

SWAZILAND GOVERNMENT GAZETTE EXTRAORDINARY

NO. 89 OF 2011

LEGAL NOTICE NO.110 OF 2011

CIVIL AVIATION AUTHORITY ACT, 2009
(Act No. 10 of 2009)

CIVIL AVIATION AUTHORITY (APPROVED MAINTENANCE
ORGANIZATIONS) 2011
(Under section 104)

ARRANGEMENT OF REGULATIONS

PART I

PRELIMINARY

1. Citation and commencement.
2. Interpretation.
3. Application

PART II—CERTIFICATION

4. Certificate and specific operating provisions
5. Advertising
6. Application for an AMO Certificate
7. Issue of an AMO certificate
8. Validity and renewal of the certificate
9. Continued validity of approval
10. Changes to the AMO and certificate amendments
11. Ratings of the AMO
12. Limited rating to AMO
13. AMO capability

14. Sub-contracted maintenance functions

PART III

HOUSING, FACILITIES, EQUIPMENT AND MATERIALS

15. General
16. Housing and facility requirements
17. Equipment, tools and material

PART IV

ADMINISTRATION

18. AMO personnel and training requirements
19. Management personnel required for aircraft maintenance organizations
20. Qualifications and responsibilities of AMO personnel
21. Man hours
22. Assessment of personnel
23. Training of certifying staff
24. Rest and duty limitations for persons performing maintenance functions in an AMO
25. Record of certifying staff

PART V

AMO OPERATING RULES

26. AMO maintenance procedures manual
27. Maintenance procedures and independent quality system
28. Capability list
29. AMO privileges
30. AMO limitations
31. Certificate of release to service

- 32. Maintenance records
- 33. Airworthiness data
- 34. Reporting of unairworthy conditions
- 35. Inspections
- 36. Performance standards

PART VI

GENERAL

- 37. Possession of the licences, certificates or authorization
- 38. Access for inspection
- 39. Drug and alcohol testing and reporting
- 40. Display of certificate
- 41. Inspection of licences, certificates and authorizations
- 42. Change of name
- 43. Change of address
- 44. Replacement of documents
- 45. Suspension and revocation of certificates
- 46. Use and retention of certificates and records
- 47. Reports of violation
- 48. Enforcement of directions
- 49. Aeronautical user fees
- 50. Application of Regulations to Government and visiting forces,
etc.
- 51 Extra-territorial application of Regulations.

PART VII

OFFENCES AND PENALTIES

- 52. Contravention of Regulations
- 53. Offences and penalties

PART VIII
EXEMPTIONS

- 54. Requirements for application
- 55. Substance of the request for exemption

Review, Publication and Issue or Denial of Exemptions

- 56. Initial review by the Authority
- 57. Evaluation of the request

PART IX
TRANSITION AND SAVINGS

- 58. Transition and savings

SCHEDULES

FIRST SCHEDULE: Maintenance Procedures Format

SECOND SCHEDULE: Penalties

PART I
PRELIMINARY

In exercise of the powers conferred by section 104 of the Civil Aviation Authority Act, 2009, the Minister of Public Works and Transport makes the following regulations-

Citation and commencement

1. These regulations may be cited as the Civil Aviation Authority (Approved Maintenance Organizations) Regulations, 2011, and shall come into force on the date of publication in the Gazette.

Interpretation

2. In these regulations, unless the context otherwise requires, words or expressions used in the Act have the same meaning as in these Regulations, and-

“acceptable” means the Authority has reviewed the method, procedure or policy and has neither objected to nor approved its proposed use or implementation;

“accountable manager” means the manager who has corporate authority for ensuring that all maintenance activities required by the owner or operator of an aircraft are financed and carried out to the standard required by the Authority;

“aeronautical product” means an aircraft, engine, propeller or subassembly, appliance, material, part or component to be installed thereon;

“aircraft” means a machine that derives support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;

“aircraft component” means any assembly, item, component, part of an aircraft up to and including a complete powerplant or any operational or emergency equipment;

“aircraft type” means all aircraft of the same basic design;

“airframe” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors but excluding propellers and rotating airfoils of a powerplant) and landing gear of an aircraft and their accessories and controls;

“airworthiness data” means any information necessary to ensure that an aircraft or aircraft component can be maintained in a condition such that the airworthiness of the aircraft or serviceability of operational and emergency equipment, as appropriate, is assured;

“appliance” means an instrument, mechanism, equipment, part, apparatus, appurtenance or accessory, including communication equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft and is not part of an airframe, powerplant or propeller;

“approved by the Authority” means approved by the Authority directly or in accordance with a procedure approved by the Authority;

“approved continuous maintenance program” means a maintenance program approved by the State of Registry;

“approved data” means technical information approved by the Authority;

“approved maintenance organization (AMO)” means an organization approved by the Authority to perform specific aircraft maintenance activities;

“approved standard” means a manufacturing, design, maintenance, or quality standard approved by the Authority;

“article” means an item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product or part;

“Authority” means the Civil Aviation Authority, established under the Civil

Aviation Authority Act;

“calibration” means a set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard or component tested;

“certificate of release to service” means a document containing a certification that inspection and maintenance work has been performed satisfactorily in accordance with the methods prescribed by the Authority;

“certifying staff” means personnel authorized by the approved maintenance organization in accordance with a procedure acceptable to the Authority to certify aircraft or aircraft components for release to service;

“composite” means structural materials made of substances, including, but not limited to, wood, metal, ceramic, graphite, boron ,epoxy, plastic, fibre-reinforced built-in strengthening agents that may be in the form of filaments, foils, powders or flakes, of a different material;

“composite structure” means a type of aircraft structure made of plastic resins reinforced with strong light weight filaments;

“computer system” means any electronic or automated system capable of receiving, storing and processing external data and transmitting and presenting that data in a usable form for the accomplishment of a specific function;

“Contracting State” means a state that is signatory to the Convention on International Civil Aviation (Chicago Convention);

“facility” means a physical plant, including land, buildings and equipment, which provide the means for the performance of maintenance, preventive maintenance or modifications of any article;

“helicopter” means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axis;

“housing” means buildings, hangers and other structures to accommodate the necessary equipment and materials of a maintenance organization that provide-

- (a) working space for the performance of maintenance, preventive maintenance or modifications for which the maintenance organization is certificated and rated; and
- (b) structures for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts and subassemblies during disassembly, cleaning, inspection, repair, modification, assembly

and testing; and

- (c) for the proper storage, segregation and protection of materials, parts and supplies;

“inspection” means the examination of an aircraft or aircraft component to establish conformity with a standard approved by the Authority;

“maintenance” means tasks required to ensure the continued airworthiness of an aircraft or aircraft component including any one or combination of overhaul, repair, inspection, replacement, modification and defect rectification;

“major modification” means a type design change not listed in the aircraft, aircraft engine or propeller specifications that might appreciably affect the mass and balance limits, structural strength, performance, powerplant operation, flight characteristics or other qualities affecting airworthiness or environmental characteristics or that will be embodied in the product according to non-standard practices;

“major repair” means a repair of an aeronautical product that might appreciably affect the structural strength, performance, powerplant, operation flight characteristics or other qualities affecting airworthiness or environmental characteristics or that will be embodied in the product using non-standard practices;

“modification” means a change to the type design of an aircraft or aeronautical product which is not a repair;

“overhaul” means the restoration of an aircraft or aircraft component using methods, techniques and practices acceptable to the Authority, including disassembly, cleaning and inspection as permitted, repair as necessary and reassembly; and testing in accordance with approved standards and technical data or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the State of Design, holder of the type certificate, supplemental type certificate or a material, part, process or appliance approval under parts manufacturing authorization (PMA) or technical standard order (TSO).

“powerplant” means an engine that is used or intended to be used for propelling aircraft and it includes turbo, superchargers, appurtenances, and accessories necessary for its functioning, but does not include propellers;

“preventive maintenance” means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations;

“rating” means an authorization entered on, or associated with a license or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such license or certificate;

“specific operating provisions” means a document describing the ratings in detail and containing or referencing material and process specifications used in performing repair work, along with any limitations applied to the maintenance organization;

“state of design” means the Contracting State which approved the original type certificate and any subsequent supplemental type certificates for an aircraft, or which approved the design of an aircraft or aircraft component or appliance;

“state of manufacture” means the Contracting State, under whose authority an aircraft was assembled, approved for compliance with the type certificate and all supplemental type certificates, test flown and approved for operation; the State of Manufacture may or may not also be the State of Design;

“state of registry” means the Contracting State on whose registry an aircraft is registered.

Application

3. These Regulations shall apply to all persons operating or maintaining Swaziland registered aircraft, wherever operated or maintained.

**PART II
CERTIFICATION**

Certificate and specific operating provisions

4. (1) No person shall operate as an approved maintenance organization (AMO) without or in violation of an approved maintenance organization certificate issued under these Regulations.

(2) An AMO may perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, engine, propeller, appliance, component or its part only for which it is rated and within the limitations placed in its specific operating provisions.

(3) An AMO certificate shall consist of-

- (a) a certificate for public display issued by the Authority; and
- (b) specific operating provisions accepted by the Authority containing the terms and conditions applicable to the AMO.

(4) An AMO certificate shall contain-

- (a) a certificate number specifically assigned to the AMO;
- (b) name and location of the main place of business of the AMO;
- (c) date of issue and period of validity; and
- (d) ratings issued to the AMO.

(5) The AMO Certificate shall be in the form prescribed by the Authority.

(6) Specific operating provisions shall contain-

- (a) a certificate number specifically assigned to the AMO;
- (b) class or limited ratings issued in detail, including special approvals and limitations issued;
- (c) date issued or revised; and
- (d) signatures of the accountable manager and the Authority.

(7) The certificate issued to an AMO shall be displayed in the premises for inspection by the public and the Authority.

Advertising

5. (1) An approved maintenance organization shall not advertise as a certificated approved maintenance organization unless an approved maintenance organization certificate has been issued to that organization.

(2) An AMO shall not make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.

(3) Where an advert of an AMO indicates the AMO is certificated, the advertisement shall clearly state the certificate number of the AMO.

Application for an AMO Certificate

6. An applicant for an approved maintenance organization (AMO) certificate shall submit the following to the Authority at least ninety days before the intended day of operations-

- (a) an application on a form and in a manner prescribed by the Authority;
- (b) the maintenance procedures manual of the applicant, in duplicate;
- (c) a list of the maintenance functions to be performed for it, under contract, by another AMO;
- (d) a list of all AMO certificates and ratings pertinent to those certificates issued by any Contracting State other than Swaziland; and
- (e) any additional information the Authority requires the applicant to submit.

Issue of an AMO certificate

7. An applicant shall be issued an approved maintenance organization (AMO) certificate if after inspection, the Authority finds that the applicant-

- (a) meets the requirements for the holder of an AMO specified under these Regulations; and
- (b) is properly and adequately equipped for the performance of

maintenance of aircraft or aircraft components for which it seeks approval.

Validity and renewal of the certificate

8. (1) A certificate issued to an approved maintenance organization (AMO) shall be valid for twelve months from the date of issue or renewal, unless a shorter period is specified by the Authority or-

- (a) the Authority amends, suspends, revokes or otherwise terminates the certificate;
- (b) the AMO surrenders it to the Authority; or
- (c) the AMO suspends operations for more than 180 continuous days.

(2) A person issued with an AMO certificate shall, upon suspension or revocation of the certificate, return the certificate to the Authority.

(3) An application for renewal of an AMO certificate shall be made on a form prescribed by the Authority at least sixty days before the certificate expires.

(4) Where a request for renewal is made after the expiry of an AMO certificate the applicant shall meet initial application requirements provided for in regulation 10.

Continued validity of approval

9. Unless an approved maintenance organization (AMO) certificate has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the certificate, the continued validity of the certificate is dependent upon-

- (a) the AMO remaining in compliance with these Regulations; and
- (b) the Authority being granted access to the facilities of the organization to determine continued compliance with these Regulations.

Changes to the AMO and certificate amendments

10. (1) An approved maintenance organization (AMO) shall notify the Authority of any proposal to carry out any changes to enable the Authority to determine compliance with these Regulations and to amend if necessary, the AMO certificate.

(2) An AMO shall not effect the following changes without the prior approval of the Authority-

- (a) the name of the AMO;

- (b) the location of the AMO;
- (c) additional locations of the AMO;
- (d) the accountable manager;
- (e) any of the management personnel specified in the maintenance procedural manual of the AMO;
- (f) the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval; and
- (g) ratings held by the AMO.

(3) Unless the Authority determines that the approval should be suspended, the Authority may prescribe the conditions under which an AMO may operate during the changes.

(4) An AMO certificate may be suspended by the Authority if changes in items listed under sub-regulation (2) have been made by the AMO without notifying the Authority.

(5) An application for amendment of an existing AMO certificate shall be made on a form and in a manner prescribed by the Authority, and where applicable, the AMO shall submit the required amendment to the maintenance procedures manual to the Authority for approval.

Ratings of the AMO

11. The following ratings may be issued to an approved maintenance organization (AMO) certificated under these Regulations-

- (a) airframe ratings-
 - (i) class 1: composite construction of small aircraft;
 - (ii) class 2: composite construction of large aircraft;
 - (iii) Class3: all-metal construction of small aircraft;
 - (iv) Class4: all-metal construction of large aircraft;
- (b) powerplant ratings-
 - (i) class1: reciprocating engines of 400 horsepower or less;
 - (ii) class 2: reciprocating engines of more than 400 horsepower;
 - (iii) class 3: turbine engines;
- (c) propeller ratings-

- (i) class 1: all fixed pitch and ground adjustable propellers of wood, metal or composite construction;
 - (ii) class 2: all other propellers, by make;
- (d) radio ratings-
- (i) class 1: communication equipment: any radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications in flight, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic inter-crew signaling devices, and similar equipment; but not including equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications radio equipment;
 - (ii) class 2: navigational equipment: any radio system used in aircraft for en route or approach navigation, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance equipment operated on radar or pulsed radio frequency principles;
 - (iii) class 3: radar equipment: any aircraft electronic system operated on radar or pulsed radio frequency principles;
- (e) instrument ratings-
- (i) class 1: mechanical: any diaphragm, bourdon tube, aneroid, optical, or mechanically driven centrifugal instrument that is used on aircraft or to operate aircraft, including tachometers, airspeed indicators, pressure gauges drift sights, magnetic compasses, altimeters, or similar mechanical instruments;
 - (ii) class 2: electrical: any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges, or similar electrical instruments;
 - (iii) class 3: gyroscopic: any instrument or system using gyroscopic principles and motivated by air pressure or

- electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros, and their parts, and flux gate and gyrosyn compasses;
- (iv) class 4: electronic: any instruments whose operation depends on electron tubes, transistors, or similar devices including capacitance type quantity gauges, system amplifiers, and engine analyzers;
- (f) computer systems rating-
- (i) class 1: aircraft computer systems
 - (ii) class 2: powerplant computer systems; and
 - (iii) class 3: avionics computer systems;
- (g) accessory ratings-
- (i) class 1: mechanical accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation, including aircraft wheel brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic servo units;
 - (ii) class 2: electrical accessories that depend on electrical energy for their operation, and generators, including starters, voltage regulators, electric motors, electrically driven fuel pumps magnetos, or similar electrical accessories;
 - (iii) class 3: electronic accessories that depend on the use of an electron tube transistor, or similar device, including supercharger, temperature, air conditioning controls, or similar electronic controls;
 - (iv) class 4: auxilliary power unit (APU) that may be installed on aircraft as self-contained units to supplement the aircraft's engines as a source of hydraulic, pneumatic, or electrical power.

Limited rating to AMO

12. (1) Whenever the Authority finds it appropriate, it may issue a limited rating to an approved maintenance organization (AMO) that maintains or alters only a particular type of airframe, powerplant, propeller, radio, instrument, computer or accessory or parts of the airframe, powerplant, propeller, radio, instrument, computer or performs only specialized maintenance requiring equipment and skills not ordinarily found in an AMO with ratings as specified in regulation 8.

(2) A rating issued under sub regulation (1) may be limited to-

- (a) a specific model aircraft, engine, or constituent part or to any number of parts made by a particular manufacturer;
- (b) airframes of a particular make and model;
- (c) engines of a particular make and model;
- (d) propellers of a particular make and model;
- (e) instruments of a particular make and model;
- (f) computers of a particular make and model;
- (g) radio equipment of a particular make and model;
- (h) accessories of a particular make and model;
- (i) landing gear components;
- (j) floats, by make;
- (k) non-destructive inspection, testing, and processing;
- (l) emergency equipment;
- (m) rotor blades, by make and model;
- (n) aircraft fabric work; and
- (o) any other purpose for which the Authority finds the request of the applicant is appropriate.

(3) A specialized service rating may be issued to an AMO to perform specific maintenance or processes and the specific operating provisions of the AMO shall identify the specification used in performing specialized services which may be-

- (a) a civil or military specification that is currently used by industry and approved by the Authority; or
- (b) a specification developed by the AMO and approved by the Authority.

AMO capability

13. (1) Except for functions that are contracted out, each certificated approved maintenance organization (AMO) shall provide equipment and material so that the functions listed in this regulation as appropriate to the class or limited rating held or applied for, can be performed as required.

- (2) For an airframe rating, classes 3 and 4-
 - (a) the functions in respect to metal skin and structural components are-
 - (i) repair and replace steel tubes and fittings using the proper welding techniques, when appropriate;
 - (ii) apply anticorrosion treatment to the interior and exterior of parts;

- (iii) perform simple machine operations;
- (iv) fabricate steel fittings;
- (v) repair and replace metal skin;
- (vi) repair and replace alloy members and components;
- (vii) assemble and align components using jigs or fixtures;
- (viii) make up forming blocks or dies;
- (ix) repair or replace ribs;
- (b) the functions in respect to wood structure are-
 - (i) splice wood spars;
 - (ii) repair ribs and spars;
 - (iii) align interior of wings;
 - (iv) repair or replace plywood skin;
 - (v) apply treatment against wood decay;
- (c) the functions in respect to fabric covering are repair of fabric surfaces;
- (d) the functions in respect to aircraft control systems are-
 - (i) repair and replace control cables;
 - (ii) rig complete control system;
 - (iii) replace and repair all control system components;
 - (iv) remove and install control system units and components.
- (e) the functions in respect to aircraft systems are-
 - (i) replace and repair landing gear hinge-point components and attachments;
 - (ii) maintain elastic shock absorber units;
 - (iii) conduct landing gear retraction cycle tests;
 - (iv) maintain electrical position indicating and wiring systems;
 - (v) repair and fabricate fuel, pneumatic, hydraulic, and oil lines;

- (vi) diagnose electrical and electronic malfunctions;
 - (vii) repair and replace electrical wiring and electronic data transmission lines;
 - (viii) install electrical and electronic equipment;
 - (ix) perform bench check of electrical and electronic components, not to be confused with the more complex functional test after repair or overhaul;
- (f) the functions in respect to assembly operations are-
- (i) assemble aircraft components or parts, such as landing gear, wings, and controls;
 - (ii) rig and align aircraft components, including the complete aircraft and control system;
 - (iii) install powerplants;
 - (iv) install instruments and accessories;
 - (v) assemble and install cowlings, fairings and panels;
 - (vi) maintain and install windshields and windows;
 - (vii) maintain and install windshields and panels;
 - (viii) jack or hoist complete aircraft;
 - (ix) balance flight control surfaces;
- (g) non-destructive inspection and testing using dye penetrates and magnetic, ultrasonic, radiographic, fluorescent or holographic inspection techniques;
- (h) the functions in respect to inspection of metal structures are the inspection of metal structures using appropriate inspection equipment to perform the inspections required on an aircraft.

(3) For an airframe rating classes 1 and 2, in addition to having the capability to perform the appropriate functions set for class 1, 2, 3 or 4 airframe ratings, an approved maintenance organization holding a class 1 or 2 airframe rating for composite aircraft shall have the following equipment-

- (a) autoclave capable of providing positive pressure

- and temperature consistent with materials used;
 - (b) a circulating oven with vacuum capability storage equipment, such as freezer, refrigerator and temperature-control cabinets or other definitive storage areas;
 - (c) honeycomb core cutters;
 - (d) non-destructive inspection equipment such as x-ray, ultrasonic or other types of acoustic test equipment as recommended by the manufacturers
 - (e) cutting tools, such as diamond or carbide saws or router bits, suitable for cutting and trimming composite structures;
 - (f) scales adequate to ensure proper proportioning by mass of epoxy adhesive and resins;
 - (g) mechanical pressure equipment such as vacuum bagging or sand bags, as appropriate;
 - (h) thermocouple probes necessary to monitor cure temperatures;
 - (i) hardness testing equipment using heat guns that are thermostatically controlled for curing repairs; and
 - (j) appropriate inspection equipment to perform inspection of composite structures as recommended by the manufacturer and as required for inspection of an aircraft under these regulations.
- (4) For a powerplant rating, classes 1 and 2-
- (a) the functions in respect to maintenance and alteration of powerplants, including replacement of parts-
 - (i) perform chemical and mechanical cleaning;
 - (ii) perform disassembly operations;
 - (iii) replace bushings, bearings, pins, and inserts;
 - (iv) perform heating operations that may involve the use of recommended techniques that require controlled heating facilities;
 - (v) perform chilling or shrinking operations;
 - (vi) remove and replace studs;
 - (vii) inscribe or affix identification information;

- (viii) paint powerplants and components;
- (ix) apply anticorrosion treatment for parts;
- (b) inspection of all parts, using appropriate inspection aids-
 - (i) determine precise clearances and tolerances of all parts;
 - (ii) inspect alignment of connecting rods, crankshafts, and impeller shafts;
- (c) accomplishment of routine machine work-
 - (i) ream inserts bushings, bearings and other similar components
 - (ii) reface valves;
- (d) accomplishment of assembly operations-
 - (i) perform valve and ignition-timing operations;
 - (ii) fabricate and test ignition harnesses;
 - (iii) fabricate and test rigid and flexible fluid lines;
 - (iv) prepare engines for long or short term storage;
 - (v) hoist engines by mechanical means.

(5) For a powerplant rating class 3, in addition to having the capability to perform the appropriate functions as required for class 1 and 2 powerplant ratings, a maintenance organization holding a class 3 power plant rating shall have the following equipment-

- (a) testing equipment;
 - (b) surface treatment antigallant equipment;
 - (c) functional and equipment requirements recommended by the manufacturer; and
 - (d) appropriate inspection equipment.
- (6) For propeller rating class 1 the functions are-
- (a) remove and install propellers;
 - (b) maintain and alter propellers, including installation and

replacement of parts-

- (i) replace bladed tipping;
 - (ii) refinish wood propellers;
 - (iii) make wood inlays;
 - (iv) refinish plastic blades;
 - (v) straighten bent blades within repairable tolerances;
 - (vi) modify blade diameter and profile;
 - (vii) polish and buff;
 - (viii) perform painting operations;
- (c) inspect components using appropriate inspection aids-
- (i) inspect propellers for conformity with drawings and specifications of the manufacturer;
 - (ii) inspect hubs and blades for failures and defects using all visual aids, including the etching of parts;
 - (iii) inspect hubs for wear of splines or keyways or any other defect;
- (d) balance propellers-
- (i) test for proper track on aircraft;
 - (ii) test for horizontal and vertical unbalance using precision equipment;
- (7) For propeller rating class 2 the functions are-
- (a) remove and install aircraft propellers, which may include installation and replacement of parts-
 - (i) perform all functions listed under class 1 propellers when applicable to the make and model of propeller in this class;
 - (ii) properly lubricate moving parts;
 - (iii) assemble complete propeller and subassemblies using special tools when required;
 - (b) inspect components using appropriate inspection aids for those functions listed for class propellers under paragraphs (b) and(c) when applicable to the make and model of the propeller being worked on;

- (c) repair or replace components or parts-
 - (i) replace blades, hubs or any of their components;
 - (ii) repair or replace anti-icing devices;
 - (iii) remove nicks or scratches from metal blades;
 - (iv) repair or replace electrical propeller components;
 - (d) balance propellers, including those functions listed for class 1 propellers under sub-regulation 6 (d) when applicable to the make and model of the propeller being worked on;
 - (e) test propeller pitch-changing mechanism-
 - (i) test hydraulically operated propellers and components;
 - (ii) test electrically operated propellers and components.
- (8) For radio rating class 1, 2 and 3, the functions are-
- (a) perform physical inspection of radio systems and components by visual and mechanical inspection;
 - (b) perform electrical inspection of radio systems and components by means of appropriate electrical or electronic test equipment;
 - (c) check aircraft wiring, antennas, connectors, relays, and other associated avionics components to detect installation faults;
 - (d) check engine ignition systems and aircraft accessories to determine sources of electrical interference;
 - (e) check aircraft power supplies for adequacy and proper functioning;
 - (f) remove, repair, and replace aircraft antennas;
 - (g) measure transmission line attenuation;
 - (h) measure radio component values such as inductance, capacitance, and resistance;
 - (i) determine waveforms and phase in avionics equipment when applicable;

- (j) determine proper aircraft radio antenna, lead-in, and transmission-line characteristics and determine proper locations for type of radio equipment to which the antenna is connected;
- (k) determine the operational condition of radio equipment installed in aircraft by using appropriate portable test apparatus;
- (l) test all types of transistors: solid-state, integrated circuits; or similar devices in equipment appropriate to the class rating;
- (m) test radio indicators.

(9) For radio rating class 1, in addition to having the capability to perform the functions listed in sub regulation (8)-

- (a) test and repair headsets, speakers, and microphones;
- (b) measure radio transmitter power output;
- (c) measure modulation values, noise, and distortion in communication equipment.

(10) For radio rating class 2, in addition to having the capability to perform the functions listed in sub regulation (8)-

- (a) test and repair headsets;
- (b) test speakers;
- (c) measure loop antenna sensitivity by appropriate methods;
- (d) calibrate to approved performance standards any radio navigational equipment, en route and approach aids, or similar equipment, as appropriate to this rating.

(11) For radio rating class 3, in addition to having the capability to perform the functions listed in sub regulation (8), measure transmitter power output.

(12) For computer systems rating class 1, 2, and 3 the functions are-

- (a) maintain computer systems in accordance with the specifications, test requirements and recommendations of the manufacturer;
- (b) remove, maintain and replace computer systems in aircraft;

- (c) inspect, test and calibrate computer system equipment, including software.
- (13) For instrument rating class 1 the functions are-
- (a) diagnose instrument malfunctions on the following instruments-
 - (i) rate-of-climb indicators;
 - (ii) altimeters;
 - (iii) airspeed indicators;
 - (iv) vacuum indicators;
 - (v) oil pressure gauges;
 - (vi) hydraulic pressure gauges;
 - (vii) de-icing pressure gauges;
 - (viii) pitot-static tube;
 - (ix) direct indicating compasses;
 - (x) accelerometer;
 - (xi) direct indicating tachometers;
 - (xii) direct reading fuel quantity gauges;
 - (b) inspect, test and calibrate the instruments listed in paragraph (a) on and off the aircraft, as appropriate.
- (14) For instrument rating class 2 the functions are-
- (a) diagnose instrument malfunctions of the following instruments-
 - (i) tachometers;
 - (ii) synchroscope;
 - (iii) electric temperature indicators;
 - (iv) electric resistance-type indicators;
 - (v) moving magnet-type indicators;
 - (vi) warning units (oil and fuel);
 - (vii) Selsyn systems and indicators;
 - (viii) self-synchronous systems and indicators;

- (ix) remote indicating compasses;
 - (x) quantity indicators;
 - (xi) avionics indicators;
 - (xii) ammeters;
 - (xiii) voltmeters;
 - (xiv) frequency meters.
- (b) inspect, test and calibrate instruments listed in paragraph (a) on and off the aircraft, as appropriate.
- (15) For instrument rating class 3 the functions are-
- (a) diagnose instrument malfunctions of the following instruments-
 - (i) turn and bank indicators;
 - (ii) directional gyros;
 - (iii) horizon gyros;
 - (iv) auto pilot control units and components;
 - (b) inspect, test and calibrate instruments listed in paragraph (a) of this regulation on and off the aircraft, as appropriate.
- (16) For instrument rating class 4 the functions are-
- (a) diagnose instrument malfunctions of the following instruments-
 - (i) capacitance-type quantity gauge;
 - (ii) laser gyros;
 - (iii) other electronic instruments;
 - (b) inspect, test and calibrate instruments listed in paragraph (a) on and off the aircraft, as appropriate.
- (17) For accessory rating class 1, 2, 3 and 4, the AMO shall perform the following functions in accordance with the specifications and recommendations of the manufacturer-
- (a) diagnose accessory malfunctions;
 - (b) maintain and alter accessories, including installing and replacing parts;
 - (c) inspect, test and calibrate accessories on and off the aircraft as appropriate.

Subcontracted maintenance functions

14. (1) An approved maintenance organization (AMO) may sub-contract its maintenance functions to another approved maintenance organization.

(2) An AMO may sub-contract maintenance functions to an organization which is not approved by the Authority if the AMO meets the following conditions-

- (a) the AMO shall be approved for work which is to be sub-contracted and have the capability to assess the competence of the sub-contractor;
- (b) the AMO must retain responsibility for quality control and release of the sub- contracted activities, including the appropriate airworthiness requirements; and
- (c) have necessary procedures for the control of the sub-contracted activities, together with the terms for the personnel responsible the management.

PART III**HOUSING, FACILITIES, EQUIPMENT AND MATERIALS*****General***

15. An approved maintenance organization (AMO) shall have personnel, facilities, equipment and materials in quantity and quality that meet the standards specified under these Regulations.

Housing and facility requirements

16. (1) Housing and facilities shall be provided as appropriate for all planned work ensuring, in particular, protection from weather.

(2) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.

(3) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning and technical records.

(4) Specialized workshops and bays shall be segregated, as appropriate; to ensure that environmental and work area contamination is unlikely to occur.

(5) Storage facilities shall be provided for parts, equipment, tools and materials.

(6) Storage conditions shall be provided security for serviceable parts, segregation of serviceable parts from unserviceable parts and for prevention of deterioration of and damage to stored items.

(7) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.

(8) Where the hangar is not owned by the approved maintenance organization (AMO), the AMO shall-

- (a) provide evidence to the Authority that the AMO is authorized to use the hangar;
- (b) demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance programme;
- (c) update the aircraft hangar visit plan on a regular basis;
- (d) ensure that aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;
- (e) ensure that aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust;
- (f) ensure that workshop floors are sealed to minimize dust generation; and
- (g) demonstrate access to hangar accommodation for usage during adverse weather for minor scheduled work or lengthy defect rectification.

(9) Aircraft maintenance staff shall be provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.

(10) Hangars used to house aircraft together with office accommodation shall be such as to ensure a clean, effective and comfortable working environment by ensuring that-

- (a) temperatures are maintained at a comfortable level;
- (b) dust and any other airborne contamination are kept to a minimum and not permitted to reach a level in the work task area where visible aircraft or component surface contamination is evident;
- (c) lighting is such as to ensure each inspection and maintenance task can be carried out; and
- (d) noise levels are not permitted to rise to the point of distracting personnel from carrying out inspection tasks and where it is impractical to control the noise source, such personnel shall be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.

(11) Where a particular maintenance task requires the application of specific environmental conditions different from those specified in sub-regulation (10), then such conditions shall be observed, (specific conditions are identified in the

approved maintenance instructions).

(12) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust or other airborne contamination, the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.

(13) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.

(14) Storage facilities for serviceable aircraft components shall be clean, well-ventilated and maintained at an even dry temperature to minimize the effects of condensation.

(15) Manufacturer and standards recommendations shall be followed for specific aircraft components.

(16) Storage racks shall provide sufficient support for large aircraft components so that the component is not distorted.

(17) All aircraft components, wherever practicable, shall remain packaged in protective material to minimize damage and corrosion during storage.

Equipment, tools and material

17. (1) An approved maintenance organization (AMO) shall have available the necessary equipment, tools and material to perform the approved scope of work and these items shall be under full control of the AMO.

(2) Equipment and tools shall be available at all times except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.

(3) The Authority may exempt an AMO from possessing specific tools and equipment for maintenance or repair of an aircraft or aircraft component specified in the certificate of the AMO, if the tools and equipment can be acquired temporarily, by prior arrangement and be under the full control of the AMO when needed to perform required maintenance or repairs.

(4) The Authority may not amend the approval to delete the aircraft or aircraft component on the basis that it is a temporary situation and there is a formal agreement from the AMO to re-acquire tools, equipment or other items before performing any maintenance or repair.

(5) An AMO shall control all applicable tools, equipment, and test equipment used for product acceptance or for making a finding of airworthiness.

(6) An AMO shall ensure that all applicable tools, equipment and test equipment used for product acceptance or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the Authority and traceable to national or international standards.

(7) An AMO shall keep all records of calibrations and the standards used for calibration.

(8) Except as provided in sub-regulations (6), in the case of foreign manufactured tools, equipment and test equipment, the standard provided by the country of manufacture may be used if approved by the Authority.

(9) Where the manufacturer specifies a particular tool, equipment or test equipment then that tool, equipment or test equipment shall be used unless the manufacturer has identified the use of an equivalent.

(10) Except as provided in sub-regulation (9), tools, equipment or test equipment other than those recommended by the manufacturer shall be acceptable based on at least the following-

- (a) the AMO shall have a procedure in the maintenance procedure manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer;
- (b) the AMO shall have a programme to include-
 - (i) a description of the procedures used to establish the competence of personnel that make the determination of equivalency of tools, equipment or test equipment;
 - (ii) conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment or test equipment proposed;
 - (iii) ensuring that the limitations, parameters and reliability of the proposed tool, equipment or test equipment are equivalent to the recommended tools, equipment or test equipment of the manufacturer; and
 - (iv) ensuring that the equivalent tool, equipment or test equipment is capable of performing the appropriate maintenance function, all normal tests or calibrations, and checking all parameters of the aircraft or aircraft component undergoing maintenance or calibration; and
- (c) the AMO shall have full control of the equivalent tool, equipment or test equipment through an ownership, lease or other legal

arrangement.

(11) An AMO approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms or docking such that the aircraft may be properly inspected.

(12) The AMO shall have a procedure to inspect or service and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any inspection or service or calibration time limit.

(13) The AMO shall have a procedure to ensure that if it uses a standard (primary, secondary or transfer standards) for performing calibration, that standard cannot be used to perform maintenance.

(14) A clear system of labelling all tooling, equipment and test equipment shall be used to give information on when the next inspection or service or calibration is due, and where the item is unserviceable for a reason that is not obvious.

(15) A clear system of labelling all tooling, equipment, and test equipment shall be used to give information on when such tooling, equipment and test equipment is not used for product acceptance or for making a finding of airworthiness.

(16) A register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.

(17) Inspection, service or calibration on a regular basis shall be in accordance with the instructions of the equipment manufacturers, except where the AMO can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.

PART IV ADMINISTRATION

AMO personnel and training requirements

18. (1) An approved maintenance organization (AMO) shall appoint a management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the AMO is in compliance with these Regulations.

(2) A person appointed as manager shall represent the maintenance management structure of the AMO and shall be responsible for all functions specified in these Regulations.

(3) A manager shall be directly responsible to an accountable manager who shall be acceptable to the Authority.

(4) An AMO shall employ sufficient personnel to perform maintenance functions in accordance with the AMO certificate.

(5) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.

(6) A person signing a certificate of release to service shall be qualified in accordance with the Civil Aviation Authority (Personnel Licensing) Regulations as appropriate to the work performed and as acceptable to the Authority.

(7) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities in accordance with a programme acceptable to the Authority.

(8) The training programme established by the AMO shall include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.

(9) The functions of an AMO shall be allocated to individual managers or combined in any number of ways, dependent upon the size of the AMO.

Management personnel required for Aircraft Maintenance Organizations

19. (1) An approved maintenance organization (AMO) shall have an accountable manager acceptable to the Authority, with corporate authority for ensuring that all the necessary resources are available to support the AMO approval.

(2) The AMO shall have qualified personnel with proven competence in civil aviation available and serving in the following positions or their equivalent-

- (a) base maintenance manager;
- (b) line maintenance manager;
- (c) workshop manager;
- (d) quality manager.

(3) For the purpose of sub regulation (2) “competence in civil aviation” means that an individual has a technical qualification and management experience acceptable to the Authority for the position served.

(4) The Authority may approve positions, other than those listed in sub-regulation (2) if the AMO is able to show that it can perform the approved functions safely under the direction of fewer or different categories of management personnel due to the size of the AMO.

(5) The AMO shall make temporary arrangements to ensure continuity of supervision of its functions if maintenance is conducted in the absence of any required management personnel.

(6) A person serving in a required management position in an AMO shall not serve in a similar position in any other AMO unless exemption is issued by the Authority.

Qualifications and Responsibilities of AMO personnel

20. (1) The accountable manager shall possess the following qualifications-

- (a) a background in the management of aircraft maintenance organizations;
- (b) knowledge of these Regulations and other regulations and materials published by the Authority that are applicable to aircraft maintenance; and
- (c) a thorough knowledge of the maintenance procedures of the organization.

(2) When authorized by the Authority, the accountable manager may delegate all or part of the responsibility of the accountable manager, in writing to another person in a management position within the organization;

(3) A base maintenance manager shall, dependent upon the scope of approval of an approved maintenance organization, be responsible for ensuring that all maintenance carried out in the hangar is in accordance with the approved maintenance schedule or programme.

(4) The minimum qualification for the base maintenance manager shall be as follows-

- (a) a licensed maintenance engineer with appropriate ratings in airframe and engines or avionics; and
- (b) at least five years experience in maintaining the same category of aircraft including one year in the capacity of returning aircraft to service;
- (c) have received type training on every aircraft maintained within the approved scope of the AMO;
- (d) have attended a management or supervisory course.

(5) A line maintenance manager shall be responsible for ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards, and any corrective action resulting from quality compliance monitoring.

(6) The minimum qualifications for line maintenance manager are-

- (a) a licensed maintenance engineer with appropriate airframe, powerplant or avionics ratings; and
- (b) at least five years experience in maintaining the same category of aircraft including one year in the capacity of returning aircraft to service; and
- (c) have attended a management or supervisory course.

(7) A workshop manager shall be responsible for ensuring that all work on aircraft components in the workshop and any corrective action resulting from quality compliance monitoring are performed to required standards.

- (8) The minimum qualifications for a workshop manager are-
- (a) a licensed maintenance engineer with appropriate airframe, engines or avionics rating;
 - (b) at least five years experience in maintaining components for the same category of aircraft including one year in the capacity of returning components to service;
 - (c) have attended management or supervisory course.

(9) A quality manager shall be responsible for monitoring the compliance of the AMO with these Regulations, and requesting remedial action as necessary by the base maintenance manager or line maintenance manager or workshop manager or the accountable manager, as appropriate.

- (10) The minimum qualifications for a quality manager are-
- (a) a licensed maintenance engineer with appropriate airframe and engine or avionics ratings;
 - (b) at least five years experience in the field of aircraft maintenance; and
 - (c) shall have successfully completed training in a quality management course recognized by the Authority.

Man-hours

21. (1) An approved maintenance organization (AMO) shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.

(2) Where an AMO is certified for base maintenance, the man-hours plan shall relate to the aircraft hangar visit plan.

(3) Man-hours plans shall be regularly updated.

(4) Work performed on any aircraft registered outside Swaziland shall be taken into account where it impacts upon the production man-hours plan.

(5) Quality monitoring compliance function relating to man-hours shall be such as will be sufficient to meet the requirement of rest and duty limitations for persons performing maintenance functions.

Assessment of personnel

22. (1) Planners, aircraft maintenance engineers, mechanics, supervisors and certifying staff of an approved maintenance organization (AMO) shall be assessed for competence by “on the job” evaluation or by an examination relevant to their particular role within the AMO before unsupervised work is permitted.

(2) The assessment specified in sub-regulation (1) shall be based on the job description for each post and shall establish that-

- (a) planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no authority to deviate from the aircraft maintenance program;
- (b) aircraft maintenance engineers and mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards;
- (c) supervisors are able to ensure that all required maintenance tasks are carried out and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed upon by the quality department of the AMO; and
- (d) certifying staff are able to determine when an aircraft or an aircraft component is or is not ready for release to service.

(3) Planners, supervisors and certifying staff, shall demonstrate knowledge of AMO procedures relevant to their particular role.

Training of certifying staff

23. (1) Initial and continuing training of certifying staff shall be performed by an approved maintenance organization (AMO) or a training organization selected by the AMO.

(2) The AMO shall establish the curriculum and standards for training of personnel and establish pre-qualification standards intended to ensure that the trainee has a reasonable chance of successfully completing any course.

(3) The training programme, training facilities and the curriculum to train certifying staff as provided for in sub-regulation (2) shall be approved by the Authority.

(4) The training programme submitted to the Authority under sub-

regulation (3) shall include-

- (a) details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods; and
 - (b) for maintenance personnel and certifying staff of the AMO, training in knowledge and skills related to live performance including coordination with other maintenance personnel and flight crew.
- (5) All trained personnel shall be examined at the end of each training course.
- (6) All certifying staff of an AMO shall undergo initial training those covers-
- (a) basic engineering theory relevant to the scope of work performed by the AMO;
 - (b) specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system or structural defects; and
 - (c) company procedures relevant to the tasks of the certifying staff.
- (7) All certifying staff of an AMO who have undergone initial training shall undertake continuation training in changes in AMO procedures and changes in the standard of aircraft or aircraft component maintained.

Rest and duty limitations for persons performing maintenance functions in an AMO

24. (1) No person shall-
- (a) assign maintenance functions for aircraft unless the assignee has had a minimum rest period of 8 hours prior to the beginning of duty;
 - (b) perform maintenance functions for aircraft unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.
- (2) No person shall-
- (a) schedule a person performing maintenance functions for aircraft for more than 12 consecutive hours of duty; or
 - (b) perform maintenance functions for aircraft for more than 12 consecutive hours of duty.
- (3) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft may be continued on duty for-
- (a) up to 16 consecutive hours; or

(b) twenty hours in 24 consecutive hours.

(4) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of 10 hours.

(5) An approved maintenance organization (AMO) shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any seven consecutive day period.

Record of certifying staff

25. (1) An approved maintenance organization (AMO) shall maintain a roster of all certifying staff, which shall include details of the scope of their authorization and the certifying staff shall be notified in writing of the scope of that authorization.

(2) The following minimum information shall be kept on record in respect of each certifying person-

- (a) name;
- (b) date of birth;
- (c) basic training;
- (d) type training;
- (e) continuation training;
- (f) experience;
- (g) qualifications relevant to the approval;
- (h) scope of the authorization;
- (i) date of first issue of the authorization;
- (j) expiration date of the authorization, where appropriate; and
- (k) identification number of the authorization.

(3) Records of certifying staff shall be controlled by the quality department of the AMO.

(4) The number of persons authorized to access the records system shall be limited to minimize the possibility of records being altered in an unauthorized manner and to limit confidential records from becoming accessible to unauthorized persons.

(5) Certifying staff shall be given reasonable access on request, to their records.

(6) The Authority may investigate the records system for initial and continued approval or when the Authority has cause to doubt the competence of a particular certifying person.

(7) An AMO shall keep the record of certifying staff for at least two years following a date on which the staff has ceased employment with the AMO or upon withdrawal of the certifying staff authorization.

(8) The certifying staff shall, upon request, be furnished with a copy of their record on leaving the AMO.

(9) The authorization document issued to the certifying staff under this regulation shall be in a style that makes its scope clear to certifying staff and the Authority that may be required to examine the document and where codes are used to define scope, an interpretation document shall be readily available.

(10) Certifying staff shall carry the authorization document at all times and shall produce it on request from the Authority.

PART V
APPROVED MAINTENANCE ORGANISATION
OPERATING RULES

AMO maintenance procedures manual

26. (1) An approved maintenance organization (AMO) shall provide a maintenance procedures manual for use by themaintenance personnel.

(2) An AMO maintenance procedure manual and any subsequent amendments shall be approved by the Authority prior to use.

(3) An AMO maintenance procedures manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements for approval of an aircraft or aircraft component for return to service.

(4) An AMO maintenance procedures manual and any other manual it identifies shall-

- (a) include instructions and information necessary to allow the personnel to perform their duties and responsibilities with a high degree of safety;
- (b) be in a form that is easy to revise and contain a system which allows personnel to determine current revision status;
- (c) have the date of the last revision printed on each page containing the revision;
- (d) not be contrary to any laws of Swaziland or the operations specifications of the AMO; and
- (e) include a reference to appropriate civil aviation regulations.

(5) Without prejudice to the preceding provisions of this regulation, an AMO maintenance procedures manual shall contain the following information-

- (a) a statement signed by the accountable manager confirming that the AMO maintenance procedures manual and any associated manuals define the compliance of the AMO with this regulation and will be complied with at all times;
- (b) a list which describes the duties and responsibilities of the management personnel and the matters on which they may deal directly with the Authority on behalf of the AMO;
- (c) a procedure to establish and maintain a current list of the titles and names of the management personnel of the AMO accepted by the Authority;
- (d) an organization chart showing associated chains of responsibility of the management personnel;
- (e) a procedure to establish and maintain a current roster of certifying staff;
- (f) a description of the procedures used to establish the competence of maintenance personnel;
- (g) a general description of manpower resources;
- (h) description of the method used for the completion and retention of the maintenance records;
- (i) a description of the procedure for preparing the certificate of release to service and the circumstances under which the certificate of release to service is to be signed;
- (j) a description, when applicable, of additional procedures for complying with the maintenance procedures and requirements of air operators certificate (AOC) holder;
- (k) a description of the procedure for complying with the service information reporting requirement contained in regulation 38;
- (l) a description of the procedure for receiving, amending and distributing within the maintenance organization all necessary airworthiness data from the type certificate holder or the type design organization;
- (m) a general description of the facilities located at each physical address specified in the certificate of the AMO;
- (n) a general description of the scope of work of the AMO relevant to the extent of approval;

- (o) the notification procedure for the AMO to use when requesting the approval of changes to the organization of the AMO from the Authority;
- (p) the amendment procedure for the AMO maintenance procedures manual, including the submission to the Authority;
- (q) the procedures of the AMO, acceptable to the Authority, to ensure manual good maintenance practices and compliance with the requirements in these Regulations;
- (r) the procedures of the AMO to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedure to ensure good quality maintenance practices and airworthy aircraft and aircraft components; compliance monitoring shall include a feedback system, acceptable to the Authority, to the person or group of persons specified in regulation 19, and ultimately to the accountable manager to ensure, as necessary, corrective action; such feedback system shall be acceptable to the Authority;
- (s) AMO procedures for self-evaluations, including methods and frequency of such evaluations and procedures for reporting results to the accountable manager for review and action;
- (t) a list of operators, if appropriate, to which the AMO provides an aircraft maintenance service;
- (u) a list of organizations performing maintenance on behalf of the AMO; and
- (v) a list of the line maintenance locations of the AMO and procedures, if applicable.

(6) The list of personnel and certifying staff for sub-regulation (5) (b) and (5) e) may be separate from the AMO maintenance procedures manual, but shall be kept current and available for review by the Authority when requested.

(7) AMO personnel shall be familiar with those parts of the manuals that are relevant to the maintenance work they perform.

(8) An AMO shall specify in the AMO maintenance procedures manual that should amend the manual, particularly in the case where the manual consists of several parts.

(9) The quality manager of an AMO shall be responsible for-

- (a) monitoring the amendment of the AMO maintenance procedures manual, including associated procedures manuals; and

- (b) submitting proposed amendments to the Authority, unless the Authority has agreed, by a procedure stated in the amendment section of the procedures manual, that some defined class of amendments may be incorporated without approval by the Authority.
- (10) The AMO maintenance procedures manual shall address four main areas-
- (a) the management procedure covering the parts previously specified;
 - (b) the maintenance procedure covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard;
 - (c) the quality system procedures, including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel; and
 - (d) contracted AOC holder procedures and paperwork.
- (11) An AMO maintenance procedures manual shall be in a form set out in the First Schedule of these Regulations.

Maintenance procedures and independent quality system

27. (1) An approved maintenance organization (AMO) shall establish maintenance procedures acceptable to the Authority to ensure good maintenance practices and compliance with all relevant requirements in these Regulations, such that aircraft and aircraft components may be properly released to service.
- (2) The maintenance procedure established under sub-regulation (1) shall-
- (a) cover all aspects of maintenance activity and describe standards to which the AMO intends to work;
 - (b) take into account the aircraft and aircraft component design and AMO standards; and
 - (c) address the provisions and limitations of these Regulations.
- (3) An AMO shall establish an independent quality system, acceptable to the Authority, to monitor compliance with and adequacy of the procedures and by providing a system of inspection to ensure that all maintenance is properly performed.
- (4) The compliance monitoring specified in sub-regulation (3) shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager to ensure, as necessary, corrective action.
- (5) The quality system established under sub-regulation (3)-

- (a) may be an independent system under the control of the quality manager that evaluates the maintenance procedures and the correctness of the equivalent safety case process; and
 - (b) shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the AMO.
- (6) The quality system of an AMO shall be-
- (a) sufficient to review all maintenance procedures as described in the maintenance procedures manual in accordance with an approved program once a year for each aircraft type maintained;
 - (b) indicate when audits are due, when they are completed, and establish a system of audit reports which can be reviewed by the Authority on request.
- (7) The audit system established under sub-regulation (6) (b) shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.

Capability list

28. (1) An approved maintenance organization (AMO) shall prepare and retain a current capability list approved by the Authority.
- (2) An AMO shall not perform maintenance, preventive maintenance or modifications on an article until the article has been listed on the capability list in accordance with these Regulations.
- (3) A capability list specified in sub-regulation (2) shall identify each article by make and model, part number or other nomenclature designated by the article's manufacturer.
- (4) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the certificate of the AMO and only after the AMO has performed a self-evaluation in accordance with regulation 29(5).
- (5) An AMO shall perform the self-evaluation described in sub-regulation (4) to determine that the maintenance organization has all the facilities, equipment, material, technical data, processes, housing and trained personnel in place to perform the work on the article as required by this regulation.
- (6) If an AMO makes a determination under sub-regulation (5), it may list the article on the capability list.
- (7) The document of the evaluation described in sub-regulation (4) must be signed by the accountable manager and shall be retained on file by the AMO.
- (8) Upon listing an additional article on its capability list, the AMO shall send a copy of the list to the Authority.

(9) The capability list shall be available in the premises for inspection by the public and the Authority.

(10) The self-evaluations must be available in the premises for inspection by the Authority.

(11) An AMO shall retain a capability list and self-evaluation for two years from the date accepted by the accountable manager.

AMO privileges

29. (1) An approved maintenance organization (AMO) shall only carry out the following tasks as permitted by and in accordance with the AMO maintenance procedures manual-

- (a) maintain an aircraft or aircraft components for which it is rated at the locations identified in the approval certificate;
- (b) maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
- (c) describe the activities in support of a specific AOC holder where that (AOC) holder has requested the service of the AMO at locations other than the location identified on the AMO certificate and the AMO has been rated to maintain the aircraft of that specific AOC holder at the requested location in the AMO operation provisions approved by the Authority; and
- (d) issue a certificate of release to service in respect of paragraphs (a), (b) and (c) upon completion of maintenance in accordance with limitations applicable to the AMO.

(2) The AMO may maintain or alter any article for which it is rated at a place other than the AMO location if-

- (a) the function would be performed in the same manner as when performed at the AMO and in accordance with this Part; or
- (b) all necessary personnel, equipment, material and technical or approved standards are available at the place where the work is to be done; and
- (c) the maintenance procedure manual of the station specified approved procedures governing work to be performed at that place other than the location of the AMO.

AMO limitations

30. An approved maintenance organization (AMO) may maintain an aircraft or aircraft component for which it is approved when all necessary housing, facilities,

equipment, tools, material, approved technical data and certifying staff are available.

Certificate of release to service

31. (1) A certificate of release to service shall be issued by certifying staff when satisfied that all required maintenance of the aircraft or aircraft component has been properly carried out by the approved maintenance organization (AMO) in accordance with the maintenance procedures specified in the maintenance procedures manual.

(2) An aircraft component, which has been maintained off the aircraft, requires the issue of a certificate of release to service for such maintenance and another certificate of release to service in regard to being installed properly on the aircraft.

(3) A certificate of release to service shall contain-

- (a) basic details of the maintenance carried out;
- (b) the date such maintenance was completed; and
- (c) the identity, including the authorization reference, of the AMO and certifying staff issuing the certificate.

(4) A certificate of release to service is required-

- (a) before flight at the completion of any package of maintenance scheduled by the approved aircraft maintenance program on the aircraft, whether such maintenance took place as base or line maintenance;
- (b) before flight at the completion of any defect rectification, while the aircraft operates between scheduled maintenance; and
- (c) at the completion of any maintenance on an aircraft component when off the aircraft.

(5) A certificate of release to service shall contain the following statement: "Certifies that the work specified was carried out in accordance with current regulations and in respect of that work the aircraft or aircraft component is considered ready for release to service".

(6) A certificate of release to service shall reference the data specified in the manufacturer's or operator's instructions or the aircraft maintenance program which itself may cross-reference to a manufacturer's instruction in a maintenance manual, service bulletin, or other maintenance related document.

(7) Where instructions include a requirement to ensure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension

or test figure shall be recorded unless the instruction permits the use of GO or NO GO gauges and, it shall not be sufficient to state that the dimension or the test figure is within tolerance.

(8) Where extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarize the maintenance as long as there is a cross-reference to the work-pack containing full details of maintenance carried out.

(9) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date, flying hours, cycles, landings or some other relevant value as appropriate.

(10) Dimensional information shall be retained in the work-pack record.

(11) The person issuing the certificate of release to service shall use a full signature and preferably a certification stamp.

(12) Where a computer release to service system is used the Authority will need to be satisfied that only the particular person can electronically issue the certificate of release to service.

Maintenance records

32. (1) An approved maintenance organization (AMO) shall record, in a form acceptable to the Authority, all details of work carried out.

(2) An AMO shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific maintenance data used for repairs or modifications carried out.

(3) An AMO shall retain a copy of all detailed maintenance records and any associated maintenance data for two years from the date the aircraft or aircraft component to which the work relates was released from the AMO.

(4) A person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft or aircraft component shall-

- (a) make an entry in the maintenance record of that equipment showing-
 - (i) a description and reference to data acceptable to the Authority of work carried out;
 - (ii) the date of completion of the work carried out;
 - (iii) the name of the person performing the work if other than the person specified in this regulation;
 - (iv) the work performed on the aircraft or aircraft component has been performed satisfactorily, the signature, certificate

number and kind of certificate held by the person approving the work; and

(v) the authorized signature, which constitutes the approval for return to service, the AMO certificate number and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part or portions of the aircraft or parts;

(b) in addition to the entry specified in paragraph (a), enter on a form major repairs and the form executed by the person performing the work, in the manner prescribed by the Authority.

(5) No person shall describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless-

(a) using methods, techniques and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary and reassembled; and

(b) it has been tested in accordance with approved standards and technical data or in accordance with current standards and technical data acceptable to the Authority which have been developed and documented by the holder of the type certificate, supplemental type certificate or a material, part, process or appliance approval under a technical standard order (TSO).

(6) No person shall describe in any required maintenance entry or form, an aircraft or other aircraft components as being rebuilt unless it has been-

(a) disassembled, cleaned, inspected as permitted;

(b) repaired as necessary; and

(c) reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conform to new part tolerances and limits or to approved oversized or undersized dimensions.

(7) No person shall issue a certificate of release to service to any aircraft or aircraft component that has undergone maintenance, preventive maintenance, rebuilding, or modification unless-

(a) the appropriate maintenance record entry specified in sub-regulation (4) has been made; and

(b) the major repair and major modification form specified in sub-regulation (4) authorized by or furnished by the Authority has been executed in a manner prescribed by the Authority.

(8) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.

(9) A person approving return to service an aircraft or aircraft component, after any inspection performed in accordance with this regulation, shall make an entry in the maintenance record of that equipment containing the following information-

- (a) the type of inspection and a brief description of the extent of the inspection;
- (b) the date of the inspection and aircraft total time in service;
- (c) the authorized signature, an AMO certificate number, and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part or portions thereof;
- (d) if the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—"I certify that this aircraft has been inspected in accordance with (insert type of inspection) inspection and was determined to be in airworthy condition;"
- (e) if the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives or other approved data, the following or a similarly worded statement—"I certify that this aircraft has been inspected in accordance with (insert type of inspection) inspection and a list of discrepancies and unairworthy items dated (insert date) has been provided for the aircraft owner or operator;" and
- (f) if an inspection is conducted under an inspection programme provided for in this regulation, the entry shall identify the inspection program accomplished and contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular program.

(10) If the person performing any inspection required by this regulation finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives or other approved data upon which that aircraft airworthiness depends, that person shall give the owner or lessee a signed and dated list of those discrepancies.

Airworthiness data

33. (1) An approved maintenance organization (AMO) shall have airworthiness data appropriate to support the maintenance work performed on an aircraft or aircraft

component from the Authority, the design organization or any other approved design organization in the state of manufacture or state of design, as appropriate.

- (2) Maintenance documents include, but are not limited to-
 - (a) these Regulations;
 - (b) associated advisory material;
 - (c) airworthiness directives;
 - (d) maintenance manuals of manufacturers;
 - (e) repair manuals;
 - (f) supplementary structural inspection documents;
 - (g) service bulletins;
 - (h) service letters;
 - (i) service instructions;
 - (j) modification leaflets;
 - (k) aircraft maintenance programme;
 - (l) non destructive test manual; and
 - (m) airworthiness notices issued by the Authority.

(3) The Authority may classify data from another authority or organization as mandatory and may require an AMO to hold such data.

(4) Where an AMO modifies airworthiness data specified in sub-regulation (1) or (2) to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to the maintenance procedure manual for any such proposed modifications for acceptance.

(5) All airworthiness data used by an AMO shall be kept current and made available to all personnel who require access to that data to perform their duties.

(6) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.

(7) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aircraft components being maintained and for supervisors, mechanics, and certifying staff to refer to.

(8) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work program to enable easy access, unless the computer system can produce paper copies.

(9) Where microfilm or microfiche readers-printers are used, a similar requirement as specified in sub-regulation (8) is applicable.

Reporting of un-airworthy conditions

34. (1) An approved maintenance organization (AMO) shall report to the Authority, the aircraft design organization of the state of design any identified condition that could present a serious hazard to the aircraft.

(2) Reports shall be made on a form prescribed by the Authority and contain all pertinent information about the condition known to the AMO.

(3) Where the AMO is contracted by an air operator certificate (AOC) holder to carry out maintenance, that AMO shall report to the AOC holder any condition affecting the aircraft or aircraft component.

(4) Reports shall be made as soon as practicable, but in any case within three days of the AMO identifying the condition to which the report relates.

Inspections

35. (1) An approved maintenance organization (AMO) shall allow the Authority unlimited access to inspect an approved maintenance organization and any of its contract maintenance facilities at any time to determine compliance with these Regulations.

(2) Arrangements for maintenance, preventive maintenance or modifications by a contractor must include provisions for inspections of the contractor by the Authority.

(3) The Authority shall inspect an AMO at least once annually.

Performance standards

36. (1) An approved maintenance organization (AMO) that performs any maintenance, preventive maintenance, or modifications for an air operator certificate (AOC) holder certificated under the Civil Aviation Authority (Air Operator Certification and Administration) Regulations, having an approved maintenance programme or an approved continuous maintenance programme shall perform that work in accordance with the manuals of the AOC holder.

(2) Except as provided in sub-regulation (1), each AMO shall perform its maintenance and modification operations in accordance with the applicable standards in the Civil Aviation Authority (Airworthiness) Regulations.

(3) An AMO shall maintain, in current condition, all service manuals, instructions and service bulletins of the manufacturer that relate to the articles that it maintains or modifies.

(4) An AMO with an avionics rating shall comply with the requirements of these Regulations that apply to electronic systems and shall use materials that conform to approved specifications for equipment appropriate to its rating and test apparatus, shop equipment, performance standards, test methods, modifications and calibrations that conform to the specifications or instructions of the manufacturer, approved specification and if not otherwise specified, in accordance with good practices of the aircraft avionics industry.

PART VI GENERAL

Possession of the licences, certificates or authorization

37. A holder of a licence, certificate or authorization issued by the Authority shall have the licence, certificate or authorization in physical possession or at the work site when exercising the privileges of that licence, certificate or authorization.

Access for inspection

38. An approved maintenance organization (AMO) shall for the purpose of inspection-

- (a) grant the Authority unrestricted access to any of its organization premises, allied facilities and aircraft; and
- (b) ensure that the Authority is granted unrestricted access to any organization or facilities that it has contracted for services associated with maintenance of aircraft.

Drug and alcohol testing and reporting

39. (1) A person who performs any function requiring the approval of the Authority may be tested for drug or alcohol usage.

(2) Where the Authority or any person authorized by the Authority wishes to test a person referred to in sub regulation (1) for the percentage by weight of alcohol in the blood or for the presence of narcotic drugs, marijuana or depressant or stimulant drugs or substances in the body and that person-

- (i) refuses to submit to the test; or
- (ii) having submitted to the test, refuses to authorize the release of the test results,

the Authority may suspend or revoke the certificate of the approved maintenance organization (AMO) that employs that person.

(3) In determining whether to suspend or revoke the certificate of the AMO, the Authority shall consider all relevant factors, including-

- (a) whether the AMO had knowledge of the drug or alcohol use;
- (b) whether the AMO encouraged the person to refuse the drug or alcohol test;
- (c) whether the AMO dismissed the person who failed or refused the drug tests; or
- (d) the position that person held in the AMO.

(4) The Authority shall require the AMO to show cause why that person should not be dismissed from the employment of the AMO.

(5) A person who is convicted, whether in or outside Swaziland, for any offence relating to the growing, processing, manufacture, sale, disposition, possession, transportation or importation of narcotic drugs, marijuana or depressant or stimulant drugs or substances, shall be dismissed from the employment of the AMO.

(6) The Authority may suspend or revoke the certificate of an AMO that refuses to dismiss from its employment a person convicted under sub regulation (5).

Display of certificate

40. A holder of an approved maintenance organization (AMO) certificate shall display a valid certificate issued to the AMO to the public at all times.

Inspection of licences, certificates and authorizations

41. A person who holds a licence, certificate or authorization required by these Regulations shall present it for inspection upon a request by the Authority or any other person authorized by the Authority.

Change of name

42. (1) A holder of a certificate issued under these Regulations may apply to change the name on the certificate.

(2) The holder shall include with the request the current certificate and a legal document verifying the change of name;

(3) The Authority may change the certificate and issue a replacement thereof.

(4) The Authority shall return to the holder the original documents specified in sub-regulation 2 and retain copies of the documents and return the replaced certificate with an endorsement that it has been cancelled.

Change of address

43. (1) A holder of a certificate or authorization issued under these Regulations shall

notify the Authority of the change in the physical and mailing address and shall do so in the case of-

- (a) physical address, at least 14 days in advance; and
- (b) mailing address upon the change;

(2) A person who fails to notify the Authority of the change in the physical address, within the time frame specified in sub-regulation (1) shall not exercise the privileges of the certificate or authorization.

Replacement of documents

44. A person may apply to the Authority in the prescribed form for replacement of documents issued under these Regulations if the documents are lost or destroyed.

Suspension and Revocations of certificates

45. (1) The Authority may, where it considers it to be in the public interest, suspend provisionally, pending further investigation, any certificate, approval, permission, exemption or other document issued, granted or having effect under these Regulations.

(2) The Authority may, upon the completion of an investigation which has shown sufficient ground to its satisfaction and where it considers it to be in the public interest, revoke, suspend or vary any certificate, approval, permission, exemption or other document issued or granted under these Regulations.

(3) The Authority may, where it considers it to be in the public interest, prevent any person or aircraft from flying.

(4) A holder or any person having the possession or custody of any certificate, approval, permission, exemption or other documents which has been revoked, suspended or varied under these Regulations shall surrender it to the Authority within 14 days from the date of revocation, suspension or variation.

(5) The breach of any condition subject to which any certificate, approval, permission, exemption or any other document has been granted or issued under these regulations shall render the document invalid during the continuance of the breach.

Use and retention of certificates and records

46. (1) No person shall-

- (a) use any certificate, approval, permission, exemption or other document issued or required by or under these Regulations which has been forged, altered, revoked or suspended or to which that person is not entitled;
- (b) forge or alter any certificate, approval, permission, exemption or other document issued or required by or under these Regulations;

- (c) lend any certificate, approval, permission, exemption or other document issued or required by or under these Regulations to any other person; or
- (d) make any false representation for the purpose of procuring for that person or any other person the grant issue renewal or variation of any such certificate, approval, permission or exemption or other document.

(2) During the period for which it is required under these Regulations to be preserved, no person shall mutilate, alter, render illegible or destroy any records or any entry made therein, required by or under these Regulations to be maintained or knowingly make or procure or assist in the making of, any false entry in any such record or wilfully omit to make a material entry in such record.

(3) All records required to be maintained by or under these Regulations shall be recorded in a permanent and indelible material.

(4) No person shall purport to issue any certificate or any other document for the purpose of these Regulations unless that person is authorized to do so under these Regulations.

(5) No person shall issue any certificate of the kind referred to in sub-regulation (4) unless that person is satisfied that all statements in the certificate are correct and that the applicant is qualified to hold that certificate.

Reports of violation

47. (1) A person who knows of a violation of the Civil Aviation Authority Act, or any regulation or order issued under the Act shall report it to the Authority.

(2) The Authority will determine the nature and type of any additional investigation or enforcement action that need to be taken.

Enforcement of directions

48. A person who fails to comply with any direction given to that person by the Authority or by any authorized person under any provision of these Regulations shall be deemed for the purposes of these Regulations to have contravened that provision.

Aeronautical user fees

49. (1) The Authority may notify the fees to be charged in connection with the issue, validation, renewal, extension or variation of any certificate, licence or other document, including the issue of a copy or the undergoing of any examination, test, inspection or investigation or the grant of any permission or approval, required by or for the purpose of these Regulations or any orders, notices or proclamations made under these Regulations.

(2) Upon an application being made in connection with which any fee is

chargeable in accordance with sub-regulation(1), the applicant shall be required, before the application is entertained, to pay the fee so chargeable.

(3) If an application is withdrawn by the applicant or otherwise ceases to have effect or is refused after payment has been made, the Authority shall not refund the payment made.

Application of regulations to Government and visiting forces, etc.

50. (1) These Regulations shall apply to aircraft, not being military aircraft, belonging to or exclusively employed in the service of the Government and for the purposes of that application, the Department or other authority for the time being responsible for management of the aircraft shall be deemed to be the operator of the aircraft and in the case of an aircraft belonging to the Government, to be the owner of the interest of the Government in the aircraft.

(2) Except as otherwise expressly provided, the naval, military and air force authorities and member of any visiting force and property held or used for the purpose of that force shall be exempt from the provision of these regulations to the same extent as if the visiting force formed part of the military force of Swaziland.

Extraterritorial application of Regulations.

51. Except where the context otherwise requires, the provisions of these Regulations-

- (a) in so far as they apply, whether by express reference or otherwise, to aircraft registered in Swaziland, shall apply to that aircraft wherever they may be;
- (b) in so far as they apply, whether by express reference or otherwise, to other aircraft, shall apply to that aircraft when they are within Swaziland;
- (c) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything by any person in or by any member of, any aircraft registered in Swaziland, shall apply to those persons and crew, wherever they may be; and
- (d) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything in relation to any aircraft registered in Swaziland by other persons shall, where such persons are citizens of Swaziland, apply to them where ever they may be.

PART VII

OFFENCES AND PENALTIES

Contravention of Regulations

52. A person who contravenes any provision of these Regulations may have the licence, certificate, approval, authorization, exemption or other document revoked or

suspended.

Penalties

53. (1) If any of these Regulations, orders, notices or proclamations made under these Regulations is contravened in relation to an aircraft, the operator of that aircraft and the pilot in command, if the operator or the PIC is not the person who contravened that provision shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed to have contravened that provision unless the operator or pilot in command proves that the contravention occurred without their consent or connivance and that they exercised all due diligence to prevent the contravention.

(2) A person who contravenes any provision specified as an “A” provision in the Second Schedule commits an offence and is liable, on conviction to a fine not exceeding fifty thousand Emalangeni for each offence or to imprisonment for a term not exceeding one year or to both.

(3) A person who contravenes any provision specified as a “B” provision in the Second Schedule commits an offence and is liable on conviction to a fine not exceeding one hundred thousand Emalangeni for each offence or to imprisonment for a term not exceeding three years or to both.

(4) A person who contravenes any provision of these Regulations not being a provision referred to in the Second Schedule, commits an offence and is liable on conviction to a fine not exceeding one hundred thousand Emalangeni and in the case of a second or subsequent conviction for a similar offence to a fine not exceeding two hundred thousand Emalangeni.

PART VIII

EXEMPTIONS

Requirements for application

54. (1) A person may apply to the Authority for an exemption from any of these Regulations.

(2) An application for an exemption shall be submitted not less than 60 days before the proposed effective date, to obtain timely review.

(3) A request for an exemption shall contain the applicant's-

- (a) name;
- (b) physical address and mailing address;
- (c) telephone number;
- (d) fax number if available; and
- (e) email address if available;

- (4) The application shall be accompanied by a fee specified by the Authority.

Substance of the request for exemption

55. (1) An application for an exemption shall contain the following-
- (a) a citation of the specific requirement from which the applicant seeks exemption;
 - (b) an explanation of why the exemption is needed;
 - (c) a description of the type of operations to be conducted under the proposed exemption;
 - (d) the proposed duration of the exemption;
 - (e) an explanation of how the exemption would be in the public interest, that is, benefits the public as a whole;
 - (f) a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question; and
 - (g) a review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware.
- (2) Where the applicant seeks emergency processing, the application shall contain supporting facts and reasons that the application was not timely filed and the reasons it is an emergency.
- (3) The Authority may deny an application if the Authority finds that the applicant has not justified the failure to apply for an exemption on time.

Review, Publication and Issue or Denial of the Exemption

Initial review by Authority

56. (1) The Authority shall review the application for accuracy and compliance with the requirements of regulations 54 and 55.
- (2) If the application appears on its face to satisfy this regulation and the Authority determines that a review of its merits is justified, the Authority will publish a detailed summary of the application in either the Gazette, aeronautical information circular or at least one local daily newspaper for comment and specify the date by which comments shall be received by the Authority for consideration.
- (3) Where the filing requirements of regulations 54 and 55 have not been met, the Authority will notify the applicant and take no further action until the applicant corrects the application and re-files it in accordance with these Regulations.
- (4) If the request is for emergency relief, the Authority shall publish the application or the decision of the Authority as soon as possible after processing the

application.

Evaluation of the request

57. (1) After initial review, if the filing requirements have been satisfied, the Authority shall conduct an evaluation of the request to determine-

- (a) whether an exemption would be in the public interest;
- (b) whether the proposal of the applicant would provide a level of safety equivalent to that established by the regulation, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the technical resources of the Authority, the Authority may deny the exemption on that basis;
- (c) whether a grant of the exemption would contravene the applicable ICAO Standards and Recommended Practices; and
- (d) whether the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

(2) The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation and decision to grant or deny the request.

(3) The summary referred to in sub-regulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) If the exemption affects a significant population of the aviation community of Swaziland the Authority shall publish the summary in aeronautical information circular.

PART IX

TRANSITION AND SAVINGS

Transition and savings

57. A valid licence, certificate, permit or authorization issued or granted by the Authority before the commencement of these Regulations shall remain operational until it expires or is revoked, annulled or replaced.

FIRST SCHEDULE (regulation 26 (11))

MAINTENANCE PROCEDURES FORMAT

PART 1—MANAGEMENT

- 1.1 Corporate commitment by the accountable manager
- 1.2 Management personnel
- 1.3 Duties and responsibilities of the management personnel
- 1.4 Management Organization Chart
- 1.5 List of certifying staff. Note: A separate document may be referenced

- 1.6 Manpower resources
- 1.7 General description of the facilities at each address intended to be approved.
- 1.8 Organization's intended scope of work
- 1.9 Notification procedure to the Authority regarding changes to the organization's activities/approval/ location personnel
- 1.10 Manual amendment procedures

PART 2—MAINTENANCE PROCEDURES

- 2.1 Supplier evaluation procedure
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternate tools)
- 2.7 Cleanliness standards of maintenance facilities
- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
- 2.9 Repair procedure
- 2.10 Aircraft maintenance program compliance
- 2.11 Airworthiness Directives procedure
- 2.12 Optional modification procedure
- 2.13 Maintenance documentation in use and completion of same
- 2.14 Technical record control
- 2.15 Rectification of defects arising during base maintenance
- 2.16 Release to service procedure
- 2.17 Records for the air carrier
- 2.18 Reporting of defects to the Authority/Operator/ Manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Reference to specific maintenance procedures such as:
 - (i) Engine running procedures,
 - (ii) Aircraft pressure run procedures,
 - (iii) Aircraft towing procedures,
 - (iv) Aircraft taxiing procedures.

PART L2

ADDITIONAL LINE MAINTENANCE PROCEDURES

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
- L2.2 Line maintenance procedures related to servicing/fuelling/ de- icing, etc.
- L2.3 Line maintenance control of defects and repetitive defects
- L2.4 Line procedure for completion of technical log
- L2.5 Line procedure for pooled parts and loan parts
- L2.6 Line procedure for return of defective parts removed from aircraft

PART 3

QUALITY SYSTEM PROCEDURES

- 3.1 Quality audit of organization procedures
- 3.2 Quality audit of aircraft
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff qualification and training procedures
- 3.5 Certifying staff records
- 3.6 Quality audit personnel
- 3.7 Qualifying inspectors
- 3.8 Qualifying mechanics
- 3.9 Exemption process control
- 3.10 Concession control for deviation from organizations' procedures
- 3.11 Qualification procedure for specialized activities such as non-destructive testing, welding, etc.
- 3.12 Control of manufacturers' working teams

PART 4 DOCUMENTATION

- 4.1 Contracted air operators
- 4.2 Air operator procedures and paperwork
- 4.3 Air operator record completion

PART 5 APPENDICES

- 5.1 Sample of documents
- 5.2 List of subcontractors
- 5.3 List of line maintenance locations

SECOND SCHEDULE (Regulation 58)

PENALTIES

REG. NO	TITLE	PART
4	Certificate and specific operating provisions	B
5	Advertising	B
8(2)	Validity and renewal of certificates	A
24	Rest and duty limitations for persons performing maintenance functions in an AMO	A
25	Records of certifying staff	A
26	AMO maintenance procedures manual	A
29(1)	AMO privileges	B
31	Certificate of release to	B

	service	
32	Maintenance records	B
33	Airworthiness data	A
34	Reporting of unairworthy conditions	A
35	Inspections	B
40	Display of certificate	A
46	Use and retention of certificates and records	B
48	Enforcement of directions	A

N. Dlamini
Minister of Public Works and Transport