



CIVIL AVIATION AUTHORITY OF SRI LANKA

INDUSTRY GUIDANCE FOR APPROVED MAINTENANCE ORGANISATION APPLICANTS

Any Maintenance, Repair and Overhaul (MRO) Company that intends to provide its services to an owner and/or operator of a Sri Lankan registered aircraft will need to hold the CAASL IS-145 Maintenance Organisation Approval.

The IS-145 prescribes the standards to which an MRO company will need to achieve and maintain, in order to carry out maintenance work on a Sri Lankan registered aircraft or components to be fitted on a Sri Lankan registered aircraft.

To apply for the IS-145 Maintenance Organisation Approval, the applicant will need to show evidence of the need to hold the approval, in the form of a letter of intent from an existing Sri Lankan Air Operator or an IS-145 Approved Maintenance Organisation, indicating that the services of the MRO Company are necessary.

For more information, please refer to CAASL IS-145.

Application Process for CAASL IS-145 Approval

The application process for a CAASL IS-145 approval consists of 5 phases:

1. Pre Application meeting (Applicant meet with CAASL)
2. Formal Application (The applicant submits the Form 2 application form and all required documents together with applicable application fee)
3. Document evaluation (CAASL reviews the application documents to ensure that the organisation's processes and procedures comply with the requirements)
4. Facility audit (CAASL arranges for an audit at the applicant's facility to verify the applicant's process and procedures)
5. Certification (Upon successful closure of the audit findings, CAASL issues the IS - 145 approval "CAASL Form3" to the applicant)

Phase 1: Pre-application

The applicant's representatives, Accountable Manager, Quality Manager and Engineering Manager are invited to a meeting with CAASL to better understand the application process. The applicant is required to submit a letter of intent to provide information on the applicant's organisation, key personnel and intent to apply for the CAASL IS -145 approval.

Phase 2: Formal Application

In this phase, for initial approval the applicant must submit the following documents to CAASL.

A. Organisations located in Sri Lanka

For request an initial approval, the following documents shall be submitted to the CAASL

1. Request Letter of the applicant
2. Application; CAASL Form 2
3. Duly completed MOE compliance checklist (CAA/AW/CL/02) along with MOE signed by the Accountable Manager
4. Completed Form 4s for the Post Holders.
5. Evidence of remittance of necessary Fees

All above documents should be submitted in original.

B. Organisations located outside Sri Lanka seeking approval for CAASL IS 145 Organisation.

1. Request Letter.
2. Letter of intent or Agreement from the local company the services rendered.
3. Application CAASL Form 2.
4. MOE supplement to IS-145 (signed) together with a soft copy of EASA or NAA approved MOE.
5. Relevant Form 4 for the post holders together with a copy of the approved Form 4 by EASA or NAA.
6. List of Certifying Staff.
7. Customer procedure training evidence.
8. Internal quality audit report with all finding closure.
9. Copy of approval from NAA.
10. Copies of approvals granted by other authorities (If any)
11. Evidence of remittance of necessary Fees.

The application process will only start once the complete set of documents are received.

Phase 3: Document Evaluation

CAASL will review your application documents by the nominated CAASL Inspector to ensure that your organisation's processes and procedures comply with the requirements stipulated in CAASL IS-145.

Phase 4: Facility audit

A Physical Audit of three (03) working days (excluding journey period) shall be scheduled with intimation to the Organisation. Depending on the workload/locations, the audit period may be extended. CAASL shall direct the nominated inspector(s) of the Airworthiness Section to visit the foreign AMO for auditing the area(s) specific to the applied Scope of Approval, compliance status of the organisation and the draft MOE Supplement in light of the requirements laid down in CAASL IS-145. Audit cost has to be bared by the organisation and cost will be informed once the audit schedule be accepted by the organization.

Phase 5: Certification

Your organisation will be granted the CAASL IS-145 Maintenance Organisation Approval once CAASL has verified your compliance with the requirements. The entire application process will take approximately 3 months after CAASL accepts your complete application package.(Duration for the approval will depend on the organisation's co-operation).

PROCESS FOR CONTINUATION OF APPROVAL

In order to continue the CAASL Approval, the performance of the Approved Maintenance Organisation is to be reviewed each year with compliance on requirements of CAASL IS-145. If satisfied with the same, CAASL shall issue a Continuation of approval annually. Each approved maintenance organisation will be audited by CAASL at the beginning of the first year and once in two years thereafter. For odd years (i.e. 1st, 3rd, 5th etc.), the Continuation of approval will be based on the 'Independent quality Audit Report' conducted by the AMO's own Quality Management System.

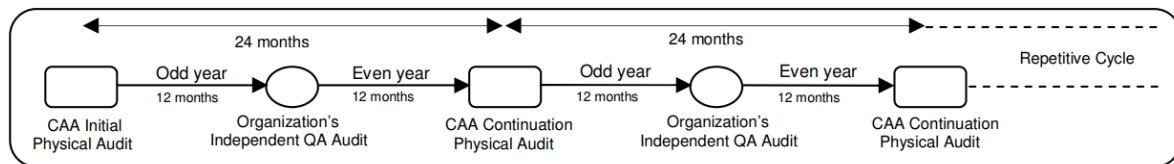
Sixty days prior to the expiry of approval, the organisation shall apply for Continuation of approval on CAASL Form 2 duly signed by the Accountable Manager. Along with the CAASL Form 2, the Organisation shall also submit the following:

- Request Letter for renewal.
 - Application CAASL Form 2.
 - List of Certifying Staff.
 - Copy of approval from NAA or EASA.
 - Internal quality audit report ensuring compliance with requirements of CAASL IS-145 with all finding closure.
- Or
- Request for Physical Audit of the Organisation by CAASL
 - Evidence of remittance of necessary Fees

Note:

The following shall be additionally submitted to CAASL if applicable:

- (a) Revised MOE approved by NAA/EASA*
- (b) Amendment in MOE Supplement for CAASL*
- (c) Revised Form 4's of Management Personnel accepted by NAA/EASA (or similar evidence)*



PROCESS FOR CHANGE OF APPROVAL

If the Organisation intends to enhance the existing scope of approval granted by CAASL to perform any maintenance on Sri Lankan Registered Aircraft and associated components, the organisation shall apply on CAASL Form 2 duly signed by the Accountable Manager. The filled form should be emailed to CAASL as well as hard copy to be sent by ground mail for further processing. Along with the CAASL Form 2, the Organisation shall also submit the following:

- Revised MOE approved by NAA/EASA if applicable
- Revised Approval Certificate by NAA/EASA if applicable
- Revised MOE Supplement for CAASL as per Para “MOE supplement for CAASL”
- Request for Physical Audit of the Organisation by CAASL.
- Evidence of remittance of necessary Fees.

Subsequent to submission of the application package, the process mentioned in phase 3 to phase 5 shall be followed. On successful closure of all findings, and CAASL being satisfied with Compliance of all applicable CAASL requirements, a revised CAASL Form 3 for Change in approval shall be issued.

MOE SUPPLEMENT FOR CAASL

1. In addition to the Maintenance Organisation Exposition (MOE) of the Organisation approved by its National Aviation Authority (NAA) or EASA, the applicant shall also provide an MOE Supplement for CAASL, covering requirements & procedures of Maintenance Organisation under CAASL IS -145, identified as different from those required under the Organisation’s own NAA/EASA regulations. The identification of differences between CAASL IS-145 and Organisation’s own NAA/EASA will be the responsibility of the applicant organisation.

2. The MOE Supplement together with the approved MOE by NAA/EASA shall form the basis for acceptance by CAASL under IS-145 for maintenance of aircraft and/or components under the regulatory control of CAASL.
3. Furthermore, the MOE Supplement shall also include any additional regulatory requirements highlighted by CAASL during the audit of the Maintenance Organisation or otherwise considered necessary to be accomplished on aircraft and associated components maintained by the applicant organisation.
4. A Guide on requirements for formulation of MOE Supplement is attached as “Appendix A”. Nevertheless, depending on the Organisation’s variance in Regulations from CAASL IS -145, the extent of Contents may be rationalized.
5. The MOE supplement for CAASL shall be reviewed periodically by the Organisation. The CAASL Director AR & AW shall be consulted where there is any difficulty with the interpretation of the requirements, associated procedures, or on any airworthiness matter, which in the opinion of the Organisation involves new procedures or techniques.
6. Changes in the Organisation’s MOE approved by NAA/EASA shall be notified to CAASL as soon as practicable. Proposed changes in MOE Supplement shall be forwarded to CAASL for approval. This would also include changes arising amendment in MOE or from the review of MOE supplement or from Audits conducted by the CAASL.

About Guide to CAASL IS-145 MOE Supplement “Appendix A”

1. Purpose

This User Guide is intended to provide general guidelines to foreign MROs/Repair Stations seeking Approval under CAASL IS-145 as Approved Maintenance Organisations. The CAASL IS-145 Supplement should be customised by each organisation to demonstrate how the variation in Regulations of the State CAASL IS -145 shall be complied with to meet the requirements.

2. Structure of the CAASL IS-145 MOE supplement

The MOE Supplement for CAASL may be produced in the form of a single document which may be cross referred to the MOE/Repair Station Manual - Approved by its NAA/EASA. The MOE Supplement shall however contain information demonstrating compliance to the regulations which are peculiar to CAASL IS-145. Also, in case there is any variance in the Regulations followed by the foreign MRO/Repair Station in comparison to CAASL IS-145 and/or any specific requirement from CAASL, then such areas must also be included in the CAASL IS-145 Supplement. The maintenance organisation may further customise the Supplement to suit their organisations and may add pages/paragraphs as necessary.

3. Format of Pages

The Title page should indicate the Name of the Organisation, together with its Logo; Document Name as “CAASL IS-145 MOE Supplement” Document Internal Control number, CAASL manual ref., CAASL Approval Ref. and Copy No. Furthermore, each page of the Supplement MOE is to have a header and /or footer indicating the following,

- Name of the organization as per NAA’s Approval Certificate
- Name of the document “CAASL IS-145 MOE Supplement”
- Page number
- Revision number
- Revision date.

Text in Red colour *italics* is for guidance of the Organisations in formatting the MOE Supplement.