

Advisory Circular

EXTENSION OF QUALITY SYSTEM TO OVERSEAS NON SAR-145 CERTIFICATE HOLDER

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1. **GENERAL.** Pursuant to paragraph 88B of the Air Navigation Order, the Director General of the Civil Aviation Authority of Singapore (DGCA) may, from time to time, issue advisory circulars (ACs) on any aspect of safety in civil aviation. This AC contains information about standards, practices and procedures acceptable to CAAS. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.
2. **PURPOSE.** This Advisory Circular (AC) provides information to an Air Operator Certificate (AOC) holder (who is also a SAR-145 certificate holder) or its principal maintenance organisation (PMO), on sub-contracting an overseas SAR-145 certificate applicant whose application is being processed by the CAAS to carry out the line maintenance activities on behalf of the AOC holder.
3. **APPLICABILITY.** This AC applies to a AOC holder or its PMO who holds a SAR-145 certificate and intends to sub-contract a Technical Handling Agent (THA), whose SAR-145 application is being processed, to carry out line maintenance activities.
4. **CANCELLATION.** This is the first AC issued on this subject.
5. **EFFECTIVE DATE.** This AC is effective on 5 October 2012.
6. **REFERENCES.** SAR Chapter 4.1, SAR-145.1, AMC 145.1, SAR-145 Section 2 Appendix 5, AOCR Chapter 8.
7. **INTRODUCTION.**
 - 7.1 The Singapore Airworthiness Requirements Chapter 4.1 states that the owner or operator of an aircraft is responsible to ensure that all maintenance work on his aircraft is undertaken by a SAR-145 certificate holder.
 - 7.2 For overseas THA who has submitted their SAR-145 application to the CAAS, but has yet to be granted with the SAR-145 certificate, SAR-145.1(i) provides for such THA to perform line maintenance work on a Singapore registered aircraft under the quality system and supervision of a Singapore AOC holder who is also a SAR-145 certificate holder, or the AOC holder's PMO.

7.3 This AC provides guidance and conditions for the AOC holder or its PMO who intends to extend its quality system to overseas THAs, who are awaiting the approval of its SAR-145 application, to carry out line maintenance work on the AOC holder's Singapore-registered aircraft.

8. GUIDELINES FOR EXTENSION OF QUALITY SYSTEM.

8.1 Sub-contracting line maintenance work may be allowed under the following conditions:

- (a) the AOC holder has assessed that the THA meets SAR-145 requirements; and
- (b) the THA (who is the sub-contractor) has submitted their SAR-145 application to the CAAS; and
- (c) the sub-contracting is only allowed for an AOC holder or the AOC holder's PMO (collectively referred to as "Principal" in the sub-contracting arrangement) who holds a valid SAR-145 certificate; and
- (d) the Principal is responsible for the work of its sub-contractors and the training and authorising the sub-contractor's Certifying Staff; and
- (e) the sub-contracting is limited to a duration of up to 3 months; and
- (f) the Principal should ensure that its sub-contractor complies with the procedures described in the AOC holder's maintenance control manual.

8.2 The AOC holder should monitor the progress of the sub-contractor's SAR-145 application. The policy and procedures will be described in the operator's maintenance control manual as appropriate.

8.3 The Principal should establish a procedure for the control of the sub-contractor as contained in SAR-145 Section 2 Appendix 5. The procedure would include, but not limited to, supervision of the sub-contractor on their routine maintenance work, non-routine maintenance work and its releases.

9. IMPLEMENTATION PROCEDURE.

9.1 The AOC holder (and its PMO) that intends to sub-contract to a THA, whose application is being processed by the CAAS, should write in to the CAAS seeking for approval on such sub-contracting.

9.2 The application from AOC holder should include:

- (a) Evidence that sub-contractor has applied for a SAR-145 approval;
- (b) AOC holder's assessment report of the sub-contractor;
- (c) AOC holder's maintenance control manual incorporating the policy and procedures stated in paragraph 8; and
- (d) Principal's exposition incorporating the policy and procedures stated in paragraph 8.

9.3 Upon DGCA's approval, the Principal may extend its quality system to an overseas THA, whose SAR-145 application is being processed by the CAAS, up to 3 months, and subject to other conditions as the DGCA may impose.