



CIVIL AVIATION AUTHORITY OF SRI LANKA

145 MOE PROCEDURE

1. The organization to down load the MOE checklist and show compliance to IS-145 in draft MOE by marking in MOE reference column in the table, cross reference to MOE section. Where not applicable to indicate N/A
2. Organization is to ensure the Accountable managers Statement is signed in the draft MOE by the AM nominee, to ensure MOE draft contents are read and sanctioned by the AM.
3. The Organization to submit the draft copy of the MOE in hard copy along with the duly completed application, Form 2.
4. CAASL will review the draft MOE for adequacy for the approval requested and communicate with the applicant for additional reports , amendments Etc. as deemed necessary
5. From the point of acceptance of the application , MOE review and necessary amendments in consultation with the applicant to be completed within 20 working days , thus applicant needs to work diligently with the assigned Airworthiness Inspector to meet the time frame target.
6. Upon closing the review process of MOE , final version of MOE draft as accepted to be advised to the applicant for organizational preparation prior to on site audit in line with the agreed final version of draft MOE.
7. Upon completion of audit and closure of all open items the applicant will be advised to submit 2 hard copies of final version of the MOE with necessary signatures in place for approval by the CAASL
8. CAASL will stamp every page of the MOE and release one hard copy to the applicant and retain the other copy in the AW section.

1. SCOPE

The purpose of the Maintenance Organisation Exposition (MOE) compliance checklist and user guide is to assist aircraft and component maintenance organisation wishing to obtain CAASL IS 145 approval. This document is complementary to the requirements of Implementing Standard.

The checklist includes suggested subject headings and all the relevant information as detailed in 145.A.70 and its AMC & GM, the format of which may be modified to suit the organisation preferred method. The checklist should show compliance by referring in the “MOE reference / comment” where the information in the MOE is located and explanation if not applicable.

This checklist, when completed, should be submitted with the initial draft MOE.

2. IMPORTANT WARNING

This user guide is designed to be used by:

- IS145 Maintenance Organisations - To assist them in the production and/or maintaining of their own MOE
- CAASL - As a comparison document for MOEs submitted to them for approval

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with IS 145. It is the responsibility of the organisation to ensure compliance with the IS. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the MOE, the IS145 organisation should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MOE should be written in the English language.

3. EXPOSITION FORMAT

The MOE may be produced in hardcopy or electronic format;

- Hardcopy: CAASL does recommend using white paper (format A4); The MOE shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the CAASL to facilitate the document study.

4. STRUCTURE OF THE MAINTENANCE ORGANISATION EXPOSITION

The MOE may be produced in the form of a single document or may consist of several separate documents.

- Single document: The standard MOE produced i.a.w. AMC 145.A.70 (a) is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed maintenance procedures and detailed quality system procedures (see AMC 145.A.70 (a)).
- Several documents: The MOE must contain at least the information as detailed in AMC 145.A.70 (a) 1.1 to 1.11 (Management). The additional material may be published in separate documents which must be referenced from the MOE. In this case:
 - The MOE should cross refer to the associated procedures, documents, appendices, forms and all other lists which are managed separately (e.g. the list of certifying staff, the capability list).
 - These associated documents must meet the same rules as described for the MOE.

SLCAIS : IS-145

- This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAASL, as part of the MOE.

For some organisations certain sections of the headings defined within AMC 145.A.70 (a) may be 'not applicable'. In this case they should be annotated as such within the MOE.

5. EXPOSITION PAGES' PRESENTATION

Each page of the MOE should be identified as follows (this information may be added in the header or footer;

- the name of the organisation (official name as defined on the CAASL Form 3 approval certificate)
- the issue number of the MOE
- the amendment/revision number of the MOE
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the MOE)
- the chapter of the MOE
- the page number
- the name of the document "Maintenance Organisation Exposition"

At the beginning of the volume, the Cover page should specify:

- IS145 Maintenance Organisation Exposition;
- The name of the organisation (the official one defined on the CAASL Form 3 approval certificate)
- The approval reference of the IS145 organisation
- The copy number from the distribution list

6. CORPORATE COMMITMENT BY ACCOUNTABLE MANGER

Prior to submission of the 'draft' MOE to the CAASL for approval the Accountable Manager must sign and date the Corporate Commitment statement (Management 1.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager, the new incumbent should sign the document and submit a suitable amendment the CAASL for approval.