

# PROPOSAL FOR INSERTION OF PART 55 IN THE CIVIL AVIATION REGULATIONS, 2011

## PROPOSER

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## PROPOSER'S INTEREST

Recreation Aviation Administration South Africa (RAASA) is designated by the Director for Civil Aviation in terms of the Civil Aviation Act 2009 and Regulation 149 of the Civil Aviation Regulations to establish standards relating to recreational aviation and oversight over such activities.

RAASA is a member of the Civil Aviation Regulation Committee which includes various sub-committees. This proposal is a subject of these sub-committees as RAASA relies on consultative processes in executing its functions.

## GENERAL EXPLANATORY NOTE

Words in **[bold and solid square bracket]** indicate deletions from the existing regulations. Words underlined with a solid line indicate insertions in the existing regulations.

## MOTIVATION

The current SACAA regulations do not provide for the approval of NTCA maintenance facilities.

Approved Persons have been maintaining and developing sport and recreation Non-Type certified aircraft for many years as amateur or enthusiasts without any provisions in the regulations for suitable infrastructure and facilities.

Part 145 of the SA-CARS provides regulations for the standards and the approval of Aviation Maintenance Organisations (AMOs) of Type Certified Aircraft. As Part 145 promotes the ICAO SARPS, it does not apply nor provide for the unique standards and the approval of the maintenance environment applicable to Non-Type Certificated Aircraft.

It is not the aim to discourage or hinder the amateur or enthusiast technical approved person, but to provide regulations for suitable standards and the approval of NTCA maintenance

facilities as used by Technical Approved Persons performing technical work, maintenance and repairs on NTCA, used for *ab initio* training and Part 96 operations.

RAASA together with industry participation has developed through the Project 24 a series of new regulations to improve standards and safety for the approval and oversight of maintenance facilities for Non-Type Certificated Aircraft.

Part 55 follows the format of the regulations providing for AMOs where appropriate, whilst providing a detailed and applicable set of standards and requirements for the approval and oversight of NTCA maintenance facilities.

Part 55 specifically addresses the shortcoming of the current regulations and provide for the unique differences between Type Certificated and Non-Type Certificated Aircraft necessary to promote growth, skills development and job creation in the NTCA technical and maintenance environment, while at the same time, improving the quality and standards.

## **1. PROPOSAL FOR INSERTION OF PART 55**

1.1 It is hereby proposed to insert the following Part 55 in the Regulations:

### **“PART 55: NON TYPE CERTIFICATED AIRCRAFT MAINTENANCE FACILITY”**

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## **SUBPART 1: GENERAL**

### **Applicability**

55.01.1 (1) This Part applies to the approval of facilities operated by Technical Approved Persons for the maintenance including repairs, overhauls, modifications and inspections of non-type certificated aircraft and its components, including those NTCA operated in terms of Part 51, 96, 115 and 141.

(2) This part does not apply to Technical Approved Persons performing maintenance and inspections on NTCA operated for private use in terms of Part 94.

### **Requirement for approval**

55.01.2 (1) No person shall perform maintenance or release to service a NTCA –

- (a) operated or intended to be operated in terms of Part 51, 96, 115 or 141 approvals; or
- (b) components fitted or intended to be fitted to such aircraft,

except under the authority of, and in accordance with, the provisions of its NTCA maintenance facility approval with the appropriate endorsement issued under this Part.

(2) No person with the appropriate approvals and endorsement issued under this Part, shall perform maintenance on NTCA operated or intended to be operated in terms of Part 51, 96, 115 or 141 approvals or carry out –

- (a) the repair or overhaul on a NTCA or NTCA component where the relevant airworthiness data requires the use of a jig, unless such jig is –

- (i) approved by the manufacturer; or
- (ii) approved by the appropriate administrative authority;

(b) the repair or overhaul on an aircraft component where the maintenance involves the disturbance of any part of the component which is supplied as a bench tested unit, except where –

- (i) the disturbance is for the replacement or adjustment of a part or parts normally replaceable or adjustable in service; and
- (ii) subsequent functioning of the part or parts disturbed can be proved without the use of test apparatus which is additional to the test apparatus used for normal functioning checks;

(d) the repair or overhaul on an aircraft engine where the maintenance involves –

- (i) the dismantling and assembly of the crankcase of a piston engine; or
- (ii) the dismantling and assembly of any main casing or main rotating assembly of a turbine engine; or
- (iii) the dismantling and assembly of a gearbox;

(e) aircraft propeller balancing, other than *in situ* dynamic propeller balancing in accordance with the aircraft manufacturer's recommendations or specifications; and

(f) the repair or overhaul on a gyroplane or helicopter where the maintenance involves the dismantling of any transmission gearbox, except where this is for the separation of its casing to obtain access for the purpose of internal inspection in accordance with the manufacturer's recommendations and specifications.

(3) No NTCA maintenance facility shall release to service an aircraft or aircraft component which has undergone the repair or overhaul referred to in 55.01.2(2), except under the authority of, and in accordance with the provisions of its NTCA maintenance facility approval with the appropriate endorsements issued under this Part.

### **Display of NTCA maintenance facility approval**

55.01.3 (1) The holder of a NTCA maintenance facility approval shall display the approval certificate in a prominent place, generally accessible to the public at such holder's principal place of business and, if a copy of the approval is displayed, shall produce the original approval to an authorised officer, inspector or authorised person if so requested by such officer, inspector or person.

(2) An NTCA maintenance facility approval shall contain-

- (a) name and location of the facility;
- (b) date of issue and period of validity;
- (c) the appropriate approvals, prescribing such operations, specifications and limitations.

### **Advertisements**

55.01.4 Any advertisement by a facility or an organisation indicating that it is a NTCA maintenance facility, shall –

- (a) reflect the number of the NTCA maintenance facility approval issued by the appropriate administrative authority ; and
- (b) contain a reference to the group of aircraft or aircraft components for which the facility is rated.

### **Safety inspections and audits**

55.01.5 (1) An applicant for the issuing of a NTCA maintenance facility approval shall permit an authorised officer, inspector or authorised person to carry out such safety inspections and audits which may be necessary to verify and to determine whether the requirements of this part have been complied with.

(2) The holder of a NTCA maintenance facility approval shall permit an authorised officer, inspector or authorised person to carry out such safety inspections and audits, including safety inspections and audits of its partners or subcontractors, which may be necessary to determine compliance with the appropriate requirements prescribed in this Part.

### **Categories, Groups and Class including applicable Subgroups and Sub-class Endorsements,**

55.01.6 The approval for categories, groups and class endorsements for a NTCA maintenance facility approval are –

- (a) The categories of aircraft as prescribed in Document SA-CATS 55;
- (b) Group A and B endorsement for all aircraft, either singly or in the categories, groups, classes, makes or types as prescribed in Document SA-CATS 55 ;
- (c) Group C and D endorsement for all types of aircraft engines, either singly or in the categories, groups, classes, makes or types as prescribed in Document SA-CATS 55;
- (d) Group W endorsement for all types of installations in the types of aircraft, either singly or in the categories, groups or classes as prescribed in Document SA-CATS 55 –
  - (i) electrical installations; or
  - (ii) instrument installations; or
  - (iii) radio apparatus installations
- (e) Group X endorsement for aircraft, equipment, instruments, components, accessories, auxiliaries or parts, either singly or in the categories, groups or classes as prescribed in Document SA-CATS 55.
- (f) Group P endorsement for aircraft propellers constant speed units in the categories (a) and (d) – (i) as prescribed in Document SA-CATS 55.
- (g) Group E endorsement for gyroplanes or helicopters in the categories (b) and (c) for rotors and rotor hub assemblies either singly or in the groups, classes, makes or types as prescribed in Document SA-CATS 55;

### **Privileges of an approved NTCA maintenance facility**

55.01.7 (1) (a) The person holding a NTCA maintenance facility approval with the appropriate endorsements shall ensure that the privileges of such endorsement are not exercised unless the NTCA maintenance facility has the necessary facilities, manuals, current technical data, tools, equipment and materials; and (b) competent personnel to perform the work in accordance with all current requirements regarding the maintenance and airworthiness of the particular category, group or class of aircraft, airframe, engine, aircraft component or other equipment in accordance with its approved manual of procedures and the requirements prescribed in this Part and Part 44.

(2) Notwithstanding anything to the contrary contained in the Regulations, the holder of an approval with the appropriate endorsement may, in circumstances where –

(a) no appropriately endorsed TAP; or

(b) no other approved and appropriately endorsed NTCA maintenance facility is available, rectify any defect in a similar category, group or class, of aircraft for which the certificate holder is endorsed.

(3) Where a defect referred to in 55.01.7(2) is rectified, the holder of the approval shall notify the appropriate administrative authority, in writing, within 48 hours from the moment the defect is rectified, of the reasons for, and nature of such rectification.

(4) Where a defect in an aircraft which is not similar to the category, group or class of aircraft for which the holder is approved, is rectified, the holder of such approval shall obtain the prior written permission from the appropriate administrative authority, to effect such rectification.

### **Limitations on an approved NTCA maintenance facility**

55.01.8 (1) The holder of a NTCA maintenance facility approval may only maintain, the category, group or class of aircraft, or their components for which it is approved.

### **Register of approvals**

55.01.9 (1) The appropriate administrative authority, shall maintain a register of all NTCA maintenance facility approvals issued in terms of this Part.

(2) The register shall contain the following particulars:

(a) the full name of the holder of the approval;

(b) the physical address of the holder of the approval;

(c) the date on which the approval was issued or renewed;

(d) particulars of the endorsement issued to the holder of the approval; and

(e) the nationality of the holder of the approval.

(3) The particulars referred to in 55.01.9(2) shall be recorded in the register within fourteen days from the date on which the approval is issued by the appropriate administrative authority.

(4) The register shall be kept in a safe place at the office of the appropriate administrative authority.

(5) A copy of the register shall be furnished by the appropriate administrative authority, on payment of the appropriate fee as prescribed in Part 187, to any person who requests the copy.

## **Training and checking**

**55.01.10** (1) The holder of a NTCA maintenance facility approval shall establish and maintain a training programme for technical approved persons in their employ, as prescribed in Document SA-CATS 55.

(2) The approval holder shall ensure that technical approved persons –

(a) receive or have received category, group, class, make or type specific training as applicable in respect of the aircraft, or their components for which the organisation has received approval; and

(b) receive continuous learning and periodical recurrent training with specific attention to new regulations, technologies and maintenance techniques,

(3) The training programme contemplated in 55.01.10(1) shall be part of the facility's manual of procedures.

(4) Initial TAP training may only be provided by the holder of a TAP instructor endorsement and an approved training facility approved in terms of this part or Part 51, Part 141, Part 145 or by the original equipment manufacturer.

## **SUBPART 2: APPROVAL OF A NTCA MAINTENANCE FACILITY**

### **Manual of procedures**

**55.02.1** (1) An applicant for a NTCA maintenance facility approval shall provide the appropriate administrative authority, with its manual of procedures which –

(a) complies with the requirements prescribed in this Part; and

(b) contains the information as prescribed in Document SA-CATS 55.

(2) Subject to 55.02.1(5) and (6), the holder of a NTCA maintenance facility approval must ensure that the details in its manual of procedures provide a current description of the facility.

(3) The holder of an approval must –

(a) ensure that each amendment to its manual of procedures meets the applicable requirements of this Part; and

(b) comply with the amendment procedures contained in its manual of procedures.

(4) The holder of a NTCA maintenance facility approval must provide the appropriate administrative authority, for purposes of approval, with a copy of each amendment to its manual of procedures as soon as practicable after the amendment has been incorporated into the manual of procedures.

(5) The holder of a NTCA maintenance facility approval who intends to change any of the following must apply for written approval from the appropriate administrative authority:

- (a) the accountable manager;
- (b) the listed senior persons;
- (c) the maintenance endorsement;
- (d) the location at which maintenance is carried out; or
- (e) the procedure for technical approved persons to certify maintenance.

(6) The appropriate administrative authority, may specify conditions under which a NTCA maintenance facility approval holder may operate during or following any of the changes listed in 55.02.1(5) to ensure continued compliance with the requirements of this Part.

(7) The holder of an approval must make such amendments to its manual of procedures as the appropriate administrative authority, may consider necessary in the interests of aviation safety.

### **Quality System**

55.02.2 (1) The applicant shall establish a quality system for the control and supervision of the maintenance of aircraft and aircraft components, relevant to the application.

(2) The minimum standards for a quality system shall be as prescribed in Document SA-CATS 55.

(3) The quality system, contemplated in 55.02.2(1), shall be part of the facility's manual of procedures.

### **Accommodation and facilities**

55.02.3 (1) The applicant shall satisfy the appropriate administrative authority, that –

- (a) it has adequate and suitable accommodation, infrastructure or facilities relevant for the scale and scope for all maintenance, to be performed by the NTCA maintenance facility, ensuring in particular, protection from the weather and dust;
- (b) specialised work areas are segregated as appropriate and suitable to ensure that environmental and work area contamination does not occur;
- (c) appropriate areas or accommodation is provided for the administration of the maintenance performed and, in particular, for the administration relating to the organisation's quality, planning and technical records;
- (d) the working environment is suitable to the maintenance performed;
- (e) suitable storage facilities are provided for parts, equipment, tools and materials required by the organisation; and



(f) the storage facilities referred to in paragraph (e) provide security for serviceable parts and segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items.

## **Personnel requirements**

**55.02.4 (1) An applicant for a NTCA maintenance facility approval shall engage, employ or contract –**

(a) a senior person identified as the accountable manager who has the authority to ensure that all activities undertaken by the applicant shall be carried out in accordance with the requirements prescribed by this Part;

(b) an applicant shall not engage, employ or contract a senior person as accountable manager unless they are considered as fit and proper by the appropriate administrative authority;

(c) a senior person or senior persons who are responsible for ensuring that the applicant complies with the requirements of this Part; such person or persons shall be accountable to the accountable manager for the following functions –

(i) maintenance control;

(ii) personnel authorisations; and

(iii) internal quality system;

(d) sufficient personnel to plan, perform, supervise, inspect and certify the maintenance activities listed in the applicant's manual of procedures;

(e) in the case of small maintenance facilities the applicant may nominate the same person to fill the roles listed in 55.02.4(1), providing a detailed description of how each function will be separated to ensure a quality system is applied as the MOP.

**(2) The applicant shall –**

(a) establish a procedure to initially assess, and a procedure for maintaining, the competence of the personnel involved in planning, performing, supervising, inspecting or certifying the maintenance activities performed by the applicant; and

(b) provide such personnel with a clear written mandate containing the scope of their authorisation.

**(3) The holder of a NTCA maintenance facility approval shall state in its manual of procedures a list of its technical approved persons who are responsible for certifying maintenance and such list shall contain, at least, the following information:**

(a) The full names of the certifying personnel;

(b) The company authorisation number or identification stamp; and

(c) The TAP number issued by the appropriate administrative authority.

**(4) Notwithstanding anything contained in 55.02.4 (1), (2) and (3) in the case of small facilities the senior person identified as the accountable manager, may perform all of the functions above, providing they hold the appropriate ratings and endorsements, and the separation of functions are specified in the quality system of the MOP.**

## **Manuals, equipment, tools and materials**

**55.02.5** The applicant shall satisfy the appropriate administrative authority, that it has –

- (a) the appropriate manuals, equipment, tools and materials necessary to perform adequately the approved scope of work as required by the applicable airworthiness data, its manual of procedures and the relevant legislation in this Part; and
- (b) established a procedure to control and where necessary, calibrate tools and other equipment at a frequency and to an acceptable standard to ensure serviceability, accuracy and traceability.

## **Application for the issue or amendment of the NTCA maintenance facility approval**

**55.02.6** An application for the issuing of an NTCA maintenance facility approval, or an amendment thereof, shall be –

- (a) made to the appropriate administrative authority , on the appropriate form; and
- (b) accompanied by –
  - (i) the appropriate fee as prescribed in Part 187; and
  - (ii) the manual of procedures referred to in regulation 55.02.1.

## **Issuing of approval**

**55.02.7 (1)** The appropriate administrative authority shall issue a NTCA maintenance facility approval certificate if the appropriate administrative authority is satisfied that –

- (a) the applicant meets the requirements prescribed in this Part, as applicable, and the applicant has compiled a statement of compliance which is acceptable to the appropriate administrative authority ;
- (b) the applicant's senior person or persons required by this Part are fit and proper persons which means they:
  - (i) are current, appropriately rated and competent persons; and
  - (ii) have never held a senior position in the previous five years in any AMO or NTCA maintenance facility or aviation maintenance organisation where the approval thereof was cancelled by the appropriate administrative authority as a result of negligence of such person; and
- (c) the granting of the approval is not contrary to the interests of aviation safety.

## **Approval**

**55.02.8 (1)** (a) The privileges of a NTCA maintenance facility approval with a Group A airframes endorsement shall specify the categories groups, classes, makes or types of

aircraft for which the holder is approved –

(i) to release to service an aircraft, excluding any part or component that requires a group B, C, D, W, X, P, E, or S endorsement;

(ii) to certify in the manner prescribed in the Regulations –

(aa) work which the maintenance schedule relating to an aircraft authorises the holder of the approval to certify;

(bb) the assembly of an aircraft and any adjustment or minor modification of an aircraft; and

(cc) the installation or replacement of completed subassemblies, equipment, and minor components of an aircraft, excluding its engine or engines; and

(iii) to release to service an aircraft, for a post maintenance test flight, providing the ATF is still valid.

(b) For the purpose of 55.02.8(1) (a)(ii)(cc), a completed subassembly comprises a unit built up of individual components to form a complete unit which may include a wing, aileron, landing gear shock strut, wheel, complete landing gear, and empennage.

(2)(a) The privileges of a NTCA maintenance facility approval with a Group B airframes endorsement shall specify the categories, groups, classes, makes or types aircraft for which the holder is approved –

(i) to release to service an aircraft excluding any part or component that requires a group C, D, W, X, P, E, or S endorsement

(ii) to certify in the manner prescribed in the Regulations –

(aa) any overhaul, repair or modification of an aircraft, excluding any part or component that requires a group A, C, D, W, X, P, E, or S endorsement –

(iii) the manufacturing of components and parts in accordance with the appropriate approved specifications as prescribed in Part 24 and 44, if the manufacturing of the components and parts are necessary for the holder of the approval to complete a repair, modification or overhaul which it will certify;

(3) The privileges of an NTCA maintenance facility approval with a Group C engines endorsement shall specify the categories, groups, classes, makes or types of engines for which the holder is approved –

(a) to release to service an engine installed in an aeroplane excluding any part or component that requires a group A, B, D, W, X, P, E, or S endorsement : -

(b) to certify in the manner prescribed in the Regulations –

(i) work which the maintenance schedule relating to an aeroplane engine requires the holder of the approval to certify;

(ii) the installation of an engine in an aeroplane;

(iii) any maintenance, repairs and adjustment of an aeroplane engine and the replacement of external components;

(iv) the testing of spark plugs; and

(c) to release to service an aeroplane for a post maintenance test flight, providing the authority to fly is still valid.

(4) The privileges of an NTCA maintenance facility approval with a Group D engines endorsement shall specify the categories, groups, classes, makes or types of engines for which the holder is approved –

(a) to release to service an engine excluding any part or component that requires a group A, B, W, X, P, E, or S endorsement; and

(b) to certify in the manner prescribed in the Regulations –

(i) any overhaul, repair or modification of an engine or its accessories,

(ii) the manufacturing of components and parts in accordance with the appropriate approved specifications as prescribed in Part 24 and 44, if the manufacturing of the components and parts are necessary for the holder of the approval to complete a repair, modification or overhaul which it will certify.

(5) The privileges of a NTCA maintenance facility approval with a Group W equipment endorsement shall specify the groups, classes of equipment for which the holder is approved

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(a) to release to service the equipment excluding any part or component that requires a group A, B, C, D, X, P, E or S endorsement; and

(b) to certify in the manner prescribed in the Regulations –

(i) work which the maintenance schedule relating to the aircraft requires the holder of the approval to certify;

(ii) any adjustment, maintenance or minor modification of such equipment; and

(iii) any installation and testing of such instrument, electrical equipment or radio apparatus in an aeroplane and the replacement of components and parts of such equipment: Provided that no equipment shall be dismantled for the purpose of making internal replacements.

(6) The privileges of a NTCA maintenance facility approval with a Group X equipment endorsement shall specify the groups, classes of equipment, instruments, components, auxiliaries or parts for which the holder is approved –

(a) to release to service the equipment, instruments, components, auxiliaries or parts excluding any part or component that requires a group A, B, C, D, W, P, E or S endorsement; and

(b) to certify in the manner prescribed in the Regulations –

(i) their overhaul, repair, testing and modification; and

(ii) the manufacturing of components and parts in accordance with the appropriate approved specifications as prescribed Part in 24 and 44, if the manufacturing of the components and parts are necessary for the holder of the approval to complete a repair, overhaul, test or modification, which it will certify.

(7) The privileges of a NTCA maintenance facility approval with a Group P propeller and constant speed units endorsement shall specify the groups, classes of aircraft propellers for which the holder is approved—

- (a) to release to service an aircraft propeller, excluding any part or component that requires a group A, B, C, D, W, X, E or S endorsement;
- (b) to certify in the manner prescribed in the Regulations –
  - (i) work which the maintenance schedule relating to an aircraft propeller requires the holder of the approval to certify;
  - (ii) the assembly of a propeller and any adjustment or modification of a propeller;
  - (iii) any installation, repair and maintenance of propellers and the reassembly of propellers which may have been dismantled for transport purposes; and
- (c) to release to service an aircraft for a post maintenance test flight, providing the authority to fly is still valid.

(8) The privileges of a NTCA maintenance facility approval with a Group E rotors and rotor hub assemblies endorsement shall specify the groups and classes of gyroplane or helicopter rotors and rotor hub assemblies respectively for which the holder is approved—

- (a) to release to service rotors and rotor hub assemblies excluding any part or component that requires a group A, B, C, D, W, X, P, or S endorsement ;
- (b) to certify in the manner prescribed in the Regulations –
  - (i) work which the maintenance schedule relating to a gyroplanes or helicopters respectively requires the holder of the approval to certify;
  - (ii) the assembly of a rotors and rotor hub assemblies and any adjustment or minor modification of a rotors and rotor hub assemblies;
  - (iii) any installation, repair and maintenance, of rotors or rotor hub assemblies and the reassembly of rotors or rotor hub assemblies which may have been dismantled for transport purposes; and
- (c) to release to service a gyroplane or helicopter for a post maintenance test flight, providing the authority to fly is still valid.

(9) The privileges of a NTCA maintenance facility approval with a Group S welding endorsement shall specify the groups, classes of welding for which the holder is approved –

- (a) to certify in the manner prescribed in the Regulations –
  - (i) welding which the maintenance schedule requires the holder of the approval to certify;
  - (ii) welding which may be required for the maintenance, repair, overhaul, modification to an aeroplane; and
- (c) to release to service an aircraft for a post maintenance test flight, providing the authority to fly is still valid.

## **Period of validity**

**55.02.9** (1) A NTCA maintenance facility approval shall be valid for the period determined by the appropriate administrative authority, which period shall not exceed two years, calculated from the date of issuing or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the appropriate administrative authority.

(3) If the holder of an approval applies for the renewal of the approval at least 60 days prior to the expiry of the approval, then approval shall, notwithstanding 55.02.9(2), remain in force until the appropriate administrative authority issues the renewal thereof.

(4) The holder of an approval which has expired shall forthwith return the approval to the appropriate administrative authority.

(5) The holder of an approval which has been suspended shall forthwith return the approval certificate, upon suspension thereof, to the appropriate administrative authority for the appropriate endorsement.

(6) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval certificate to the appropriate administrative authority.

## **Transferability**

**55.02.10** (1) A NTCA maintenance facility approval certificate is not transferable, unless approved following a formal application to the appropriate administrative authority.

(2) A change in ownership of the holder of an approval shall be deemed to be a change of significance to the organisation referred to in regulation 55.02.12.

## **Renewal of approval**

**55.02.11** (1) an application for the renewal of a NTCA maintenance facility approval, shall be –

- (a) made to the appropriate administrative authority on the prescribed form; and
- (b) accompanied by the appropriate fee as prescribed in Part 187.

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

## **Changes in quality system**

**55.02.12** (1) If the holder of a NTCA maintenance facility approval desires to make any change in the quality system referred to in regulation 55.02.2, which is significant to the

showing of compliance with the appropriate requirements prescribed in this Part, such holder shall notify the appropriate administrative authority for the approval of such change.

(2) The provisions of regulation 55.02.6 shall apply with the necessary changes to an application for the approval of a change in the quality system.

(3) An approval of a change in the quality system shall be granted by the appropriate administrative authority, if the applicant satisfies the appropriate administrative authority, upon submission of the appropriate proposed changes to its manual of procedures, that it will continue to comply with the provisions of regulations 55.02.1 to 55.02.5 inclusive, during and after the implementation of such approved changes.

(4) Changes to the quality system shall continue to comply with the provisions of the regulations 55.02.1 to 55.02.5 inclusive, during and after the implementation of such changes.

### **Duties of the holder of an approval**

**55.02.13** (1) The holder of a NTCA maintenance facility approval shall –

- (a) hold at least one complete and current copy of its manual of procedures referred to in regulation 55.02.1, at each facility specified in the manual of procedures;
- (b) comply with all procedures detailed in the manual of procedures;
- (c) make each applicable part of the manual of procedures available to the personnel who require those parts to carry out their duties; and
- (d) continue to comply with the appropriate requirements prescribed in this Part.

(2) The holder of an approval shall ensure that –

- (a) all personnel who will be directly in charge of any maintenance or inspection performed on behalf of the NTCA maintenance facility; and
- (b) all personnel who are authorised to issue on behalf of the NTCA maintenance facility certificates of release to service and certificates relating to the maintenance of an aircraft, are appropriately approved in terms of Part 56, with the appropriate endorsement, as provided for in the facility's manual of procedures in accordance with Part 24 and 44.

### **Record of certifying personnel**

**55.02.14** (1) The holder of a NTCA maintenance facility shall maintain a record of all certifying personnel, which record shall include particulars of the scope of their authorisation.

(2) The holder of an approval shall provide its certifying personnel with clear instructions of the scope of their authorisation.

(3) The record referred to in 55.02.14(1) shall be retained by the holder of the approval for a period of five years from the date on which the certifying personnel member ceases to be authorised by such holder.

### **Maintenance records**

55.02.15 (1) The holder of a NTCA maintenance facility approval shall keep adequate records of all maintenance performed by the NTCA maintenance facility.

(2) The records referred to in 55.02.15(1) shall be in the format prescribed in Document SA-CATS 55, and shall;

(a) indicate the name and TAP number of each technical approved person who performed the work; and

(b) indicate the name and TAP number of each technical approved person who inspected the work; and

(c) record details of all items, parts and components that have been maintained, repaired, replaced, overhauled and rectified, and

(d) record details of each inspection prior to the release to service, and

(e) be retained for at least five years from the date on which the aircraft or aircraft component to which the work relates, was released to service.

(3) The holder of an approval shall provide a copy of the certificate of release to service to the operator or owner of the aircraft together with a copy of any specific airworthiness data used for maintenance or modifications carried out.

(4) The holder of an approval shall establish a procedure for recording maintenance details and for the retention of such maintenance records.

### **Reports on defects or non-airworthy conditions**

55.02.16 (1) The holder of a NTCA maintenance facility approval shall report to the owner and operator, where an NTCA or NTCA component which may present a hazard to the owner and operator, within 48 hours from the moment the defect or condition to which the report relates has been identified.

(2) The holder of a NTCA maintenance facility approval shall establish procedures for –

(a) Collecting, investigating, analysing and distributing information relating to defects in an aircraft or component maintained by the NTCA maintenance to:

(i) The applicable design organisation; and

(ii) The owner or the operator of that aircraft or component; and

(b) Providing defect, incident information to the appropriate administrative authority in accordance with Part 12.

### **Airworthiness data**

55.02.17 (1) The holder of a NTCA maintenance facility approval shall –

(a) keep all airworthiness data necessary to support the maintenance work performed by the NTCA maintenance facility; and

(b) make the airworthiness data available to all personnel who need access to such data to discharge their allocated responsibilities.



(2) The airworthiness data referred to in 55.02.17(1) shall include all relevant data issued by the appropriate administrative authority; and

(3) The holder of a NTCA maintenance facility approval shall establish a procedure to control and amend the data referred to in 55.02.17(1) and (2)

(4) If the holder of a NTCA maintenance facility approval intends to produce its own airworthiness data, additional to the data referred to in regulation 55.02.17(1), such holder shall establish a procedure for producing and controlling such additional data.