

Issued: 12 October 2015

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 All A8-23/24/25 Approved Organisations.
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	Not primarily affected

1 Introduction

- 1.1 This Information Notice confirms the changes that the CAA has implemented to both National and EASA approval certificates regarding the way in which aircraft types are listed. It also confirms the actions required of organisations to define the scope of work in their expositions.
- 1.2 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. In early 2014 the CAA embarked on a process of changing the way in which aircraft types were listed on the approval certificate. The first changes were implemented on National approval certificates and followed by changes to the EASA approval certificates. The details of these changes and actions required were contained in IN-2014/106.
- 1.3 This Information Notice supersedes IN-2014/106 dated 25 June 2014.

2 Scope

- 2.1 Following a review of the way that aircraft types were listed on approval certificates, a decision was made to consolidate individual aircraft types into generic groups for holders of A2, A3 and A4 ratings.

The definition and scope of these groups can be found on the following pages on the CAA website:

For National Organisation Approvals:

Aircraft groups for organisations with National approvals

For EASA Organisation Approvals:

Aircraft groups for organisations with EASA approvals

- 2.2 Some aircraft did not fit within the defined groups and have been identified on the individual lists. These aircraft will continue to be identified separately (by aircraft type) on the approval certificate.
- 2.2 The change to introduce generic approval certificate content requires that approved organisations fully specify their **actual capability** within the 'Scope of Work' section of their Exposition. This section of the Exposition **must** include full details of the individual aircraft and installed engine types which the organisation has the capability to support. To assist the CAA in 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 headings listed in the limitations section of the approval certificate.
- 2.3 Where an approved organisation intends to add aircraft within an existing group rating, it will **not be necessary** to submit a variation application. Changes to the 'Scope of Work' within an existing group may be accomplished by submitting an amendment to the organisation's exposition in accordance with the procedures approved by the CAA. 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: [ORS5 No 298](#).
- 2.4 When adding a new aircraft 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 Continuing Airworthiness Management Organisations, in addition to the documentation, manuals and experienced staff they will also need to have appropriately authorised Airworthiness Review Staff, where applicable, and generic/baseline maintenance programmes for the additional types.
- 2.5 When making an application to add a new group rating, the applicant must be able to demonstrate that they have the capability and means to manage/maintain at least two aircraft types within the applicable group. Individual ratings remain available for organisations who do not meet the criteria for a group rating.

3 Queries

- 3.1 Any queries or requests for further guidance as a result of this communication should be addressed to apply@caa.co.uk.

4 Cancellation

- 4.1 This Information Notice will remain in force until further notice.