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AMO – 15 MAINTENANCE ARRANGEMENTS

15.1 PURPOSE

This chapter provides guidance for the Airworthiness Inspector to use in accepting an AMO's Maintenance Contracting Arrangements.

15.2 REGULATION

The authority for an AMO to sub contract out maintenance is specified in LCAR Part 6 6.5.1.1 (d) (21) states 'The: AMO shall provide an Approved Maintenance Procedures Manual for use by the organization, containing the following information:

(21) A list of organizations performing maintenance on behalf of the AMO."

LCAR part 6 in 6.5.1.4 (b) states "An AMO may not contract out the (maintenance) of a complete type-certificated product to a non-approved maintenance organization."

LCAR part 6, 6.5.1.4 (c) states: "The AMO may maintain or alter any article for which it is rated at a place other than the AMO, if

- (1) The function would be performed in the same manner as when performed at the AMO and in accordance with this Subpart;
- (2) All necessary personnel, equipment, material, and technical and/or approved standards are available at the place where the work is to be done; and
- (3) The maintenance procedure manual of the AMO sets forth approved procedures governing work to be performed at a place other than the AMO.


15.3 Details

From the above rules it is clear that an AMO may contract out maintenance to any organisation subject to the following conditions:

If the organisation is not an appropriately rated AMO it must supervise the maintenance to such a level that will assure it that all maintenance has been carried out in accordance with the specified standards and requirements. To be able to do this the AMO must employ staff with the required expertise to ensure standards are being met.

15.4 AUDIT GUIDELINES

AMO-15 Maintenance Arrangements	
1	Has the AMO developed specific and administrative approval procedures governing maintenance arrangements to entered into by the AMO? <ul style="list-style-type: none"> • If not, are contracts submitted individually to the Minister for approval?
2	Does the AMO contracting out the work specify the tasks to be performed? Do they also specify who is responsible for the completion and certification of the work to be performed?
3	Where the work is undertaken by a non-approved organization, who is responsible to certify the work? <ul style="list-style-type: none"> • Did the AMO personnel certifying the work have "direct supervision" over the person from the organization tasked with completion of the work?

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4	<p>Is the quality assurance group involved in assessing the contract before it's awarded?</p> <ul style="list-style-type: none"> • Does QA audit the proposed contractor for facilities, work scope and capabilities prior to the work starting? • Are all parties' responsibilities clearly defined in the manual and the contract?
5	Have the applicability and authority of the publications been delineated in the contract?
6	<p>Has the AMO adopted any of contract facility publications, i.e. repair methods and techniques?</p> <ul style="list-style-type: none"> • Do these methods / techniques require CAA approval?
7	Does the contract include capturing information which may effect an approved reliability program, therefore required to be submitted to the aircraft or aeronautic products owner?
8	Does the sub contractor in turn, subcontract any part of the work?
9	Have all phases of the subcontractor's arrangements been investigated using the same procedures as for the main contractor?
10	Does the organization follow the policy and procedures specified in the manual?
11	Where the work is to be performed outside of the Lao PDR, has the person been approved by a manual approved under the Foreign States' requirements?