

**DEPARTMENT OF CIVIL AVIATION
MALAYSIA
AIRWORTHINESS NOTICE**

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Date: 01 October 2002

AIR OPERATOR'S CERTIFICATE - MAINTENANCE SUPPORT ARRANGEMENTS

1. Introduction

1.1 A Malaysian aircraft shall not fly for the purpose of public transport except under and in accordance with the terms of an Air Operator's Certificate (AOC) granted, to the operator of the aircraft, under Regulation 24 of MCAR.

Note: "public transport" shall have the meaning assigned to it under Regulation 2(4) of MCAR.

1.2 An AOC is granted to a competent applicant, having regard in particular to his previous conduct and experience, his equipment, organisation, staffing, maintenance and other arrangements, to secure the safe operation of the specified aircraft on the described flights and for the specified purposes.

2. General

2.1 It is the responsibility of the Operator to satisfy the DCA that his maintenance support arrangements are to a satisfactory standard. The Operator may have his own maintenance organisation or may contract-out his maintenance to another organisation approved by the DCA.

2.2 The Operator remains responsible for the safe operation of his aircraft when accomplishment of maintenance is contracted out and must therefore be satisfied with the standards of airworthiness achieved by the contractor. The Operator must monitor the contractor's response to the provisions of the maintenance agreement, employing such technical resources as are necessary to achieve this task.

2.3 Maintenance support arrangements will normally be based on an organisation approved by the DCA for the maintenance or overhaul of the type of aircraft concerned.

3. Maintenance Support Arrangement

3.1 The maintenance support arrangements for aircraft of 5,700 kg (12500 lb) MTWA or more must be based on an organisation approved by the DCA in accordance with the procedures of which is adopted by DCA as the required standard for maintenance of the said aircraft.

3.2 The support arrangements for aircraft of less than 5700 kg (12500 lb) MTWA may be based on an organisation:

- (a) approved by the DCA in accordance with paragraph 3.1 above; or
- (b) in which an acceptable number of appropriately Licensed Aircraft Engineers jointly perform the duties of a maintenance organisation (through a process of maintenance schedule approval).

3.3 In considering the maintenance of aircraft, for the purpose of this Notice, maintenance is taken to include the overall control of airworthiness and the accomplishment of scheduled and unscheduled servicing and inspection tasks.

3.4 An organisation may be acceptable to the DCA for maintenance support without all of the necessary facilities to accomplish certain maintenance tasks provided contracted arrangements exist with another organisation which has the facilities available and is acceptable to the DCA.

3.5 All maintenance support organisations must have management systems to ensure effective support of the Operator's fleet of aircraft for which they have responsibility, over the whole of the routes operated. Quality Control and Assurance must be exercised as necessary to achieve satisfactory standards of continuing airworthiness.

4. Maintenance Agreement

4.1 Where an Operator chooses to contract maintenance to another organisation, a written agreement must be drawn up indicating the divisions of responsibility between the two parties for the overall support of the aircraft and for compliance with statutory regulations and other relevant requirements.

4.2 The purpose of the agreement is to demonstrate a firm commitment by the two parties to the maintenance support of the aircraft in the operation for which application has been made for an AOC.

4.3 It is strongly recommended that the parts of the agreement dealing with maintenance are subdivided into those tasks to be accomplished by the contractor and those tasks which will remain the responsibility of the Operator. This is particularly necessary where, for example, the Operator retains responsibility for line maintenance or spares provision.

4.4 The agreement should address, but is not limited to, the following matters as shown in Appendix 1.

5. The Engineering Manual or Exposition

5.1 The Operator is required to provide a description of his maintenance support arrangements for the direction and guidance of flight crew and maintenance personnel engaged in the day to day operation and maintenance support of this aircraft, throughout his operating network.

5.2 The manual is also required as a basis for DCA acceptance of the arrangements and forms the pre-requisite for the grant of an AOC.

5.3 This description of the arrangements will be referred to as the ENGINEERING MANUAL (EM) but may take other forms in practice, as defined in this paragraph.

5.4 The Operator may:

- (a) publish a discrete EM containing a full description of the support provided for his Operation or,
- (b) use the Operations Manual to satisfy the requirement for an EM including the necessary details as a Volume, Section or Chapter of that manual as appropriate or,
- (c) refer in his manual to the Exposition of the approved maintenance organisation for those parts of the maintenance arrangements which are described therein or,
- (d) he may use the Exposition to describe the whole of his maintenance arrangements.

5.5 Where the Operator's maintenance organisation does not hold DCA Approval, or holds an approval for which an Exposition is not required, the DCA will accept a document prepared by that organisation as a substitute provided it conforms to the requirements for an Exposition.

5.6 The DCA will require to hold copies of the Manual as dictated by the nature of the operation and the necessary surveillance.

6. Preparation Of The Engineering Manual (EM)

- 6.1 The purpose of the EM is to describe the maintenance arrangements made by the Operator to support his operation, in accordance with the requirements of this paragraph. The contents and summary of subjects to be included in the EM shall be agreed upon by DCA. (MCAR/JAR documents will be referred to).
- 6.2 Whether details appear in the Operator's EM or in the maintenance organisation's Exposition will depend on the nature of the relationships between the two parties.
- 6.3 It is apparent from the foregoing that the Operator will need to liaise closely with his maintenance organisation in the preparation of his EM, to take advantage of those aspects of his maintenance support which are adequately described in the Exposition.
- 6.4 It is recommended that the EM is divided into parts appropriate to the functions of maintenance. The Exposition in particular should be divided between main base and line maintenance functions and may be further sub-divided for ease of use and to facilitate its management.
- 6.5 Where a maintenance organisation provides all or part of the support for more than one Operator the support provided for each operator shall be clearly identified in the EM or Exposition.

7. Action

- 7.1 Existing maintenance arrangements for aircraft already agreed by the DCA shall remain in force until the date specified. Notwithstanding, DCA may, from time to time, impose other additional requirements it deems fit.
- 7.2 With effect from 1 July 1997, all Operators of scheduled services and their maintenance contractors shall comply with the requirements of this Notice.
- 7.3 All Charter Operators and their maintenance contractors shall comply with the requirements of this Notice by 1 January 1998.

8. Cancellation

This notice cancels Airworthiness Notice No.68, Issue 1, dated 12 December 1996, which should be destroyed.

DIRECTOR GENERAL
DEPARTMENT OF CIVIL AVIATION
MALAYSIA.