

KUWAIT DGCA – KCASR 145

Enter Organization Name

Maintenance Organization Exposition Supplement

DGCA Approved Maintenance Organization

Main Facility:

Address:

Telephone:

Fax:

E-mail:

Website:

DGCA KCASR 145 Approval No.	DGCA/AMO/
FAA Certified Repair Station No.	
EASA 145 Certificate Approval No.	
Revision # :	Date:

For DGCA Use:

Acceptance & Date
Directorate General of Civil Aviation

SUPPLEMENT REQUIREMENTS & COMPLIANCE REFERENCE MATRIX

The "Supplement Requirements & Compliance reference Matrix" provides cross reference on procedures documented on the Organization approved EASA/NAA MOE and also outlines the additional requirements of Kuwait Civil Aviation Safety Regulations (KCASR).

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- *Where a Part is not used it is shown in the Exposition as Not Applicable.*
- *Only Unshaded cell in the supplement reference & page column to be filled*

0.2 List of Effective Page

(Example)

Page Number	Date of Issue	Revision	Page Number	Date of Issue	Revision
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0.3 List of issues / amendments

(Example)

Amendment / issue Number	Amendment / issue Date	Amendment / issue Type
Initial	19 December 06	major
Revision 1	01 January 07	minor

0.4 Distribution List

(Example)

MOE COPY NUMBER	MOE HOLDER	FORMAT
Copy No. 1	Accountable Manager	CD-ROM
Copy No. 2	Engineering Director	PAPER
Copy No. 3	Aircraft Maintenance Manager	CD-ROM
Copy No. 5	Workshop Maintenance Manager	CD-ROM
Copy No. 5	Quality Manager	PAPER
Copy No. 6	Overseeing authority	PAPER
Copy No. 7	Reserved	
Copy No. 8	Reserved	



DGCA MOE Supplement
Issue / Revision:
Date:

1.0 Introduction

This supplement in conjunction with the latest revision of the organization approved EASA/NAA Maintenance Organization Exposition (MOE) forms part of the Kuwait Civil Aviation Authority (DGCA) AMO approval as specified in the Kuwait Civil Aviation Regulations and related Standards as revised .

Whenever there is an amendment to the organization approved EASA/NAA MOE, the Quality department shall send a copy of the revised and approved EASA/NAA MOE in the form of a CD to the Kuwait DGCA. The Same copy of the CD should contain the latest approved Kuwait DGCA MOE supplement.

The supplement shall be amended as necessary to remain in compliance with the requirements of the Kuwait Civil Aviation Safety Regulations (KCASR) , this supplement and any subsequent amendment shall be approved by the DGCA in order to maintain DGCA KCASR Part 145 approval.

1.1 Corporate Commitment by the Accountable Manager

This exposition and any associated referenced manuals defines the organisation and procedures upon which the Kuwait DGCA KCASR Part-145 approval is based as required by KCASR 145.A.70. These procedures are approved by the undersigned and should be complied with, as applicable, when work/ orders are being progressed under the terms of the Part-145 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the Kuwait DGCA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the Kuwait DGCA will approve this organisation whilst the Kuwait DGCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Kuwait DGCA reserves the right to suspend, limit or revoke the KCASR Part 145 approval of the organisation if the Kuwait DGCA has evidence that procedures are not followed or standards not upheld.

Signed.....

Dated.....

Accountable Manager and.....(quote position).....

For and on behalf of.....(quote organisation's name).....

1.3 Management Personnel

The Senior Managers shown below are nominated by the organization and have been accepted by EASA/NAA and recognized by the Kuwait Directorate General of Civil Aviation (DGCA).

These nominated persons are responsible for ensuring that the Company is in compliance with the DGCA approval requirements.

- **Accountable Manager**
- **Maintenance Manager**
- **Quality Manager**

In case, there is any change or transfer to the management personnel, letter of acceptance from EASA/NAA together with duly filled DGCA form 4 shall be forward to the DGCA

If the Accountable Manager changes, the corporate commitment statement within this supplement must be signed immediately by who supersedes the title. The statement, letter of acceptance from EASA/NAA, together duly filled DGCA form 4 shall be forwarded to the DGCA.

1.9 Scope of work (Example Tables)

Aircraft Maintenance

Rating	Aircraft (Engine)	Operator	Scope of work		
			Maintenance Level	Base	Line
A1	A340 -300(CF6 80C2)	Kuwait Airways	Up to and including C checks	X	
A1	A310 -300(CF6 80C2)	Kuwait Airways	Daily/Weekly/defect rectifications		Cairo
A1	A320-212(CFM56)	Jazeera Airways	Up to and including C checks	X	

Engine maintenance

Rating	Aircraft (Engine)	Operator	Scope of work
			Maintenance Level
B1	GE CF6 80 C2	Kuwait Airways	O/H
B1	CFM56 - 5B4/3	Jazeera Airways	All Modules repair

Component maintenance

Rating	ATA	Designation
C1	21	Components in accordance with the capability list reference XXXX
C2		
C3		
C4		
C5		
C6		

Specialized services maintenance

Rating	Limitation	Detail of limitation
D1	Liquid Penetrant Inspection (PT)	
	Magnetic Particle Inspection (MT)	
	Eddy Current Inspection (ET)	
	Ultrasonic Inspection (UT)	
	Radiographic Inspection (RT)	Except Gamma Ray inspection
	Thermography Inspection (IRT)	
	Shearography Inspection (ST)	

1.10 Notification Procedure to Aviation Authority

The organization shall notify the DGCA of any proposal to carry out any of the following changes before such changes take place to enable the 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:

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

1.11 MOE/ Supplement Amendment Procedure

The Quality Manager is responsible for reviewing the MOE on a regular basis and amending if necessary, this includes the changes affecting Kuwait KCASR supplement, and the submission of proposed supplement amendments to the DGCA for approval. The DGCA approval of the supplement will be made by stamping the cover page of the supplement.

2.16 Release to Service Procedure

Release to Service Procedure shall be done in accordance with KCASR Part 145.A.50 (Certification of Maintenance).

2.17 Records for the Operator

- (a) The organization shall record all details of maintenance work carried out. As a minimum, the organization 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 organization 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 organization 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 organization.
 - 1. Records under this paragraph shall be stored in a safe way with regard to fire, flood 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 organization approved under this Part 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 DGCA.

2.18 Reporting of Defects to the DGCA

Any condition of the aircraft or component identified by the organization that has resulted or may result in unsafe condition that hazards seriously the flight safety must be reported to DGCA.

The reporting procedure is part of the internal occurrence reporting system as detailed in KCASR Part 145.A.60 (a) (b) (c) (d) (e) , Part 145.A.70 (a) 12 & AMC 145.A60 (b).

Methods for reporting to:

- Reportable defects
- Technical Occurrence report.
- Investigation procedure and follow-up system
- Reporting timescale
- Reports must contain pertinent and evaluation results (where known)
- Persons responsible for reporting
- Defects reported by subcontractors
- Permitted reporting periods and retention of data

4.2 Operator Procedures and Paperwork

This shall be done in accordance with approved operator procedure but in all cases it shall be specified within Maintenance Support Agreement with the operator.