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GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
DIRECTOR GENERAL OF CIVIL AVIATION

AIRWORTHINESS ADVISORY CIRCULAR

Subject: Procedure for Approval of Line Stations - Scheduled Airlines.

1. Introduction:

- 1.1 Civil Aviation Requirements (CAR) 145, in para 145.A.75(d) stipulates that in accordance with the exposition, the organisation shall be entitled to maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the organisation exposition both permits such activity and lists such locations.
- 1.2 This Airworthiness Advisory Circular details guidelines and procedures to be adopted by the approved maintenance organisation in respect of undertaking minor scheduled line maintenance at line maintenance locations. Maintenance above weekly checks or equivalent checks should have prior approval of DGCA.

Note: Minor scheduled line maintenance means any minor scheduled inspection/check up to and including a weekly check specified in the operators approved aircraft maintenance programme. For aircraft maintenance programmes that do not specify a weekly check, the concern Regional Airworthiness Office will determine the most significant check that is considered equivalent to a weekly check.

- 1.3 It is important to note that this circular on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

2. Procedure to be followed by the Approved Maintenance Organisation (AMO):

- 2.1 MOE Part-2 (L-2) contains additional line maintenance procedures to be followed at line maintenance station. The approved maintenance organisation should also detail the procedures in its Maintenance Organisation Exposition (MOE) regarding approval of line maintenance station including contracting such maintenance to undertake minor scheduled inspection/ check.
- 2.2 The procedures for approval of line maintenance stations should address at least the following aspects in the MOE:
 - (a) Details of facility requirements including office accommodation;
 - (b) Details of tools, equipment, consumables to support the relevant maintenance activities;
 - (c) Details of personnel requirements;

- (d) Details of required maintenance data;
 - (e) Details of ground support equipment including contractual arrangement;
- 2.3 The responsible post holder of line maintenance should ensure availability of required infrastructure, qualified manpower, relevant technical literatures etc. as detailed in para 2.2 above for the tasks to be under taken at the particular line station.
- 2.4 The responsible post holder of quality of the AMO should carry out audit of the particular line station including sub-contracted arrangements to ensure capability to undertake such maintenance.
- 2.5 Upon being satisfied with the capability of the particular line station, the Quality Manager should carry out necessary amendment to the Maintenance Organisation Exposition, which should be submitted to the concerned Regional Airworthiness Office at least 10 (Ten) days before commencement of maintenance activity. The following documents should also be submitted along with the proposed amendment of MOE:
- (a) the audit report;
 - (b) closer of audit findings, if any;
 - (c) copy of the contract for providing ground support etc. (if required);
 - (d) a list of maintenance personnel;

3. Procedure to be followed by the Regional Airworthiness Office (RAO):

- 3.1 Upon receipt of the proposed amendment to MOE along with required documents, the RAO of main base of the AMO may evaluate the proposal and if found satisfactory, should approve the amendments to MOE. The approval of amendment of MOE should be intimated in writing to the AMO and RAO under whose jurisdiction the line station is located.
- 3.2 The RAO under whose jurisdiction the line station is located should schedule and carry out inspection of such line stations within 30 days of approval of MOE and forward the inspection report to main base.
- 3.3 In case there is any significant finding(s), the RAO should investigate the same and take necessary action as per the procedure detailed in the Enforcement Policy and Procedure manual.

4. Routine Inspections of Line Stations by the AMO:

- 4.1 The AMO is responsible for carrying out routine audits of all line stations as listed in the MOE. The maximum period between audits of a particular line station should not exceed 24 months.
- 4.2 A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
- 4.3 If any finding of serious nature (Level-1) is detected during the routine audits, the same should be intimated to the RAO of main base of AMO and copy to the RAO/Sub RAO under whose jurisdiction the line station is located immediately. The responsible manager should take appropriate action to mitigate the finding. The root cause analysis along with the measures taken to prevent such finding in future should be intimated in writing by Quality Manager to RAO of main base of AMO.

5 Oversight by DGCA:

The line station located under the jurisdiction of respective Regional/ Sub-regional Airworthiness office will carry out planned and unplanned surveillance inspection.

6. Records:

6.1 The AMO should maintain records of all approval details pertaining to line station. The records should include, as a minimum:

- (a) Updated list of approved Line Stations;
- (b) Audit reports for inclusion of line stations;
- (c) Routine audit reports;

6.2 The RAO/ Sub-RAO should maintain the records related to approval of MOE and documents related to oversight of the organisation as applicable.

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