

Issued: 25 June 2014

Continuing Airworthiness Management and Maintenance Organisation Approval Certificates

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not Primarily affected
Air Traffic:	Not Primarily affected
Airspace:	Not Primarily affected
Airworthiness:	All Part-145, Part-M Subpart F and Part-M Subpart G Approved Organisations
Flight Operations:	Not Primarily affected
Licensed/Unlicensed Personnel:	Not Primarily affected

1 Introduction

- 1.1 The Approval Certificates issued by the CAA to continuing airworthiness management and maintenance organisations describe both the privilege and the scope of an organisation's approval. Over time the way that this information has been presented by the CAA on the certificate has become varied, such that organisations can find themselves facing significant charges when amending their 'Scope of Work'.
- 1.2 Following a review of the way that aircraft types have been listed on EASA approval certificates, a decision has been made to consolidate individual aircraft types into generic groups for holders of A2, A3 and A4 ratings. The revised policy applies to non-complex aircraft defined in Article 3 of Regulation (EC) No. 216/2008, with the exception of multi-engine helicopters. The new groups are based on the ratings established by EASA for Part-66 aircraft maintenance engineer's licenses, and aircraft that fall into the A4 rating, which remain subject to National licensing requirements. These new group ratings will also be applied to organisations holding Part-M Subpart G approval.

Note: A2: Aeroplanes of 5,700 kg and below.

A3: Helicopters.

A4: Aircraft other than A1, A2, and A3.

A1: Aeroplanes above 5700 kg.

1.3 The CAA has started distributing replacement approval certificates to align the content with the changes set out in this Information Notice. It is expected, all affected organisations will receive a replacement certificate by the end of July 2014.

1.4 The list of approval groups and additional information can be found on the following webpage: [EASA Part 145, Part M Subpart F or Part M Subpart G approvals](#)

2 Applying for a New Approval or Amending an Existing Approval

2.1 Where an approved organisation intends to add aircraft within an existing group rating, it will not be necessary to submit a variation application to the CAA. Changes to the 'Scope of Work' within an existing group may be accomplished by submitting an amendment to the organisation's exposition. Where a new group rating or individual aircraft type rating is required, a variation application must be submitted to the CAA along with the fee prescribed in the current Scheme of Charges, see the following link: [CAA Scheme of Charges ORS5 No. 288](#)

2.2 An applicant for a new approval group rating must be able to demonstrate that they have the capability and means to manage/maintain at least two aircraft types within the applicable group to be eligible for a group rating. Individual ratings will remain available for organisations who do not meet the criteria to qualify for a group rating.

2.3 The change to introduce generic approval certificate content still requires approved organisations to fully specify their actual capability in the 'Scope of Work' section of the Exposition. This section of the Exposition should include full details of the individual aircraft types for which the organisation has the capability to support. To assist the CAA evaluating expositions for organisations holding group ratings, it is recommended that the individual aircraft types are listed in the 'Scope of Work' section under the relevant group heading.

2.4 When adding a new type to an existing group, the organisation must ensure that they have the tooling, equipment, documentation and manuals, as well as the appropriately qualified and experienced staff, to support the additional type. For Part M Subpart G approved organisations this includes appropriately approved Airworthiness Review Staff, where applicable, and generic/baseline maintenance programmes for the additional types.

2.5 An organisation must ensure that, before accepting an aircraft into their facility and commencing work, the following elements for supporting the particular aircraft type are in place: tooling/equipment, documentation/manuals, appropriately qualified and experienced staff.

3 Queries

3.1 Any queries or requests for further guidance as a result of this communication should be addressed to:

The Hub
Civil Aviation Authority
Safety Regulation Group
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR
E-mail address: apply@caa.co.uk

4 Cancellation

4.1 This Information Notice will remain in force until 31 March 2015.