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THE CIVIL AVIATION ACT

(Cap. 394)

**THE CIVIL AVIATION (APPROVED MAINTENANCE
ORGANIZATION) REGULATIONS, 2025**

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THE CIVIL AVIATION ACT

(Cap. 394)

IN EXERCISE of powers conferred by section 82 of the Civil Aviation Act, 2013, the Cabinet Secretary for Roads and Transport makes the following Regulations—

THE CIVIL AVIATION (APPROVED MAINTENANCE ORGANIZATIONS) REGULATIONS, 2025

PART I—PRELIMINARY

1. These Regulations may be cited as the Civil Aviation (Approved Maintenance Organization) Regulations, 2025. Citation.

2. In these Regulations, unless the context otherwise requires— Interpretation.

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

“accountable executive” means the person who is accountable to the Authority on behalf of the organization and has the final responsibility for the effective and efficient performance of the maintenance organization;

“Act” means the Civil Aviation Act, 2013; Cap. 394.

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

“aeroplane” means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;

“aircraft” means any machine that can derive 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 power plant 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 power plant) and landing gear of an aircraft and their accessories and controls;

“airworthy” means the status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a position for safe operation;

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

“AMO” means Approved Maintenance Organization;

“AOC” means Air Operator Certificate;

“appliance” means any 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, power plant, or propeller;

“appropriate airworthiness requirements” means the comprehensive and detailed airworthiness code established, adopted or accepted by the Authority for the class of aircraft, engine or propeller under consideration;

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

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

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

“Approved Maintenance Organization” means an organization approved to perform specific aircraft maintenance activities by the Authority;

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

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

“Authority” means the Kenya Civil Aviation Authority;

“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;

“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, fiber-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 such 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);

“Engine” means a unit used for aircraft propulsion. It consists of at least those components and equipment’s necessary for functioning and control, but excludes the propellers/rotors, if applicable;

“facility” means a physical plant, including land, buildings, and equipment, which provides 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—

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

“Limited-Rating” means rating issued to an approved maintenance organization for the performance on particular makes and

models of sub-parts of the airframes, power plants, propellers, radios, instruments, accessories or parts;

“maintenance” means the performance of tasks on an aircraft, engine, propeller or associated part required to ensure the continuing airworthiness of an aircraft engine, propeller or associated part including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair;

“maintenance organization’s procedures manual” means a document endorsed by the head of the maintenance organization which details the maintenance organization’s structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems;

“maintenance records” means records that set out the details of the maintenance carried out on an aircraft, engine, propeller or associated part;

“maintenance release” means a document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner in accordance with appropriate airworthiness requirements;

“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, power plant 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, power plant, operation flight characteristics, or other qualities affecting airworthiness or environmental characteristics, or that will be embodied in the product using non-standard practices;

“minor modification” means a modification other than a major modification;

“minor repair” means a repair other than major repair;

“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 the system consisting of all the engines, drive system components (if applicable), and propellers (if installed), their accessories, ancillary parts, and fuel and oil systems installed on an aircraft but excluding the rotors for a helicopter;

“prescribed” means prescribed by the Authority;

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

“quality system” means documented organizational procedures and policies, internal audits of those policies and procedures, management review and recommendation for quality improvement;

“repair” means the restoration of an aircraft, engine, propeller or associated parts to an airworthy condition in accordance with the appropriate airworthiness requirement after it has been damaged or subjected to wear;

“scope of approval” means the approval of class, ratings and limitations issued to the maintenance organization and subject to the conditions specified in the maintenance organization procedures manual;

“State of Design” means the State having jurisdiction over the organization responsible for the type design;

“State of Manufacture” means the State having jurisdiction over the organization responsible for the final assembly of the aircraft, engine or propeller;

“State of Registry” means the State on whose register an aircraft is entered;

“Tribunal” means the National Civil Aviation Administrative Review Tribunal established under the Act;

“type certificate” means a document issued by a contracting state to define the design of an aircraft, engine or propeller type and to certify that this design meets the appropriate airworthiness requirements of that state; and

“type design” means the set of data and information necessary to define an aircraft, engine or propeller type for the purpose of airworthiness determination.

3. (1). These Regulations shall apply to the approval of organization involved in the maintenance of aircraft, engines, propellers and associated parts, and to all persons operating or maintaining aircraft registered in Kenya, wherever they may be. Application.

(2) Notwithstanding the provision of sub regulation (1), these Regulations do not prevent the maintenance organization from performing maintenance on an aircraft which is not under the responsibility of the Authority, including aircraft not registered in any Contracting State.

PART II—CERTIFICATION

4. (1) A person shall not operate as an Approved Maintenance Organization without or in violation of an Approved Maintenance Organization Certificate issued under these Regulations. Approval Certificate and Scope of approval.

(2) An AMO may perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, engine, propeller, appliance, component or part, only for the class rating and within the limitations placed in its Scope of Approval.

(3) A Maintenance Organization's Approval certificate shall consist of—

- (a) an AMO certificate for public display issued by the Authority; and
- (b) scope of approval issued by the Authority containing the classes, ratings, limitations and conditions of approval applicable to the AMO.

(4) An AMO certificate shall contain the information as set out in the First Schedule of these Regulations.

(5) The AMO Certificate shall be in a format prescribed in the First Schedule of these Regulations.

(6) The Scope of approval shall contain the information as set out in the First Schedule of these Regulations.

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

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

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

(3) When the advertising of an AMO indicates that it is approved, the advertisement shall clearly state the AMO's approval reference number.

6. (1) Approval of organizations involved in the maintenance of aircraft, engines, component and specialized maintenance shall undergo a certification process specified by the Authority.

Application for an AMO Certificate.

(2) An applicant for approved maintenance organization certificate shall submit a completed application form and certification package specified by the Authority.

(3) An applicant for amendment of an existing approved maintenance organization approval certificate shall submit a completed application form and in a manner specified by the Authority.

7. An applicant may be issued an AMO approval certificate if after demonstration and inspection, the Authority finds that the applicant—

Issue of an AMO Certificate.

- (a) meets the applicable regulations and standard for AMO approval certificate;
- (b) is properly and adequately equipped for the performance of maintenance of aircraft, engines, components and specialized maintenance for which it seeks approval;
- (c) has paid prescribed fees to the Authority as appropriate.

8. (1) A certificate issued to an AMO shall be valid for a period of twenty four months from the date of current issue or a shorter period specified by the Authority unless—

Validity and renewal of the certificate.

- (a) it is amended, suspended, revoked, canceled, superseded or otherwise terminated by the Authority; or
- (b) the AMO surrenders the certificate to the Authority.

(2) A person issued with an AMO certificate shall upon amendment, suspension, revocation, cancelation or termination of the certificate return the certificate to the Authority within fourteen days after a notice to that effect.

(3) An application for renewal of a maintenance organization approval 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 six or more months after the expiry of a maintenance organization approval certificate, the application procedure provided for in regulation 6 shall apply.

(5) Subject to sub-regulation (1)(a), a certificate issued to an AMO in another Contracting State approved under these Regulations,

shall be valid for two years from the date of current issue or renewal or for a shorter period prescribed as long as the AMO certificate issued by their National Authority is valid.

9. The continued validity of the approval certificate is dependent upon—

Continued validity of approval.

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

10. (1) An AMO shall notify the Authority in writing of any changes listed to enable the Authority to determine compliance with these Regulations.

Changes to the AMO and approval certificate amendments.

(2) An AMO shall notify the Authority for approval or acceptance prior to effecting the changes on—

- (a) the name of the AMO;
- (b) the location of the AMO;
- (c) the ratings held by the AMO, whether granted by the Authority or held through an AMO certification issued by another contracting State;
- (d) additional locations of the organization;
- (e) the housing, facilities, equipment, tools, material, procedures, work scope, and certifying staff that could affect the AMO rating or ratings;
- (f) items in the AMO Procedures Manual;
- (g) the list of management personnel identified and described in the AMO Procedures Manual.

(3) The Authority may amend the AMO certificate if the AMO notifies the Authority of a change in—

- (a) location or housing and facilities;
- (b) additional locations of the organization;
- (c) rating, including deletions;
- (d) items in the AMO Procedures Manual; or

(e) name of the organization.

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

(5) A maintenance organization approval certificate may be suspended by the Authority if changes in items under sub-regulation (2) have been made by the AMO without notifying the Authority.

(6) An application for the amendment of an existing AMO certificate shall be made in a form and the specified manner, and where applicable, the AMO shall submit the required amendment to the Maintenance organization's procedures manual to the Authority for approval.

(7) The Authority may accept in whole or in part a maintenance organization approval issued by another contracting state in a manner and process prescribed by the Authority.

(8) In the case of sub-regulation (7), the Authority shall liaise with the contracting state that issued the maintenance organization approval certificate.

11. The following classes and ratings may be authorized to an AMO certificated under these Regulations—

Classes and ratings of the AMO.

(a) Class A - Aircraft maintenance where the following ratings defines the scope for aircraft maintenance—

- (i) A1: Aeroplane above 5700kilograms;
- (ii) A2: Aeroplane 5700kilograms and below;
- (iii) A3: Helicopter;
- (iv) A4: Other kind of aircraft including, Glider, Balloon, airship, and light sport aircraft;

(b) Class B- Engine maintenance where the following ratings defines the scope for engine maintenance—

- (i) B1: Turbine engines;
- (ii) B2: Piston engines;
- (iii) B3: APU;

(c) Class C - component maintenance defined by referring to the Standard numbering system (SNS) code for identifying the aircraft system applicable to the rating as specified by the Authority;

(d) Class D - Specialized maintenance where the following ratings which are based on specific methods or techniques shall be used to further define the scope for specialized maintenance—

- (i) D1: Non – destructive testing NDT;
- (ii) D2: Welding;
- (iii) D3: Composite material maintenance;
- (iv) D4: Surface treatment (peening, plating, painting, etc.);
- (v) D5: Other- unique processes accepted/ approved by the Authority.

12. (1) The Authority may issue limitation in the scope of approval if required for aircraft, engine, components or specialized maintenance as specified in regulation 11 and where the limitations are described in the approved maintenance organization's procedures manual or capability list, a reference to the manual shall be included in the Scope of Approval.

Limitation to AMO.

(2) A specialized service rating may be issued to an AMO to perform specific maintenance or processes and the scope of approval 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.

13. Except for functions that are contracted out, each certified AMO shall demonstrate to the Authority access to facilities, equipment, material, technical data, processes, housing, and trained personnel so that the scope of approval as appropriate to the class, rating or limitation held or applied for, can be performed as required.

AMO Capability.

14. (1) An AMO may contract its maintenance functions to another Approved Maintenance Organization provided that—

Contracted maintenance functions.

- (a) the contracted AMO shall be appropriately rated and capable of performing the work contracted for; and
- (b) the AMO must ensure that the contracted maintenance work to be performed shall be in the form of a written maintenance contract acceptable to the Authority detailing the required maintenance functions and must be available for inspection by the Authority.

(2) An AMO may contract maintenance functions to an organization which is not approved by the Authority provided that the AMO meets the following conditions—

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

15. An Approved Maintenance Organizations providing services to operators of aeroplanes or helicopters engaged in commercial air transport shall implement a safety management system acceptable to the Authority in accordance with the Civil Aviation (Safety Management) Regulations.

Safety
Management.

PART III—FACILITIES

16. An AMO shall have technical data, personnel, facilities, equipment, tools and materials to perform the work for which it is approved.

General.

17. (1) Facilities shall be provided as appropriate for all planned work ensuring, in particular, protection from weather, however facilities do not have to be the property of the AMO, they could be available by contract arrangements but the certificate holder has to demonstrate that he has necessary access via contractual agreement acceptable to the Authority.

Facilities.

(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 available for personnel and particularly those engaged in 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) The facilities shall provide security and the storage arrangements or special facilities shall be provided in order to prevent deterioration and damage to stored items.

(7) Storage conditions shall be such that unauthorized access to serviceable parts is prevented and that there is complete segregation of serviceable and unserviceable parts.

(8) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate and enclose the largest aircraft the AMO is rated for, during maintenance activities.

(9) Where the hangar is not owned by the 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 program;
- (c) update the aircraft hangar visit plan on a regular basis;
- (d) ensure that aircraft component maintenance and 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.

(10) Aircraft maintenance personnel shall be provided with an area where they may study maintenance instructions and complete maintenance records in a manner acceptable to the Authority.

(11) Hangars used to house aircraft together with office accommodation shall be such as to have 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.

(12) Where a particular maintenance task requires the application of specific environmental conditions different from those specified in subregulation (11), such specific conditions shall be observed as specified in the approved maintenance instructions.

(13) 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.

(14) 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.

(15) Storage facilities for serviceable aircraft components shall be secure, clean, well-ventilated, maintained at an even dry temperature to minimise the effects of condensation and segregated from unserviceable components or parts.

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

18. (1) An 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.

Equipment, tools
and material.

(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 accept a prior arrangement from an AMO that does not possess specific tools and equipment for maintenance or repair of an aircraft or aircraft component specified in the AMO's certificate, if the tools and equipment can be acquired temporarily, by prior arrangement and be under 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 reacquire 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-regulation (6), in the case of foreign manufactured tools, equipment and test equipment, the standard provided by the country of manufacture may be used if accepted 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 Organization's Procedures Manual if it intends to use equivalent tools, equipment or test equipment other than that recommended by the manufacturer; and
- (b) the AMO shall have a program 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 manufacturer's recommended tools, equipment or test equipment;

- (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
- (v) 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 either a primary, secondary or transfer standard 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.

PART IV—ADMINISTRATION

19. (1) A maintenance organization shall nominate an accountable executive who, irrespective of other functions, is accountable on behalf of the organization.

AMO personnel
and training
requirement.

(2) The accountable executive shall nominate a management person or group of persons, acceptable to the Authority, whose responsibilities include ensuring that the AMO is in compliance with these Regulations.

(3) The nominated manager shall represent the maintenance management structure of the AMO and shall be responsible for all functions specified in these Regulations.

(4) A nominated manager shall be directly responsible to an Accountable Executive who shall be acceptable to the Authority.

(5) An AMO shall employ sufficient and necessary personnel to plan, perform, supervise, inspect, and release the maintenance work to be performed in accordance with the AMO approval.

(6) The maintenance organization shall establish the competence of the maintenance personnel in accordance with procedures and to a level acceptable to the Authority.

(7) A person signing the maintenance release shall meet the qualification requirements specified in the Civil Aviation (Personnel Licensing) Regulations.

(8) The maintenance and certifying personnel shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities in accordance with a training program approved by the Authority.

(9) The maintenance and certifying personnel shall receive continuation training biennially to ensure that such staff have up-to-date knowledge of relevant technology, change in standard of aircraft or aircraft component maintained, organizational procedure and human factor issues:

(10) Notwithstanding the period under subregulation (9), where the manufacturer or training organization has provided a shorter or longer period, the specified time shall apply.

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

(12) An AMO's functions shall be subdivided under individual managers or combined in any number of ways, dependent upon the complexity of the proposed operation of the AMO.

20. (1) The AMO shall have qualified and experienced personnel to manage the various functions and responsibilities of the AMO referred under regulation 21 and covered by their approval with proven competence in civil aviation and available to serve in the following positions or equivalent—

Management
Personnel
required for
Approved
Maintenance
Organization
(AMO).

- (a) Base Maintenance Manager;
- (b) Line Maintenance Manager;
- (c) Workshop Manager;
- (d) Quality Manager; and

(e) Safety Manager.

(2) One or more of the above positions may be combined subject to approval by the Authority.

(3) For the purpose of sub-regulation (1), “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 maintenance organization shall employ the necessary personnel to plan, perform, supervise, inspect and release the maintenance work to be performed.

(5) The AMO shall make temporal 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 except for the accountable executive shall not serve in any other AMO management position unless approved by the Authority.

21. (1) The Management Personnel required for an approved maintenance organization shall have the qualifications and responsibilities set out under this regulation.

Qualifications and responsibilities of AMO Personnel.

(2) The accountable executive shall—

- (a) have knowledge, background and appropriate experience in aviation management;
- (b) have knowledge of the Act and Regulations made thereunder, and materials published by the Authority that are applicable to aircraft maintenance; and
- (c) have knowledge of the organization’s maintenance procedures.

(3) The accountable executive’s authorities and responsibilities shall include—

- (a) full authority for human resources issues;
- (b) authority for major financial issues;
- (c) direct responsibility for the conduct of the organizations affairs;
- (d) final authority over operations under certificate of approval;
- (e) final responsibility for all safety issues;

- (f) final responsibility for the effective performance of the organization;
- (g) ensuring compliance with the terms and conditions of the approval;
- (h) corporate authority for ensuring that all the necessary resources are available to support the organization approval.

(4) The accountable executive shall notify the Authority when he or she delegates part of his or her responsibility in writing to another person in a management position within the organization.

(5) The Base Maintenance Manager shall —

- (a) be a licensed maintenance engineer with type ratings;
- (b) have at least seven years' experience in maintenance of operating aircraft in an approved organization including three years in the capacity of returning aircraft to service on similar classes and ratings for which the AMO has applied for or is approved; and
- (c) have successfully completed a supervisory or management training.

(6) The Line Maintenance Manager shall be responsible for ensuring that all maintenance required to be carried out under the line maintenance, including line defect rectification, is performed to the required standards, and any corrective action resulting from quality compliance monitoring.

(7) The Base Maintenance Manager shall, dependent upon the scope of approval of an AMO, be responsible for ensuring that all maintenance carried out under base is carried out in accordance with the approved maintenance schedule or programme.

(8) The Line Maintenance Manager shall —

- (a) be a licensed aircraft maintenance engineer with type ratings; and
- (b) have at least seven years' experience in maintenance of operating aircraft in an approved organization including three years in the capacity of returning aircraft to service on similar classes and ratings for which the AMO has applied for or is approved; and
- (c) have successfully completed a supervisory or management training.

(7) The Workshop Manager shall—

- (a) have a degree or diploma in engineering in that related field or a licensed aircraft maintenance engineer;
- (b) have OEM or approved training as applicable on the most complex engine, components or specialized classes and ratings applied for or approved;
- (c) have at least seven years' experience in maintaining the most complex engines, components or specialized classes and ratings applied for or approved, including three years in the capacity of issuing maintenance release; and
- (d) have successfully completed a supervisory or management training.

(9) 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 is performed to required standards.

(10) The Quality Manager shall—

- (a) be a holder of aircraft maintenance engineers license or a degree or a diploma in aeronautical engineering;
- (b) have at least seven (7) years' experience in the field of aircraft maintenance of which three years should have been acquired in a quality department in aviation industry;
- (c) have successfully completed training in quality management; and
- (d) have successfully completed a supervisory or management training.

(11) A Quality Manager shall be responsible for monitoring the AMO's compliance and coordinating the activities required to meet these Regulations.

(12) The Safety Manager shall—

- (a) have a degree or diploma or licensed holder in aviation related field;
- (b) be a technically qualified person in the field of aircraft maintenance or flight operations;
- (c) have at least five (5) years' experience in the field of aircraft maintenance or flight operations;

(d) have successfully completed a training on safety management systems in an institution recognized by the Authority;

(e) have successfully completed a supervisory or management training Acceptable to the Authority.

(13) The Safety Manager shall be responsible for the implementation and maintenance of an effective safety management systems in accordance with the Civil Aviation (Safety Management) Regulations.

22. (1) An AMO shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and release the maintenance work to be performed in accordance with the approval. Man hours.

(2) The organisation shall have a procedure to reassess work intended to be carried out when actual staff availability is less than the planned staffing level for any particular work shift or period.

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

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

(5) The AMO shall have sufficient planning staff to plan, monitor and evaluate man-hour requirements.

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

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

(4) The AMO shall have a system of qualifying assessors specified in sub-regulation (1) and specify the assessment procedure in the maintenance organization's procedures manual.

24. (1) Initial and continuing training of maintenance and certifying personnel shall be performed by the AMO or an Approved training organization selected by the AMO and acceptable to the Authority.

Training of maintenance and certifying staff.

(2) An AMO shall establish the curriculum and standards for training of maintenance and certifying 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 maintenance and certifying personnel 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 and certifying personnel 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 that 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 certifying staff's tasks.

25. (1) A person shall not—

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

- (a) assign maintenance functions for aircraft unless the assignee has had a minimum rest period of eight hours prior to the beginning of duty;
- (b) schedule a person performing maintenance functions on an aircraft for more than twelve consecutive hours of duty.

(2) A person shall not—

- (a) perform maintenance functions on an aircraft unless that person has had a minimum rest period of eight hours prior to the beginning of duty; or
- (b) perform maintenance functions on an aircraft for more than twelve consecutive hours of duty; and
- (c) perform maintenance functions for aircraft for more than twelve 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 sixteen consecutive hours; or
- (b) twenty hours in twenty-four consecutive hours.

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

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

26. (1) An AMO shall maintain a roster of all management, supervisory, inspection and certifying staff, which includes details of the scope of their authorisation and the certifying staff shall be notified in writing of the scope of that authorization.

Record of
maintenance and
certifying staff

(2) The following minimum information shall be kept on record in respect of each maintenance and 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 (for certifying staff);
- (i) date of first issue of the authorization;
- (j) expiration date of the authorisation, where appropriate;
and
- (k) identification number of the authorization.

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

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

(5) The maintenance and 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 maintenance and certifying staff for at least two years following a date on which a staff has ceased employment with the AMO or upon withdrawal of the certifying staff authorisation.

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

(9) The authorisation document issued to the maintenance and certifying staff under this regulation shall be in a style that makes its scope clear to maintenance and 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 be required to carry the authorisation document at all times and shall produce it on request from the Authority.

PART V—AMO OPERATING RULES

27. (1) A maintenance organization shall provide for the use and guidance of maintenance personnel concerned a procedures manual which may be issued in separate parts.

Maintenance organization's procedures manual.

(2) A Maintenance Organization's Procedures Manual and any subsequent amendments shall be approved by the Authority prior to use.

(3) A Maintenance Organization's Procedures Manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements for an approval of an aircraft, engines, component or specialized service for return to service.

(4) A Maintenance Organization's 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 these Regulations or the AMO's scope of approval; and
- (e) include a reference to appropriate civil aviation Regulations.

(5) Without prejudice to the preceding provisions of this regulation, a Maintenance Organization's Procedures Manual shall contain the following information—

- (a) a statement signed by the Accountable Executive confirming that the Maintenance Organization's Procedures Manual and any associated manuals define the AMO's compliance 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 AMO's management personnel 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 and to a level acceptable to the Authority and where the person signing the maintenance release is a non-licensed person, the person shall meet the qualification requirements specified in the Civil Aviation (Personnel Licensing) Regulations;
- (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 maintenance release and the circumstances under which the maintenance release is to be signed;
- (j) a description, when applicable, of additional procedures for complying with an AOC holder's maintenance procedures and requirements;
- (k) a description of the procedures for complying with the service information reporting requirement contained in regulation 36;
- (l) a description of the procedure for receiving, assessing amending and distributing within the maintenance organization all necessary airworthiness data from the organization responsible for the type design;
- (m) a general description of the facilities located at each physical address specified in the AMO's certificate;
- (n) a general description of the scope of work authorized under the organization's terms of approval;
- (o) the notification procedure for the AMO to use when requesting for approval of changes to the organisation from the Authority;
- (p) the amendment procedure for the AMO Maintenance Organization Procedures Manual, including the submission to the Authority;
- (q) the AMO's procedures, acceptable to the Authority, to ensure manual good governance practices and compliance with the requirements of these Regulations;
- (r) a description of the organization's procedures and quality or inspection systems procedures to establish and maintain an

independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance procedures and airworthy aircraft and aeronautical products, compliance monitoring shall include a feedback system, to the person or group of persons specified in regulation 21, and ultimately to the Accountable Executive to ensure, as necessary, corrective action, in such a system 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 Executive for review and action;
- (t) a list of operators and description, when applicable, of the additional procedures for complying with an operator's maintenance procedures and requirements to which the organization provides aircraft maintenance service;
- (u) a list of organisations and description, when applicable, of contracted activities;
- (v) a list of the AMO's line maintenance locations and procedures, where applicable; and
- (w) a description of the procedures for implementing changes affecting the approval of the maintenance organization.

The list of personnel and certifying staff for sub-regulation (5)(b) and (5)(e) may be separate from the AMO Maintenance Procedures, 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 Organization Procedures Manual who 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 Maintenance Organization 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 Maintenance Organization Procedures Manual, that some defined class of amendments may be incorporated without prior approval by the Authority.

(10) The AMO Maintenance Organization's Procedures Manual shall address four main areas as follows—

- (a) the management procedures covering the parts previously specified;
- (b) the maintenance procedures 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 Organization's Procedures Manual shall be in a format set out in the Second Schedule of these Regulations.

28. (1) A Maintenance Organization 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, engines, components or specialized services may be properly released to service.

Maintenance procedures and independent quality system.

(2) The maintenance procedures 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 assurance 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 executive to ensure where necessary, corrective action is taken.

(5) The quality assurance 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) An AMO's quality system shall be —

- (a) sufficient to review all maintenance procedures as described in the Maintenance Organization Procedures Manual in accordance with an approved program once a year for each aircraft type maintained; and
- (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 Executive.

(8) The maintenance organization shall ensure that the procedures manual is amended as necessary to keep the information contained therein up to date.

(9) Copies of all amendments to the procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

(10) If an AMO is a small organization, the independent audit part of the quality system may be contracted to another organization approved as a quality service provider or a person with appropriate technical knowledge and proven satisfactory audit experience recognized by the Authority.

29. (1) An AMO shall prepare and retain a current capability list approved by the Authority. Capability list.

(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 AMO's certificate, and only after the AMO has performed a self-evaluation in accordance with regulation 27(5)(s).

(5) An AMO shall perform the self-evaluation described in sub-regulation (4) to determine that the maintenance organisation has all of

the facilities, equipment, material, technical data, processes, housing and trained personnel in place to perform the work on the article as required by these Regulations.

(6) Where an AMO makes a positive 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 for acceptance by the Accountable Executive and must 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 for approval.

(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 review the approved capability list and self-evaluation every two years.

30. (1) An AMO shall only carry out the following tasks as permitted by and in accordance with the approved Maintenance Organization's Procedures Manual— AMO privileges.

- (a) maintain an aircraft, engine, components and specialized service for which it is rated at the locations identified in the approval certificate;
- (b) maintain any aircraft engine, components and specialized service 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 has requested the service of the AMO at locations other than the location identified on the AMC certificate, and the AMO has been rated to maintain the aircraft of that specific AOC holder at the requested location in the AMO scope of approval issued by the Authority; and
- (d) issue a maintenance release 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 locations identified in the scope of approval 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 organization's procedures manual describing procedures governing work to be performed at a place other than the approved location of the AMO;
- (d) the AMO shall seek approval from the Authority prior to performance of the maintenance outlined in this sub regulation.

31. (1) An AMO may maintain an aircraft, engine, component or carry out a specialized service for which it is approved when all the required housing, facilities, equipment, tools, material, approved technical data, airworthiness data and certifying staff are available. AMO limitations.

(2) An AMO shall not contract out the maintenance, preventive maintenance, or alteration of a complete type-certificated product.

(3) An AMO shall not provide approval for return to service of a product following contract maintenance, preventive maintenance, or alterations without verifying by test or inspection that the work has been performed satisfactorily in accordance with approved methods.

32. (1) An AMO shall ensure that an operator provides, for the use and guidance of maintenance and operational personnel concerned, an aircraft maintenance programme, approved by the Authority. Availability of Approved Maintenance programme.

(2) An AMO shall ensure implementation of the operator's approved maintenance program by observing Human Factors principles.

33. (1) A maintenance release shall be completed and signed to certify that the maintenance work performed have been completed satisfactorily and in accordance with approved data and the procedure described in the maintenance organization procedures manual. Maintenance Release.

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

(3) A Maintenance Release shall be signed and contain the following—

- (a) basic details of the maintenance carried out including detailed reference of the approved data used;
- (b) the date such maintenance was completed;
- (c) the identity of the approved Maintenance Organization; and

(d) the identity and authorization reference of the person or persons signing the release.

(4) Maintenance Release 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 Maintenance Release shall contain the following statement:
"The undersigned 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 Maintenance Release 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) When extensive maintenance has been carried out, it is acceptable for the Maintenance release 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 Maintenance Release to Service shall use a full signature and a certification stamp where applicable.

(12) Where a Maintenance release is issued in electronic form, it shall be acceptable and shall satisfy the criteria set out by the Authority. The electronic maintenance release form should be accessible in “edit mode” only at the location where the maintenance release is being issued. Access to the document from any other location should be “read only”.

34. (1) The maintenance Organization shall retain detailed maintenance records, to show that all requirements for the signing maintenance release have been met in a manner acceptable to the Authority.

Maintenance records.

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

(3) The maintenance Organization shall retain copies of all detailed maintenance records for a minimum period of two years after the signing of maintenance release.

(4) The records shall be maintained in a form and format that ensures readability, security and integrity of the records at all times and the form and format may include paper records, electronic records, or any combination thereof.

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

(6) A person shall not describe in any required maintenance entry or form an aircraft or aircraft 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 TSO.

(7) A person shall not 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;
- (c) re-assembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conforms to new part tolerances and limits, or to approved oversized or undersized dimensions; and
- (d) in accordance with approved technical data.

(8) A person shall not issue a maintenance release 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 (5) has been made; and
- (b) the major repair and major modification form specified in sub-regulation (5) authorized by or furnished by the Authority has been executed in a manner prescribed.

(9) 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.

(10) A person approving or disapproving for 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 authorised 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 non-airworthy items dated (insert date) has been provided for the aircraft owner or operator;” and
- (f) if an inspection is conducted under a maintenance program provided for in this Regulation, the entry shall identify the maintenance accomplished and contain a statement that the maintenance was performed in accordance with the inspections and procedures for that particular program.

(11) If the person performing any maintenance 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 a signed and dated list of those discrepancies.

35. (1) An AMO shall have airworthiness data appropriate as to support the maintenance work performed on the aircraft, engines, component and specialized services from the organization responsible for the type design.

Airworthiness and technical data.

(2) An AMO shall ensure that the technical data is available for completion of the scope of activities included in the approval granted by the Authority and technical data shall include aircraft, engine, propeller and component manuals, regulatory documents, operator maintenance control manual and maintenance schedule.

(3) An AMO shall establish procedures for receiving, assessing, amending and distributing within the AMO all necessary airworthiness data from the Authority, organization responsible for the type design and Manufacture as required by regulation 27 (5) (1).

(4) The Authority may accept a contractual arrangement between the maintenance organization and the operator on provision of airworthiness data by the operator.

(5) The AMO shall establish procedures to ensure that it either holds or has access to adequate up-to date technical data and Airworthiness data available such as —

- (a) specifications;
- (b) drawings;
- (c) technical handbooks;
- (d) overhaul/repair manuals;
- (e) manufacturer maintenance manual;
- (f) schedule of fits and clearances;
- (g) Mandatory Continuing Airworthiness Information (MCAI);
- (h) the Civil Aviation Act, the Civil Aviation Regulations and advisory circulars;
- (i) airworthiness directives;
- (j) supplementary structural inspection documents;
- (k) service bulletins, service letters, service instructions etc.;
- (l) approved maintenance program;
- (m) nondestructive testing manual;
- (n) airworthiness notices issued by the Authority.

(6) The Authority may classify data from another authority or organisation as mandatory and may require the AMO to hold such data.

(7) Where the AMO uses 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 the format in the maintenance organization procedure manual for approval by the Authority.

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

(9) 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.

(10) 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.

(11) 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.

(12) Where microfilm or microfiche reader-printers are used, a similar requirement as specified in sub-regulation (10) is applicable.

36. (1) An AMO shall report to the Authority and the aircraft design organization of the State of Design any identified condition that could present a serious hazard to the aircraft.

Occurrence
Reporting.

(2) Reports shall be made on a form and in a manner specified by the Authority and contain all pertinent information about the condition known to the AMO and shall contain at least the following items—

- (a) aircraft registration number;
- (b) type make and model of the article;
- (c) date of the discovery of the failure, malfunction, or defect;
- (d) time since last overhaul, if applicable;
- (e) apparent cause of the failure, malfunction or defect;
- (f) other pertinent information that is necessary for complete identification, determination of seriousness or corrective action.

(3) Where the AMO is contracted by an AOC holder to carry out maintenance, that AMO shall report to the AOC holder any condition affecting the airworthiness of 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.

37. (1) An 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.

Inspections.

(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 carry out scheduled, unscheduled and random inspection of an AMO.

(4) The Authority shall inspect an AMO in another contracting state approved under these Regulations at least once in every two years as long as the AMO certificate issued under their National Aviation Authority remains valid.

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

AMO
Performance
standards.

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

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

(4) An AMO with an avionics rating shall comply with those requirements of these Regulations that apply to avionics 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 manufacturer's specifications or instructions, approved specification, and if not otherwise specified, in accordance with good practices of the aircraft avionics industry.

PART VI—EXEMPTIONS

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

Requirements for
Application.

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

(3) A request for an exemption must 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 prescribed, for technical evaluation.

40. (1) An application for exemption shall contain the following—

Substance of the request for exemption.

- (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 shall benefit the public;
- (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 must contain supporting facts and reasons why the application was not timely filed, and the reasons as to why it is an emergency.

(3) The Authority may deny an application if it finds that the applicant has not justified the failure to apply for an exemption within the prescribed time.

41. (1) The Authority shall review the application for accuracy and compliance with the requirements of regulations 39 and 40.

Initial review by the Authority.

(2) If the application appears on its face to satisfy the provisions of this regulation and the Authority determines that a review of its merits is justified, the Authority shall publish a detailed summary of the application in either *Kenya 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 39 and 40 have not been met, the Authority shall notify the applicant and take no further action until and unless 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 Authority's decision as soon as possible after processing the application.

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

Evaluation of the request.

- (a) whether an exemption shall be in the public interest;
- (b) whether the applicant's proposal shall provide a level of safety equivalent to that established by the regulation, provided that where the Authority decides that a technical evaluation of the request shall impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) whether a grant of the exemption shall contravene the applicable ICAO Standards and Recommended Practices; and
- (d) whether the request shall be granted or denied, and if any conditions or limitations shall 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 Kenya the Authority shall publish the summary in the Aeronautical Information Circular.

PART VII—GENERAL PROVISIONS

43. A holder of a license, certificate or authorization issued by the Authority shall have in his physical possession or at the work site

Possession of the license, certificate or authorization.

when exercising the privileges of that license, certificate or authorization.

44. An AMO shall for the purpose of inspection—

Access for
inspection.

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

45. (1) An AMO shall not operate with freelance certifying personnel other than those in employment of the organizations.

Freelance
Maintenance.

(2) The Authority may accept a contractual arrangement between AMOs, AOCs, ATOs or authorized persons in accordance with the procedures approved by the Authority to provide maintenance activities and continuing airworthiness of aircraft.

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

Drug and alcohol
testing and
reporting.

(2) Where the Authority or any person authorised 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—

- (a) refuses to submit to the test; or
- (b) having submitted to the test, refuses to authorize the release of the test results the Authority may suspend or revoke the certificate of the 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 Kenya, 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).

47. A holder of an AMO certificate shall display a valid certificate issued to the organization at all times.

Display of
certificate.

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

Inspection of
licenses,
certificates and
authorization.

49. (1) Subject to regulation 10, a holder of a certificate issued under these Regulations may apply to change the name on the certificate.

Change of Name.

(2) The holder shall include with any such request—

- (a) the current certificate; and
- (b) 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)(b) and retain copies thereof and return the replaced certificate with an endorsement that it has been cancelled.

50. (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—

Change of
Address.

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

(2) A person who does not 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.

51. (1) A person may apply to the Authority for replacement of documents issued under these Regulations if such documents are defaced, lost or destroyed.

Replacement of documents.

(2) The Authority may issue a replacement upon lapse of 30 days from the date of gazettelement of the loss or destruction.

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

Suspension and Revocations of Certificate.

(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, authorization or such 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, authorization or such other documents which has been revoked, suspended or varied under these Regulations shall surrender it to the Authority within fourteen days from the date of revocation, suspension or variation.

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

53. (1) A person shall not—

Use and retention of certificates and records.

- (a) use any certificate, approval, permission, exemption or other document issued or required by or under these Regulations which has been forged, altered, revoked, suspended or to which he 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 himself 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, a person shall not 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 willfully 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) A person shall not purport to issue any certificate or any other document for the purpose of these Regulations unless he is authorised to do so under these Regulations.

(5) A person shall not issue any certificate of the kind referred to in sub-regulation (4) unless he has satisfied himself that all statements in the certificate are correct and that the applicant is qualified to hold that certificate.

54. (1) Any person who knows of a violation of the Civil Aviation Act, or any rule, Regulation, or order issued thereunder, shall report it to the Authority.

Reports of violation.

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

55. Any person who fails to comply with any direction given to him by the Authority or by any authorised person under any provision of these Regulations shall be deemed for the purposes of these Regulations to have contravened that provision.

Enforcement of directions.

56. (1) The Authority may notify the fees to be charged in connection with the issue, validation, renewal, extension or variation of any certificate, authorization or such other document, including the issue of a copy thereof, 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 any orders, notices or proclamations made thereunder.

Aeronautical user fees.

(2) Upon an application being made in connection with which any fee is chargeable in accordance with the provisions of sub-regulation (1), the applicant shall be required, before the application is entertained, to pay the fee so chargeable.

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

57. (1) These Regulations shall apply to aircraft, not being military aircraft, belonging to or exclusively employed in the service of

Application of Regulations to

the Government, and for the purposes of such 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.

Government and visiting forces, etc.

(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 such a 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 Kenya.

58. Except where the context otherwise requires, the provisions of these Regulations shall—

Extra-territorial application of Regulations.

- (a) in so far as they apply, whether by express reference or otherwise, to aircraft registered in Kenya, apply to such aircraft wherever they may be;
- (b) in so far as they apply, whether by express reference or otherwise, to other aircraft, apply to such aircraft when they are within Kenya;
- (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 of the crew of, any aircraft registered in Kenya, shall apply to such 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 Kenya by other persons shall, where such persons are citizens of Kenya, apply to them wherever they may be.

PART VIII— MISCELLANEOUS PROVISIONS

59. The Authority may suspend or revoke the licence, certificate, approval, authorisation, exemption or other document of a person who contravenes any provision of these Regulations.

Contravention of Regulations.

60. A person aggrieved with the decision of the Authority under these Regulations may within thirty days of such decision appeal to the Tribunal.

Appeals to the Tribunal.

61. (1) A person who contravenes any provision of these Regulations commits an offence and upon conviction is liable to a fine of not more than Kenya Shillings one million or to imprisonment for a term not exceeding six months or to both.

Offences and Penalties.

(2) If it is proved that an act or omission of any person, which would otherwise have been a contravention by that person of a provision of these Regulations, orders, notices or proclamations made there under was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not to be a contravention by that person of that provision.

(3) Where a person is charged with contravening a provision of these Regulations, orders, notices or proclamations made there under by reason of his having been a member of the flight crew of an aircraft on a flight for the purpose of commercial air transport operations, the flight shall be treated, without prejudice to the liability of any other person under these Regulations, as not having been for that purpose if he proves that he neither knew nor had reason to know that the flight was for that purpose.

(4) In case an aircraft is involved in a contravention and the contravention is by the owner or operator of the aircraft, the aircraft shall be subject to a lien for the penalty.

(5) Any aircraft subject to a lien for the purpose of sub-regulation (4) may be seized by and placed in the custody of the Authority.

(6) The aircraft shall be released from custody of the Authority upon—

- (a) payment of the penalty or the amount agreed upon in compromise;
- (b) deposit of a bond in such amount as the Authority may prescribe, conditioned upon payment of the penalty or the amount agreed upon in compromise; or
- (c) receiving an order of the court to that effect.

(7) The Authority may compound offences under Part A of the Third Schedule to these Regulations by assessing the contravention and requiring the person reasonably suspected of having committed the offence to pay to the Authority Kenya shillings One (1) million for provisions referred to in sub-part (i) and sub-part (ii) respectively in Part A of the Third Schedule to these Regulations.

(8) If any person contravenes any provision specified in Part B of the Third Schedule to these Regulations, upon conviction is liable to a fine not less than the equivalent in Kenya Shillings Two million or to imprisonment for a term of twelve months or to both.

62. The Civil Aviation (Approved Maintenance Organization) Regulations, 2018 are hereby revoked.

Revocation L.N.
No 96 of 2018.

63. (1) A license, certificate, approval or any other document issued to a person or operator prior to the commencement of these Regulations shall continue in force as if it was issued under these Regulations until it expires, is varied or cancelled by the Authority. Transition.

(2) Notwithstanding any other provision of these Regulations, a person who at the commencement of these Regulations, is carrying out any acts, duties or operations affected by these Regulations shall, within one (1) year from the date of commencement comply with the requirements of these Regulations or cease to carry out such acts, duties or operations.

FIRST SCHEDULE

(RR.4(4),(5),(6)).

APPROVED MAINTENANCE ORGANIZATION CERTIFICATE		
ISSUING AUTHORITY ¹ :		
Approval Reference No ² :	Organization Name ³ : Registered Address: Telephone: Email:	Expiration Date (if applicable) ⁴ :
CLASS(ES) AND RATING(S) AUTHORIZED		
CLASS ⁵	RATING ⁶	LIMITATIONS ⁷
Aircraft maintenance		
Engine maintenance		
Component maintenance		
Specialized maintenance		
Terms of Approval This certificate certifies that ⁸ _____ is authorized to engage in activities specified in the Terms of Approval annexed hereto, subject to the compliance with the ⁹ _____ and the latest maintenance organization's procedures manual. Locations of maintenance facilities: As per¹⁰ Maintenance organization's procedure manual. This certificate shall remain valid during the period of validity specified above unless it is surrendered, superseded, suspended or revoked.		

Name¹¹: _____ Date of original issue¹²: _____

 Title¹³: _____
 Signature¹⁴: _____ Date of current issue¹⁵: _____

Notes:

1. Name of the authority issuing the approval.
2. Unique approval reference number as issued by the State of Registry.
3. Registered address, telephone and email.
4. Expiry date (dd-mm-yyyy) if applicable, if not applicable, insert N/A.
5. Scope of approval using the classes as follows: aircraft, engine, component or specialized maintenance.
6. Scope of approval using the ratings as follows:
 - (a) aircraft maintenance — large aeroplane, small aeroplane, helicopter, other kind of aircraft (such as glider, balloon, airship, light, sport aircraft);
 - (b) engine maintenance — categories of engine (such as reciprocating, turbine and electric);
 - (c) components maintenance — standard numbering system (SNS) code derived from ASD/ATA S1000D specification; and
 - (d) specialized maintenance — class of approval necessary for the specialized maintenance using the following ratings: composite material maintenance, surface treatment such as peening, plating, painting, non-destructive testing, welding, other unique maintenance.
7. Limitation in the scope of approval if required for aircraft, components or specialized maintenance. If the limitations are described in the approved maintenance organization's procedures manual a reference to the manual should be included in the AMO certificate.
8. Name of organization authorized to perform maintenance. In the case where a State does not annex terms of approval to the AMO

certificate, the State should amend this item as follows: “This certificate certifies that8 _____ is authorized to engage in activities listed in this certificate, subject to compliance with the _____ and the latest maintenance organization’s procedures manual.” 9. Reference to relevant State regulations. 10. Reference to the appropriate section/chapter and paragraph of the maintenance organization’s procedures manual in which the approved locations of the organization’s facilities 11. Name of the authority representative signing the AMO certificate. 12. Date of original issue (if different from the date of current issue), if not, use N/A. 13. Title of the authority representative signing the AMO certificate. 14. Signature of the authority representative. In addition, an official stamp may be applied on the AMO certificate. 15. Issuance date of the AMO certificate (dd-mm-yyyy).

SECOND SCHEDULE

(R. 27(11))

MAINTENANCE ORGANIZATION’S PROCEDURES MANUAL FORMAT

Part 1-Management

- 1.1 A statement signed by the accountable executive confirming that the manual defines the organization’s procedures and associated personnel responsibilities and will be complied with at all times.
- 1.2 Management personnel.
- 1.3 Duties and responsibilities of the management personnel.
- 1.4 An Organization Chart showing the associated chains of responsibility of the Management personnel.
- 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 and personnel.
- 1.10 Manual amendment procedures.

- 1.11 Liaison or contractual arrangements with other organizations which provide services associated with the approval

Part 2-Maintenance Procedures

- 2.1 Supplier evaluation procedure.
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, labeling/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 personnel (including alternate tools).
- 2.7 Cleanliness standards of maintenance facilities.
- 2.8 Updating of maintenance instructions in response to aircraft, engine, component or specialized maintenance manufacturers' service information including availability to staff;
- 2.9 Repair procedure.
- 2.10 Procedures for compliance with an operator's Aircraft maintenance program.
- 2.11 Mandatory Continuing Airworthiness Information (MCAI) handling procedure.
- 2.12 Optional modification procedure.
- 2.13 Maintenance documentation in use and completion of same.
- 2.14 Technical record control.
- 2.15 Procedures for handling defects arising during maintenance.
- 2.16 Procedure for issue of the maintenance release.
- 2.17 Records for the operator (if the organization is not an operator itself).
- 2.18 Reporting of defects and other occurrences as required by the Authority.
- 2.19 Return of defective aircraft components to store.
- 2.20 Control of defective components to 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.
- 2.23 Contracting procedures.
- 2.24 Human factors

Part L2- Line Maintenance Procedures (When applicable)

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
- L2.2 Line maintenance procedures related to servicing/fueling/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 handling 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 findings remedial action procedure.
- 3.4 Qualification and training procedures for certifying personnel issuing a maintenance release.
- 3.5 Records of certifying personnel.
- 3.6 Qualification and training procedures for Quality audit personnel.
- 3.7 Qualification and training procedures for Quality control personnel.
- 3.8 Qualification and training procedures for engineers.
- 3.9 Exemption process control.
- 3.10 Concession control for deviation from organizations' procedures.
- 3.11 Qualification procedure for specialized activities such as nondestructive, testing, welding, etc.
- 3.12 When required, Control of manufacturer's working teams based at the premises of the organization, engaged in tasks which interface with activities included in the approval;
- 3.13 Quality audit of sub-contractors (or acceptance of accreditation by third parties, e.g. use of NDT organizations approved by a State regulatory body other than the Authority).

Part 4-Documentation

- 4.1 Contracted air operators. (List those operators for whom maintenance is provided, with details of the types of aircraft (and/or engines/APU) and the scope of work undertaken, e.g. Base maintenance, Line maintenance, Defect rectification etc., with any limitations).
- 4.2 Air operator procedures and paperwork. (All maintenance management tasks should be described, which are performed by the maintenance organisation on behalf of the operator).
- 4.3 Air operator record completion. (Procedures for Completing and handling operators records e.g log books, technical records, etc.).

Part 5-Appendices

- 5.1 List and Sample of documents. (Standard documents used by the organization which are associated with activities undertaken under the terms and conditions of the approval).
- 5.2 List of contractors.
- 5.3 List of line maintenance locations.

THIRD SCHEDULE

(regulation 61(7),(8))

PENALTIES		
REG. NO.	TITLE	PART
4	Approval Certificate and Scope of approval.	B
5	Advertising.	B
8	Validity and renewal of certificate.	A
25	Rest and duty limitations for persons performing maintenance functions in an AMO.	A
26	Record of maintenance and certifying staff.	A
27	Maintenance organization's procedures manual.	A
30(1)	AMO privileges.	B
33	Maintenance release.	B
34	Maintenance records.	B
35	Airworthiness and technical data.	A
36	Occurrence reporting.	A
37	Inspections.	B
47	Display of certificate.	A
53	Use and retention of certificates and records.	B

Made on the 15th December, 2025.

DAVIS CHIRCHIR,
Cabinet Secretary for Roads and Transport.