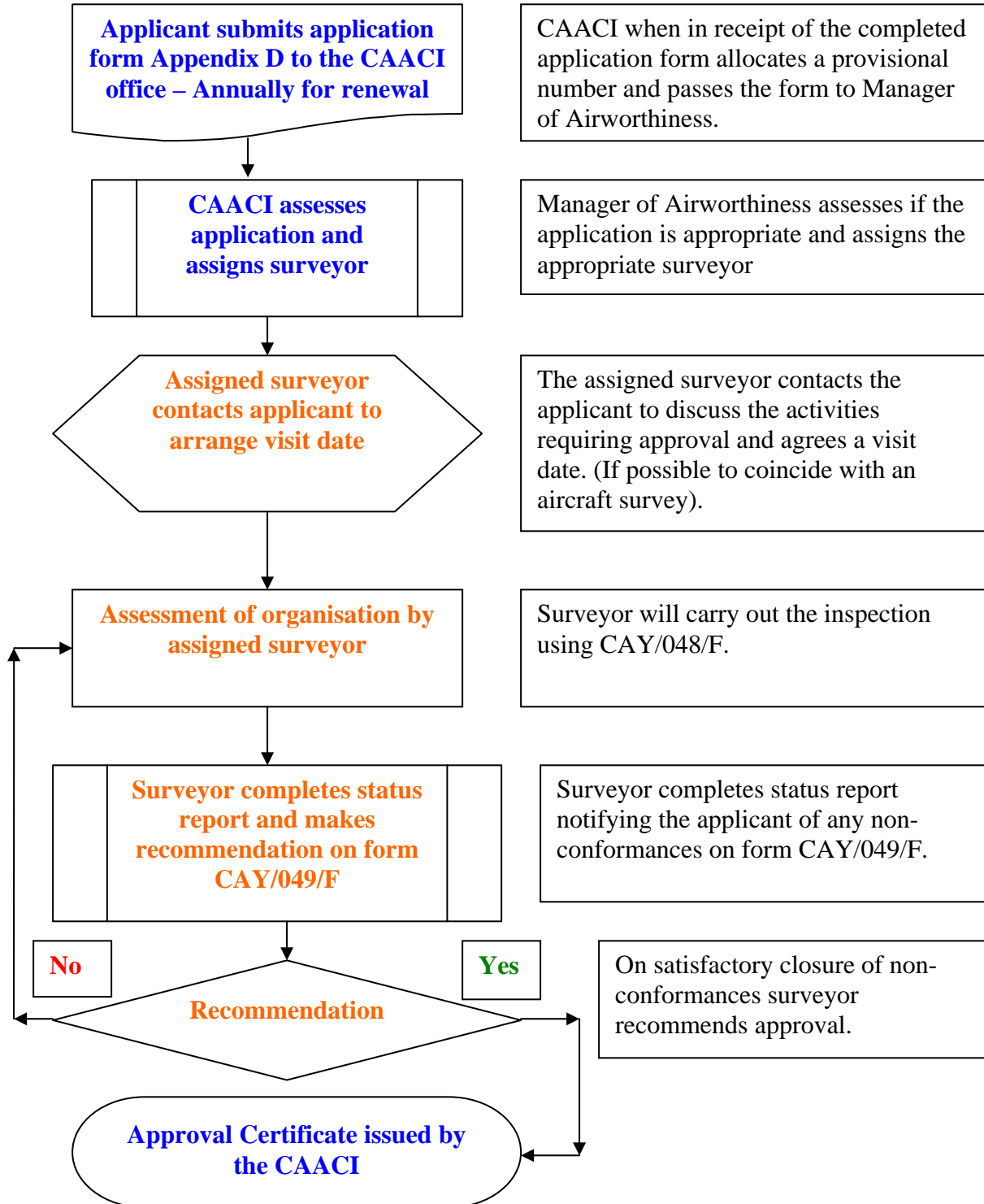
2.6 FLOW DIAGRAM – ISSUE/RENEWAL OF APPROVAL

OPTION ONE



2.6.1 FLOW DIAGRAM – ISSUE AND RENEWAL OF APPROVAL

OPTION TWO



APPENDIX A



OTAR PART 145 (OPTION ONE) APPLICATION FOR A FOREIGN MAINTENANCE APPROVAL

1. Organization Approval Issued by:- EASA <input type="checkbox"/> FAA <input type="checkbox"/> Other <input type="checkbox"/> TCCA <input type="checkbox"/> JAA <input type="checkbox"/>	2. Approval Certificate Number:-
--	---

3. Name of Maintenance Organization:-

4. Organization's Mailing Address:

5. Tel:	6. Facsimile:
----------------	----------------------

7. Quality Assurance Manager:

8. Email:

9. What scope of approval is the company requesting (list aircraft types, Engines or components) or refer to the scope of work in the MOE.

10. State the validity period of the current NAA approval:

NOTE: The following is required with your submission:

- a copy of the maintenance facility's NAA approval certificate and
- a copy of the existing NAA MOE (electronic format) and
- the CAACI supplement (electronic format)

11. If this request is for a renewal, please state Cayman authorization number:

Applicants Signature: _____

Applicant's Name: _____

Date of Application: _____

For Official Use Application assessed by: Authorization # issued: Period of authority granted: _____

CAY/054/F/Issue 2 – Dec 2009

APPENDIX B

Guidance Material OTAR PART 145 - OPTION ONE

Acceptance of JAA, EASA, FAA Part 145 or TCCA CAR Subpart 73 APPROVAL

Recommended Audit Items:

1. Ensure the NAA Part 145 approval is valid for the aircraft type and scope of work to be performed.
2. Ensure there is a valid contract between the Operator/Owner and the maintenance organisation with specific responsibilities identified.
3. Review the MOE Section 4 to ensure the operator is listed with contract reference.
4. Ensure the maintenance organisation has the following documents:
 - AN(OT)O 2001 as amended(2006)
 - OTAR Part 145, 43 & 39
 - Access to Cayman CAA formsNote the above is available on www.airsafety.aero; <http://www.caacayman.com/2005/>
5. Additional notification procedure to the CAA Cayman Islands for any changes to the organisation.
6. The maintenance organisation should have access to the operators maintenance programme.
7. The MOE should identify who will communicate with the Cayman Authorities.
8. A procedure to notify the CAA Cayman Authorities of any maintenance occurrences affecting Cayman registered aircraft.
9. A procedure to notify the CAA Cayman of compliance with Part 145.105(j) i.e. AOG authorisation of other personnel away from base.
10. Continuation training should include changes to Cayman requirements (OTAR), for staff assigned to Cayman registered aircraft.
11. Procedure to comply with Duplicate inspection requirements for CRS of critical items.
12. A procedure to ensure the CRS is issued in accordance with OTAR Part 43.

APPENDIX C

STATUS REPORT FOR AN EASA, FAA or CANADIAN APPROVED MAINTENANCE ORGANISATION	Form CAY/48/F Revised Jan 2010																																																																																																
ORGANISATION DETAILS: Name: _____ Address: _____ Tel: _____ Fax: _____ E-mail: _____ EASA FAA or CANADIAN Cert No: _____																																																																																																	
COMPLIANCE STATUS: (Tick relevant box)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> <th style="width: 20%; text-align: center;">N/A</th> </tr> </thead> <tbody> <tr><td>1. NAA approval valid & appropriate</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>2. CAACI access satisfactory</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>3. Accountable Manager signature in MOE</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>4. Work orders clear</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>5. Work orders followed</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>6. Approved data used</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>7. Applicable ADs used on original TC products</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>8. AN(OT)O & OTAR 43/145 available</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>9. Cayman forms available & used</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>10. Major repairs approved by approved org</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>11. Major changes approved by approved org</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>12. Calibrated tool control</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>13. Control of shelf life stores items</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>14. Training records</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>15. Component maintenance release complete</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>16. CAACI notified of all organisation changes</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>17. Awareness of Airworthiness Certificate validity</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>18. Aircraft maintenance release complete</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>19. Reporting serious defects to CAACI</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>20. Quality Assurance Monitoring System working</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>21. CRS issued in accordance with Part 43</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>22. Continuation training includes CAACI requirements</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>23. Duplicate inspections for critical tasks in compliance</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> </tbody> </table>		Yes	No	N/A	1. NAA approval valid & appropriate	<input type="checkbox"/>	<input type="checkbox"/>		2. CAACI access satisfactory	<input type="checkbox"/>	<input type="checkbox"/>		3. Accountable Manager signature in MOE	<input type="checkbox"/>	<input type="checkbox"/>		4. Work orders clear	<input type="checkbox"/>	<input type="checkbox"/>		5. Work orders followed	<input type="checkbox"/>	<input type="checkbox"/>		6. Approved data used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Applicable ADs used on original TC products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. AN(OT)O & OTAR 43/145 available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Cayman forms available & used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Major repairs approved by approved org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Major changes approved by approved org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Calibrated tool control	<input type="checkbox"/>	<input type="checkbox"/>		13. Control of shelf life stores items	<input type="checkbox"/>	<input type="checkbox"/>		14. Training records	<input type="checkbox"/>	<input type="checkbox"/>		15. Component maintenance release complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. CAACI notified of all organisation changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Awareness of Airworthiness Certificate validity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Aircraft maintenance release complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Reporting serious defects to CAACI	<input type="checkbox"/>	<input type="checkbox"/>		20. Quality Assurance Monitoring System working	<input type="checkbox"/>	<input type="checkbox"/>		21. CRS issued in accordance with Part 43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Continuation training includes CAACI requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Duplicate inspections for critical tasks in compliance	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	N/A																																																																																														
1. NAA approval valid & appropriate	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
2. CAACI access satisfactory	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
3. Accountable Manager signature in MOE	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
4. Work orders clear	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
5. Work orders followed	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
6. Approved data used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
7. Applicable ADs used on original TC products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
8. AN(OT)O & OTAR 43/145 available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
9. Cayman forms available & used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
10. Major repairs approved by approved org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
11. Major changes approved by approved org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
12. Calibrated tool control	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
13. Control of shelf life stores items	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
14. Training records	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
15. Component maintenance release complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
16. CAACI notified of all organisation changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
17. Awareness of Airworthiness Certificate validity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
18. Aircraft maintenance release complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
19. Reporting serious defects to CAACI	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
20. Quality Assurance Monitoring System working	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
21. CRS issued in accordance with Part 43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
22. Continuation training includes CAACI requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
23. Duplicate inspections for critical tasks in compliance	<input type="checkbox"/>	<input type="checkbox"/>																																																																																															
CAACIOVERSIGHT AUDIT: The last CAACI audit of this organisation was completed on _____																																																																																																	
Surveyor: _____	Date: _____																																																																																																
Signed: _____																																																																																																	
MAINTENANCE ORGANISATION EXPOSITION STATUS: The CAACI Exposition of this organisation has been examined and found to comply with the intent of the OTAR Part 145.9. <input type="checkbox"/>																																																																																																	

CAY/48/F – revised Jan 2010

STATUS REPORT ON AN EASA, FAA or CANADA APPROVED PART 145 ORGANISATION		Form CAY/49/F Issue 1
FINDINGS / DISCREPANCIES & SURVEY REPORT STATUS: The following significant findings / discrepancies were found during the preceding 2 year audit period and corrected as indicated (state "None" if there are none):		
FINDINGS / DISCREPANCY/ SURVEY DETAILS	DATE CORRECTED	FILE REF.
RECOMMENDATION: This organisation is considered to be in compliance with OTAR Part 43 & 145 with no significant findings / discrepancies outstanding at this time. It is therefore recommended that CAACI approves the organisation / continues the organisation approval. Surveyor Signature: _____ Date: _____ Surveyor Name: _____ Location: _____ E-Mail: _____ Tel No.: _____ Fax No: _____		
The following Cayman aircraft have been maintained by this organisation during the preceding two years:		

CAY/49/F Dec 2008



Appendix D – OPTION TWO

Application for the approval of an organisation that does not hold any maintenance approvals granted by an acceptable foreign National Aviation Authority

1. Applicants Name

2. Name of maintenance Organisation:

3. Organisation’s Mailing Address:

4. Tel:	5. Facsimile:	6. Email:
----------------	----------------------	------------------

7. What schedule of approval is the company requesting (list aircraft types, Engines or components) note refer to the scope of work in the MOE:

8. Position and name of (proposed) Accountable Manager:

A copy of the following is required with your submission:

- Draft copy of the proposed MOE
- Form four for each of the nominated persons

9. If this request is for a renewal, please state Cayman authorization number:

Accountable Managers Signature: _____

Accountable Managers Name: _____

Date of Application: _____

<p>For Official Use</p> <p>Application assessed by: _____</p> <p>Authorization # issued: _____</p> <p>Period of authority granted: _____</p>
