

Date : 2020/10/15 التاريخ :

Ref : 2020/226/REG/41 الإشارة :

All KCASR Stakeholders and Users

Sub.: Regulatory Circular No. 2020-39.  
Revision Number 3 to Kuwait Civil Aviation Safety Regulations - KCASR 8 -  
AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS.

Dear Sir,

Please find enclosed herewith the regulatory circular No. 2020-39 regarding the issuance of KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS Rev. 3. This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (<https://kcasr.dgca.gov.kw>).

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS Rev. 3 will be in effect from 05/Nov/2020.

Yours Sincerely,

  
Salman Sabah Alsaif / Ahmad Alsaif  
President of Civil Aviation

President of Civil Aviation.



CC: Director General of Civil Aviation.  
Dy. Dir. Gen. Kuwait. Intel. Airport Affairs.  
Dy. Dir. Gen. for Air Navigation Services Affairs.  
Safety Management Coordination Center (SMCC).  
Head of Technical Office.  
Civil Aviation Security Department.  
Aviation Safety Director.  
Air Transport Director.  
Inspection & oversight Superintendent.  
Head of Standards & Aviation Safety Regulations Division.

M.A.S.

Date : 2020/10/15 التاريخ :

Ref : 2020/225/REG/41 الإشارة :

**REGULATORY CIRCULAR (NO. 2020-39)**

**Subject:**

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

**Purpose:**

The purpose of this Regulatory Circular No. **2020-39** is to Amend KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS (issue 4) .

This Regulatory Circular No. **2020-39** is based on (NPA) No. 2020-02 dated on 09/Sep/2020

**Revisions:**

This amendment will be included in revision (3) of KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS.

**Regulatory Requirements:**

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorized to operate within the State of Kuwait:

1. Approved Maintenance Organizations (AMO) Holders;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC) & Private Operator Certificate (POC) Holders;
4. Airport Operators;
5. Ground Handling Service Providers;
6. Flying Training Organizations;
7. All users of KCASRs.

**Effective Date:**

This new revision will be in effect from **05/Nov/2020**.

**Required Action:**

All users of KCASR are required to comply with the provisions contained within this amendment from the effective date.

  
Salman Sabah Alsalem Alhmod Alsabab  
President of Civil Aviation

President of Civil Aviation



M.A.S.



الطيران المدني

Civil Aviation

دولة الكويت - State of Kuwait

## **Kuwait Civil Aviation Safety Regulations**

### **KCASR 8 - AIRWORTHINESS OF AIRCRAFT AND CONTINUOUS AIRWORTHINESS**

#### ***PART 145 – MAINTENANCE ORGANIZATIONS APPROVALS***



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## Control of this Document

### DC.1 Introduction

DC.1.1 Pursuant to Law No (30) of the year 1960 and subsequent Ministerial Decisions No (3) of the year 1986, No (18) of the year 1990, and No (3) of the year 1996, based upon that Law, the President of Directorate General of Civil Aviation is empowered to adopt and amend Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following Regulation is hereby established for compliance by all persons concerned. This regulation shall be known as KCASR 8 - Part 145 Maintenance Organisations Approvals and any reference to this title shall mean referring to these regulations governing the basic requirements to be met for civil aviation in the State of Kuwait.

### DC.2 Competent authority for this Regulation

DC.2.1 This KCASR 8 - Part 145 Maintenance Organisations Approvals is issued on the competent authority of the President of Directorate General of Civil Aviation.

### DC.3 Applicability

DC.3.1 This KCASR 8 - Part 145 Maintenance Organisations Approvals is applicable to the aviation industry of the State of Kuwait.

### DC.4 Scope

DC.4.1 KCASR 8 – Part 145 Maintenance Organisations Approvals contains the basic requirements to be met for civil aviation in the State of Kuwait, and shows compliance ICAO Standards and Recommended Practices (SARPs), reflected in the 19 Annexes to the Chicago Convention. The regulations in KCASR 8 are separated into the following parts with cross references between parts where applicable.

- Part 21 Certification of Aircraft, Parts and Appliances
- Part M: Continuing Airworthiness Requirements
- **Part 145: Maintenance Organisations Approvals**
- Part GEN-AIR (General Requirements for Airworthiness)

### DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

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		<i><b>Part 145 - Maintenance Organisations Approvals</b></i>

**145.1 General**

- (a) For the purpose of this KCASR 8 - Part 145 Maintenance Organisations Approvals, the competent authority shall be the Kuwait DGCA of the State of Kuwait.
- (b) Organisations involved in the maintenance of all aircraft used for private and commercial air transport, and components intended for fitment thereto, shall be approved in accordance with this part.
- (c) Reference to Parts such as KCASR 8 - Part 145 Maintenance Organisations Approvals referred to herein means Kuwait Civil Aviation Safety Regulations.
- (d) The DGCA Forms used in this part are for SAMPLE purposes only. The required DGCA Forms can be obtained from the Kuwait DGCA website.

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## Section A – Technical Requirements

### 145.A.10 Scope

This section establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft and components.

### 145.A.15 Application

An application for the issue or change of an approval shall be made to the Kuwait DGCA in a form and manner established by the Kuwait DGCA.

### 145.A.20 Terms of Approval

The organisation shall specify the scope of work deemed to constitute approval in its exposition (Appendix II to this Part contains a table of all classes and ratings).

### 145.A.25 Facility Requirements

The organisation shall ensure that:

- (a) Facilities are provided appropriate for all planned work, ensuring in particular, protection from the weather elements. Specialised workshops and bays are segregated as appropriate; to ensure that environmental and work area contamination is unlikely to occur:
  - (1) For base maintenance of aircraft, aircraft hangars are both available and large enough to accommodate aircraft on planned base maintenance;
  - (2) For component maintenance, component workshops are large enough to accommodate the components on planned maintenance.
- (b) Office accommodation is provided for the management of the planned work referred to in paragraph (a), and certifying staff so that they can carry out their designated tasks in a manner that contributes to good aircraft maintenance standards.
- (c) The working environment including aircraft hangars, component workshops and office accommodation is appropriate for the task carried out and in particular special requirements observed. Unless otherwise dictated by the particular task environment, the working environment must be such that the effectiveness of personnel is not impaired:
  - (1) temperatures must be maintained such that personnel can carry out required tasks without undue discomfort.
  - (2) dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident. Where dust/other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established.
  - (3) lighting is such as to ensure each inspection and maintenance task can be carried out in an effective manner.
  - (4) noise shall not distract personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.

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- (5) where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions are observed. Specific conditions are identified in the maintenance data.
- (6) the working environment for line maintenance is such that the particular maintenance or inspection task can be carried out without undue distraction. Therefore where the working environment deteriorates to an unacceptable level in respect of temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination, the particular maintenance or inspection tasks must be suspended until satisfactory conditions are re-established.
- (d) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools. The conditions of storage are in accordance with the manufacturer's instructions to prevent deterioration and damage of stored items. Access to storage facilities is restricted to authorised personnel.

**145.A.30 Personnel Requirements**

- (a) The organisation shall appoint an accountable manager who has corporate competent authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part. The accountable manager shall:
  - (1) ensure that all necessary resources are available to accomplish maintenance in accordance with 145.A.65(b) to support the organisation approval.
  - (2) establish and promote the safety and quality policy specified in 145.A.65(a).
  - (3) demonstrate a basic understanding of this Part.
- (b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with this Part. Such person(s) shall ultimately be responsible to the accountable manager.
  - (1) The person or persons nominated shall represent the maintenance management structure of the organisation and be responsible for all functions specified in this KCASR 8 - Part 145 Maintenance Organisations Approvals.
  - (2) The person or persons nominated shall be identified and their credentials submitted in a form and manner established by the Kuwait DGCA.
  - (3) The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of this Part.
  - (4) Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.
- (c) The accountable manager under paragraph (a) shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system as required by 145.A.65(c). The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.

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- (d) The organisation shall have a maintenance man-hour plan showing that the organisation has sufficient staff to plan, perform, supervise, inspect and quality monitor the organisation in accordance with the approval. In addition 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.
- (e) The organisation shall establish and control the competence of personnel involved in any maintenance, management and/or quality audits in accordance with a procedure and to a standard agreed by the Kuwait DGCA. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person's function in the organisation. 'Human factors' means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration of human performance. 'Human performance' means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.
- (f) The organisation shall ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the European or equivalent standard recognised by the Kuwait DGCA. Personnel who carry out any other specialised task shall be appropriately qualified in accordance with officially recognised Standards. By derogation to this paragraph those personnel specified in paragraphs (g) and (h) (1) and (h) (2), qualified in KCASR 1 Part-66 category B1 or B3 in accordance with KCASR 1 Part 66 may carry out and/or control colour contrast dye penetrant tests.
- (g) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j), shall in the case of aircraft line maintenance, have appropriate aircraft type rated certifying staff qualified as category B1, B2, B3 as appropriate in accordance with KCASR 1 Part-66 and 145.A.35.
- In addition such organisations may also use appropriately task trained certifying staff qualified holding the privileges described in points 66.A.20(a)(1) and 66.A.20(a)(3)(ii) and qualified in accordance with KCASR 1 Part-66 and 145.A.35 to carry out minor scheduled line maintenance and simple defect rectification. The availability of such certifying staff shall not replace the need for KCASR 1 Part 66 category B1, B2, B3 certifying staff as appropriate
- (h) Any organisation maintaining aircraft, except where stated otherwise in paragraph (j) shall:
- (1) in the case of base maintenance of large aircraft, have appropriate aircraft type rated certifying staff qualified as category C in accordance with Part-66 and 145.A.35. In addition, the organisation shall have sufficient aircraft type rated staff qualified as category B1, B2 as appropriate in accordance with KCASR 1 Part 66 and 145.A.35 to support the category C certifying staff.
- (i) B1 and B2 support staff shall ensure that all relevant tasks or inspections have been carried out to the required standard before the category C certifying staff issues the certificate of release to service.

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- (ii) The organisation shall maintain a register of any such B1 and B2 support staff.
  - (iii) The category C certifying staff shall ensure that compliance with paragraph (i) has been met and that all work required by the customer has been accomplished during the particular base maintenance check or work package, and shall also assess the impact of any work not carried out with a view to either requiring its accomplishment or agreeing with the operator to defer such work to another specified check or time limit.
- (2) in the case of base maintenance of aircraft other than large aircraft have either:
- (i) appropriate aircraft type rated certifying staff qualified as category B1, B2, B3 as appropriate in accordance with KCASR 1 Part 66 and 145.A.35; or
  - (ii) appropriate aircraft type rated certifying staff qualified in category C assisted by support staff as specified in point 145.A.35(a)(i).
- (i) Component certifying staff shall comply with KCASR 1 Part 66.
- (j) By derogation to paragraphs (g) and (h), the organisation may use certifying staff qualified in accordance with the following provisions:
- (1) For organisation facilities located outside the territories of the State of Kuwait certifying staff may be qualified in accordance with the national aviation regulations of the State in which the organisation facility is registered subject to the conditions specified in Appendix IV to this KCASR 8 - Part 145 Maintenance Organisations Approvals.
  - (2) For line maintenance carried out at a line station of an organisation which is located outside the territories of the State of Kuwait, the certifying staff may be qualified in accordance with the national aviation regulations of the State in which the line station is based, subject to the conditions specified in Appendix IV to this Part.
  - (3) For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certification authorisation to the aircraft commander and/or the flight engineer on the basis of the flight crew license held. However, the organisation shall ensure that sufficient practical training has been carried out to ensure that such aircraft commander or flight engineer can accomplish the airworthiness directive to the required standard.
  - (4) In the case of aircraft operating away from a supported location the organisation may issue a limited certification authorisation to the commander and/or the flight engineer on the basis of the flight crew license held subject to being satisfied that sufficient practical training has been carried out to ensure that the commander or flight engineer can accomplish the specified task to the required standard. The provisions of this paragraph shall be detailed in an exposition procedure.
  - (5) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are

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available, the organisation contracted to provide maintenance support may issue a one-off certification authorisation:

- (i) to one of its employees holding equivalent type authorisations on aircraft of similar technology, construction and systems; or
- (ii) to any person with not less than five years maintenance experience and holding a valid ICAO state member aircraft maintenance license rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the license of that person.

All such cases as specified in this subparagraph shall be reported to the Kuwait DGCA within seven days of the issuance of such certification authorisation. The organisation issuing the one-off authorisation shall ensure that any such maintenance that could affect flight safety is re-checked by an appropriately approved organisation.

**145.A.35 Certifying Staff and Category B1 and B2 Support Staff**

- (a) In addition to the appropriate requirements of 145.A.30(g) and (h), the organisation shall ensure that certifying staff and support staff have an adequate understanding of the relevant aircraft and/or components to be maintained together with the associated organisation procedures. In the case of certifying staff, this must be accomplished before the issue or re-issue of the certification authorisation.
  - (1) “Support Staff” means those staff holding a KCASR 1 Part 66 aircraft maintenance licence in Category B1, B2 and/or B3 with the appropriate aircraft ratings, working in a base maintenance environment while not necessarily holding certification privileges.
  - (2) “Relevant aircraft and/or components” means those aircraft or components specified in the particular certification authorisation.
  - (3) “Certification authorisation” means the authorisation issued to certifying staff by the organisation and which specifies the fact that they may sign certificates of release to service within the limitations stated in such authorisation on behalf of the approved organisation.
- (b) Excepting those cases listed in 145.A.30 (j) and 66.A.20(a)3(ii) the organisation may only issue a certification authorisation to certifying staff in relation to the basic categories or subcategories and any type rating listed on the aircraft maintenance license listed in KCASR 1 Part 66, subject to the license remaining valid throughout the validity period of the authorisation and the certifying staff remaining in compliance with KCASR1 Part 66.
- (c) The organisation shall ensure that all certifying staff and category support staff are involved in at least six months of actual relevant aircraft or component maintenance experience in any consecutive two year period.

For the purpose of this paragraph ‘involved in actual relevant aircraft or component maintenance’ means that the person has worked in an aircraft or component maintenance environment and has either exercised the privileges of the certification authorisation and/or has actually carried out maintenance on at

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least some of the aircraft type systems specified in the particular certification authorisation.

- (d) The organisation shall ensure that all certifying staff and support staff receive sufficient continuation training in each two year period to ensure that such staff has up-to-date knowledge of relevant technology, organisation procedures and human factor issues.
- (e) The organisation shall establish a programme for continuation training for certifying staff and support staff, including a procedure to ensure compliance with the relevant paragraphs of 145.A.35 as the basis for issuing certification authorisations under this Part to certifying staff, and a procedure to ensure compliance with KCASR 1 Part 66.
- (f) Except where any of the unforeseen cases of 145.A.30(j) (5) apply, the organisation shall assess all prospective certifying staff for their competence, qualification and capability to carry out their intended certifying duties in accordance with a procedure as specified in the exposition prior to the issue or re-issue of a certification authorisation under this Part.
- (g) When the conditions of paragraphs (a), (b), (d), (f) and, where applicable, paragraph (c) have been fulfilled by the certifying staff, the organisation shall issue a certification authorisation that clearly specifies the scope and limits of such authorisation. Continued validity of the certification authorisation is dependent upon continued compliance with paragraphs (a), (b), (d), and where applicable, paragraph (c).
- (h) The certification authorisation must be in a style that makes its scope clear to the certifying staff and any authorised person who may require examining the authorisation. Where codes are used to define scope, the organisation shall make a code translation readily available. 'Authorised person' means the officials of the Kuwait DGCA, who has responsibility for the oversight of the maintained aircraft or component.
- (i) The person responsible for the quality system shall also remain responsible on behalf of the organisation for issuing certification authorisations to certifying staff. Such person may nominate other persons to actually issue or revoke the certification authorisations in accordance with a procedure as specified in the exposition.
- (j) The organisation shall maintain a record of all certifying staff and support staff. The staff records shall contain:
  - (1) details of any aircraft maintenance license held under KCASR 1 Part-66;
  - (2) all relevant training completed;
  - (3) the scope of the certification authorisations issued, where relevant; and
  - (4) particulars of staff with limited or one-off certification authorisations.

The organisation shall retain the record for at least three years after the staff referred to in this paragraph have ceased employment with the organisation or as soon as the authorisation has been withdrawn. In addition, upon request, the maintenance organisation shall furnish the staff referred to in this paragraph with a copy of their record on leaving the organisation.

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The staff referred to in this paragraph shall be given access on request to their personal records as detailed above.

- (k) The organisation shall provide certifying staff with a copy of their certification authorisation in either a documented or electronic format.
- (l) Certifying staff shall produce their certification authorisation to any authorised person within 24 hours.
- (m) The minimum age for certifying staff and support staff is 21 years.
- (n) The holder of a category A aircraft maintenance licence may only exercise certification privileges on a specific aircraft type following the satisfactory completion of the relevant category A aircraft task training carried out by an organisation appropriately approved in accordance with KCASR 8 - Part 145 Maintenance Organisations Approvals or KCASR 1 Part 147. This training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment carried out by the organisation.
- (o) The holder of a category B2 aircraft maintenance licence may only exercise the certification privileges described in point 66.A.20(a)(3)(ii) of KCASR 1 Part-66 following the satisfactory completion of (i) the relevant category A aircraft task training and (ii) 6 months of documented practical experience covering the scope of the authorisation that will be issued. The task training shall include practical hands on training and theoretical training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination or by workplace assessment. Task training and examination/assessment shall be carried out by the maintenance organisation issuing the certifying staff authorisation. The practical experience shall be also obtained within such maintenance organisation.

#### **145.A.40 Equipment, Tools and Material**

- (a) The organisation shall have available and use the necessary equipment, tools and material to perform the approved scope of work.
  - (1) Where the manufacturer specifies a particular tool or equipment, the organisation shall use that tool or equipment, unless the use of alternative tooling or equipment is agreed by the Kuwait DGCA via procedures specified in the exposition.
  - (2) Equipment and tools must be permanently available, except in the case of any tool or equipment that is so infrequently used that its permanent availability is not necessary. Such cases shall be detailed in an exposition procedure.
  - (3) An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking such that the aircraft can be properly inspected.
- (b) The organisation shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at a frequency to ensure serviceability and accuracy. Records of such calibrations and traceability to the standard used shall be kept by the organisation.

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#### **145.A.42 Acceptance of Components**

- (a) All components shall be classified and appropriately segregated into the following categories:
- (1) Components which are in a satisfactory condition, released on a Kuwait DGCA Form 1 or equivalent and marked in accordance with KCASR 8 Part 21 Subpart Q or equivalent.
  - (2) Unserviceable components which shall be maintained in accordance with this section.
  - (3) Unsalvageable components which are classified in accordance with 145.A.42 (d).
  - (4) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data.
  - (5) Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing conformity to specification statement plus both the manufacturing and supplier source.
- (b) Prior to installation of a component, the organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.
- (c) The organisation may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition.
- (d) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to KCASR 8 Part 21 or equivalent.

#### **145.A.45 Maintenance Data**

- (a) The organisation shall hold and use applicable current maintenance data in the performance of maintenance, including modifications and repairs.
- 'Applicable' means relevant to any aircraft, component or process specified in the organisation's approval class rating schedule and in any associated capability list.
- In the case of maintenance data provided by an operator or customer, the organisation shall hold such data when the work is in progress, with the exception of the need to comply with 145.A.55 (c).
- (b) For the purposes of this Part, applicable maintenance data shall be any of the following:
- (1) Any applicable requirement, procedure or information issued by the competent authority responsible for the oversight of the aircraft or component;
  - (2) Any applicable airworthiness directive issued by the competent authority responsible for the oversight of the aircraft or component;

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- (3) Instructions for continuing airworthiness, issued by type certificate holders, supplementary type certificate holders, any other organisation required to publish such data by KCASR 8 Part 21 or equivalent and in the case of aircraft or components from other countries the airworthiness data mandated by the competent authority responsible for the oversight of the aircraft or component;
- (4) Any applicable standard, such as but not limited to, maintenance standard practices recognised by the Kuwait DGCA as a good standard for maintenance;
- (5) Any applicable data issued in accordance with paragraph (d).
- (c) The organisation shall establish procedures to ensure that if found, any inaccurate, incomplete or ambiguous procedure, practice, information or maintenance instruction contained in the maintenance data used by maintenance personnel is recorded and notified to the author of the maintenance data.
- (d) The organisation may only modify maintenance instructions in accordance with a procedure specified in the maintenance organisation's exposition. With respect to those changes, the organisation shall demonstrate that they result in equivalent or improved maintenance standards and shall inform the type-certificate holder of such changes. Maintenance instructions for the purposes of this paragraph means instructions on how to carry out the particular maintenance task: they exclude the engineering design of repairs and modifications.
- (e) The organisation shall provide a common work card or worksheet system to be used throughout relevant parts of the organisation. In addition, the organisation shall either transcribe accurately the maintenance data contained in paragraphs (b) and (d) onto such work cards, worksheets, or make precise reference to the particular maintenance task or tasks contained in such maintenance data. Work cards and worksheets may be computer generated and held on an electronic database subject to both adequate safeguards against unauthorised alteration and a back-up electronic database which shall be updated within 24 hours of any entry made to the main electronic database. Complex maintenance tasks shall be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the complete maintenance task.
- Where the organisation provides a maintenance service to an aircraft operator who requires their work card or worksheet system to be used then such work card or worksheet system may be used. In this case, the organisation shall establish a procedure to ensure correct completion of the aircraft operators' work cards or worksheets.
- (f) The organisation shall ensure that all applicable maintenance data is readily available for use when required by maintenance personnel.
- (g) The organisation shall establish a procedure to ensure that maintenance data it controls is kept up to date. In the case of operator/customer controlled and provided maintenance data, the organisation shall be able to show that either it has written confirmation from the operator/customer that all such maintenance data is up to date or it has work orders specifying the amendment status of the maintenance data to be used or it can show that it is on the operator/customer maintenance data amendment list.

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### **145.A.47 Production Planning**

- (a) The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.
- (b) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.
- (c) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.

### **145.A.48 Performance of maintenance**

The organisation shall establish procedures to ensure that:

- (a) after completion of maintenance a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted;
- (b) an error capturing method is implemented after the performance of any critical maintenance task;
- (c) the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised; and,
- (d) damage is assessed and modifications and repairs are carried out using data specified in KCASR 8 – Part M point M.A.304.

### **145.A.50 Certification of Maintenance**

- (a) A certificate of release to service shall be issued by appropriate authorised certifying staff on behalf of the organisation when it has been verified that all maintenance ordered has been properly carried out by the organisation in accordance with the procedures specified in 145.A.70, taking into account the availability and use of the maintenance data specified in 145.A.45 and that there are no non-compliances which are known to endanger flight safety.
- (b) A certificate of release to service shall be issued before flight at the completion of any maintenance.
- (c) New defects or incomplete maintenance work orders identified during the above maintenance shall be brought to the attention of the aircraft operator for the specific purpose of obtaining agreement to rectify such defects or completing the missing elements of the maintenance work order. In the case where the aircraft operator declines to have such maintenance carried out under this paragraph, paragraph (e) is applicable.
- (d) A certificate of release to service shall be issued at the completion of any maintenance on a component whilst off the aircraft. The authorised release certificate Kuwait DGCA Form 1 or equivalent in Appendix I to this KCASR 8 - Part 145 Maintenance Organisations Approvals constitutes the component certificate of release to service. When an organisation maintains a component for its own use, a Kuwait DGCA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the exposition.

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- (e) By derogation to paragraph (a), when the organisation is unable to complete all maintenance ordered, it may issue a certificate of release to service within the approved aircraft limitations. The organisation shall enter such fact in the aircraft certificate of release to service before the issue of such certificate.
- (f) By derogation to paragraph (a) and 145.A.42, when an aircraft is grounded at a location other than the main line station or main maintenance base due to the non-availability of a component with the appropriate release certificate, it is permissible to temporarily fit a component without the appropriate release certificate for a maximum of 30 flight hours or until the aircraft first returns to the main line station or main maintenance base, whichever is the sooner, subject to the aircraft operator agreement and said component having a suitable release certificate but otherwise in compliance with all applicable maintenance and operational requirements. Such components shall be removed by the above prescribed time limit unless an appropriate release certificate has been obtained in the meantime under paragraph (a) and 145.A.42.

#### **145.A.55 Maintenance Records**

- (a) The organisation shall record all details of maintenance work carried out. As a minimum, the organisation shall retain records necessary to prove that all requirements have been met for issuance of the certificate of release to service, including subcontractor's release documents.
- (b) The organisation shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific approved repair/modification data used for repairs/modifications carried out.
- (c) The organisation shall retain a copy of all detailed maintenance records and any associated maintenance data for three years from the date the aircraft or component to which the work relates was released from the organisation.
  - (1) Records under this paragraph shall be stored in a manner that ensures protection from damage, alteration and theft.
  - (2) Computer backup discs, tapes etc. shall be stored in a different location from that containing the working discs, tapes etc., in an environment that ensures they remain in good condition.
  - (3) Where an organisation approved under this KCASR 8 - Part 145 Maintenance Organisations Approvals terminates its operation, all retained maintenance records covering the last two years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the Kuwait DGCA.

#### **145.A.60 Occurrence Reporting**

- (a) The organisation shall report to the Kuwait DGCA, the state of registry and the organisation responsible for the design of the aircraft or component any condition of the aircraft or component identified by the organisation that has resulted or may result in an unsafe condition that hazards seriously the flight safety.
- (b) The organisation shall establish an internal occurrence reporting system as detailed in the exposition to enable the collection and evaluation of such reports, including the assessment and extraction of those occurrences to be reported under paragraph (a). This procedure shall identify adverse trends, corrective actions taken or to be taken by the organisation to address deficiencies and include

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evaluation of all known relevant information relating to such occurrences and a method to circulate the information as necessary.

- (c) The organisation shall make such reports in a form and manners established by the Kuwait DGCA and ensure that they contain all pertinent information about the condition and evaluation results known to the organisation.
- (d) Where the organisation is contracted by a commercial operator to carry out maintenance, the organisation shall also report to the operator any such condition affecting the operator's aircraft or component.
- (e) The organisation shall immediately Inform DGCA/ASD, by any available means of communication and submit such report(s) within 72 hours identifying the condition to which the report(s) relates.

**145.A.65 Safety and Quality Policy, Maintenance Procedures and Quality System**

- (a) The organisation shall establish a safety and quality policy for the organisation to be included in the exposition under 145.A.70.
- (b) The organisation shall establish procedures agreed by the Kuwait DGCA taking into account human factors and human performance to ensure good maintenance practices and compliance with this KCASR 8 - Part 145 Maintenance Organisations Approvals, which shall include a clear work order or contract such that aircraft and components may be released to service in accordance with 145.A.50.
  - (1) The maintenance procedures under this paragraph apply to 145.A.25 to 145.A.95.
  - (2) The maintenance procedures established or to be established by the organisation under this paragraph shall cover all aspects of carrying out the maintenance activity, including the provision and control of specialised services and lay down the standards to which the organisation intends to work.
  - (3) With regard to aircraft line and base maintenance, the organisation shall establish procedures to minimise the risk of multiple errors and capture errors on critical systems, and to ensure that no person is required to carry out and inspect in relation to a maintenance task involving some element of disassembly/reassembly of several components of the same type fitted to more than one system on the same aircraft during a particular maintenance check. However, when only one person is available to carry out these tasks then the organisation's work card or worksheet shall include an additional stage for re-inspection of the work by this person after completion of all the same tasks.
  - (4) Maintenance procedures shall be established to ensure that damage is assessed and modifications and repairs are carried out using data approved by the Kuwait DGCA in accordance with KCASR 8 Part 21, Subparts D and M.
- (c) The organisation shall establish a quality system that includes the following:
  - (1) Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and

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airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under this Part or a person with appropriate technical knowledge and proven satisfactory audit experience; and

- (2) A quality feedback reporting system to the person or group of persons specified in 145.A.30 (b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet paragraph (1).

### **145.A.70 Maintenance Organisation Exposition**

- (a) 'Maintenance organisation exposition' means the document or documents that contain the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with this KCASR 8 - Part 145 Maintenance Organisations Approvals. The organisation shall provide the Kuwait DGCA with a maintenance organisation exposition, containing the following information:
  - (1) statement signed by the accountable manager confirming that the maintenance organisation exposition and any referenced associated manuals define the organisation's compliance with this Part and will be complied with at all times. When the accountable manager is not the chief executive officer of the organisation then such chief executive officer shall countersign the statement;
  - (2) the organisation's safety and quality policy as specified by 145.A.65;
  - (3) the title(s) and name(s) of the persons nominated under 145.A.30(b);
  - (4) the duties and responsibilities of the persons nominated under 145.A.30(b), including matters on which they may deal directly with the Kuwait DGCA on behalf of the organisation;
  - (5) an organisation chart showing associated chains of responsibility between the persons nominated under 145.A.30(b);
  - (6) a list of certifying staff and support staff;
  - (7) a general description of manpower resources;
  - (8) a general description of the facilities located at each address specified in the organisation's approval certificate;
  - (9) a specification of the organisation's scope of work relevant to the extent of approval;
  - (10) the notification procedure of 145.A.85 for organisation changes;
  - (11) the maintenance organisation exposition amendment procedure;
  - (12) the procedures and quality system established by the organisation under 145.A.25 to 145.A.90;
  - (13) a list of commercial operators, where applicable, to which the organisation provides an aircraft maintenance service;

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- (14) a list of subcontracted organisations, where applicable, as specified in 145.A.75(b);
  - (15) a list of line stations, where applicable, as specified in 145.A.75(d);
  - (16) a list of contracted organisations, where applicable.
- (b) The exposition shall be amended as necessary to remain an up-to-date description of the organisation. The exposition and any subsequent amendment shall be approved by the Kuwait DGCA.
  - (c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval) provided it is agreed upon by the Kuwait DGCA

**145.A.75 Privileges of the Organisation**

In accordance with the exposition, the organisation shall be entitled to carry out the following tasks:

- (a) Maintain any aircraft and/or component for which it is approved at the locations identified in the approval certificate and in the exposition;
- (b) Arrange for maintenance of an aircraft or component for which it is approved at another organisation that is working under the quality system of the organisation. This refers to work being carried out by an organisation not itself appropriately approved to carry out such maintenance under this Part and is limited to the work scope permitted under 145.A.65 (b) procedures. This work scope shall not include a complete line maintenance check or a base maintenance check of an aircraft or a complete workshop maintenance check or overhaul of an engine or engine module;
- (c) Maintain any aircraft or any component for which it is approved at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the exposition;
- (d) 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;
- (e) Issue certificates of release to service in respect of completion of maintenance in accordance with 145.A.50.

**145.A.80 Limitations on the Organisation**

The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

**145.A.85 Changes to the Organisation**

- (a) The organisation shall notify the Kuwait DGCA of any proposal to carry out any of the following changes before such changes take place to enable the Kuwait DGCA to determine continued compliance with this Part and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity:

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- (1) the name of the organisation;
- (2) the main location of the organisation;
- (3) additional locations of the organisation;
- (4) the accountable manager;
- (5) any of the persons nominated under 145.A.30(b);
- (6) the facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

#### **145.A.90 Continued Validity**

- (a) An approval shall be issued for an unlimited duration, while an expiry date should be indicated. It shall remain valid subject to:
  - (1) the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under 145.B.50; and
  - (2) the Kuwait DGCA being granted access to the organisation to determine continued compliance with this Part; and
  - (3) the certificate not being surrendered or revoked;
  - (4) the related requirements of KCASR 27 regarding fees and charges being complied with.
- (b) Upon surrender or revocation, the approval shall be returned to the Kuwait DGCA.

#### **145.A.95 Findings**

- a) Level One (1) – A significant non- compliance with the KCASR 8 – Part 145 regulations, which could jeopardize overall safety and requires immediate corrective action. The organisation’s approval may be provisionally suspended in whole or in part depending upon the extent of the Level 1 finding until corrective action has been taken.
- b) Level Two (2) – A non- compliance with the KCASR 8 – Part 145 regulations or the organisation’s procedures, which could lower the organisation operations, maintenance and safety standard, which require corrective action and compliance within a period not exceeding thirty (30) days of first notification (inspectors shall use their discretion in setting the time frame).

**Note:** Repeated Level (2) findings could be an indication of deterioration on the organisations

- c) A level 3 finding (Observation) is a minor irregularity which are considered as observations and warrant attention.
- d) After receipt of notification of findings from the Kuwait DGCA, the holder of the maintenance organisation approval shall identify the root cause of each finding and define an action plan, including corrective and preventive actions to address the finding(s) and prevent reoccurrence to the satisfaction of Kuwait DGCA. The action plan must be complied with within the period agreed with Kuwait DGCA. Action may

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be taken by Kuwait DGCA to suspend in whole or part the approval in case of failure by an organisation to comply within the timescale granted by Kuwait DGCA.

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## **Section B - Procedures for Kuwait DGCA**

### **145.B.01 Scope**

This section establishes the administrative procedures which the Kuwait DGCA shall follow when exercising its tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of KCASR 8 - Part 145 Maintenance Organisations Approvals maintenance organisation approvals.

### **145.B.10 The Competent authority**

(a) General

The Kuwait DGCA is the designated competent authority for the State of Kuwait with allocated responsibilities for the issuance, continuation, change, suspension or revocation of a maintenance approval. The Kuwait DGCA shall establish documented procedures and an organisational structure.

(b) Resources

The number of staff must be appropriate to carry out the requirements as detailed in this section.

(c) Qualification and training

All staff involved in KCASR 8 - Part 145 Maintenance Organisations Approvals must:

- (1) be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.
- (2) have received training/continuation training on KCASR 8 - Part 145 Maintenance Organisations Approvals where relevant, including its intended meaning and standard.

(d) Procedures

The Kuwait DGCA shall establish procedures detailing how compliance with this Section B is accomplished.

The procedures must be reviewed and amended to ensure continued compliance.

### **145.B.15 Organisations Located outside the territories of the State of Kuwait**

Where maintenance facilities are also located outside the territories of the State of Kuwait the investigation and continued oversight of the approval will be carried out in conjunction with the authorities from those states in whose territory the other maintenance facilities are located.

### **145.B.17 Acceptable Means of Compliance**

The Kuwait DGCA have developed acceptable means of compliance that may be used to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

### **145.B.20 Initial Approval**

- (a) Provided the requirements of 145.A.30 (a) and (b) are complied with, the Kuwait DGCA shall formally indicate its acceptance of the personnel, specified in 145.A.30 (a) and (b), to the applicant in writing.
- (b) The Kuwait DGCA shall verify that the procedures specified in the maintenance organisation exposition comply with KCASR 8 - Part 145 Maintenance

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Organisations Approvals and verify that the accountable manager signs the commitment statement.

- (c) The Kuwait DGCA shall verify that the organisation is in compliance with the requirements of KCASR 8 - Part 145 Maintenance Organisations Approvals.
- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the exposition.
- (e) All findings must be confirmed in writing to the organisation.
- (f) The Kuwait DGCA shall record all findings, closure actions (actions required to close a finding) and recommendation.
- (g) For initial approval all findings must be corrected before the approval can be issued.

#### **145.B.25 Issue of Approval**

- (a) The Kuwait DGCA shall formally approve the exposition and issue to the applicant a Kuwait DGCA Form 3 approval certificate, which includes the approval ratings. The Kuwait DGCA shall only issue a certificate when the organisation is in compliance with KCASR 8 - Part 145 Maintenance Organisations Approvals.
- (b) The Kuwait DGCA shall indicate the conditions of the approval on the Kuwait DGCA Form 3 approval certificate.
- (c) The reference number shall be included on the Kuwait DGCA Form 3 approval certificate in a manner specified by the Kuwait DGCA.

#### **145.B.30 Continuation of an Approval**

- (a) The continuation of an approval shall be monitored in accordance with the applicable 'initial approval' process under 145.B.20. In addition:
  - (1) The Kuwait DGCA shall keep and update a program listing the approved maintenance organisations under its supervision, the dates when audit visits are due and when such visits were carried out.
  - (2) Each organisation must be completely reviewed for compliance with KCASR 8 - Part 145 Maintenance Organisations Approvals.
  - (3) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

#### **145.B.35 Changes**

- (a) The Kuwait DGCA shall receive notification from the organisation of any proposed change as listed in 145.A.85.
- (b) The Kuwait DGCA shall comply with the applicable elements of the initial process paragraphs for any change to the organisation.
- (c) The Kuwait DGCA may prescribe the conditions under which organisation may operate during such changes unless it determines that the approval should be suspended.

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#### **145.B.40 Changes to the Maintenance Organisation Exposition (MOE)**

- (a) For any change to the Maintenance Organisation Exposition (MOE):
- (1) In the case of direct approval of the changes in accordance with 145.A.70(b), the Kuwait DGCA shall verify that the procedures specified in the exposition are in compliance with KCASR 8 - Part 145 Maintenance Organisations Approvals before formally notifying the approved organisation of the approval.
  - (2) In the case an indirect approval procedure is used for the approval of the changes in accordance with 145.A.70(c), the Kuwait DGCA shall ensure (i) that the changes remain minor and (ii) that it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirement of KCASR 8 - Part 145 Maintenance Organisations Approvals.

#### **145.B.45 Revocation, Suspension and Limitation of Approval**

The Kuwait DGCA shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat; or
- (b) suspend, revoke or limit an approval pursuant to 145.B.50.

#### **145.B.50 Findings**

- (a) When during audits or by other means evidence is found showing non-compliance with the requirements of KCASR 8 – Part 145 Maintenance Organisations Approvals, the Kuwait DGCA shall take the following actions:
  - (1) For level 1 findings, immediate action shall be taken by the Kuwait DGCA to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.
  - (2) For level 2 findings, the corrective action period granted by the Kuwait DGCA must be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the Kuwait DGCA may extend the three month period subject to a satisfactory corrective action plan agreed by the Kuwait DGCA.
- (b) Action shall be taken by the Kuwait DGCA to suspend in whole or part the approval in case of failure to comply within the timescale granted by the Kuwait DGCA.

#### **145.B.55 Record Keeping**

- (a) The Kuwait DGCA shall establish a system of record-keeping with minimum retention criteria that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organisation approval.
- (b) The records shall include as a minimum:
  - (1) The application for an organisation approval, including the continuation thereof.

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- (2) The Kuwait DGCA continued oversight program including all audit records.
- (3) The organisation approval certificate including any change thereto.
- (4) A copy of the audit program listing the dates when audits are due and when audits were carried out.
- (5) Copies of all formal correspondence including Kuwait DGCA Form 4 or equivalent.
- (6) Details of any exemption and enforcement action(s).
- (7) Any other Kuwait DGCA audit report forms.
- (8) Maintenance organisation expositions.
- (c) The minimum retention period for the above records shall be four years.
- (d) The Kuwait DGCA may elect to use either a paper or computer system or any combination of both subject to appropriate controls.

**145.B.60 Exemptions**

All exemptions granted shall be recorded and retained by the Kuwait DGCA.



## **Appendices**

### **Appendix I**

Use of the DGCA Form 1 for maintenance

(a) Purpose and use

- (1) The primary purpose of the certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as "item(s)").
- (2) Correlation must be established between the certificate and the item(s). The originator must retain a certificate in a form that allows verification of the original data.
- (3) The certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness competent authority. The "approved design data" mentioned in this certificate then means approved by the airworthiness competent authority of the importing country.
- (4) The certificate is not a delivery or shipping note.
- (5) Aircraft are not to be released using the certificate.
- (6) The certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
- (7) A mixture of production released and maintenance released items is not permitted on the same certificate.

(b) General format

- (1) The certificate must comply with the format attached including block numbers and the location of each block. The size of each block may however be varied to suit the individual application, but not to the extent that would make the certificate unrecognisable.
- (2) The certificate must be in "landscape" format but the overall size may be significantly increased or decreased so long as the certificate remains recognisable and legible. If in doubt consult the Kuwait DGCA.
- (3) The user/installer responsibility statement can be placed on either side of the form.
- (4) All printing must be clear and legible to permit easy reading.
- (5) The certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- (6) The certificate should be in English, and if appropriate, in one or more other languages.
- (7) The details to be entered on the certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- (8) Limit the use of abbreviations to a minimum, to aid clarity.

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- (9) The space remaining on the reverse side of the certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the certificate must be referenced in the appropriate block on the front side of the certificate.
- (c) **Copies**  
There is no restriction in the number of copies of the certificate sent to the customer or retained by the originator.
- (d) **Error(s) on a certificate**
- (1) If an end-user finds an error(s) on a certificate, he must identify it/them in writing to the originator. The originator may issue a new certificate only if the error(s) can be verified and corrected.
  - (2) The new certificate must have a new tracking number, signature and date.
  - (3) The request for a new certificate may be honoured without re-verification of the item(s) condition. The new certificate is not a statement of current condition and should refer to the previous certificate in block 12 by the following statement; "This certificate corrects the error(s) in block(s) [enter block(s) corrected] of the certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service". Both certificates should be retained according to the retention period associated with the first.
- (e) **Completion of the certificate by the originator**
- Block 1 - Approving competent authority/country**  
State the name and country of the competent authority under whose jurisdiction this certificate is issued. When the competent authority is the Kuwait DGCA only "Kuwait DGCA" must be stated.
- Block 2 - Kuwait DGCA Form 1 headers**  
"AUTHORISED RELEASE CERTIFICATE DGCA FORM 1"
- Block 3 - Form tracking number**  
Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.
- Block 4 - Organisation name and address**  
Enter the full name and address of the approved organisation (refer to DGCA Form 3) releasing the work covered by this certificate. Logos, etc., are permitted if the logo can be contained within the block.
- Block 5 - Work order/contract/invoice**  
To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.
- Block 6 - Item**  
Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the remarks block 12.
- Block 7 - Description**  
Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin and Component Maintenance Manual).

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**Block 8 - Part number**

Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

**Block 9 - Quantity**

State the quantity of items.

**Block 10 - Serial number**

If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter "N/A".

**Block 11 - Status/work**

The following describes the permissible entries for block 11. Enter only one of these terms – where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

- (1) Overhauled. Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holders, or equipment manufacturer’s instructions for continued airworthiness, or in the data which is approved or accepted by the competent authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.
- (2) Repaired. Rectification of defect(s) using an applicable standard (\*).
- (3) Inspected/tested. Examination, measurement, etc. in accordance with an applicable standard (\*) (e.g. visual inspection, functional testing, bench testing etc.).
- (4) Modified. Alteration of an item to conform to an applicable standard (\*).

**Block 12 - Remarks**

Describe the work identified in block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main DGCA Form 1. Each statement must clearly identify which item(s) in block 6 it relates to.

Examples of information to be entered in block 12 are:

- (1) Maintenance data used, including the revision status and reference.
- (2) Compliance with airworthiness directives or service bulletins.
- (3) Repairs carried out.
- (4) Modifications carried out.
- (5) Replacement parts installed.
- (6) Life limited parts status.
- (7) Deviations from the customer work order.

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- (8) Release statements to satisfy a foreign civil aviation competent authority maintenance requirement.
- (9) Information needed to support shipment with shortages or re-assembly after delivery.

**Reserved Block 13a-13e**

General requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

**Block 14a**

Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box “other regulations specified in block 12” is marked, then the regulations of the other airworthiness competent authority(ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.

For all maintenance carried out by maintenance organisations approved in accordance with Section A of KCASR 8 - Part 145 Maintenance Organisations Approvals, the certification statement “unless otherwise specified in block 12” is intended to address the following cases:

- (1) Where the maintenance could not be completed.
- (2) Where the maintenance deviated from the standard required by KCASR 8 - Part 145 Maintenance Organisations Approvals.
- (3) Where the maintenance was carried out in accordance with a requirement other than that specified in KCASR 8 - Part 145 Maintenance Organisations Approvals. In this case block 12 shall specify the particular national regulation.

**Block 14b - Authorised signature**

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the Kuwait DGCA are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

**Block 14c - Certificate/approval number**

Enter the certificate/approval number/reference. This number or reference is issued by the Kuwait DGCA.

**Block 14d - Name**

Enter the name of the person signing block 14b in a legible form.

**Block 14e - Date**

Enter the date on which block 14b is signed, the date must be in the format dd=2 digit day, mmm=first 3 letters of the month, yyyy=4 digit year.

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**Directorate General of Civil Aviation  
Aviation Safety Department State of  
Kuwait**



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**Email: [airworthy@dgca.gov.kw](mailto:airworthy@dgca.gov.kw)**

**Authorised Release Certificate & User/Installer Responsibilities  
(DGCA Form - 1)**

1. Approving Competent authority		2. Authorised Release Certificate Kuwait DGCA			3. Form Tracking Number	
4. Approved Organisation Name and Address					5. Worker Order/Contract/ Invoice	
6. Item	7. Description	8. Part No.	9. Qty	10. Serial No.	11. Status/Work	
12. Remarks						
13a Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12				14a. <input type="checkbox"/> Part-145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Part-145 and in respect to that work the items are considered for release to service.		
13b. Authorised Signature		13c. Approval/ Authorisation Number		14b. Authorised Signature		14c. Certificate/ Approval Ref No.
13d. Name		13e. Date (d/m/y)		14d. Name		14e. Date (d/m/y)

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<b>Kuwait Civil Aviation Safety Regulations</b>		<b>KCASR 8 - Airworthiness of Aircraft &amp; Continuous Airworthiness</b>
		<b>Part 145 - Maintenance Organisations Approvals</b>

**Directorate General of Civil Aviation  
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**Authorised Release Certificate & User/Installer Responsibilities  
(DGCA Form - 1)**

**Note:**

1. It is important to understand that the existence of the Document alone does not automatically constitute competent authority to install the part/component/assembly.
2. Where the user/installer works in accordance with the national regulations of an Airworthiness Competent authority different from the Kuwait DGCA as specified in block 1 it is essential that the user/installer ensures that his/her Airworthiness Competent authority accepts items from the Kuwait DGCA in block 1.
3. Statements 13a and 14a do not constitute installation certification. In all cases the aircraft maintenance record must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

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		<b><i>Part 145 - Maintenance Organisations Approvals</i></b>

## **Appendix II**

### **Class and Rating Systems used for the Approval of Maintenance Organisations referred to in KCASR 8 Part 145**

- (a) Except as stated otherwise for the smallest organisation in paragraph (l), the table referred to in point (m) provides the standard system for the approval of maintenance organisation under KCASR 8 - Part 145 Maintenance Organisations Approvals. An organisation must be granted an approval ranging from a single class and rating with limitations to all classes and ratings with limitations.
- (b) In addition to the table referred to in point (m) the approved maintenance organisation is required to indicate its scope of work in its maintenance organisation manual /exposition. See also paragraph (k).
- (c) Within the approval class(es) and rating(s) granted by the Kuwait DGCA, the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisation's scope of work are matching.
- (d) A category A class rating means that the maintenance organisation may carry out maintenance on the aircraft and any component (including engines and/or Auxiliary Power Units (APUs), in accordance with aircraft maintenance data or, if agreed by the Kuwait DGCA, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such A rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. This will be a subject to a control procedure in the maintenance organisation exposition to be approved by the Kuwait DGCA. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
- (e) A category B class rating means that the approved maintenance organisation may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine/APU maintenance data or, if agreed by the Kuwait DGCA, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this paragraph. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organisation exposition to be approved by the Kuwait DGCA. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the Kuwait DGCA.
- (f) A category C class rating means that the approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance organisation exposition. The maintenance

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organisation exposition scope of work shall reflect such activity where permitted by the Kuwait DGCA.

- (g) A category D class rating is a self-contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 — Non- Destructive Testing (NDT) rating is only necessary for an approved maintenance organisation that carries out NDT as a particular tasks for another organisation A maintenance organisation approved with a class rating in A or B or C category may carry out NDT on products it is maintain subject to the maintenance organisation exposition containing NDT procedures, without the need for a D1 class rating.
- (h) In the case of maintenance organisation approved in accordance with KCASR 8 - Part 145 Maintenance Organisations Approvals, Category A class ratings are subdivided into 'Base' or 'Line' maintenance. Such an organisation may be approved for either 'Base' or 'Line' maintenance or both. It should be noted that a 'Line' facility located at a main base facility requires a 'Line' maintenance approval.
- (i) The 'limitation' section is intended to give maximum flexibility to customise the approval to a particular organisation. Ratings shall be mentioned on the approval only when appropriately limited, the table referred to in point (m) specifies the types of limitation possible. Whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation (an example could be avionic systems installations and maintenance). Such mention in the limitation section indicates that the maintenance organisation is approved to carry out maintenance up to and including this particular type/task.
- (j) When reference is made to series, type and group in the limitation section of class A and B series means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series etc. Type means a specific type or model such as Airbus 310-240 type or RB 211-524 B4 type etc. Any number of series or types may be quoted. Group means for example Cessna single piston engined aircraft or Lycoming non-supercharged piston engines etc.
- (k) When a lengthy capability list is used which could be subject to frequent amendment, then such amendment shall be in accordance with a procedure acceptable to the Kuwait DGCA and included in the maintenance organisation exposition. The procedure shall address the issues of who is responsible for capability list amendment control and the actions that need to be taken for amendment. Such actions include ensuring compliance with KCASR 8 - Part 145 Maintenance Organisations Approvals for products or services added to the list.
- (l) A maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:

CLASS AIRCRAFT	RATING A2 AEROPLANES 5700 KG AND BELOW	PISTON ENGINED 5700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 HELICOPTERS	SINGLE PISTON ENGINED 3175 KG AND BELOW
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 & A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS RATING OTHER THAN COMPLETE ENGINES OR APUs	C1 TO C22	AS PER CAPABILITY LIST

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CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED
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*It should be noted that such an organisation may be further limited by the Kuwait DGCA in the scope of approval dependent upon the capability of the particular organisation.*

(m) Table

CLASS	RATING	LIMITATIONS	BASE	LINE
AIRCRAFT	A1 Aeroplanes /above 5700 kg	Rating reserved to Maintenance Organisations approved in accordance with ( KCASR 8 - Part 145 Maintenance Organisations Approvals)  [Shall state aeroplane manufacturer or group or series or type and/or the maintenance task(s)  Example: Airbus A320 Series	[YES/NO]*	[YES/NO]*
	A2 Aeroplanes/ 5700 kg and below	Shall state aeroplane / manufacturer or group or series or type and/ or the maintenance tasks  Example:DHC-6 Twin Otter series	[YES/NO]*	[YES/NO]*
	A3 Helicopters	Shall state helicopter manufacturer or group or series or type and/ or the maintenance task(s)  Example: Robinson R44	[YES/NO]*	[YES/NO]*
	A4 aircraft other than A1, A2 and A3	Shall state aircraft series or type and/or the maintenance task(s)	[YES/NO]*	[YES/NO]*
ENGINES	B1 Turbine	Shall state engines series or type and/or the maintenance task(s)  Example: PT6A Series		
	B2 Piston	Shall state engine manufacturer or group or series or type and/or the maintenance task(s)		
	B3 APU	Shall state engine manufacturer or series or type and/or the maintenance task(s)		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	Will state aircraft type or the aircraft manufacturer or component manufacturer or particular component and/or cross refer to a capability list in the exposition and/or the and/or the maintenance task(s)		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors — Hatches			
	C5 Electrical Power & Lights			



CLASS	RATING	LIMITATIONS	BASE	LINE
	C6 Equipment			
	C7 Engine — APU			
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter-Rotors			
	C11 Helicopter-Trans			
	C12 Hydraulic power			
	C13 Indicating recording systems			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic & Vacuum			
	C18 Protection ice/rain/ fire			
	C19 Windows			
	C20 Structural			
	C21 Water ballast			
	C22 Propulsion Augmentation			
SPECIALISED SERVICES	D1 Non-Destructive Testing	Will state particular NDT method(s)		

## Appendix III

<p><b>State of Kuwait</b></p> <p><b>KCASR 8, PART-145 MAINTENANCE ORGANISATION APPROVAL</b></p> <p><b>Certificate Number: Kuwait DGCA/AMO/....</b></p> <p>Pursuant to Law No. 30 for the year 1960 regarding the Kuwait Air Navigation Safety Regulations and all subsequent amendments/orders/ministerial decisions thereof governing the Civil Aviation activities in the State of Kuwait for the time being in force and subject to the conditions specified below, the President of Directorate General of Civil Aviation of the State of Kuwait hereby certifies</p> <p>[COMPANY NAME AND ADDRESS]</p> <p>as a maintenance organisation in compliance with section A of KCASR 8 – Part 145 approved to maintain products, parts and appliances listed in the attached approval schedule and issue related certificates of release to service using the above reference.</p> <p><b>CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. This approval is limited to that specified in the scope of approval section of the approved maintenance organisation exposition, as referred to in Section A of KCASR 8 – Part 145, and</li> <li>2. This approval requires compliance with the procedures specified in the KCASR 8 – Part 145 approved maintenance organisation exposition, and</li> <li>3. This approval is valid whilst the approved maintenance organisation remains in compliance with KCASR 8, Part 145.</li> <li>4. Subject to compliance with the foregoing conditions, this approval shall remain valid for a period of 24 months unless the approval has previously been surrendered, suspended or revoked.</li> </ol> <p>Date of original issue: .....</p> <p>Date of this revision .....</p> <p>Revision No: .....</p> <p>Signed: .....</p> <p>For the Kuwait DGCA</p>
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		<b><i>Part 145 - Maintenance Organisations Approvals</i></b>

(\*) Delete as appropriate if organisation not approved  
(\*\*) Complete with the appropriate Rating and Limitation

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		<i>Part 145 - Maintenance Organisations Approvals</i>

## Appendix IV

### Conditions for the use of staff not qualified to KCASR 1 Part 66 in accordance with 145A.30 (j) 1 and 2

- (a) Certifying staff in compliance with the following conditions, subject to the approval of Kuwait DGCA, will meet the intent of 145.A.30 (j)(1) and (2):
- (1) The person shall hold a license or a certifying staff authorisation issued under the national regulations in full compliance with ICAO Annex 1.
  - (2) The scope of work of the person shall not exceed the scope of work defined by the national license or the certifying staff authorisation, whichever is the more restrictive.
  - (3) The person shall demonstrate he/she received the training on human factors and aviation legislation referred to in modules 9 and 10 of Appendix I to KCASR 1-Part-66.
  - (4) The person shall demonstrate five years maintenance experience for line maintenance certifying staff and eight years for base maintenance certifying staff. However, those persons whose authorised tasks do not exceed those of a KCASR 1 Part 66 category A certifying staff, need to demonstrate three years maintenance experience only.
  - (5) Line maintenance certifying staff and base maintenance support staff shall demonstrate he/she received type training and passed examination at the category B1, B2 or B3 level, as applicable, referred to in Appendix III to KCASR 1- Part-66 for each aircraft type in the scope of work referred to in point (2). Those persons whose scope of work does not exceed those of a category A certifying staff may however receive task training in lieu of a complete type training.
  - (6) Base maintenance certifying staff shall demonstrate he/she received type training and passed examination at the category C level referred to in Appendix III to KCASR 1 Part-66 for each aircraft type in the scope of work referred to in point (2), except that for the first aircraft type, training and examination shall be at the category B1, B2 or B3 level of Appendix III.
- (b) Protected rights
- (1) 145.A.30 (j) (1) and (2) personnel before the entry into force of KCASR 1 Part 66 may continue to exercise their privileges without the need to comply with paragraph (a)(3) to (a)(6).
  - (2) However after that date any certifying staff willing to extend the scope of their authorisation to include additional privileges shall comply with paragraph (a) above.
  - (3) Notwithstanding subparagraph (b)(2) above, in the case of additional type training, compliance with paragraph (a)(3) and (a)(4) is not required.

# **Affected Pages from Last Update**

#	Page	Para # in Source	Reference Section/Article	Amendment
1.	4	62		[TABLE] <a href="#">3</a> Oct 2020 <a href="#">NPA 2020-02 (Amended Point 145.A.47)</a>
2.	16	280	Section A Technical Requirements (a)	The organisation shall have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.
3.	16	281	Section A Technical Requirements (a)	<a href="#">The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations.</a>
4.	16	282	Section A Technical Requirements (b)	<a href="#">When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.</a>