



TECHNICAL GUIDANCE MATERIAL

for Facility Inspection of Air Operators, Maintenance Organizations and Maintenance Training Organizations

SUBJECT: TECHNICAL GUIDANCE MATERIAL FOR FACILITY INSPECTION OF AIR OPERATORS,
MAINTENANCE ORGANIZATIONS AND MAINTENANCE TRAINING ORGANIZATIONS

EFFECTIVE DATE: 23 March 2023

APPLICABILITY:

The guidance material is applicable to Air Operator's, Maintenance Organizations and Maintenance Training Organizations.

PURPOSE:

This guidance material outlines the process for facility inspection of air operators, maintenance organizations and maintenance training organizations.

REQUIREMENTS:

Part 96, 121, 127, 135, 145 and 141 of the SACAR 2011, as amended.

1. REFERENCE:

- i. ICAO Annex 6
- ii. ICAO Annex 8
- iii. South African Civil Aviation Regulations
- iv. Part 96, 121, 127, 135, 145 and 141
- v. ICAO Doc 9760
- vi. ICAO Doc 8335

2. ABBREVIATIONS:

ABBREVIATION	DESCRIPTION
AMO	Aircraft Maintenance Organisation
AOC	Air Operator Certificate
ATO	Aviation Training Organisation
SACAR	South African Civil Aviation Regulations

SACATS	South African Civil Aviation Technical Standard
MCM	Maintenance Control Manual
MOP	Manual of Procedure
SACAA	South African Civil Aviation Authority
SA-CAR	South African Civil Aviation Regulations

3. GENERAL

3.1 Facility inspection

3.1.1 In the text that follows, the term "Organization" is used to indicate Air Operators, Maintenance Organizations and Maintenance Training Organizations.

3.1.2 The operator/maintenance organisation shall ensure that:

- a) Facilities are provided for all planned work, specialized workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.
- b) Office accommodation is provided for the management of all planned work, including particularly the completion of maintenance records or training records.
- c) Secure storage facilities are provided for components, equipment, tools examination papers and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment, and tools storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorized personnel.

3.2 Requirements

3.2.1 Where a hangar/school is not owned by the operator/maintenance organisation/ training organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar /classroom space to carryout planned maintenance/training should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the aircraft maintenance program. The aircraft hangar visit plan should be updated on a regular basis.

3.2.2 Protection from the weather/environmental elements relates to the normal prevailing local weather elements that are expected throughout any twelve-month period. Aircraft hangar and aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimize dust generation.

3.2.3 Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.

3.2.4 It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out assigned tasks.


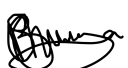

3.2.5 Storage facilities for serviceable aircraft components should be clean, well ventilated and maintained at an even dry temperature to minimize the effects of condensation. Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.

3.2.6 Adequate storage racks should be provided and strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not damaged during storage.

- 3.2.7 All aircraft components, wherever practicable, should remain packaged in their protective material to minimize damage and corrosion during storage. A shelf-life control system should be utilized, and identity tags used to identify components.
- 3.2.8 Segregation means storing unserviceable components in a separate secured location from serviceable components. Segregation and management of any unserviceable component should be ensured according to the pertinent procedure approved to that organisation.
- 3.2.9 Procedures should be defined by the organisation describing the decision process for the status of unserviceable components. This procedure should identify at least the following:
- Role and responsibilities of the persons managing the decision process;
 - Description of the decision process to choose between maintaining, storing, or mutilating a component;
 - Traceability of decision
- 3.2.10 Once unserviceable components or materials have been identified as unsalvageable the organisation should establish secure areas in which to segregate such items and to prevent unauthorized access. Unsalvageable components should be managed through a procedure to ensure that these components receive the appropriate final disposal. The person responsible for the implementation of this procedure should be identified.

3.3 Inspection

- 3.3.1 Inspection of the facilities of the AMO/operator/ ATO should be performed in accordance with the approved quality management system inspection forms.
- 3.3.2 Inspection of the facility should be organized in two cases:
- For the initial approval of maintenance organization/operator /ATO;
 - For the renewal of approval
 - For the continuing oversight

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