# SUPPLEMENT TO THE MAINTENANCE ORGANISATION EXPOSITION (MOE)

Purpose

This Appendix provides guidance for a Part 145 Organisation based in the U.K. on the development of a Supplement to the Part 145 MOE required under the TA-M between CAAS and UKCAA. Where the material required by this Supplement is already incorporated into the MOE, the Supplement need only contain a reference to where the requirement is located in the MOE.

# COVER PAGE

**UKCAA SUPPLEMENT TO PART 145 MAINTENANCE ORGANISATION EXPOSITION REF**

**Company Name and Facility Address**



**CAA Part 145 APPROVAL NO.**

**DATE OF SUPPLEMENT:**

This supplement, together with the Part 145 Organisation Exposition, form the basis of acceptance by CAAS for maintenance carried out by this organization on civil aeronautical products under the regulatory control of CAAS.

Maintenance carried out and certified in accordance with the referenced MOE and this Supplement is accepted as meeting the requirements of SAR-145.

# INTRODUCTION

This paragraph should address why the CAAS Supplement is necessary.

“The Civil Aviation Authority of Singapore (CAAS) and the United Kingdom Civil Aviation Authority (UKCAA) concluded a Technical Arrangement (TA-M) on 18 December 2020 that allows the reciprocal acceptance of approved maintenance organizations (SAR- 145 AMO) qualifying under the provisions of the arrangement.

This supplement is therefore intended to inform the staff of the Part 145 Organisation of additional considerations that need to be considered when working in accordance with the TA-M.”

# ACCOUNTABLE MANAGER’S COMMITMENT STATEMENT

This paragraph represents the agreement by the Accountable Manager that the Part 145 Organisation will comply with the conditions specified in the supplement. The accountable manager is usually the Part 145 Organisation’s Chief Executive Officer (CEO) but can be the person holding another responsible position if he/ she has full financial authority.

An acceptable statement may be as follows:

“This supplement defines, in conjunction with the Part 145 Organisation’s MOE Ref

………., the procedures upon which CAAS acceptance is based.

These procedures are approved by the undersigned and must be adhered to when maintenance work is being performed for any customer that operates under the jurisdiction of the CAAS and the TA-M.

It is recognized that the Part 145 Organisation’s procedures do not override the necessity of complying with any additional requirements formally published by CAAS and notified to this Part 145 Organisation from time to time.

It is further understood that CAAS and the UKCAA reserve the right to withdraw recognition or suspend or cancel any privileges granted pursuant to the TA-M if it is considered that procedures are not followed or that the standards are not maintained.

Signed by the Accountable Manager

For and on behalf of [the Part 145 Organisation],

(name) (signature) (date)

Note: When the Accountable Manager is replaced, the new Accountable Executive/ Manager must sign the statement at the earliest opportunity so as not to invalidate the acceptance.

# BASIS OF RECOGNITION AND LIMITATION

CAAS’s recognition is based on full compliance with CAA Part 145 requirements, Part 145 MOE and CAAS supplement.

This recognition is limited to the scope of work permitted under the current approval granted by UKCAA to the Part 145 Organisation in accordance with CAA Part 145 requirements and to the United Kingdom locations specified therein.

# INTERNAL QUALITY ASSURANCE SYSTEM

This paragraph should reference the location in the Part 145 Organisation MOE for the internal quality assurance system description and procedures.

# ACCESS BY CAAS AND UKCAA

This paragraph should specify that officers from CAAS and UKCAA must be allowed access to the Part 145 Organisation for the purpose of assuring compliance with procedures and standards and to investigate specific problems.

There must also be an indication that in the case of a serious non-compliance with regulations or established standards, the Part 145 Organisation must accept that it may be subjected to CAAS enforcement action in order to maintain status with CAAS.

# WORK ORDERS / CONTRACTS

This paragraph addresses the subject of work orders / contracts. The Part 145 Organisation must ensure that the maintenance contract is understood and agreed to by both parties.

The Singapore customer must ensure that the work orders / contracts are detailed and clear, and the Part 145 Organisation must ensure it receives work orders that it understands.

The work order should specify the inspection, overhaul, repair, preservation or modification to be carried out, the Airworthiness Directives to be complied with and parts to be replaced.

# MAINTENANCE OF AIRCRAFT

This paragraph should describe the procedures for the maintenance of aircraft under the TA-M.

Release to service of an aircraft under the TA-M should be carried out in accordance with Part 145 and conditions in Appendix 2.

When maintenance cannot be performed in accordance with the work order / contract, this fact must be made known to the customer.

# MAINTENANCE OF COMPONENTS

This paragraph should describe the procedures for the maintenance of complete engines, propellers and APUs under the TA-M.

Release to service of complete engines, propellers and APUs under the TA-M should be carried out in accordance with Part 145. CAA Form 1 should be issued.

When maintenance cannot be performed in accordance with the work order / contract, this fact must be made known to the customer.

# USE OF ACCEPTABLE COMPONENTS

This paragraph should describe the procedures to specify the use of components that are acceptable to CAAS during the maintenance of Singapore civil aeronautical products.

Replacement parts must be manufactured or maintained by organisations approved or accepted by CAAS.

The Part 145 Organisation should refer to Appendix 3 for acceptable ARCs for new / used components.

# REPAIRS AND MODIFICATIONS

This paragraph should specify that the customer will obtain or establish the process to obtain necessary CAAS approvals prior to the incorporation of major repairs and major modifications. The Part 145 Organisation will ensure that major repairs and major modifications are incorporated only when in receipt of the appropriate approvals.

The CAAS criteria must be used to determine whether repairs and modifications are major.

The Part 145 Organisation will ensure that repairs and modifications, are performed in accordance with SAR-21 or in accordance with the data listed in Appendix 4.

# CONTRACTING AND SUBCONTRACTING

This paragraph should describe the procedures for contracting and subcontracting.

The Organisation may contract maintenance to other organisations within the United Kingdom that hold a Part 145 approval and is accepted under this TA-M, or other organisations outside the United Kingdom that are approved by the CAAS or otherwise acceptable to the CAAS.

The Part 145 Organisations can refer to the following URLs for guidance:

* + List of CAAS bilateral arrangements with foreign CAAs.

<https://www.caas.gov.sg/who-we-are/areas-of-responsibility/upholding-a-safe-aviation-environment/surveillance-enforcement>

* + List of Part 145 Organisations approved by CAAS or acceptable to CAAS under the terms of an existing TA-M or bilateral maintenance agreement

Refer to the bottom of url: <https://www.caas.gov.sg/operations-safety/aircraft/maintenance-repair-overhaul>. This list is updated monthly

The Part 145 Organisation may subcontract work to other unapproved organisations provided that such organisations are under the control of the Organisation and the Organisation certifies the required return to service.

# AIRWORTHINESS DIRECTIVES/ AIRWORTHINESS LIMITATIONS

This paragraph must describe the procedures for ensuring compliance with Airworthiness Directives (AD) and any airworthiness limitations. The applicable CAAS regulations on ADs must be complied with.

ADs, Airworthiness Limitations, and other requirements declared mandatory by the State of Registry must be made available to maintenance personnel.

The customer must provide a copy of all ADs that must be complied with to the Part 145 Organisation and identify any airworthiness limitations to the Part 145 Organisation. The customer remains responsible for specifying any AD compliance required during maintenance and any airworthiness limitations through the work order.

# MANDATORY REPORTING REQUIREMENT

This paragraph should specify the procedures to ensure all mandatory reportable conditions found in aeronautical products are reported to the customer of the aeronautical product, CAAS and UKCAA.

The Part 145 Organisation will report to CAAS and UKCAA, any unairworthy conditions related to a civil aeronautical product being maintained. The report will be submitted within 72 hours after the discovery of any failure, defect or malfunction that affects the safety of the civil aeronautical product.

The Part 145 Organisations can refer to the following URL to report unairworthy conditions to UKCAA.

[https://www.caa.co.uk/Our-work/Make-a-report-or-complaint/MOR/Occurrence-](https://www.caa.co.uk/Our-work/Make-a-report-or-complaint/MOR/Occurrence-reporting/)  [reporting/](https://www.caa.co.uk/Our-work/Make-a-report-or-complaint/MOR/Occurrence-reporting/)

The Part 145 Organisations should use Form CAAS(AW)152 to report unairworthy conditions to CAAS. They can refer to the following URL to report unairworthy conditions to CAAS

<https://www.caas.gov.sg/docs/default-source/default-document-library/aw152r1.docx>

# NOTIFICATION OF CHANGES

This paragraph should describe how the Part 145 Organisation intends to notify UKCAA of any proposal to carry out the changes listed in SAR-145.85 within the required timeframe.

# RECORD KEEPING

This paragraph should describe how the Part 145 Organisation intends to meet the requirements of the TA-M on the retention of technical records.

The AMO will retain a copy of each work order accompanied by all attached supplementary forms and parts certifications for a period of 3 years.

# PERSONNEL RESPONSIBLE FOR RELEASE TO SERVICE

This paragraph should describe the procedures on how the Part 145 Organisation will ensure that personnel responsible for release to service an aeronautical product under the TA-M are familiar with the TA-M, any advisory material issued by CAAS in relation to this TA-M, this Supplement and any applicable customer’s special conditions in relation to the performance of maintenance. Relevant personnel should also be informed of any updates of the laws, regulations, standards, practices, procedures and systems relevant to the TA-M.