



# AMO MANUAL

Rev. No.: 02

30 MARCH 2021

**PT. Smart Cakrawala Aviation**

**SCA/AMO/1-001**



**PT.SCA**

**MANUAL**

**AMO**

**SCA/AMO/1-001**

**REV. 02**

**ORIGINAL**



**MINISTRY OF TRANSPORTATION**  
**DIRECTORATE GENERAL OF CIVIL AVIATION**

Jalan Medan Merdeka Barat No. 8  
Jakarta 10110

No. Phone Central :  
(021) 350550 - (021) 3505006  
No. Phone DKPPU :  
(021) 22566288 - (021) 25608887

No. Phone Central :  
(021) 3505136 - (021) 3505139  
No. Fax DKPPU :  
(021) 2256 6399

Our Ref : AU.010/12/4/DKPPU-2021

Tangerang, April 19, 2021

To : **Mr. ISTIONO**  
**Chief Inspector**  
PT. Smart Cakrawala Aviation  
Smartdeal Building 4<sup>th</sup> Floor,  
Jl. Cideng Timur No.16A Petojo Utara,  
Gambir, Jakarta Pusat, 10130 - Indonesia

Tel. : (+62)-21 6305 210  
Fax : (+62)-25 6305 20  
Email : info@smartaviation.co.id

Subject : **REVIEW FOR THE APPROVAL OF AMO MANUAL  
REVISION 02 DATED MARCH 30, 2021**

Dear Mr. Director,

I refer to the submission of the above mentioned document for review and approval on April, 2021.

The document submitted has been reviewed and found in compliance with the Civil Aviation Safety Regulation Part 145 and is **Approved**.

Sincerely Yours  
  
  
**SOKHIB AL ROKHMAN**  
On Behalf of Director of Airworthiness and Aircraft Operation  
Deputy Director of Airworthiness

cc. : Director of Airworthiness and Aircraft Operations



# MINISTRY OF TRANSPORTATION

## DIRECTORATE GENERAL OF CIVIL AVIATION

Jalan Medan Merdeka Barat No. 8  
Jakarta 10110

No. Phone Central :  
(021) 350550 - (021) 3505006  
No. Phone DKPPU :  
(021) 22566288 - (021) 25608887

No. Phone Central :  
(021) 3505136 - (021) 3505139  
No. Fax DKPPU :  
(021) 2256 6399

### CONTROL PAGE

TITLE	PAGE	REVISION	DATE
CONTROL PAGE	CP-1	02	March 30, 2021
LIST OF EFFECTIVE PAGE	LEP-1	02	March 30, 2021
LIST OF EFFECTIVE PAGE	LEP-2	02	March 30, 2021
LIST OF EFFECTIVE PAGE	LEP-2	02	March 30, 2021

This AMO Manual has been reviewed and found to meet all applicable requirement set forth in the Aviation Act No. 1 Year 2009 and Civil Aviation Safety Regulations (CASR). This AMO Manual is approved for use by AMO-PT. Smart Cakrawala Aviation (PT.SCA) with the understanding that Director General of Civil Aviation (DGCA) may require further revisions to this manual as regulatory requirements or airworthiness standards are amended.

Any change to this manual shall be reported to the Director General of Civil Aviation (DGCA) for Approval.

Tangerang, April 19, 2021

On Behalf of Director of Airworthiness and Aircraft Operation



**SOKHIB AL ROKHMAN**

Deputy Director of Airworthiness



### LIST OF EFFECTIVE PAGES

CHAPTER	PAGE	REV.NO	DATE	CHAPTER	PAGE	REV.NO	DATE
	APP	00			3.1-4	02	30 MAR 21
	CP	00			3.2-1	02	30 MAR 21
	LEP-1	02	30 MAR 21		3.3-1	02	30 MAR 21
	LEP-2	01	09 OCT 20		3.3-2	02	30 MAR 21
	LEP-3	02	30 MAR 21		3.3-3	02	30 MAR 21
	TOC-1	02	30 MAR 21		3.3-4	02	30 MAR 21
	TOC-2	02	30 MAR 21		3.3-5	02	30 MAR 21
	TOC-3	00	11 NOV 19		3.3-6	02	30 MAR 21
	TOC-4	01	09 OCT 20		3.3-7	02	30 MAR 21
	TOC-5	01	09 OCT 20		3.3-8	02	30 MAR 21
	TOC-6	01	09 OCT 20		3.3-9	02	30 MAR 21
	TOC-7	00	11 NOV 19		3.3-10	02	30 MAR 21
	TOC-8	01	09 OCT 20		3.3-11	02	30 MAR 21
	HR-1	01	09 OCT 20		3.3-12	02	30 MAR 21
	HR-2	01	09 OCT 20		3.3-13	02	30 MAR 21
	HR-3	01	09 OCT 20		3.3-14	02	30 MAR 21
	RoR-1	01	09 OCT 20		3.3-15	02	30 MAR 21
	DL-1	01	09 OCT 20		3.3-16	02	30 MAR 21
	CRM-1	00	11 NOV 19		3.3-17	02	30 MAR 21
	CRM-2	01	09 OCT 20		3.3-18	02	30 MAR 21
	-	-	-		3.3-19	02	30 MAR 21
1	1.1-1	00	11 NOV 19		3.3-20	02	30 MAR 21
	1.2-1	00	11 NOV 19		-	-	-
	1.3-1	01	09 OCT 20	4	4.1-1	00	11 NOV 19
	1.3-2	00	11 NOV 19		4.1-2	00	11 NOV 19
	1.4-1	02	30 MAR 21		4.1-3	00	11 NOV 19
	1.4-2	00	11 NOV 19		4.1-4	00	11 NOV 19
	1.5-1	00	11 NOV 19		4.2-1	00	11 NOV 19
	1.6-1	00	11 NOV 19		4.2-2	00	11 NOV 19
	1.6-2	01	09 OCT 20		4.2-3	00	11 NOV 19
	1.7-1	01	09 OCT 20		-	-	-
	1.7-2	01	09 OCT 20	5	5.1-1	00	11 NOV 19
	1.7-3	00	11 NOV 19		5.2-1	00	11 NOV 19
	1.7-4	00	11 NOV 19		5.2-2	00	11 NOV 19
	1.7-5	00	11 NOV 19		5.2-3	00	11 NOV 19
	1.7-6	00	11 NOV 19		5.2-4	00	11 NOV 19
	1.7-7	00	11 NOV 19		5.3-1	00	11 NOV 19
	1.7-8	00	11 NOV 19		5.4-1	01	09 OCT 20
	1.7-9	00	11 NOV 19		5.4-2	00	11 NOV 19
	1.7-10	00	11 NOV 19		5.4-3	00	11 NOV 19
	-	-	-		5.4-4	00	11 NOV 19
2	2.1-1	00	11 NOV 19		5.4-5	01	09 OCT 20
	2.2-1	00	11 NOV 19		5.4-6	00	11 NOV 19
	-	-	-		5.4-7	00	11 NOV 19
	-	-	-		5.4-8	00	11 NOV 19
3	3.1-1	00	11 NOV 19		5.4-9	00	11 NOV 19
	3.1-2	02	30 MAR 21		5.4-10	00	11 NOV 19
	3.1-3	01	09 OCT 20		5.5-1	00	11 NOV 19

	5.5-2	00	11 NOV 19		8.10-5	01	09 OCT 20
	5.5-3	00	11 NOV 19		8.10-6	01	09 OCT 20
	5.6-1	01	09 OCT 20		8.11-1	01	09 OCT 20
	5.6-2	00	11 NOV 19		8.12-1	01	09 OCT 20
	-	-	-		8.12-2	01	09 OCT 20
6	6.1-1	00	11 NOV 19		8.13-1	01	09 OCT 20
	6.1-2	00	11 NOV 19		8.13-2	01	09 OCT 20
	6.1-3	00	11 NOV 19		8.13-3	01	09 OCT 20
	6.2-1	00	11 NOV 19		8.13-4	01	09 OCT 20
	6.2-2	00	11 NOV 19		8.13-5	01	09 OCT 20
	6.2-3	00	11 NOV 19		8.13-6	01	09 OCT 20
	6.2-4	01	09 OCT 20		8.13-7	01	09 OCT 20
	6.2-5	00	11 NOV 19		-	-	-
	6.2-6	00	11 NOV 19	9	9.1-1	00	11 NOV 19
	-	-	-		9.1-2	00	11 NOV 19
7	7.1-1	00	11 NOV 19		9.1-3	00	11 NOV 19
	-	-	-		9.1-4	00	11 NOV 19
8	8.1-1	01	09 OCT 20		-	-	-
	8.2-1	01	09 OCT 20	Appendix A	01	09 OCT 20	
	8.2-2	00	11 NOV 19	Appendix B	02	30 MAR 21	
	8.2-3	01	09 OCT 20	Appendix C	01	09 OCT 20	
	8.2-4	01	09 OCT 20	Appendix D	02	30 MAR 21	
	8.3-1	01	09 OCT 20	Appendix E	01	09 OCT 20	
	8.3-2	01	09 OCT 20	Appendix F	02	30 MAR 21	
	8.3-3	01	09 OCT 20	-	-	-	
	8.3-4	01	09 OCT 20				
	8.3-5	01	09 OCT 20				
	8.3-6	01	09 OCT 20				
	8.3-7	01	09 OCT 20				
	8.4-1	01	09 OCT 20				
	8.4-2	01	09 OCT 20				
	8.4-3	01	09 OCT 20				
	8.4-4	01	09 OCT 20				
	8.5-1	01	09 OCT 20				
	8.5-2	01	09 OCT 20				
	8.6-1	00	11 NOV 19				
	8.7-1	01	09 OCT 20				
	8.7-2	01	09 OCT 20				
	8.7-3	01	09 OCT 20				
	8.7-4	01	09 OCT 20				
	8.7-5	01	09 OCT 20				
	8.7-6	01	09 OCT 20				
	8.7-7	01	09 OCT 20				
	8.8-1	01	09 OCT 20				
	8.8-2	01	09 OCT 20				
	8.8-3	01	09 OCT 20				
	8.9-1	01	09 OCT 20				
	8.10-1	01	09 OCT 20				
	8.10-2	00	11 NOV 19				
	8.10-3	01	09 OCT 20				
	8.10-4	01	09 OCT 20				



PT SMART CAKRAWALA AVIATION
 <b>ISTIONO</b> <b>CHIEF INSPECTOR</b>
DKPPU INSPECTOR
 <b>HILLMAN NUGRAHA</b> <b>AIRWORTHINESS INSPECTOR</b>



# AMO MANUAL

## TABLE OF CONTENT

### TABLE OF CONTENT

CHAPTER	SUBJECT	PAGE
<b>1</b>	<b>GENERAL</b>	
1.1	Introduction	1.1-1
1.2	Company Commitment	1.2-1
1.3	Company Profile	1.3-1
1.4	Notification Procedure to the Authority	1.4-1
1.4.1	General	1.4-1
1.4.2	Changes	1.4-1
1.4.3	Distribution List	1.4-2
1.5	Manual Control System	1.5-1
1.5.1	Policy	1.5-1
1.5.2	Page Control System	1.5-1
1.6	Manual Revision and Distribution Procedure	1.6-1
1.6.1	Revision Procedures	1.6-2
1.6.2	Distribution List	1.6-3
1.7	Definitions & Abbreviations	1.7-1
1.7.1	Abbreviations	1.7-1
1.7.2	Definitions	1.7-3
<b>2</b>	<b>CERTIFICATE AND OPERATIONS SPECIFICATIONS</b>	
2.1	Application Process	2.1-1
2.2	Certificate Requirement, Change or Transfer and Duration	2.1-1
2.2.1	Requirement	2.2-1
2.2.2	Change or Transfer	2.2-1
2.2.3	Duration	2.2-1
<b>3</b>	<b>ORGANIZATION</b>	
3.1	General	3.1-1
3.1.1	Cross Reference	3.1-1
3.1.2	Introduction	3.1-2
3.1.3	Philosophy and goals	3.1-2
3.1.4	Company Registered Name and Address	3.1-2
3.1.5	Lay out Hangars	3.1-3
3.2	Organizational Structure	3.2-1
3.3	Duty, Responsibility, Authority & Qualification	3.3-1
3.3.1	Accountable Manager (President Director)	3.3-1
3.3.2	Technical Manager	3.3-3
3.3.3	Quality and Safety Manager	3.3-5
3.3.4	Chief Inspector	3.3-7
3.3.5	Chief Maintenance	3.3-9





# AMO MANUAL

## TABLE OF CONTENT

	3.3.6	Chief Technical Support	3.3.11
	3.3.7	Maintenance Inspector	3.3-13
	3.3.8	RII Inspector	3.3-14
	3.3.9	Receiving Inspector	3.3-15
	3.3.10	Aircraft Engineer	3.3-16
	3.3.11	Mechanic	3.3-17
	3.3.12	Specialist	3.3-18
	3.3.13	Storeman	3.3-19
	3.3.14	Auditor	3.3.20
<b>4</b>	<b>PERSONNEL</b>		
	4.1	Control of Manpower	4.1-1
	4.1.1	Determination of Manpower Resources	4.1-1
	4.1.2	Determination of the Number of Employees Required	4.1-2
	4.1.3	Staff Budgets, Cost Control, Administration, Training	4.1-3
	4.1.4	Personnel Safety and Health Program	4.1-3
	4.2	Procedures for Maintaining & Revising the Roster	4.2-1
	4.2.1	Rosters of Return to Service (RTS) and Inspection Personnel	4.2-1
	4.2.1.1	Requirements	4.2-1
	4.2.1.2	Rosters	4.2-1
	4.2.1.3	Personnel Roster Revision	
	4.2.2	Records and Rosters of Management and Maintenance Personnel (other than RTS and Inspection Personnel)	4.2-1
	4.2.3	Change of Management Personnel	4.2-2
<b>5</b>	<b>FACILITIES</b>		
	5.1	Privileges & Limitation of Certificate	5.1-1
	5.2	Description of Housing & Facilities	5.2-1
	5.2.1	General Requirements	5.2-1
	5.2.2	Requirements for Environmentally Controlled Facilities - Clean Rooms	5.2-1
	5.2.2.1	Composites requirements	5.2-1
	5.2.2.2	Battery Shop Requirements	5.2-1
	5.2.2.3	Storage Facilities Requirements	5.2-1
	5.2.3	Maintenance and Preventive Maintenance of facilities	5.2-2
	5.2.3.1	Cleanliness Standards and House Keeping of Maintenance Facilities	5.2-2
	5.2.4	Temperature Monitoring and Control	5.2-3
	5.2.5	Electronic Equipment Handling and Storage Requirements	5.2-3
	5.2.6	Painting of Aircraft Requirements	5.2-4
	5.2.7	Fire Protection System	5.2-4



# AMO MANUAL

## TABLE OF CONTENT

CHAPTER	SUBJECT	PAGE
5.3	Procedure for Location, Housing, & Facilities Changes	5.3-1
5.4	Aircraft Components, Parts, & Material	5.4-1
5.4.1	Control of Serviceable Parts Stored Items	5.4-1
5.4.2	Withdrawal of Parts, Components from Stores due to AD Notes	5.4-1
5.4.2.1	Disposition of the parts in stores affected by AD Notes	5.4-2
5.4.3	Non-Aircraft Parts Storage and Control	5.4-2
5.4.4	Activities for Supervisors responsible for Storing Components, Parts and Material	5.4-2
5.4.5	Long Time Storage of Engines and Other Rotable Parts	5.4-3
5.4.6	Aircraft Grounded for Extended Time	5.4-3
5.4.7	Control and Disposition of Shelf Life Material and Other Chemicals	5.4-4
5.4.7.1	Storage of Expired Shelf Life Material and Other Chemicals	5.4-4
5.4.7.2	Disposition by the Technical Service (TS) Department	5.4-4
5.4.7.3	Identification and Disposal of Scrapped material/parts	5.4-5
5.4.7.4	Identification and traceability of serviceable parts or components inspected & repaired at SCA a waiting installation to next higher assembly	5.4-5
5.4.8	Moving Serviceable Parts, Components and Material from Stores to Maintenance	5.4-6
5.4.8.1	Shipping of engines and components repaired in house to maintenance and/or to customers	5.4-7
5.4.9	Loan / Borrow Procedures	5.4-7
5.4.10	Selection, Provision and Use of Tools and Equipment	5.4-8
5.4.11	Selecting the Appropriate Inspection and Test Equipment	5.4-8
5.4.12	Handing Over Tools and Equipment to Maintenance Personnel	5.4-9
5.4.13	Determination of Equivalent Equipment	5.4-9
5.5	Return of Defective Aircraft Components to Stores	5.5-1
5.5.1	Storage and Identification of Defective Components / Parts Awaiting Inspection, Disposition and Repair	5.5-1
5.5.2	Defective Components / parts (Including Engines) Received for Maintenance (directly from the customer or from other units)	5.5-2
5.5.2.1	Defected Components/Parts Discontinued from Maintenance	5.5-2
5.5.2.2	Serviceable Components/ Parts found defective and Returned to Stores	5.5-3
5.5.3	Control of Scrapped Parts, Material and Tools	5.5-3



# AMO MANUAL

## TABLE OF CONTENT

CHAPTER	SUBJECT	PAGE
5.5.3.1	Destruction of the Scrapped Parts, Material and Tools	5.5-3
5.5.3.2	Use of Scrapped Chemicals (other than the dangerous), for Non-Aircraft Use	5.5-4
5.5.4	Determination of Equivalent Equipment	5.5-2
5.6	Defected Component/Part to Sub-Contractor	5.6-1
5.6.1	Selecting the Appropriate Subcontractor	5.6-1
5.6.2	Return of Unserviceable Components to the Customer	5.6-1
5.6.3	Receiving the Repaired Components Back from the Subcontractor	5.6-2
5.6.4	Approved Maintenance Function	5.6-2
<b>6</b>	<b>CAPABILITY &amp; CONTRACTING</b>	
6.1	Capability List	6.1-1
6.1.1	Developing Capability Procedure	6.1-1
6.1.2	Capability Development and Responsibility Matrix	6.1-2
6.1.3	Listing of A/C and Engines capabilities Applicable to the Approval	6.1-3
6.1.4	Components Capability List - Contents, Revision and Control	6.1-3
6.1.5	Initial and Periodic Evaluation of the Capability List	6.1-3
6.2	Suppliers Evaluation & Sub-Contract Maintenance Control Procedure	6.2-1
6.2.1	General	6.2-1
6.2.2	Evaluation Process	6.2-1
6.2.3	Elements for Evaluating Non-Certificated Subcontractors	6.2-2
6.2.4	Purchasing Requirement	6.2-3
6.2.4.1	Eligibility Requirements	6.2-3
6.2.5	Certifications Required	6.2-4
<b>7</b>	<b>TRAINING</b>	
7.1	General	7.1-1
<b>8</b>	<b>MAINTENANCE PROCEDURES</b>	
8.2	Writing Maintenance Instruction	8.1-1
8.2.1	General Requirements	
8.2.2	Competencies Requirement	8.2-1
8.2.3	Transcription from Maintenance Data	8.2-1
8.2.4	Writing engineering Instruction	8.2-3
8.2.5	Modifying Maintenance Instruction	8.2-3
8.2.5.1	Procedure	8.2-4
8.3	Procedure for Planning & Production Control	8.3-1
8.3.1	Maintenance Planning and Control – Pre-execution phase	8.3-1



# AMO MANUAL

## TABLE OF CONTENT

CHAPTER	SUBJECT	PAGE
8.3.1.1	Production Planning Objectives	8.3-1
8.3.2	Material Requirement Planning	8.3-2
8.3.2.1	Material Planning Requirements	8.3-3
8.3.3	Man-power Planning – Pre-execution phase	8.3-4
8.3.3.1	Assigning man power for day shift work	8.3-4
8.3.3.2	Assigning man power for second shift work Guide lines to design a shift System	8.3-5
8.3.4	Managing and Controlling Schedules – Execution phase	8.3-5
8.3.4.1	Requested amendments to work order	8.3-6
8.3.5	Daily Scheduling the Maintenance Tasks – Execution phase	8.3-6
8.4	Procedure to Detect & Rectify Maintenance Errors	8.4-1
8.4.1	General Requirements	8.4-1
8.4.2	Performance of Required Inspections Item (RII)	8.4-2
8.4.3	Procedure for Suspecting Incomplete or Incorrect Task card and Maintenance Data or Other Maintenance problem	8.4-3
8.5	Rectification & Control of Defects A Rising during Aircraft Heavy Maintenance	8.5-1
8.5.1	General	8.5-1
8.5.2	Procedure for Defect Rectification by Maintenance Personnel	8.5-1
8.5.3	Damaged Assessment for Defect Rectification not Described in the Manuals	8.5-1
8.5.4	Defects Rectification schedule	8.5-2
8.6	Control of Critical Tasks	8.6-1
8.7	Repair Procedure	8.7-1
8.7.1	Control of Non-Conformities and Damage Assessment on A/C and A/C Components	8.7-1
8.7.1.1	Control and Disposition of Non-Conformities on Aircraft	8.7-1
8.7.1.2	Classification of Major and Minor Repairs	8.7-1
8.7.2	Fabrication of Parts during Repair or Modification	8.7-2
8.7.2.1	General	8.7-2
8.7.2.2	Limitations	8.7-2
8.7.2.3	Procedures	8.7-3
8.7.2.4	Inspection and Identification	8.7-4
8.7.2.5	Final acceptance of the part before installation on the Aircraft	8.7-4





# AMO MANUAL

## TABLE OF CONTENT

CHAPTER	SUBJECT	PAGE
8.7.3	Control and Disposition of Non-Conformities of Components in Shops	8.7-5
8.7.4	DAAO Form 43-337 - Return to Service After Embodiment of Alteration or Major Repair	8.7-6
8.7.5	Damage Assessment and Control of Components & Parts Pending Disposition Process Flow	8.7-7
8.8	Airworthiness Directive Procedure	8.8-1
8.8.1	Determining AD Notes Requiring Incorporation	8.8-1
8.8.2	AD Note and Service Bulletin Evaluation- Applicability and Capability Determination	8.8-1
8.8.3	Components in Stores Affected by AD Notes	8.8-1
8.8.4	Writing Maintenance Instructions for Incorporation of AD's and SB's	8.8-2
8.8.5	Incorporation of the AD Notes and Service Bulletins	8.8-2
8.8.6	Control of Accomplished AD Notes and Service Bulletins for A/C, Engine and Components Controlled by SCA	8.8-3
8.9	Optional Modification Procedure	8.9-1
8.9.1	General	8.9-1
8.9.2	Non-Mandatory Modifications Analysis	8.9-1
8.9.3	Incorporation of the Requested Modifications	8.9-1
8.9.4	Optional Modifications Controlled by SCA	8.9-1
8.10	Maintenance Documentation in Use & Completion	8.10-1
8.10.1	Work Package Preparation and Release to Maintenance	8.10-1
8.10.10.1	Using the operator's task cards (or equivalent) or specific instructions for the performance of maintenance	8.10-1
8.10.2	Managing & Controlling the Daily Maintenance Instructions	8.10-3
8.10.2.1	Computerized system Registration, Preparation & Control of Task Cards	8.10-3
8.10.2.2	Shop floor and / or emergency change to task card and work card in process	8.10-4
8.10.3	Reviewing records for completion and claiming the work performed	8.10-5
8.10.3.1	General	8.10-5
8.10.3.2	Instructions for signing off (claiming) the work performed	8.10-5
8.10.3.3	Claiming work when defects found or work not satisfactorily performed	8.10-5
8.10.3.3.1	Claiming work if not satisfactorily performed	8.10-5



# AMO MANUAL

## TABLE OF CONTENT

CHAPTER	SUBJECT	PAGE
8.10.3.3.	Claiming defects found during inspection and tests on routine A/C checks	8.10-6
2		
8.11	Maintenance Tasks Exemption Process	8.11-1
8.11.1	General	8.11-1
8.11.2	Deferred Defects	8.11-1
8.12	Reference to Specification Maintenance Procedure	8.12-1
8.12.1	Engine on Wing Running Procedure	8.12-1
8.12.2	Aircraft Pressure Running Procedure	8.12-1
8.12.3	Aircraft Towing and In and Out of Hangars Procedure	8.12-1
8.12.4	Aircraft De-Fueling and Fueling Procedure	8.12-1
8.12.5	Aircraft Weighing	8.12-1
8.12.6	Ground and Flight Test	8.12-1
8.12.7	Aircraft Jacking	8.12-2
8.13	Line Maintenance Procedure	8.13-1
8.13.1	General - Contracted Line Maintenance at Line Stations	8.13-1
8.13.2	Special Request for One-Time Approval to Perform Work at Another Location	8.13-2
8.13.3	Ground Handling Procedures	8.13-2
8.13.3.1	General	8.13-2
8.13.3.2	Aircraft Arrival Service	8.13-2
8.13.3.3	Daily and Transit Check	8.13-2
8.13.3.4	Maintenance Tasks	8.13-2
8.13.3.5	Accomplish Service Tasks	8.13-3
8.13.3.6	Accomplish Departure Service	8.13-3
8.13.4	Line Maintenance Control of Defects and Repetitive Defect	8.13-3
8.13.4.1	Recording and Rectifying Defects	8.13-3
8.13.4.2	Defects Stated on the Maintenance Log Not Rectified	8.13-4
8.13.5	Completion of Aircraft Maintenance Log Procedure	8.13-4
8.13.6	Line Maintenance Procedure for Pooled Parts and Loaned Parts	8.13-5
8.13.6.1	Installation on customer's aircraft of pool / loan parts supplied by SCA	8.13-5
8.13.7	Return of Defective Parts Removed from Aircraft	8.13-5
8.13.7.1	Inspection and Disposition of Components Removed from the Operator's Aircraft	8.13-6
8.13.8	Line Maintenance Procedure Control of Critical Tasks	8.13-6
<b>9</b>	<b>MAINTENANCE RECORDS</b>	
9.1	GENERAL	9.1-1
9.1.1	Retention of Maintenance Records	9.1-1
9.1.2	Traceability of Maintenance Records	9.1-3
9.1.3	Control of Loan Records	9.1-3



# AMO MANUAL

## TABLE OF CONTENT

CHAPTER	SUBJECT	PAGE
Appendix A	Tools and Equipment	Appendix A-1
Appendix B	Technical Manual	Appendix B-1
Appendix C	List of Key Persons	Appendix C-1
Appendix D	Roster of Management, Supervisory, Inspection, and Certifying Personnel	Appendix D-1
Appendix E	Capability	Appendix E-1
Appendix F	Forms	Appendix F-1



# AMO MANUAL

## HIGHLIGHT OF REVISIONS

### HIGHLIGHT OF REVISIONS

REV. NUMBER	REVISION DATE	CHAPTER	PAGE	DESCRIPTION OF CHANGED
01	09 October 2020	L.E.P	LEP-1	Updated List of Effective Pages
			LEP-2	Updated List of Effective Pages
			LEP-3	Changed Chief Inspector
		T.O.C	TOC 1	Updated Table of Contents
			TOC 2	Updated Table of Contents
			TOC 4	Updated Table of Contents
			TOC 5	Updated Table of Contents
			TOC 6	Updated Table of Contents
			TOC 8	Updated Table of Contents
		HR	HR-1	Updated Highlight of Revisions
			HR-2	Updated Highlight of Revisions
		RoR	RoR-1	Updated Record of Revisions
		DL	DL-1	Updated Distribution List
		CRM	CRM-2	Updated Cross Reference Manual
		01	1.3.1	Add SCA AMO Number
			1.6.2	Remove empty Contact No.
			1.7-1	Abbreviation BM
			1.7-2	Abbreviation OpSpec
		3	3.1-2	Add address at Douw Aturure airport,Nabire,Papua
			3.1-3	Add Hangars
			3.1-4	Add Lay out Hangar at Douw Aturure airport,Nabire,Papua
			3.3-1	Change Numbering
			3.3-2	Change Numbering
			3.3-3	Change Numbering
			3.3-5	Change Numbering
			3.3-6	Change Numbering
			3.3-7	Change Numbering
			3.3-8	Change Numbering
			3.3-9	Change Numbering
			3.3-10	Change Numbering
			3.3-11	Change Numbering
		5	5.4-1	Change AAT to ARC
			5.4-5	Change Numbering
			5.6-1	Correction with Maintenance Storeman
		6	6.2-4	Correction with and / or





# AMO MANUAL

## HIGHLIGHT OF REVISIONS

REV. NUMBER	REVISION DATE	CHAPTER	PAGE	DESCRIPTION OF CHANGED
01	09 October 2020	8	8.1-1	Change Numbering
			8.2-1	Change Numbering
			8.2-3	Change Numbering
			8.2-4	Change Numbering
			8.3-1	Change Numbering
			8.3-2	Change Numbering
			8.3-3	Change Numbering
			8.3-4	Change Numbering
			8.3-5	Change Numbering
			8.3-6	Change Numbering
			8.3-7	Change Numbering
			8.4-1	Change Numbering
			8.4-2	Change Numbering
			8.4-3	Change Numbering
			8.4-4	Change Numbering
			8.5-1	Change Numbering
			8.5-2	Change Numbering
			8.7-1	Change Numbering
			8.7-2	Change Numbering
			8.7-3	Change Numbering
			8.7-4	Change Numbering
			8.7-5	Change Numbering
			8.7-6	Change Numbering
			8.7-7	Change Numbering
			8.8-1	Change Numbering
			8.8-2	Change Numbering
			8.8-3	Change Numbering
			8.9-1	Change Numbering
			8.10-1	Change Numbering
			8.10-3	Change Numbering
			8.10-4	Change Numbering
			8.10-5	Change Numbering
			8.10-6	Change Numbering
			8.11-1	Change Numbering
			8.12-1	Change Numbering
			8.12-2	Change Numbering
			8.13-1	Change Numbering
			8.13-2	Change Numbering



# AMO MANUAL

## HIGHLIGHT OF REVISIONS

REV. NUMBER	REVISION DATE	CHAPTER	PAGE	DESCRIPTION OF CHANGED
01	09 October 2020	8	8.13-3	Change Numbering
			8.13-4	Change Numbering
			8.13-5	Change Numbering
			8.13-6	Add Procedure ARC
			8.13-7	Change Numbering
		APPENDIX	A	Updated Tools and Equipment
			B	Updated Technical Manual
			C	Updated List of Key Person
			D	Updated Personnel Roster
			E	Updated Capability
			F	Updated Forms
02	30 March 2021	L.E.P	LEP-1	Updated List of Effective Pages
			LEP-2	Updated List of Effective Pages
			LEP-3	Updated List of Effective Pages
		HR	HR-3	Updated Highlight of Revisions
			HR-4	Updated Highlight of Revisions
		RoR	RoR-1	Updated Record of Revisions
		1	1.4.1	Add Notification Procedures within 96 Hours to Authority
		3	3.1.2	<ul style="list-style-type: none"> <li>Add address Branch Office PT. Smart Cakrawala Aviation.</li> <li>Add address Facilities at Semarang.</li> </ul>
			3.1.4	Add Lay out Avionic Shop at Semarang
			3.2.1	Add Accountable Manager (President Director)
			3.3.1	Add statement Accountable Manager must be full time basis for one organisation
			3.3.2	Add Description Duties, Responsibilities, Qualification, Authority.
			3.3.3	Add Description Duties, Responsibilities, Qualification, Authority.
			3.3.4	
			3.3.5	
			3.3.6	
			3.3.7	



# AMO MANUAL

## HIGHLIGHT OF REVISIONS

REV. NUMBER	REVISION DATE	CHAPTER	PAGE	DESCRIPTION OF CHANGED
02	30 March 2021	3	3.3.8	Add Description Duties, Responsibilities, Qualification, Authority.
			3.3.9	
			3.3.10	
			3.3.11	
			3.3.12	
			3.3.13	
			3.3.14	
			3.3.15	
			3.3.16	
			3.3.17	
			3.3.18	
			3.3.19	
			3.3.20	
		APPENDIX	A	Updated Tools and Equipment
			B	Updated Technical Manual
			C	Updated List of Key Person
			D	Updated Personnel Roster
			E	Updated Capability
			F	Updated Forms



# AMO MANUAL

## RECORD OF REVISIONS

### RECORD OF REVISIONS

**Note:** See this manual for a description of the processes for distributing, entering, and recording revisions to this manual. If a controlled paper copy of the manual has been assigned it shall have its revisions properly entered and recorded.

REVISION NUMBER	REVISION DATE	INSERT BY	DATE INSERTED
01	09 October 2020	Istiono	07 January 2021
02	30 March 2021	Istiono	31 March 2021





# AMO MANUAL

## DISTRIBUTION LIST

### Distribution List

Distribution	Assignment (Title and ORGANIZATION Name)
ORIGINAL	Library - SCA
Soft Copy	Chief Inspector - SCA
Soft Copy	President Director - SCA
Soft Copy	Indonesian DGCA
Soft Copy	Technical Manager - SCA
Soft Copy	Chief Maintenance - SCA
Soft Copy	Chief Technical Services - SCA



# AMO MANUAL

CROSS REFERENCE MATRIX - Reference : CASR Part 145 Amdt.5

## CROSS REFERENCE MATRIX - Reference : CASR Part 145 Amdt.5

CASR SUBPART	DESCRIPTION	AMO MANUAL SECTION	DESCRIPTION
145.0	Regulatory Reference	1.1	Introduction
145.1	Applicability	1.1	Introduction
145.3	Definition of terms	1.7	Definition and Abbreviation
145.5	Certificate and operations specifications requirements	1.3	Company Profile
145.51	Application for certificate	N/A	Since this AMO is certificated
145.53	Issue of certificate.	N/A	Since this AMO is certificated
145.55	Duration and renewal of certificate	2.2	Certificate Requirement, Change or Transfer and Duration
145.57	Amendment to or transfer of certificate	2.2	Certificate Requirement, Change or Transfer and Duration
145.59	Ratings	1.4.3	Renewals and Additional Ratings
145.61	Limited ratings .	Appendix E	Capability
145.103	Housing and facilities requirements	5.2	Housing and facilities requirements
145.105	Change of location, housing or facilities	5.3	Procedure For Location, Housing & facilities Changes
145.151	Personnel requirements	3.3	Duties & Responsibilities
145.153	Manager or Supervisory personnel requirements	3.3	Duties & Responsibilities
145.155	Inspection personnel requirements	3.3	Duties & Responsibilities
145.157	Certifying Personnel to approve an article for return to service ...	3.5.4	Chief Inspector
145.159	Auditor requirements		Components Capability List - Contents, Revision and Control
145.161	Records of management, supervisory, inspection, and certifying personnel	4.2	Procedures For Maintaining & Revising The Roster
145.163	Training requirements	7	Training
145.165	Hazardous materials training.		NA
145.201	Privileges and limitations of certificate	5.1	Privileges and limitations of
145.203	Work performed at another location		



# AMO MANUAL

CROSS REFERENCE MATRIX - Reference : CASR Part 145 Amdt.5

## CROSS REFERENCE MATRIX - Reference : CASR Part 145 Amdt.5

145.205	Maintenance, preventive maintenance, and alterations performed for certificate holders under parts 121, 135, and for foreign air carriers or foreign persons operating an Indonesian registered aircraft in common carriage under CASR Part 129	8.2 8.3  8.4 8.6 8.7 8.8 8.12	Writing Maintenance Instruction Procedure for Planning & Production Control Procedure to detect & Rectify Control Critical Tasks Repair Procedure Maintenance Errors Airworthiness Directive Procedure Reference to Specific Maintenance Procedure
145.207	AMO manual	AMO SCA Manual	AMO SCA Manual
145.209	AMO manual contents	AMO SCA Manual	AMO Manual Table Of Content
145.211	Quality and Safety system	Quality Control Manual	Quality Control Manual Table Of Content
145.213	Inspection of maintenance, preventive maintenance, or alterations .	5.1	Privileges and limitations of certificate
145.215	Capability list.	Appendix E	Capability
145.217	Contract maintenance	6.2	Suppliers Evaluation & Subcontract Maintenance Control Procedure
145.219	Record keeping	9	Maintenance Record
145.221	Reports of failures, malfunctions, or defects	8.5	Rectification & Control Of Defects A Rising During Aircraft Heavy Maintenance
145.223	DGCA inspections		N/A
145.231	Applicability		N/A
145.235	Scope and Limitation		N/A
145.237	Recognition Certificate		N/A
	APPENDIX A – HAZARDOUS MATERIALS		N/A
	APPENDIX B – SAFETY MANAGEMENT SYSTEM		SCA SMS MANUAL Revision 2



## **1.1. INTRODUCTION**

(CASRs 145.5, 145.61, 145.207, 145.209)

This manual has been developed in accordance with the current CASR Part 145 and the policies of SCA. This manual describes the housing, facilities, equipment, personnel, and general operating rules pertinent to the operation of the SCA Approved Maintenance Organization certificated by DGCA.

All ratings issued to SCA by the DGCA under CASR part 145 are described in its Operations Specification, SCA Approved Maintenance Organization Manual, SCA Quality Control Manual, SCA Training Manual and SCA Capability List.

This manual includes a description of the policies and procedures used by SCA and will be maintained in a current status to ensure it meets SCA needs and the applicable CASRs.

The information contained in this manual explains the systems used by SCA when performing maintenance, preventive maintenance or alteration on civil aviation articles. When more detail is required to accomplish or record a particular operation, those details are contained in the applicable manufacturer's instructions for continued airworthiness (e.g. maintenance, overhaul and repair manuals), service bulletins, information letters, airworthiness directives, and/or other data acceptable to or approved by the DGCA.

The maintenance, preventive maintenance, or alteration will be performed in accordance with the applicable CASRs. SCA will not maintain or alter any article for which it does not hold an appropriate rating and will not maintain or alter any article for which it is rate dive the appropriate housing, facilities, equipment, personnel, or technical data are not available.



**1.2. COMPANY COMMITMENT****COMPANY COMMITMENT**

This AMO and QCM define the Organization and procedures upon which the Approvals by the Authority are based.

These procedures are approved by the under signed and must be complied with, acceptable, when work orders are being progressed under the term soft he approval.

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

It is under to do that the Authority will approve this Organization whilst the Authority is satisfied that the procedures are being followed and work standards are maintained. It is further under to do that the Authority reserves the right to suspend, vary or cancel the approval of the Organization if the Authority has evidence that procedures are not followed or standards not upheld.

It is the policy of SCA to provide our customers with services that meet or exceed their stated and implied requirements in a timely and cost effective manner and recognize safety as a prime consideration at all times.

To achieve this objective, the management and other personnel are committed to the effective use and maintenance of the quality system, the effective implementation of Aviation Regulations and any other applicable standards and good cooperation and communication with auditing personnel.

To enable us to achieve our business objectives and stated level of customers at is faction, we shall Apply human factors principles and empower our personnel to report errors/ incidents, to resolve Problems by taking timely corrective and preventive actions and maintaining continual focus on fast and system and response to our internal and external customer need.

All Personnel are required to implement the Safety and Quality Policy. All management Of SCA shall take the responsibility, to ensure that all necessary resources are available to accomplish maintenance in accordance with the requirements of this manual.

Myself as Accountable Manager of, shall resolve any conflicts, which cannot be resolved by the Technical Manager other Supervisors. Resolution of such conflicts shall always be in accordance with the requirements of the controlling documents and this manual.

I fully support and approve this program

**PT SMARTCAKRAWALA AVIATION**  
**Jakarta, 11 November 2019**



**PONGKY MAJAYA**  
**President Director**



## **1.3. COMPANY PROFILE**

PT. Smart Cakrawala Aviation, is located in Singkawang, West Kalimantan, Indonesia.

The facility (hangar) constructed of concrete and steels, including ware house, workshops, office and others facilities. The hangar is able to accommodate maximum 6(six) small aircrafts combination of fixed wing and rotary wing. All standing on a total land area are 4500 sqm.

PT. Smart Cakrawala Aviation is equipped to perform maintenance of aircrafts according to its capability granted by DGCA, looking for quality and cost effective maintenance solution.

PT. Smart Cakrawala Aviation employees are adequate continues to invest the aviation in technical training to ensure it has the requisite skills, dedication, and experience to meet applicability and changing of high technology in civil aviation environment.

PT. Smart Cakrawala Aviation, became an Indonesian Directorate General Civil Aviation Approved Maintenance Organization with certificate of Approval No.145D/1003



## **1.4. NOTIFICATION PROCEDURE TO THE AUTHORITY**

*(CASRs 145.51(d), 145.55, 145.57, 145.105, 145.207)*

### **1.4.1. General**

The Chief Inspector has responsibility to notify the authority as soon as possible of any changes mentioned below. These changes will not be validated unless the authority determines continued compliance with the requirements and prescribe the conditions under which SCA will operate during such changes. The Chief Inspector will also be responsible for the coordination and implementation of any restrictions imposed by the authority as a result of those changes.

Chief Inspector must report to the DGCA within 96 hours after it discovers any failure, malfunction, or defect of an article. The report must be in a format acceptable to the DGCA (SCA-MTC-114 MANDATORY OCCURRENCE REPORT).

### **1.4.2. Changes**

The changes, which are subject to notification, are the following:

- a) The ownership and the name of the Organization;
- b) The address / location of the Organization;
- c) Additional locations of the Organization;
- d) Key personnel ( President Director, Technical Manager, Quality and Safety Manager and Chief Inspector);
- e) Housing, facility, equipment, tools that can affect the maintenance;
- f) RTS Personnel that could affect the approval.
- g) Any of the Deputy Head of Maintenance and Engineering ,Head of Maintenance and Engineering , and supervisors related to the approval;
- h) Contracted maintenance functions.

Technical Manager and supervisors who intend to perform any changes as mentioned above, will inform the Chief Inspector who will assess the need of obtaining approval by the authorities before the changes occur.



# AMO MANUAL

## GENERAL NOTIFICATION PROCEDURE TO THE AUTHORITY

---

### 1.4.3. Renewals and Additional Ratings

The Chief Inspector will submit its request for renewal of the certificate no later than 30 (thirty) days prior to its expiration and arrange for the payment of any charges as prescribed by the Authority. Request for renewals and/or for additional rating will be done as instructed of the Authority of A/C registration.



# AMO MANUAL

## GENERAL MANUAL CONTROL SYSTEM

### 1.5. MANUAL CONTROL SYSTEM

#### 1.5.1. Policy

Each Aircraft Maintenance Organization Manual will have a control number and assignment entry on the manual cover page. A master list containing the manual number, location and revision status will be kept by Inspection Unit.

#### 1.5.2. Page Control System

a. Record of Revision

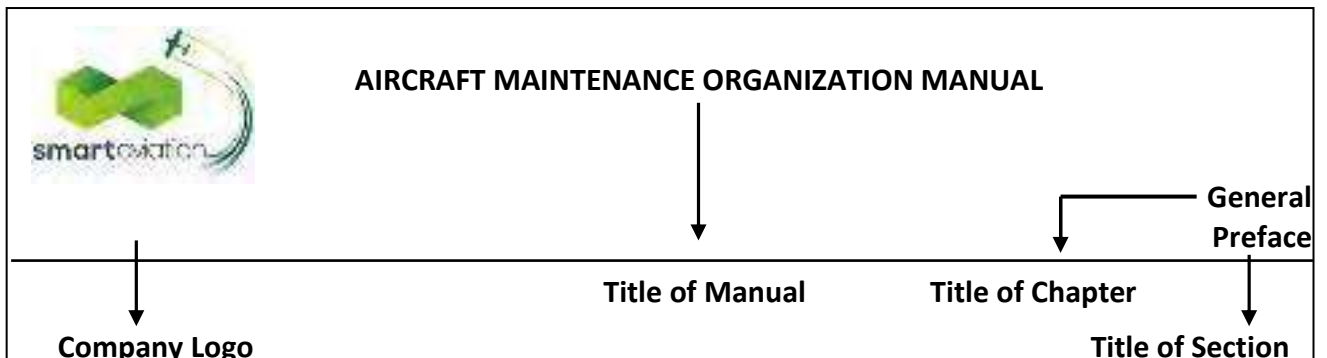
Designed to quickly identify the current revision status of the manual.

b. List of Effective Pages

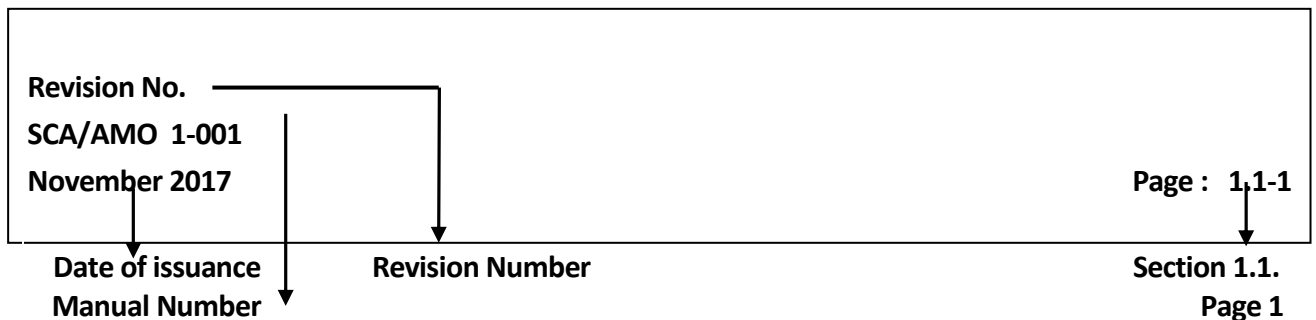
Designed to provide a summary listing of all applicable pages and the revision date for the entire manual

c. Page Format

#### *Top of the Page*



#### *Bottom of the Page*





# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

### 1.6. MANUAL REVISION AND DISTRIBUTION PROCEDURE

#### 1.6.1. Revision Procedures

- a. All amendments, revisions, and/or alterations to the Aircraft Maintenance Organization Manual must be approved by the DGCA.
  - Changes shall be recorded through incorporation in a Record of Revisions.
  - Changes may NOT be made with written notification on the current document page(s). Superseded pages will be replaced with current page. The bottom of each page shall indicate its issue and revision status (date and number).
- b. Revisions to the AMO Manuals are the responsibility of Chief Inspector. The revisions are made on an as needed or as required basis to correct, add to, and/or more clearly define policies, procedures, methods, and techniques and to reflect new or revised procedures.
- c. Revisions to manufacturer's maintenance and overhaul manuals are received by the company on a subscription basis as information, additions, changes, etc., occur. These revisions may be implemented without prior acceptance from the DGCA.
- d. Whenever revisions are made, either by the company or the manufacturer, Maintenance Publications shall route them to the holders of manuals. The responsibility for inserting revisions is the direct responsibility of the manual holder.
- e. If the only change was to the page number a vertical bar will be placed in the left hand margin next to the revision number.
- f. Chief Inspector will review the Aircraft Maintenance Organization Manual with all relevant unit concern. These reviews will either confirm that the manual still current and valid for the Air Operator Certificate use, or will be identified needed change. Technical Manager will coordinate with Chief Inspector for reviewing the Chapters related to quality issue
- g. This manual and revision will be approved by the Chief Inspector, and forward to DGCA for approval. Upon approved by DGCA, sufficient copies will be made and distributed the revision page to each manual holder.





# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

- h. Upon receipt of a revision, each manual holder shall responsible for inserting the revised pages on the manual, record of revision on the manual, and the superseded will return to Inspection Unit Office
- i. A list of effective pages will be issued with each revision so each manual can be checked and kept current.

### 1.6.2. Distribution List

The Aircraft Maintenance Organization Manual shall be distributed to all personnel involved and will be the responsible of Inspection Unit as the Controlled Copy. Other personnel may obtain copy of this Aircraft Maintenance Organization Manual, but this manual is not controlled and invalid manual.

Chief Inspector will distribute this Aircraft Maintenance Organization Manual to the listed functions below, as master list of the Aircraft Maintenance Organization Manual.

List of Aircraft Maintenance Organization Manual holders and Control Number of Distribution:

Control No.	AMO Manual Holder
ORIGINAL	Library
01	Chief Inspector
02	President Director
03	Indonesian DGCA
04	Technical Manager
05	Chief Maintenance
06	Chief Technical Services



## **1.7. DEFINITIONS & ABBREVIATIONS**

The following abbreviations and definitions apply to all related information in the AMO and QC Manual; the definitions are consistent with those found in the CASR part145 and given to assist in the interpretation of this manual.

### **1.7.1. Abbreviations**

A/C	Aircraft
A&P	Airframe and Powerplant
AC	Advisory Circular
AD	Airworthiness Directive
AMC	Acceptable Means of Compliance
AMOC	Alternative Method of Compliance
AMEL	Aircraft Maintenance Engineer Licence
AOC	Aircraft Operator Certificate
ASA	Aviation Supplier Association
ASI	Aero Service Indonesia
ASNT	American Society For Non Destructive Testing
AVL	Approved Vendor List
BM	Base Maintenance
CofC	Certificate of Competency
CAR	Corrective Action Request
CASE	Coordinating Agencies for Supplier's Evaluation
CASR	Civil Aviation Safety Regulations
CMM	Component Maintenance Manual
CRS	Certificate of Release to Service
DGCA	Directorate General of Civil Aviation – Indonesia



# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

ETOPS	Extended – Range Twin - Engine Operational Performance Standards
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FOD	Foreign Object Damage
FSIFO	Flight Standard International Field Office
IATA	International Air Transport Association
IMTE	Inspection Measuring and Test Equipment
LM	Line Maintenance
MRB	Maintenance Review Board
	Material Review Board
NAA	National Aviation Authority
NDT	Non Destructive Testing
NIST	National Institute of Standard and Technology
OEM	Original Equipment Manufacturer
OpSpec	Operational Specification
PMI	Principal Maintenance Inspector
PO	Purchase Order (Including Repair Order)
PP	Power plant
QAC	Quality Assurance and Control
QCM	Quality Control Manual
QP	Quality Procedure
QSC	Quality Standard and Certification
RII	Required Inspection Item
AMOM	Approved Maintenance ORGANIZATION Manual
RTS	Return to Service
SB	Service Bulletin



# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

SCA	Smart Cakrawala Aviation
SRM	Structural Repair Manual
SSID	Structural Significant Inspection Document
TAT	Turn around Time
TS	Technical Services
VP	Vice President
WI	Work Instruction
WS	Workshops

### 1.7.2. Definitions

Acceptable:	Data is acceptable when it meets the requirements of the applicable regulations.
Account able Manager:	The person designated by SCA who is responsible for and has the authority overall Approved Maintenance ORGANIZATION operations that are conducted under CASR part 145. This person's duties include ensuring that SCA's personnel follow the regulation sand serving as the primary contact with the authority.
Alteration:	A permanent change to original airworthiness data.
Approved Standard:	A manufacturing/maintenance/quality standard approved by the Authority.
Article:	An aircraft, airframe, aircraft engine, propeller, appliance, or component part.
Authority:	Means the Indonesian DGCA.



# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

- Calibration Procedures: Written instructions developed per approved standards to provide guidance for the calibration of inspection, measuring and test equipment.
- Certificated - Means a sub contractor who hold san approval or acceptance
- Sub Contractor: From the Authority of A/C registration for the sub contracted maintenance or service.
- Component: Any component part of an aircraft up to and including a complete powerplant and/or any operational/emergency equipment.
- Consumables: These are the items of which repair cost normally exceeds the cost of a new item and are subject to one time use. These are further classified.
- Contracting: Entering in to an agreement between two or more persons for the performance of maintenance functions on an article.
- Correction: An action taken to eliminate a detected non conformity. For Approved Maintenance ORGANIZATION selecting to usean International ORGANIZATION for Standardization (ISO9000) quality system, a correction may involve repair or rework and may be made in conjunction with a corrective action.
- Corrective Action: An action taken to eliminate the cause of a detected non conformity or other undesir able condition to preventit sreoccurrence.For Approved Maintenance ORGANIZATION selecting to use an ISO9000 or similar system, the undesirable condition may include potential regulatory violations, which differs from an on conformity requiring correction.
- Designated Engineering Representative: A private person designated by the DGCA Administrator to act as its representative for examining, inspecting,and testing aircraft and related data. Ader may



# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

	recommend approval or approve data within the limitations of his or her certificate of authority.
Directly in Charge:	Responsibility for the work of a Approved Maintenance Organization that performs maintenance, preventive maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly, but must be available for consultation on matters requiring instruction or decision from higher authority.
Engineering Instructions:	Written instructions developed by engineering as per Approved Standards to direct personnel in performing specific repairs, inspections, tests or processes.
External Origin Document	Airworthiness Data received from OEM, TC Holder, Customer/operator and authorities. It includes standards and specifications, quality system standards and aviation regulations
Findings	An observation during an audit substantiated by evidence.
Inspection:	The examination of an A/C or A/C component to establish conformity with an approved standard.
Internal Origin Documents:	All documents developed by SCA used to execute the required maintenance. These documents are: Task Card, Work Card, Engineering Order, Engineering Instructions, etc
Line Maintenance:	Any scheduled maintenance that contain servicing and/or inspections that do not require specialized training, equipment, or facilities. Any unscheduled maintenance resulting from unforeseen events.





# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

Maintenance	Anyone or combination of inspection, overhaul, repair, preservation, and replacement of parts, excluding preventive maintenance.
Maintenance Data/ Approved Data:	Any information necessary to ensure that the aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft, or serviceability of operational and emergency equipment asap appropriate as assured.
Maintenance Function:	A step or series of steps in the process of performing maintenance, preventative maintenance, or alterations, which result in approving an article for return to service.
Maintenance Instructions:	Instructions detailing how a specific maintenance task is performed. Maintenance instructions are written in Task Cards, Work Cards, Engineering Instructions and in any other maintenance related document.
Maintenance Tasks:	Step by step instructions developed per approved standards as required to performed maintenance.
Major Alteration:	<p>An alteration not listed in the aircraft, aircraft engine, or propeller specifications that:</p> <ul style="list-style-type: none"><li>(1) Might appreciably affect weight, balance, structure strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or</li><li>(2) Is not done according to accepted practices or cannot be done by elementary operation.</li></ul>
Major Repair:	<p>Are pair that:</p> <ul style="list-style-type: none"><li>(1) If improperly done, might appreciably affect weight, balance, structural strength, performance, power plant operation, flight characteristics, or other qualities affecting airworthiness; or</li><li>(2) Is not done according to accepted practices or cannot be done by elementary operations.</li></ul>



# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

Manufacturer:	A company who designs and/or manufactures A/C or A/C components and sells them.
Modification:	The alteration on A/C or A/C component inconformity with an approved standard.
Non-certificated sub contractor:	A sub contract or who does not hold an approval or acceptance from the Authority of A/C registration for the sub contracted maintenance or service
Non-compliance:	An observed deviation from the existing regulations (e.g. CASR, etc) All parts, processes, documents, activities that are not conforming to the Quality System requirements, airworthiness data or aviation authority requirements.
non-conforming materials:	Includes parts or assemblies that are reused or replaced during overhaul based on inspection findings. Examples are: dowels, pins, inserts, bushings, bearings, springs, covers, brackets, etc. Include miscellaneous hardware items: such as bolts, nuts, screws, and other fastening devices On condition replacement items/ prediction.
Operational Specification:	The official document that describes the authorizations, ratings, and limitations of the Approved Maintenance Organization.
Overhaul:	There is no ratio for aircraft or aircraft component by inspection/test, repair and/or replacement of parts in conformity with the Overhaul Manual or the detailed description of this task in the Overhaul Manual. The TSO becomes zero after each overhaul.
Preventive Action:	<p>An action taken to eliminate the cause of a potential non conforming or other potentially undesirable situation.</p> <ul style="list-style-type: none"><li>• For Approved Maintenance Organization selecting to use an ISO 9000 system, preventative action is taken to prevent an</li></ul>



# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

occurrence, where as corrective action is taken to prevent are occurrence.

- For an Approved Maintenance Organization, preventative action is taken to remove or improve a processs to prevent potential future occurrednnces of an on conformance.

**Preventive Maintenance:** Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

**Procedure:** A specified way to perform an activity or a series of steps, such as a procedure that describes the methods, steps, or means to carry out policy.

**Quality Control Manual:** A manual that describes the in section and quality control procedures used by the Approved Maintenance Organization.

**Quality System:** The collective plans, activities and events that are provided to ensure that product, process, or service will satisfy given needs.

**Quality System Audit:** A documented activity performed to verify by examination and evaluations of objective evidence, that applicable elements of the quality system are appropriate and have been developed, documented, and effectively implemented in accordance and conjunction with specified requirements.

**Approved Maintenance Organization Manual:** A manual that describes the procedures and policies of an Approved Maintenance Organization's operations.

**Return to Service:** Authorized Personnel to sign maintenance release for personnell approv in ga maintained/alterd article for return to service

**Rating:** A statement that, as a part of the Approved Maintenance ORGANIZATION's certificate, describes the special conditions,



# AMO MANUAL

## GENERAL

### MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

	privileges, or limitations issued under CASR 145.59 and/ or CASR 145.61.
Recoverable:	Recoverable are units with no detail parts break down. These are the parts, which may be rehabilitated to a serviceable condition one or more times before scrapping by are refurbishing service type operation such as patching, welding, refurbishing ,recharging, refilling, etc.
Repair:	There storatation of an A/C or A/C component to a serviceable condition in conformity with an approved standard.
Repairable:	Items with detail parts breakdown. It is economically repairable and, in the normal course of operations, is continuously rehabilitated to a fully serviceable condition by an authorized repair.
Required Inspection Items:	Designate the items of maintenance and alteration that must be inspected(required inspections), including atleast those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used.
Rotables:	An item that can be economically restored to a serviceable Condition and, in the normal course of operations, can be repeatedly rehabilitated to a fully serviceable conditions over a period approximating the life of the flight equipment to which it is related. Almost without exception thi is the type of item, which for Controlling purposes ,be arsa separate individual serial number. They are assemblies which are subject to, and are capable of, Replacement on the air craft or engine based on" time between overhaul, or" on condition '
Routine material :	The material that is routinely required to support maintenance based on known works cope. And the materials required



# AMO MANUAL

## GENERAL MANUAL REVISION AND DISTRIBUTION PROCEDURE

---

	executing the customer's work order excluding defects rectification.
Sub contractor:	Means any person or Organization, where a contract has been made with, to subcontract maintenance tasks and or services.
Supplier:	Means any person or Organization that delivers a product or a service
Task Card:	An internal origin document used to provide instructions to perform work predominately on the aircraft as requested by customer/operator.
Vendor:	Means any supplier or subcontractor.
Work Card:	A form used by SCA to record any discrepancy found during maintenance process, and to give order and record for rectification.

### 2.1. APPLICATION PROCESS

This manual provides all the information required by the regulations as broadly identified in the Application process.

- AMO Manual,
- Quality Control Manual
- Organization chart, and
- Description of the AMO facilities

The issuance of PT. Smart Cakrawala Aviation certificate by the DGCA demonstrates that we have met all the requirements of CASR Part 145.





# AMO MANUAL

## CERTIFICATE AND OPERATIONS SPECIFICATIONS CERTIFICATE REQUIREMENT, CHANGE, OR TRANSFER, AND DURATION

---

### **2.2. CERTIFICATE REQUIREMENT, CHANGE, OR TRANSFER, AND DURATION**

#### **2.2.1. Requirement**

PT. Smart Cakrawala Aviation certificate is required before accomplishing any work as an Approved Maintenance Organization. PT. Smart Cakrawala Aviation will not perform any Approved Maintenance Organization work in violation of its certificate.

#### **2.2.2. Change Or Transfer**

If PT. Smart Cakrawala Aviation changes the location of its housing or facilities, or if it seeks a change to the authority of PT. Smart Cakrawala Aviation to perform certain work, a request for a change will be prepared and submitted to the DGCA. The Accountable Manager is responsible for ensuring this is accomplished. In the event this AMO sells or transfers its assets, an amended PT. Smart Cakrawala Aviation certificate is required. The Accountable Manager is responsible for preparing and transmitting to the DGCA the application for such an amendment.

#### **2.2.3. Duration**

PT. Smart Cakrawala Aviation certificate is effective shall not exceed two (2) year from the date of issue unless the AMO surrenders the certificate or the DGCA suspends or revokes it.



## **3.1. GENERAL.**

Employees are hired to perform work on civil aviation articles based on their knowledge and experience. An employee's initial qualifications are determined by employment history, training, certification, knowledge, experience, and practical tests. Job assignment including the performance of maintenance, inspection or supervision, are based on the employee's qualifications.

### **3.1.1. Cross Reference**

CASR 135.43, 135.45, 135.47

### **3.1.2. Introduction**

- a. PT. Smart Cakrawala Aviation is primarily responsible for the airworthiness and performance of the maintenance, preventive maintenance, and alteration to its aircraft, airframes, aircraft engines, appliances, emergency equipment and parts thereof.
- b. PT. Smart Cakrawala Aviation will make arrangements with other persons to perform maintenance, preventative maintenance, and alterations to its aircraft in accordance with PT. Smart Cakrawala Aviation procedures out of its capabilities.
- c. Chief Inspector will assure compliance with the AMO Manual requirements.

### **3.1.3. Philosophy and goals.**

It is the Policy of the PT. Smart Cakrawala Aviation to assure compliance with the CASR requirements and is responsible for the efficient and economical determination of its operations.

To achieve this objective, the management and personnel are committed to the effective use of Quality System and the effective implementation and maintenance of Aviation Regulations/requirements and any other applicable standards.

To enable us to achieve our business objectives and stated level of Customer Satisfaction, we shall empower our personnel to resolve problems by taking timely



corrective and preventive actions and maintaining a continual focus on fast and systematic response to our internal and external customer needs.

All management of PT. Smart Cakrawala Aviation shall take all the responsibility, to ensure that all-necessary resources available to accomplish maintenance in accordance with the requirements of this manual.

This quality system is examined during Management Reviews to ensure permanent compliance.

#### **3.1.4. Company Registered Name and Address.**

##### **Head Office PT. Smart Cakrawala Aviation**

Gedung Smartdeal Lt.4  
Jalan Cideng Timur No.16A  
Jakarta Pusat 10130,  
Indonesia.  
Phone : 62 6305210  
Fax : 62 6324873

##### **Branch Office PT. Smart Cakrawala Aviation**

Elang Laut Raya No.30 Jl. Pantai Indah Selatan 1, Penjaringan,  
Jakarta Utara 14460,  
Indonesia.

##### **Base Maintenance Address**

###### **1. Hangar Smart Aviation**

Bandara Khusus Smart Semelagi  
Jl. Demang Akub RT.10 Kel. Semelagi Kecil,  
Kec. Singkawang Utara Kota Singkawang, Kalimantan Barat,  
Indonesia.

###### **2. Hangar Smart Aviation**

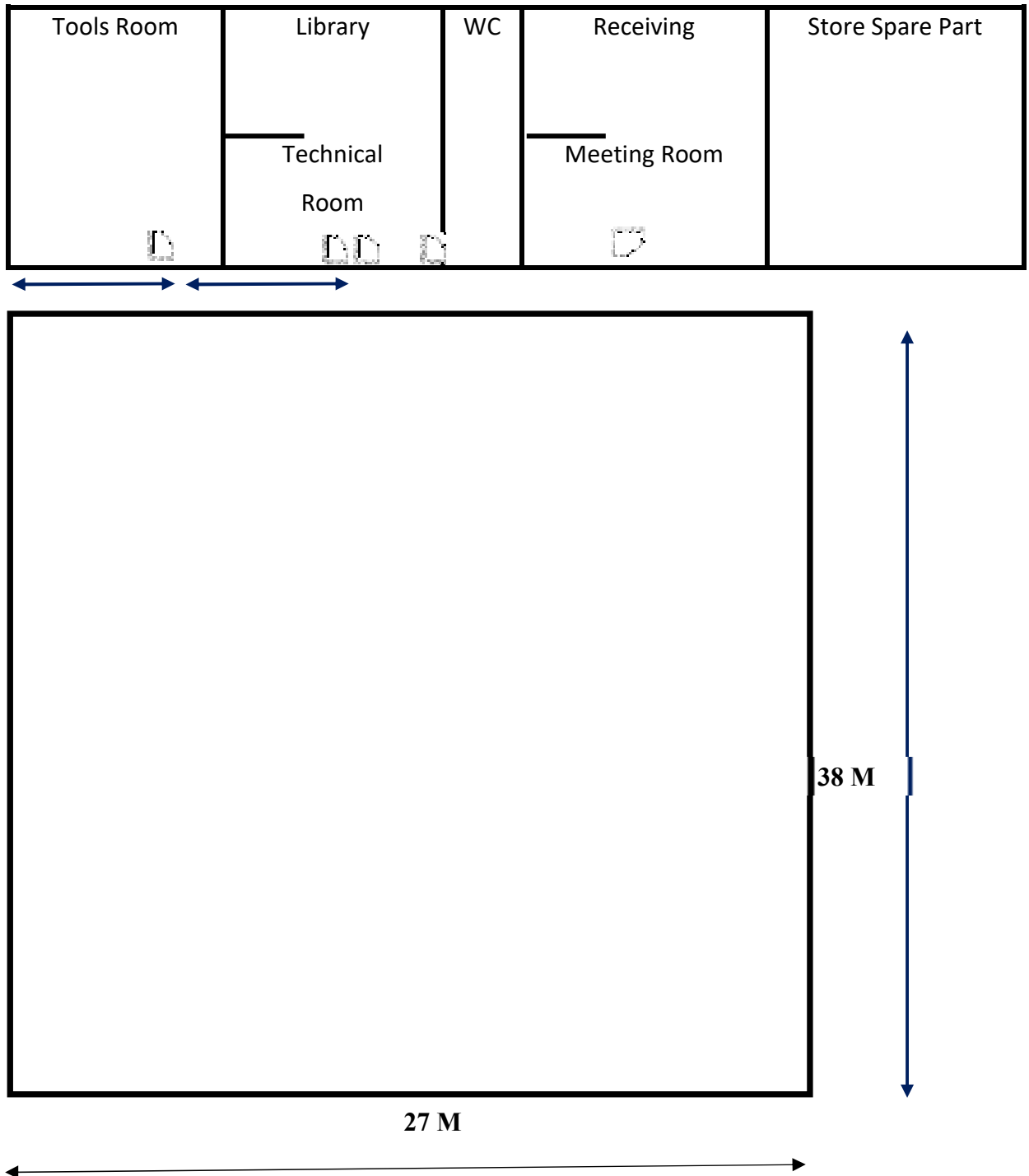
Bandar Udara Douw Aturure  
Jl. Trikora, Morgo, Kec. Nabire, Kabupaten Nabire, Papua,  
Indonesia.

###### **3. Avionic Shop Facility-Semarang**

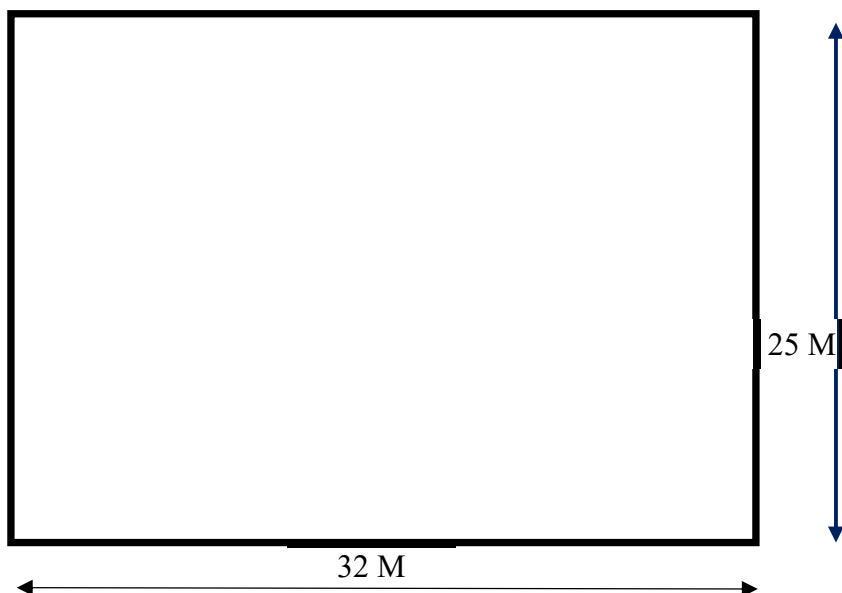
Bengkel Pusat Penerbangan Angkatan Darat  
Jl. Kalibanteng Kulon, Semarang Barat 50145,  
Indonesia.

## 3.1.5. Lay out Hangars

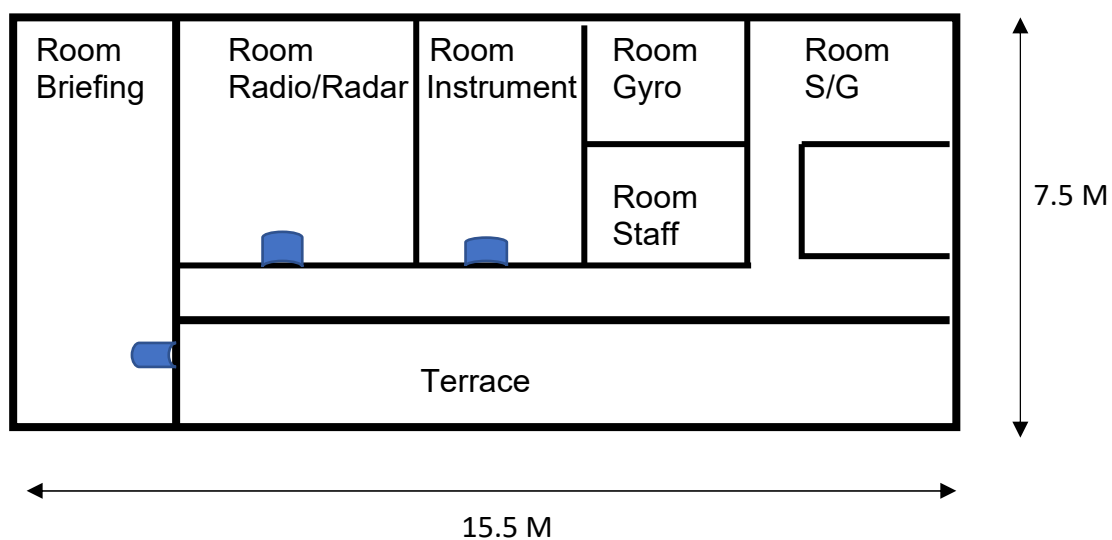
### 1. Semelagi-Singkawang



## 2. Hangar Nabire-Papua



## 3. Avionic Shop Facility-Semarang



### 3.2. ORGANIZATIONAL STRUCTURE

Ref. CASR: 145.209 (a), SI 8900-3.10, Ch.II.2.a

#### A. PT. Smart Cakrawala Aviation Organization Chart (MANAGEMENT)



#### PT. Smart Cakrawala Aviation Organization Chart (TECHNICAL DEPARTMENT)







### 3.3 DUTY, RESPONSIBILITY, AUTHORITY & QUALIFICATION

Ref. CASR: 145.151 (a,b); 145.209 (a); 145.163; SI 9800-3.10 Ch II.2.a & Ch.II.3.d

An organization chart above shows the various departments and functions relationships. In the structure is defined and maintained in all levels with all duties, responsibility, authorization and qualifications applied to their specific task as stated on the CASR.

That's meant, all employees on all departments must comply with the Technical Training Program Manual (SCA/TEK/3-001). In the absence of any individual within the organization, certified/ qualified person, duty and responsibility could be delegate based on his/ her competency criteria to the next available subordinate within certain organization chart and or parallel to the similar job title having the same qualification and authorization.

#### 3.3.1 Accountable Manager (President Director)

The President Director is the executive officer of the organization and also as an Accountable Manager.

The Accountable Manager retains ultimate responsibility and accountability for the operation and performance of the PT Smart Cakrawala Aviation as a CASR Approved Maintenance Organization. The Accountable Manager shall be responsible for availability of the funds to maintain adequate housing, facility and equipment to enable the Company to perform the maintenance work to which it is contracted and any additional work. must be full time basis for one organization and is not required to be necessarily knowledgeable on technical matters as the maintenance organization exposition defines the maintenance standards.

The Accountable Manager may delegate his duties to any qualified personnel, as necessary, however such delegation shall not relieve him of the overall responsibilities.

**A. Duty** of the Accountable Manager (President Director) is:

1. All maintenance required by aircraft operators or any other organization can be financed and carried out to the standard required by the CASR's.
2. Contractual documents received appropriate reviews and responsibility acknowledgement by the function responsible for contract implementation and compliance.
3. To control the competency of the personnel, involve in any maintenance, management and or quality audits in accordance with a procedure and a standard agreed by DGCA.
4. To maintain the capability of the company by showing that the organization has sufficient staff to plan, perform, supervise, inspect and quality monitor the organization in accordance with the approval. In addition, the organization must 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.



# AMO MANUAL

## ORGANIZATION DUTIES & RESPONSIBILITIES

---

### **B. Responsibilities** of the Accountable Manager (President Director):

1. The President Director is responsible for quality and ensuring that the quality policy statement and objectives are implemented, understood and maintained at all level in the organization as required by CASR Part 145 and any other regulations from DGCA.
2. All necessary resources are available to accomplish maintenance in accordance with CASR's requirement and support the organization's approval.
3. Quality management system is sufficiently reviewed to ensure its continuing suitability and effectiveness in compliance with requirements of the CASR and company's stated policies and objectives.
4. Responsible for fully compliance with all procedures outlined in this manual as appropriate to the items being overhauled or repaired or altered by this organization.
5. Renewal of the Approved Maintenance Organization approval issued by the Airworthiness and subsequent application.

### **C. Authority** of the Accountable Manager (President Director):

1. To change company organization that suitable to the company.
2. He/ she is authorized to develop company business by actively seeking new and available opportunities to expand company's customer base.
3. To delegate any project to specified person that he/ she deems capable of doing the job.

### **D. Qualification** to become the Accountable Manager (President Director):

1. Must be over 23-years of age.
2. He/ she must understand English in writing/ speaking.
3. Must have at least 1-year experience in the position of any Director position.
4. To understand DGCA regulation particularly CASR Part 145 and any other regulation from DGCA.



### 3.3.2 Technical Manager

#### A. Duty of the Technical Manager is:

1. To establish and maintain a Technical Department organizational structure with competent personnel and organize the department responsibly.
2. To ensure that the responsibilities of the Department are clearly defined and personnel's responsibility for performance are expressly delegated.
3. To direct all activities concerned with maintenance, overhaul and repair of SCA AMO and clients' aircrafts, power plant and components and be responsible to ensure all work and processes meet quality standards.
4. To ensure the Company has:
  - a. Facilities, office accommodation and working environment appropriate to accomplish the work to support the organization's approval.
  - b. Storage facilities for parts, tools, equipment and material.
  - c. Sufficient personnel to plan, perform, supervise, inspect and certify the work being performed.
  - d. Appropriate and sufficient tools, materials to perform the planned tasks.
  - e. All necessities airworthiness data from Indonesian Authority and the aircraft manufacturer applicable to the task being performed.
  - f. Monitor progress against plans and budgets for the organization as a whole and examine the cause of variances and the corrective actions for any major variances.
  - g. Preparation of details plans for the development of the facility and the organization's resources and the pursuit of the agreed objectives and goals.
  - h. Monitor the level of service provided to clients and take appropriate steps to achieve desired levels.
  - i. Ensure that all its operations conform to statutory and legal requirements.
  - j. Ensure that all audit findings carried out internally and by Indonesian Authority are attended and resolved within the agreed timeframe.
  - k. Ensure that all maintenance personnel are in possession of correct skills and are given appropriate training.
  - l. Induce a positive attitude and respect within Technical Department personnel on the need to observe industrial safety regulations, procedures and practices for the protection of their own and the SCA AMO's interest.

#### B. Responsibilities of the Technical Manager:

1. The overall operation of Technical Department including store Management and Inventory Control.
2. Coordinating and controlling the technical administration of his/ her department.
3. The efficiency operation of technical department and introducing systems and methods to increase productivity and quality.
4. Improvement capability of his/ her department including equipment and personnel capability (skill).
5. The overall operation of all maintenance departments.



# AMO MANUAL

## ORGANIZATION DUTIES & RESPONSIBILITIES

---

6. Responsible for project planning, setting targets and deliverables, making decisions in dealing business with the customer.
7. He/ She has proficiently handling teams, estimate project budgets, schedule project timelines, arrange for resources and also help in solving technical problems as and when needed.
8. To be responsible that all of his/ her employee is following the regulation of authority and manufacturer requested.
9. Is responsible for ensuring that all work on aircraft components is carried out to the standards approved by DGCA and also responsible for any corrective action resulting from the quality compliance monitoring

### **C. Authority of the Technical Manager:**

1. To promote new capability as required.
2. To hire new employee on this department.
3. To deal with the customers need.
4. Promoting maintenance people or change the position of the technician.
5. Has to do the balancing act of managing technical processes and teams along with using his technical skills to provide the necessary environment for project success.

### **D. Qualification to become the Technical Manager:**

1. Holds an appropriate AME license, or equivalent qualifications acceptable to the DGCA.
2. Has had at least 5 (five) years of experience in the maintenance, one year of which must have been in a supervisory capacity.
3. Knows the operations specifications and the applicable maintenance provisions of this part.
4. Has been trained for all training required according to its Training Program.

The Technical Manager is authorized to delegate his/ her duties by hiring qualified assistance as deems necessary. However, such delegation does not relieve him/ her from overall responsibilities in his/ her department.



### **3.3.3 Quality and Safety Manager**

#### **A. Duty of the Quality and Safety Manager is:**

1. Has an advisory, preparatory and monitoring function.
2. Has the authority to carry out inspections within the company.
3. Will establish and/or advise on safety meetings.
4. Ensuring the safety management system is effective throughout SCA AMO's operations.
5. Provision, control and updating of the safety management system manual.
6. Will be communicating with third parties and all client on all matters concerning HSES and will be the chairman of the safety steering committee.
7. Participate in the investigation of incidents and accidents.
8. Develop Safety promotions & Safety Campaign.
9. Develop, maintaining safety hazard Report, analyze and prevention Action Publication.

#### **B. Responsibilities of the Quality and Safety Manager is:**

1. The development and maintenance of an effective SMS.
2. Advises all managers on safety management matters.
3. Is responsible for coordinating and communicating safety issued within the organization, as well as with external stakeholders.
4. Managing the SMS implementation plan on behalf of the accountable manager;
5. Performing/facilitating hazard identification and safety risk analysis.
6. Monitoring corrective actions and evaluating their results.
7. Providing periodic reports on the organization's safety performance.
8. Maintaining records and safety documentation.
9. Planning and facilitating staff safety training.
10. Providing independent advice on safety matters.
11. Monitoring safety concerns in the aviation industry and their perceived impact on the organization's operations aimed at service delivery.
12. Coordinating and communicating with regulator/ authority and other State/ International Agencies as necessary on issues relating to safety.
13. Shall responsible individual and focal point for the development and maintenance of an effective SMS.
14. To ensuring that the organization also complies with the Staff Instruction.
15. The Quality & Safety Manager (as an Independence Auditors) is responsible directly to the President Director.
16. Such person must ultimately be responsible to the accountable manager if accountable manager is nominated the person:
  1. The person must represent the maintenance management structure of the organization and be responsible for all functions specified in CASR Part 145.
  2. The person shall be identified and assigned by AMO included their credentials submitted to DGCA.



# AMO MANUAL

## ORGANIZATION DUTIES & RESPONSIBILITIES

---

3. Be able to demonstrate relevant working knowledge, background and satisfactory experience related to aircraft or component maintenance of CASR Part 145.
4. Procedures must make clear who deputies for any particular person in the case of lengthy absence of the said person.

**B. Authority of the Quality and Safety Manager is:**

1. To promote new capability as required.
2. To hire new employee on this department.
3. To deal with the customers need.
4. Have to do the balancing act of managing technical processes and teams along with using his technical skills to provide the necessary environment for project success
5. Has the authority and responsibility to ensure that the requirements in the CASR and/or other international Aviation standards are implemented and maintained through the entire quality and safety system covered in the AMO Manual and Quality Control Manual.

**D. Qualification of the Quality and Safety Manager is:**

1. Must be over 23-years of age.
2. He/ she must understand read and write English.
3. Be trained in Company Aviation Safety Officer, Safety Management System and Human Factor.
4. Has had at least 3 (three) years of experience in the aviation quality and safety, one year of which must have been in a supervisory capacity.
5. Must understand DGCA regulation particularly CASR Part 145 and any other regulation from DGCA.
6. Preferable having a training record by any institution/ OEM/ AMTO.
7. Shown that he/ she has the ability of various skills in how to handle people, promoting to position where it should be and sharing knowledge to people who needs.
8. Safety/ quality management experience; Operational experience.
9. Must be skilled full, Analytical and problem-solving skills, management skills and Oral and written communications skills.
10. Must have all training certificate required on his/ her position and also as per CASR 145.

He/ She is authorized to delegate his/ her duties to any qualified assistant as he/ she deems necessary; however, such delegation does not relieve him/ her from the overall responsibilities.



### **3.3.4 Chief Inspector**

The Chief Inspector is directly responsible to the Technical Manager, but he has direct access to the Accountable Manager (President Director).

He will be responsible for quality control of all maintenance activities and have the authority to change procedures and practices that do not conform to CASR.

**A. Duty of the Chief Inspector is:**

1. Plan, implement and direct inspection standards methods and procedures utilized by the Company in complying with applicable regulations and manufacturer's requirement.
2. Project the number and type of qualified Company personnel and Services as to integrate its capabilities requirements with productions and is responsible for, the selection administration, training and performance of Technical Services personnel.
3. Coordinate planning personnel and Services as to integrate capabilities requirements with production activities, and ensure a level of consistency, accountability and control of work documents.
4. Provide audits of the maintenance and inspection for the company at least twice a year.
5. Direct the Continuing Analysis and Surveillance program.
6. Interpret Airworthiness Directives, Regulation, Manufacturer's Services Bulletins and Letters, Engineering Publications, Maintenance Manuals and other data used in the operation of the AMO.
7. Authorize the implementation of Airworthiness Directive, Bulletins and Engineering Instruction.
8. Approve, Suspend, Revoke of Certifying Staff Company Maintenance Authorization and Required Inspection Personnel in compliance with the AMO Manual, Quality Control Manual and the CASR.
9. Perform audits to ensure maintenance forms are properly completed and that Required Inspection Items (RII) is identified and satisfactory accomplished.
11. Maintain a current roster of all Company personnel authorized to sign for Required Inspection Items (RII's) and Return to Service.
12. Ensure that Contracted Repair Agency personnel are properly trained and authorized to sign for Return to Service and familiar with the procedures outlined in the AMO Manual and Quality Control Manual.
13. Conduct periodic Internal & External audits of the organization and authorized Repair Agency's operation and practices to assure compliance with the requirements of the Company requirements and CASR.
14. Coordinate with the Technical Manager in establishing and maintaining a program for the performance of training of engineers, inspectors, and related maintenance personnel.





# AMO MANUAL

## ORGANIZATION DUTIES & RESPONSIBILITIES

---

15. Maintain the calibration records of company's precision tools and coordinate their re-calibration when due.
16. Ensure that suitable information is disseminated throughout the company to enable hazards to Safety, Health and the environment to be correctly identified and satisfactorily dealt with.
17. Monitoring of all the supporting GSE & SHOPS are available to support in aircraft maintenance activity.
18. Participate in the investigation of accident / incident.
19. All duties and responsibilities of the chief inspector may be delegated by him to other qualified persons. However, he retains the responsibility.

### **B. Responsibilities** of the Chief Inspector is:

1. Responsible for the selecting, issuing, maintain performing RII personnel, establish and administer the Required Inspection Items (RII) system that complies with CASR and Company requirements.
2. Responsible for monitoring the Receiving Inspection and Shelf Life Limitations of materials and part use by the company to assure that they are in compliance with Company requirement, manufactures specification and CASR.
3. Responsible for the publishing of revision, distributions and control of company manuals applicable to the Maintenance records.
4. Responsible that the article for Return to Service is properly executed.

### **C. Authority** of the Chief Inspector is:

1. To promote new capability as required.
2. To hire new employee on this department.
3. To deal with the customers, if need.
4. To improve anything that bring safety to the company.
5. Promoting maintenance people or change the position of Engineers/Inspector.

### **D. Qualification** of the Chief Inspector is:

1. Holds an AME license, or equivalent qualifications acceptable to the Director General.
2. Has had at least three years of diversified maintenance experience on similar types of Aircraft with which the operations are to be conducted, with an Air Operator or A.M.O., One year of which must have been as a maintenance inspector.
3. Knows the operations specifications and the applicable maintenance provisions of this part.
4. Has been trained for all training required according to its Training Program.

The Chief Inspector is authorized to delegate his/ her duties to any qualified assistant as he/ she deems necessary; however, such delegation does not relieve him/ her from the overall responsibilities.



## **3.3.5 Chief Maintenance**

### **A. Duty of the Chief Maintenance is:**

1. Direct supervise of all maintenance activities and availability of supporting equipment and tools in accordance with approved procedures and Report to Technical Manager.
2. Controlling daily planning maintenance activities and monitor the progress of each aircraft/article in the proper work procedures, which is should be followed by maintenance personnel.
3. Directing all maintenance personnel doing qualified work and observed safety precautions relevant to the functions for which they may be utilized.
4. Coordinate with Technical Support /Production Plan Control which related to work orders or task cards.
5. Coordinate with Procurement / Logistic in maintaining continuous flow of required material to prevent work stoppage.
6. Maintain the Tools/Equipment and other hangar facilities as a support function for aircraft maintenance.
7. Ensure that all of the Tools/Equipment is maintained in accordance with industrial standards and safety procedure.
8. Supervise the usage of the Tools/Equipment and Ground Support Equipment to ensure that all personal utilizing equipment follow correct procedures and or referred to the appropriate manual or other technical instruction.

### **B. Responsibilities of the Chief Maintenance is:**

1. Coordinating and controlling the technical administration of his/ her department.
2. The efficiency operation of technical department and introducing systems and methods to increase productivity and quality.
3. Improvement capability of his/ her department including equipment and personnel capability (skill).
4. The overall operation of all maintenance departments.
5. Responsible for project planning, setting targets and deliverables, making decisions in dealing business with the customer.
6. He/ She has proficiently handling teams, estimate project budgets, schedule project timelines, arrange for resources and also help in solving technical problems as and when needed.
7. To be responsible that all of his/ her employee is following the regulation of authority and manufacturer requested.
8. Is responsible for ensuring that all work on aircraft components is carried out to the standards approved by DGCA and also responsible for any corrective action resulting from the quality compliance monitoring.



# AMO MANUAL

## ORGANIZATION DUTIES & RESPONSIBILITIES

---

**C. Authority** of the Chief Maintenance is:

1. Promoting maintenance people or change the position of the technician.
2. Has to do the balancing act of managing technical processes and teams along with using his technical skills to provide the necessary environment for project success.

**D. Qualification** of the Chief Maintenance is:

1. Hold AMEL in accordance with one of any type of the AMO's capabilities, and qualifications acceptable to the Technical Manager.
2. Has had at least 3 (three) years of diversified maintenance experience on types of Aircraft with which the operations are to be conducted, with an Air Operator or A.M.O.
3. Knows the maintenance parts of the AMO Manual, Quality Control Manual and the applicable maintenance provisions of this part.
4. Has been trained for all training required according to its Training Program.

The Chief Maintenance is authorized to delegate his/ her duties by hiring qualified assistance as deems necessary. However, such delegation does not relieve him/ her from overall responsibilities in his/ her department.



### **3.3.6 Chief Technical Support**

#### **A. Duty of the Technical Support is:**

1. Planning job and creating scope of work order.
2. Estimating material, man hour and tools (internal and external) to comply with job requirements.
3. Developing job and task instruction.
4. Creating purchase requisitions and stock reservations for planned work.
5. Coordinating with Chief Maintenance, purchasing, store and supply and maintenance personnel.
6. Maintain essential records and files from which management reports are prepared and distributed.
7. Ensuring that all applicable Airworthiness Directives (AD) are embodied and optional Service Bulletins (SBs) are reviewed for compliance and that records are kept of decisions with actions taken.
8. Coordinating scheduled maintenance, embodiment of ADs, replacement of service life limited parts and component inspection requirements.
9. Managing Technical Records and Technical Library/Publication.
10. Coordinating availability of work order, material, Tools/Equipment with Customer.

#### **B. Responsibilities of the Technical Support is:**

1. Guaranteeing the correct revision status of the documentation in the Customer Center.
2. Responsibilities include planning and coordination of all planned maintenance activities performed at the site.
3. Direct report to Technical Manager and Chief Inspector.
4. responsible for availability of facilities appropriate to the planned work including hangars, workshops office accommodation, stores as applicable for the planned work
5. Responsible for availability of a working environment appropriate to the tasks being undertaken
6. Responsible for availability of tools, equipment and materials to perform the planned tasks
7. Responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed
8. Responsible for availability of all necessary maintenance data as required by Part 145.109
9. Responsible for the implementation of the safety policy and human factor issues as well as reporting of un-airworthy conditions.
10. Responsible for supplying the necessary technical documents for customers and storage of the organization's technical records.
11. Responsible for the satisfactory completion and certification of all work required by contracted operators/customers, in accordance with the work specification.
12. Responsible for ensuring that the organization's procedures and standards are complied with when carrying out maintenance.



# AMO MANUAL

## ORGANIZATION DUTIES & RESPONSIBILITIES

---

### **C. Authority** of the Technical Support is:

1. Notifying the Technical Manager and Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and the acceptability of standards (Accountable Manager, Safety & Quality Manager to be officially informed of any lack of 25% of available man-hours over a calendar month).
2. To improve work force productivity and quality by anticipating and eliminating potential delays through planning, scheduling, and coordination of maintenance resources, parts, materials, and equipment access

### **D. Qualification** of the Technical Support is:

1. Must be over 23-years of age.
2. He/ she must understand read and write English.
3. Has had at least 3 (three) years of diversified Technical Support or Production Plan Control or Engineering experience on types of Aircraft with which the operations are to be conducted, with an Air Operator or A.M.O.
4. Knows the maintenance parts of the AMO Manual, Quality Control Manual and the applicable maintenance provisions of this part.
5. Has been trained for all training required according to its Training Program.

In case of lengthy absence, the Technical Support will surrender the duties and responsibilities to Technical Manager, however such delegation shall not relieve him/her of the overall responsibilities.



## **3.3.7 Maintenance Inspector**

### **A. Duty of the Maintenance Inspector is:**

1. To ensure that jobs or tasks were performed in accordance with the requirements in this manual.
2. To ensure that all items required to be inspected (RII), were inspected by an authorized person who determined that the items were satisfactorily completed.
3. To ensure no condition exists that would make the Aircraft or helicopter become un-airworthy condition.
4. To certify and stamp the completion Work Order/Job Card.
5. To ensure materials/parts/component/Tools & Equipment's are fit before usage.
6. To ensure all certification required involving materials/Parts/Components replacement are complying with the standard required (ARC,C of C,etc...).
7. Onsite Receiving Inspection of materials/parts/component/Tools & Equipment's.

### **B. Responsibilities of the Maintenance Inspector is:**

1. Responsible that all the jobs and tasks as stated in the customer's Approved Continuous Airworthiness Maintenance Program or work order issued by Technical Support has been carried out, including RII.
2. To improve work force productivity and quality by anticipating and eliminating potential delays through onsite inspection

### **C. Authority of the maintenance inspector is:**

1. Notifying Chief Inspector of any condition exists that would make the Aircraft or helicopter become un-airworthy condition.
2. Coordination with second or third party for housing facilities/tools & equipment's.

### **D. Qualification of the Maintenance inspector is:**

1. Hold AMEL in accordance with at least one type of the aircrafts within AMO's capabilities with minimum 3 (three) years' experience.
2. Has been trained for all training required according to its Training Program.



## **3.3.8 RII (Required Inspection Item) Inspector**

### **A. Duty of the Maintenance Inspector is:**

1. Authorized RII Inspectors area function of privilege is under the authority of Customer's Chief Inspector or by PT. SCA Chief Inspector after agreed by customer.
2. Perform inspection RII Task related to work to be inspected and keep close monitoring during the work performed by Maintenance Engineer.
3. If Authorized RII Inspector of the work required to be RII, automatically he/she cannot certify the work item to be performed.
4. To certify and stamp as a statement of conformance of the task card/Job Card and Aircraft/Engine/Propeller Log Book after Agreed by customer.

### **B. Responsibilities of the RII Inspector is:**

1. Responsible that Required Inspection Items as stated in the customer's Approved Continuous Airworthiness Maintenance Program or work order issued by PPC must be inspected includes those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or improper parts or materials are used.
2. Identify the items that should be classified as RII, and to improve the quality of standard Aviation in safe operation with correct references.

### **C. Authority of the RII inspector is:**

1. Report to Chief Inspector if any non-conformance found during his/her duty or if any doubt while doing the work to be inspected.

### **D. Qualification of the RII inspector is:**

1. Hold AMEL in accordance with at least one type of the aircrafts within AMO's capabilities with minimum 3 (three) years' experience.
2. Has been trained for all training required according to its Training Program.





## 3.3.9 Receiving Inspector

**A. Duty** of the Receiving Inspector is:

1. Inspect parts/component in the receiving, oversight of quarantine area, self-life surveillance, and periodic reviews of material self-life storage.
2. Check /verify all certification required involving materials; parts and components are complying with the standard required.

**B. Responsibilities** of the Receiving Inspector is:

1. Checking and controlling that all incoming parts are comply with regulations and procedures.

**C. Authority** of the Receiving inspector is:

1. May Reject / Suspend Part if Unacceptable and make an entry into the system for Acceptable part & raise Serviceable tag.

**D. Qualification** of the Receiving inspector is:

1. Has experienced in the aviation Warehouse and/or Logistic Department at least for 3 (three) years.
2. Has been trained for all training required according to its Training Program.



## **3.3.10 Aircraft Engineer**

### **A. Duty of the Aircraft Engineer is:**

1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS.
2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc.
3. Assemble and disassemble various components of aircraft during repairs and maintenance.
4. Perform maintenance, disassembly, rework, repair, replacement, re-assembly or adjustment of various aircraft components.
5. Test aircraft operations to identify malfunctions.
6. Adjust, align and calibrate aircrafts using hand tools, gauges, etc.
7. Perform oil changes, battery service, hydraulic system service and other aircraft servicing tasks.
8. Keep work area clean and safe.
9. Perform routine maintenance and cleaning of aircraft interiors and exteriors.
10. Inspect aircraft engine for cracks and leaks.
11. Inform component repairs to manager and chief mechanic.
12. Resolve complex technical problems and troubleshoot unusual repairs.
13. Operate support equipment that is used in removal and installations of major aircraft components.
14. Use, maintain and store company-provided tools and equipment in safe and proper manner.
15. Maintaining the readiness of all GSE, updating technical records and documentations.
16. Carry out all of the maintenance activities assigned by Chief Maintenance.

### **B. Responsibilities of the Aircraft Engineer is:**

1. Responsible for work carried out has compliance with CASR, Manufacture Manuals and company standards.
2. Responsible for work carried out has compliance with environmental, health and safety regulations.

### **C. Authority of the Aircraft Engineer is:**

1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS.

### **D. Qualification of the Aircraft Engineer is:**

1. Holds a valid AMEL with current aircraft type rating.
2. Has been trained for all training required according to its Training Program.



### **3.3.11 Mechanic**

#### **A. Duty of the Mechanic is:**

1. To carry out the maintenance schedule and job assignment during his duty period assigned by Lead Engineer or Engineer (LAME).
2. To assist engineers in performing maintenance task.
3. To conduct any other additional duties as assigned by his/her superior.

#### **B. Responsibilities of the Mechanic is:**

1. Responsible to assist work of Aircraft Engineer has compliance with CASR, Manufacture Manuals and company standards.
2. Responsible to assist work of Aircraft Engineer has compliance with environmental, health and safety regulations.

#### **C. Authority of the Mechanic is:**

1. Execute all duties as assignment from Aircraft Engineer or Chief Maintenance in aircraft maintenance job according to aircrafts Maintenance Program and limitations.

#### **D. Qualification of the Mechanic is:**

1. Holds basic mechanic certificates issued by DGCA (A1, A2, A3, A4, C1, C2, C4) according to its type of aircraft.
2. Has been trained for all training required according to its Training Program.



### **3.3.12 Specialist (Welder, Repairman, Painter, NDT)**

**A. Duty of the Specialist is:**

1. To carry out the maintenance tasks and job assignment during his duty period assigned by Chief Maintenance.
2. To assist engineers in performing maintenance task.
3. To conduct any other additional duties as assigned by his/her superior.

**B. Responsibilities of the Specialist is:**

1. Responsible to assist work of Aircraft Engineer has compliance with CASR, Manufacture Manuals and company standards.
2. Responsible to assist work of Aircraft Engineer has compliance with environmental, health and safety regulations.

**C. Authority of the Specialist is:**

1. Execute all duties as assignment from Aircraft Engineer or Chief Maintenance in aircraft maintenance job according to aircrafts Maintenance Program and limitations.

**D. Qualification of the Specialist is:**

1. Holds related Basic License or Certificate of Maintenance Approval (COMA) or appropriate certification in according to its specialization.
2. Has been trained for all training required according to its Training Program.



### **3.3.13 Store Man**

**A. Duty of the Store Man is:**

1. Stores management include Material/Parts/Component are properly identified, tagging, ARC/CofC available.
2. To ensure storage of Material/Parts/Component are segregated (Serviceable, Unserviceable, Condemned).
3. To ensure availability of minimum stock material/parts/component.
4. Maintaining a storage area capable of receiving, segregating, storing and transporting to the required parts.
5. Maintain current lists of such Material/Parts/Components.
6. Developing proper storage facilities for chemicals and/or shelf-life materials in identifiable, secured and temperature controller locations according to manufacturer recommendations, having labels to identify the contents, the physical characteristic and life duration on each shelf life material.
7. Checking the shelf-life for expiration dates every month. Develop a warning system for their identification and withdrawal of such material from the store.
8. Segregating flammable and hazardous material in distance from the other material.
9. Providing designated storage areas restricted to unauthorized personnel. Designated areas will be appropriately labeled for the easy identification of the materials.
10. Using computerized system to assist in the quick identification and retrieval of materials and inventory control in the stock and keep records show the number of parts consumed.
11. To conduct any other duties assigned by Technical Support.

**B. Responsibilities of the Store Man is:**

1. Coordinating and control administration activity of receiving, shipping, storing goods, and incoming out going goods from and to store to ensure security, accuracy of goods and data.
2. Evaluate the job performance of his/her subordinate.
3. Coordinate related inquiries with Procurement, and Maintenance personnel or other users.
4. Coordinate the necessary resources regarding Stores as such that they are adequate to support the necessary activities and that the related inquiries are followed up by appropriate means.
5. Coordinate activities as such that they are performed appropriately in regard to establish operating procedures.

**C. Authority of the Store Man is:**

1. Approve stores related inquiries and requisitions.

**D. Qualification of the Store Man is:**

1. Has been trained for all training required according to its Training Program.



## 3.3.14. Auditor

### A. Duty of the Auditor is:

1. Planning, performing, and monitoring the Internal/External audit within SCA AMO.
2. Ensure revisions to procedures do not violate standards and regulations.
3. Develop audit program and perform procedure and product audits.
4. Perform vendor audits as required.
5. Raise non-conformance reports to units' concern.
6. Communicate with the units regarding quality issues.

### B. Responsibilities of the Auditor is:

1. Coordinate quality projects and activities in the units' concern.
2. Advise the units in matters concerning quality related subjects.
3. Participate in investigations with responsible units.
4. Verify effectiveness of the corrective actions.
5. Escort customers and authorities within the units.
6. Handle quality audit records.
7. Planning for the future work within the AMO.
8. Monitoring all the updated manual requirements from DGCA.
9. Doing a monthly report and revision to the internal manuals if needed.
10. To Ensure the maintenance process is held according to the AMO Manual.

### C. Authority of the Auditor is:

1. The lead auditor report to the Accountable Manager.
2. Accept or reject (if not effective) the corrective actions taken by audited managers.
3. Approve or disapproved suppliers if authorized by the Chief Inspector.
4. Arrange other functions to meet the quality objectives.

### D. Qualification of the Store Man is:

1. Shall be familiar with applicable regulations in the CASRs and with inspection methods, techniques, practices, aids, equipment, and tools use to determine the airworthiness of the article on which maintenance, preventive maintenance, or alteration are being performed, and proficient in using various types of inspection equipment and visual inspection aids appropriate for the article being inspected.
2. Shall be trained in audit techniques and procedures.
3. Shall be proficient with AMO Manual and QC Manual.
4. Shall be trained in safety management system, and human factor.
5. Shall understand, read, and write English.



### 4.1. CONTROL OF MANPOWER

*(CASRs 145.151, 145.153, 145.155 and 145.157)*

#### 4.1.1. Determination of Manpower Resources

- a. All management personnel has responsibility to develop the production man-hour plan and will employ sufficient number of skilled personnel to perform, inspect and supervise the work to enable the Organization to achieve product quality within the specified targets. The man-hour plan will be related to the anticipated maintenance work load.
- b. The plan will include personnel for planning the work, accomplishing the maintenance, inspecting the work, checking and retaining maintenance records and controlling the production and maintenance documents in progress. The man-hour plan will be reviewed at least every 3 months and updated when necessary. Deviation of more than 25% short falling available man-hours during a calendar month will be reported to the Accountable Manager and Chief Inspector to be reviewed.
- c. Man power selection and recruitment include:
  - 1) The determination of required number of personnel, their knowledge and skills.
  - 2) The determination of training needs.
  - 3) The training and assessment before they are allowed to perform unsupervised work.
- d. Personnel may be selected and hired on:
  - 1) Permanent basis new employees.
  - 2) Permanent basis employees transferred from another department.
  - 3) Short-term contract from another Organization.
  - 4) Short-term contract personnel—recruitment and control.





## **4.1.2. Determination of the Number of Employees Required**

In order for the man power for each work order to be sufficient to perform the maintenance program within the prescribed program schedule, the following must be taken into account:

- a. Determination of the total man-hours required based on the master production schedule.
- b. Based on the existing available hours per employee, determine the total number of man-hours available.
- c. Based on the required special skills, determine the required number of personnel per type of skill.
- d. Determination of sufficient number of quality audit personnel to carry out the quality monitoring compliance functions.
- e. Determination of sufficient number of skilled and qualified inspection personnel to carry out Required Inspections as required by air carriers. These determinations will be made based on the operator's or air-carrier's maintenance program.
- f. Determination of adequate number of qualified RTS personnel for each product type.
- g. The number of permanent employees in each hangar and workshop is at least 50% of the total required employee.

Each manager develops a man-hours plan and defines the number of personnel per type of skill required for accomplishing the anticipated maintenance work load. This man-hours plan will be crossed checked against hangar occupation plan and anticipated maintenance work load at least every 3 months. Yearly man-hour plan will be approved by the President Director.

A deviation of more than 25% of man power availability will be reported to the Technical Manager and President Director for corrective actions.



## 4.1.3. Personnel Safety and Health Program

The safe and friendly working environments for all personnel shall be provided. Q&S department is responsible for ensuring on going compliance with all relevant industry, environmental and occupational health and safety requirements.

Periodic medical examination for holder of license or authorization shall not exceeding 24 (twenty-four) months to get medical fitness statement or fit and proper statement signed by general physician.

The holder of license or authorization certificate shall not exercise the privileges of their privileges if they know or suspect that their physical or mental condition is unfit.

## 4.1.4. Personnel Integrity

All as employees have the obligation to:

- a. Be familiar and comply with SCA rules and policies;
- b. Learn the details of policies dealing with their work;
- c. Seek assistance from their manager/supervisor with questions about the application of rules and policies;
- d. Promptly report any concerns about possible violations of SCA rules, policies or procedures; and
- e. Cooperate with SCA investigations into concerns covered by SCA rules, policies or procedures.



## 4.2. PROCEDURES FOR MAINTAINING & REVISING THE ROSTER

(CASR145.161, 145.209(b))

### 4.2.1. Personnel Roster

Personnel list is a list of all personnel involved in AMO activities and controlled by Chief Inspector. It contains the name of managements, authorized personnel, inspection staff. Personnel Roster showing in Appendix D in this manual.

#### 4.2.1.1. Assignment and Control of Signature Stamps

Signature stamp is controlled by Chief Inspector. All assignments to authorized personnel will be given by evaluating his/her AMEL, certificate, experience and other trainings according to his/her authorization.

#### 4.2.1.2. Performing Maintenance by Non-Certificate Person

A non-certificate person may perform any specific work in SCA AMO as long as under supervised by authorized personnel e.g.: painting. The non-certificate person must have experience at least six (6) months for the work he/she will perform. Chief inspector is responsible to evaluate the non-certificate person before he/she perform his/her work.

#### 4.2.1.3. Personnel Roster Revision

Any revision / updated of Personnel Roster must be reported to DGCA within five (5) business days.

### 4.2.2. Management Personnel

The person who serve in the management structures must:

1. Be qualified through training, experience and expertise.
2. To the extension of their responsibilities, full understanding of the following materials with respect to the PT. Smart Cakrawala Aviation operation;
  - a. Aviation safety standards and practices.
  - b. Civil Aviation Safety regulation (CASR).
  - c. PT. Smart Cakrawala Aviation Operation Specifications.



- d. The content of the company manuals.
- 3. Discharge their duties to meet applicable legal requirements and maintain safe operations.
- 4. Certified passing the fit and proper test.

Detailed Management Personnel shall be referred to current document Operation Specifications issued by DGCA.

#### **4.2.3. Change of Management Personnel**

Any change of management personnel must be reported to DGCA within five (5) business days. SCA AMO must propose to DGCA for amendment of its Operation Specifications document.



## **5.1. PRIVILAGES & LIMITATION OF CERTIFICATE**

*(CASR145.201)*

Chief Maintenance is responsible to arrange the operations and Chief Inspector will ensure as necessary-based on each unit's job descriptions for the following:

- a. Maintenance, preventive maintenance, or alterations are performed in accordance with CASR part 43 on any article for which it is rated and within the limitations in its operations specifications.
- b. Approve for return to service any article for which it is rated after it has performed maintenance, preventive maintenance, or an alteration in accordance with CASR part 43.
- c. Arrange for another person to perform the maintenance, preventive maintenance, or alterations of any article for which the Approved Maintenance Organization is not rated.
- d. If that person is not certificated under CASR145, the Approved Maintenance Organization must ensure that the non-certificated person follows a quality control system equivalent to the system followed by SCA.
- e. Not to maintain or alter any article for which it is not rated, and not maintain or alter any article for which it is rated if it requires special technical data, equipment, or facilities that are not available to it.
- f. The approval rating and the operation specifications describe the scope of approvals.



## **5.2. DESCRIPTION OF THE HOUSING & FACILITIES**

(CASR145.101,145.103)

### **5.2.1. General Requirements**

One hangar for heavy maintenance are available and area is large enough to accommodate the small aircrafts. Hangar space is arranged based on the aircraft visit plan. Hangar floor area is 720 M2.

Fire extinguishing equipment is installed in all hangars, offices and shops.

The SCA facilities are restricted area with 24/7 security; only authorized personnel may enter.

### **5.2.2. Requirements for Environmentally Controlled Facilities - Clean Rooms**

For the purpose of achieving a necessary level of quality, certain maintenance functions are performed in facilities where the environment is rigidly controlled in terms of temperature, humidity and cleanliness. An environmentally controlled facility or a clean room is a shop where the temperature, humidity, pressure and dust are controlled.

#### **5.2.2.1. Composites requirements**

**Reserved**

#### **5.2.2.2. Battery Shop Requirements**

**Reserved**

#### **5.2.2.3. Storage Facilities Requirements**

- a. Storage condition ensure segregation of serviceable components and material from unserviceable.
- b. Access to all storage facilities is restricted to authorize personnel only.



## **5.2.3. Maintenance and Preventive Maintenance of facilities**

The plant maintenance function establishes documents and maintains procedures to ensure that the facility is properly maintained at all times. Maintenance and preventive maintenance instructions are developed together with maintenance schedules as required by each plant equipment manufacturer and standard industry practices. The procedure includes the prompt notification to plant maintenance function by the user of any defects for rectification.

### **5.2.3.1. Cleanliness Standards and House Keeping of Maintenance Facilities**

All Supervisor develop a plan for the periodic cleaning of the facility, and they make aware to personnel the importance of the facility cleaning, maintenance and safety. Cleaning activities are subject to periodic controls by the Supervisors who have responsibility for ensuring the cleaning standards are met. Each employee must keep their work-area clean, according to the developed plans. The periodic cleaning plans and inspections will ensure that the following requirements are met:

- a. Dust and any other airborne contamination are kept to a minimum and is not permitted to reach a level where visible surface contamination is evident. The working environment deteriorates to an unacceptable level in respect of temperature, moisture, wind, light, dust/ other airborne contamination, the maintenance will be suspended until satisfactory conditions are re- established.
- b. For both base and line maintenance where dust/ other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established.
- c. The lighting is sufficient to ensure each inspection and maintenance task can be carried out;
- d. Noise levels are not permitted to reach other point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel are provided with the necessary personal equipment.



## **5.2.4. Temperature & Humidity Monitoring and Control**

In addition to the cleaning standard specified in the previous sections, the following facilities (other than clean rooms) require the temperature to be monitored and controlled to the standards indicated below:

- a. Coordinate Measuring Machines.
- b. Store rooms for parts and components.
- c. Store rooms for shelf life material, chemicals, including flammable material. As required by manufacturer's specifications.
- d. Radio & Instrument Shop (other than clean rooms). As required by the maintenance data for each component maintenance.
- e. Any other shop which a maintenance activity requires special temperature conditions to be met as required by the manufacturer's maintenance data.
- f. For composite shop temperature and monitoring.
- g. The temperature should be maintained between 20 - 24°C and humidity between 20% – 60%.

## **5.2.5. Electronic Equipment Handling and Storage Requirements**

- a. Any component containing electronic devices such as diodes, transistors, or integrated circuits is protected from electro-static discharge.
- b. Technicians are reminded that electrostatic sensitive devices (ESD) can be destroyed by only momentary contact with any non-conducting or ungrounded object and that the damage is inflicted at moment of contact.
- c. The following general handling rules are followed.
  - 1) Avoid having non-conductive items such as trays, bags, packaging material, drawings, or personal effects that are not essential for the work at hand within the immediate area of the component.
  - 2) Only use appropriate gloves or finger protection when handling Electro-Static Sensitive Devices.
  - 3) Prior to removing any component from a conductive package, the technician should first touch the package. This also applied store-packing the device.





Care should also be taken to insure that the electrical terminals on the device do not come in contact with any plastic or paper outer containers.

- 4) If it is necessary to place an electronic component on a conductive work bench without a protective cover on its terminals, it should always be done with the terminals in contact with the conductive surface

### 5.2.6. Painting of Aircraft Requirements

- a. Aircraft are painted in the hangar. Subsequently, precautions must be taken to avoid the contamination of adjoining aircraft.
- b. To avoid contamination due to over-spray, all aircrafts, components, tooling and material located within a radius of 20 meters from the aircraft to be painted are covered with a plastic film. The film is held in place by masking tape.
- c. Personnel wear appropriate at tire and breathing masks whilst within the vicinity of aircraft being sprayed.
- d. Only personnel actively involved in painting are allowed within the hangar whilst sprayings taking place.

### 5.2.7. Fire Protection System

The plant maintenance function has established, maintains and operates as necessary the fire protections system. Preventive maintenance is performed for all fire extinguishers (portable and stationary) and periodic operational tests are performed as required by the National Standards.

Trained personnel are assigned as fire fighters and an alert system is established. A system to assure the prompt notification of fire fighters is in place and is validated from time to time to ensure effectiveness when needed. A validation schedule is in place.



## **5.3. PROCEDURE FOR LOCATION, HOUSING, & FACILITIES CHANGES**

*(CASR145.105)*

Whenever a change is made to the location, housing or facilities that could have a significant effect on the ability of SCA to perform work in an airworthy manner, The Chief Inspector will initiate a draft revision to this manual and will decide which changes have a significant effect on the ability of SCA AMO to accomplish its work in accordance with all applicable CASRs.

- a. If the revision is found to have a significant effect on SCA ability to accomplish its work, a copy of the draft revision will be sent to the authority for approval. After receiving authority approval and any authority prescribed conditions or limitations that affect to SCA during work transition, the Chief Inspector will ensure the final manual revision is created and properly distributed.
- b. If in significant, the revision will be distributed as required by the manual.

The Chief Inspector will notify the customers in writing of any changes in the SCA inspection system, within 2 (two) weeks.



## 5.4. AIRCRAFT COMPONENTS, PARTS, & MATERIAL

(CASR145.103)

### 5.4.1. Control of Serviceable Parts Stored Items

Technical Support will arrange for the proper storage and protection to prevent damage during process, after repair, after final inspection and test, waiting delivery and at the ware houses.

- a. They are stored in secured and controlled areas and protected as per manufacturer recommendations to avoid FOD injection, dust, moisture and other contaminants. If the manufacturer does not give specific instructions, the ATA 300 specification is used.
- b. They have the proper serviceable identification label attached and/ or Authorized Release Certificate and are traceable to the next higher assembly and work order (for those repaired in house) and or to the purchase order.

Hazardous Material /Dangerous goods are only received in the properly identified packages and they are stored, preserved and transported as required by IATA specifications.

The articles owned by customers are stored in a separate location properly identified as such. They may be labeled with the customer's serviceable tag and the applicable Authorized Release Certificate.

### 5.4.2. Withdrawal of Parts, Components from Stores due to AD Notes

The Technical Support identifies the parts, which become obsolete or requiring repair due to an AD Note design change.

The Storeman will remove from inventory the parts found discrepant and will keep it in quarantine area a waiting disposition and inform the Chief Inspector. After the disposition is done by the Chief Inspector, the part will be sent to Work shops or Repair Agency.



Technical Support will block all the part numbers in a computerized system to avoid re-order and their reception in stores. A list of blocked part numbers are kept in a computerized data base.

#### **5.4.2.1. Disposition of the parts in stores affected by AD Notes**

The Chief Inspector will evaluate the discrepant part held in quarantine, fill the Pending Disposition Log as appropriate and make disposition whether the parts will be repaired or scrapped. Disposition will be performed in accordance with the requirements given in the applicable AD Note and the Engineering Instruction. Issue a Repairable Form SCA-MTC06 if the part can be repaired as per AD Note or issue a Condemned Tag SCA Form SCA-MTC 084 if the part is to be scrapped as per the AD Note.

#### **5.4.3. Non-Aircraft Parts Storage and Control**

Non-aircraft parts are stored separate from aircraft parts. As the same stores are used, a physical segregation of aircraft parts from non-aircraft part sexists. Identification signs are provided to indicate areas used for the storage of non-aircraft parts.

#### **5.4.4. Activities for Storing Components, Parts and Material**

Technical Support responsible for the storage have arranged for the following as appropriate:

- a. Maintaining a storage area capable of receiving, segregating, storing and transporting to the shop the required parts
- b. Arranging for customers supplied parts to be properly identified and segregated. Keep current lists of such parts.
- c. Developing proper storage facilities for chemicals and/ or shelf-life material in identifiable, secured and temperature controlled locations a according to manufacturer recommendations. Having labels to identify the contents, the physical characteristics and life duration on each shelf life material.
- d. Checking shelf life for expiration dates every month. Develop a warning system for their identification and withdrawal of such material from the stores.
- e. Segregating flammable and hazardous material and placing it in the Hazmat Store.



- f. Provide designated storage areas restricted to unauthorized personnel. Designated areas will be appropriately labeled for the easy identification of the materials.
- g. Using a computerized system to assist in the quick identification and retrieval of the material and inventory control in the stock and keep records to show the number of parts consumed.
- h. Properly controlling the sensitive electronic equipment as per section [5.2.5](#).

### 5.4.5. Long Time Storage of Engines and Other Rotable Parts

For those engines and other rotatable parts under SCA responsibility, Technical Support have responsibility for establishing a system to assure the articles that are held in storage for long term (more than one month) are inspected for corrosion attack.

For engines without container, which have been in storage for 30 days or more, conduct weekly inspections to assure there is no evidence of corrosion attack. If any corrosion attacks found, notify Chief Inspector immediately. For other rotatable parts, conduct periodic checks depending on the rotatable parts and the packaging and storage environment.

For container stored engines or rotatable parts, which have been in storage for 30 days or more, inspect containers for obvious damage and humidity indicator appearance.

**BLUE** = Humidity Acceptable.

**WHITE** = Container beginning to leak.

**PINK** = Unacceptable leak.

Report any non-conformity to the Technical Service Department.

### 5.4.6. Aircraft Grounded for Extended Time

For the A/C under SCA AMO responsibility, they are protected with appropriate covers installed on the engine inlets and exhausts to avoid FOD injection and to prevent the free rotation of the fan blades. Additionally a preventive maintenance schedule including engine run as required by the manufacturer and operator are applied. All other protective instructions required by manufacturers and operators will be observed. Records of the preventive maintenance and engine run up are kept.



## 5.4.7. Control and Disposition of Shelf Life Material and Other Chemicals

Proper storage of chemicals and shelf life materials maintained in identifiable secured and controlled locations. A physical segregation between flammable and non-flammable materials takes place. Technical Support or users who store or use chemicals and shelf life material have responsibility to monitor the due date of such material and remove from stores or from the place of use any material with an expired shelf life or any chemical they have reasons to believe its quality may be in adequate due to long storage.

### 5.4.7.1. Storage of Expired Shelf Life Material and Other Chemicals

While waiting for Disposition the Technical Support is responsible to store the expired shelf life materials and any other chemicals waiting final disposition in a separate store or in a properly designated area ensuring the same environmental condition exist from those material that their shelf life has not been expired.

### 5.4.7.2. Disposition by the Technical Support

- a. The Technical Support is responsible to evaluate the discrepant material and decide if a further extension of their life can be given based on the recommendations of the material manufacturer, aircraft/component maintenance specifications applicable for the specific material.

**NOTE:** Decision to extend their life beyond the recommended period is not allowed without authorization from the manufacturer.

Life vests and other emergency equipment may require overhauls for further extension of their shelf life. The Technical Support will make the appropriate entries on the Pending Disposition Log. When the disposition has been received, the Material Receiving Inspection personnel will follow up the disposition:

- 1) If the shelf life is extended (for shelf life material) or if the chemicals are serviceable, using the appropriate computerized system transactions perform the process for returning the material back to the stores.
- 2) If the disposition is to further inspect/check the material to shops, send the shelf life material or other chemicals to shops.



- 3) If the disposition is to scrap, attach a Condemned Form SCA-MTC84
- b. The Storeman is responsible to perform one of the following:
  - Enter the accepted for use material back to the stores ensuring the appropriate computerized system transactions are performed.
  - Send the material requiring further inspection/ checks to the shops.
  - Send the condemned material to the scrapped area.

#### 5.4.7.3. Identification and Disposal of Scrapped material/parts

The Storeman records the scrapped material/parts on a Condemned Parts Log SCA Form SCA-MTC 084 and moves it to the condemned area. All scrapped material/parts are handled .

#### 5.4.7.4. Identification and traceability of serviceable parts or components inspected & repaired at SCA a waiting installation to next higher assembly

Identification, Tagging & Traceability of Serviceable Parts/Components & Material

For the components and material/parts in the ware houses, or for those taken from the ware house, the Technical Support and the user are responsible to ensure that the appropriate identification tags are attached with the parts before they enter into the stores or before they are used as follows:

- a. Rotable parts are identified using the Serviceable Tag SCA Form SCA-MTC 60.
- b. Standard parts, raw material and consumables are identified using the Serviceable Form SCA-MTC 60.

**NOTE:** For components and material/parts used (installed) on the next higher assembly, the identification tags are attached on the maintenance instructions such as Task card or Work card.

They are stored in temporary storages or in the accumulation areas and identified as follows.

- a. For components and parts other than engines, the SCA Form SCA-MTC 18.
- b. For engine maintenance (engine parts) and serviceable components removed for access purpose only, they are identified individually or in-group with the Component Holding Tag SCA Form SCA-MTC82.



All parts and components repaired in house are traceable to A/C registration (from those removed from A/C), to engine serial number (from those removed from engine). All life limited parts / components are followed with a complete historical record traceable to their previous usage (if not new) and stating the operating and remaining time and cycles.

#### **5.4.8. Moving Serviceable Parts, Components and Material from Stores to Maintenance**

- 1) The Material Store Department personnel have responsibility to use computerized system transactions to execute the order and to release materials to maintenance. When all the administrative matters are resolved perform the following:
  - a. Have the following documentation attached:
    - Computerized printout Material Pull Sheet Form SCA-MTC 42 traceable to Purchase Order.
  - b. Customer supplied parts may be identified by operator's tags or as above. They will be routed to operations with the operator's tag or as otherwise mentioned above. This tag will remain in work order file.
- 2) The users have responsibility to:
  - a. Accept only parts components and material received with all the appropriate tags/labels as mentioned in this procedure.
  - b. Ensure that the part and components including their documentation received such as tags and a label is eligible for installation to the specific Authority of A/C registration A/C or A/C components intended for installation to such A/C).
  - c. Return any component, part or material back to stores if not accepted for use.
- 3) Inform the Inspection personnel to perform disposition .
- 4) Ensure all the parts and materials documentation is traceable to the PO number (Batch Number).
- 5) Prior to installation of a component, ensure that the particular component is eligible to be fitted when different modification and / or airworthiness directive standards may be applicable.





- 6) Be satisfied that the component is in satisfactory condition and has been appropriately released to service. This may be accomplished by reference to the manufacturer's parts catalogue or other approved data (i.e. Service Bulletin). Care should also be exercised in ensuring compliance with applicable airworthiness directives and the status of any life limited parts fitted to the aircraft component.

#### **5.4.8.1. Shipping of engines and components repaired in house to maintenance and/or to customers**

The Technical Support is responsible to arrange for the proper packaging and preservation following the applicable maintenance manuals or ATA300 specifications. The protection includes delivery to destination using the appropriate means of transportation as required by the maintenance manuals. The products are shipped to the customer or to maintenance with the appropriate maintenance release certificates and records.

#### **5.4.9. Loan / Borrow Procedures**

Parts may only be loaned / borrowed to / from a DGCA Certificated Air Carrier / AMO maintaining aircraft under a DGCA approved in Airworthiness Maintenance Program. To ensure that all components being loaned/borrowed are properly accomplished. All loans/borrows must be approved by the Technical Manager.

A borrowed part having a non-time controlled maintenance process assigned through the lender's maintenance program, if prior to use, the part is functionally checked and found to meet manufacturers standards and satisfactory passes on operational check when installed on the aircraft needing the part and the serviceable tag is attached to the component.

This Tag will be completely filled out by the authorized engineer and signed by the Inspector / Chief Inspector.

TOOLING & EQUIPMENT

*(CASR-145.109)*



## **5.4.10. Selection, Provision and Use of Tools and Equipment**

Chief Maintenance are responsible for the proper selection and provision of tooling and equipment. The tools and equipment are selected based on A/C and A/C components manufacturer's instructions when applicable and general maintenance requirements or standard industry practices if no special tools and equipment are given. Equipment maintenance and operating instructions will be requested as necessary when purchasing the equipment.

Chief Maintenance ensure that all required tools and equipment are available to perform maintenance as specified by maintenance data.

## **5.4.11. Selecting the Appropriate Inspection and Test Equipment**

Chief Maintenance and maintenance personnel have responsibility to ensure that all tools and equipment, in order to be acceptable for use, have:

- a. A registration / inventory number assigned, preferably engraved (if possible) on the tool / equipment.
- b. Technical information (manuals, specifications, procedures, drawings, etc.) necessary for the usage, maintenance and calibration readily available for performing the work.
- c. Been properly calibrated and in good condition.
- d. Operating instruction when necessary.
- e. To be the exact tool / equipment required by the A/C and A/C component manufacturers unless an equivalency has been established.
- f. The person using the equipment must determine the measurements to be made and the accuracy required and selects the tool / equipment that is capable of the necessary precision and accuracy.
- g. When precision measurements and tests are performed, the person using the equipment must ensure that the environmental conditions are suitable for such measurements and/or inspection and tests as required by Maintenance data.



- h. Ensure Daily or before use maintenance is performed as required by the equipment's instruction.

#### **5.4.12. Handing Over Tools and Equipment to Maintenance Personnel**

`Name of personnel who picked up the tools from the store;

- a. Tool identification / register number;
- b. Quantity; and
- c. Date out and date in.
- d. The above information is maintained in a data base for 2 (two) years.

#### **5.4.13. Determination of Equivalent Equipment**

- a. If a tool or equipment required for aircraft and /or A/C components maintenance is not specified in manufacturers' maintenance manuals, qualified maintenance personnel will determine what tool will be used in accordance with standard practices and general maintenance on aircraft practices.
- b. If the manufacturer maintenance manual specifies a tool/ equipment or equivalent required for maintenance the following will be performed:
  - 1) Determination by Chief Maintenance in coordination with Technical Support after analyzing and comparing parameters and specifications of the precision of the equipment that are important for the maintenance process for which tools and equipment are needed.
  - 2) In case there is sufficient information for the determination process, the determination takes place by the Technical Support and information will be recorded on files.
  - 3) In case there is no sufficient information, information must be supplied by the company, which issued the manual with a written no technical objection for using equivalent tools or equipment.
- c. If the manufacturer maintenance manual specifies a tool / equipment but NO equivalent is specified the following will be performed:
  - 1) Determination by Chief Maintenance in coordination with Technical Support after analyzing and comparing parameters and specifications of the precision



of the equipment that are important for the maintenance process for which tools and equipment are needed.

- 2) Determination only takes place after written acceptance (or approval) from the company, which issued the manual, or from DGCA.
- 3) It is important to demonstrate the effectiveness of the equivalent by developing Task card and having the technicians demonstrate the performance of the maintenance using the equivalent equipment. The Chief Inspector will approve that equipment after success full demonstration.



#### 5.5. RETURN OF DEFECTIVE AIRCRAFT COMPONENTS TO STORES

##### 5.5.1. Storage and Identification of Defective Components / Parts Awaiting Inspection, Disposition and Repair

All parts and components after removal from aircraft or the in next higher assembly are inspected to determine required actions. Components / parts found defective are identified as follows:

a. Repairable.

If repairable per available maintenance data, components/parts are routed for repair with the Repairable Tag SCA Form SCA-MTC 060 or Unserviceable Tag Form SCA-MTC 062 for rotables. The tag will remain with the components / parts until the repair is completed and replaced with a serviceable tag.

b. Pending Disposition.

If during inspection or test an inspection finding Leads to a required repair not covered in the maintenance manuals, the Technical Support will assist the maintenance personnel in defining approved maintenance data. Pending decision components /parts are identified with the Pending Disposition Form SCA-MTC 082.

c. Scrapping.

Scrapped parts, due to life time expiration or defects, will be identified with a Condemned Tag SCA Form SCA-MTC 084. Scrapped parts are handled as per section 5.7.2.

The Material Supervisor (MS) personnel have responsibility to place the defective components / parts in the designated temporarily storage areas waiting for maintenance work orders and to be transported to the designated units for maintenance or to subcontractor. They arrange for the proper packaging and preservation.

For those components / parts requiring maintenance in-house, the Technical Support will issue a Repair Order SCA Form SCA-MTC 015. will move the components / parts to the designated shop for maintenance. For those



components / parts requiring maintenance to subcontractors, the instructions on section 4.8 will be followed.

Defective components / parts, which the customer is responsible for maintenance outsourcing, will be temporarily kept by Storeman in well preserved store area, packed and identified and will be processed as agreed by the customer.

The Storeman segregate repairable, pending disposition and scrap component / parts in the temporary stores and will properly identify them.

#### **5.5.2. Defective Components / parts (Including Engines) Received For Maintenance (directly from the customer or from other units)**

All components/parts received for maintenance are temporarily stored at designated store areas, properly packed and preserved and properly identified with the following tags / forms waiting for repair:

- a. For the components/parts received from Heavy Maintenance, Form SCA-MTC 039
- b. For the components/parts other than engine received directly from customer, a customer's repairable or unserviceable tag or equivalent shall remain attached.

The responsible unit performs the requested maintenance as required by this manual and the appropriate quality procedures.

Technical Support is responsible for controlling the components / parts received for maintenance as well as for arranging the proper preservation, handling and segregation. While in stores awaiting disposition / maintenance, segregation for repairable, pending disposition and scrapped components / parts is carried out.

##### **5.5.2.1. Defected Components/Parts Discontinued from Maintenance**

If repair/maintenance of components/parts has to be discontinued due to lack of parts, maintenance instructions, or production capacity, the components/parts will be stored at designated shop's temporary store areas attached with a Component Holding Tag SCA Form SCA-MTC 082 completed and sign by Inspector.

Depending on the reason, the held components/ parts are completed with any applicable documentation. The Storeman is responsible for the proper handling and preservation while in storage.



## **5.5.2.2. Serviceable Components/ Parts found defective and Returned to Stores**

When a component/part with a serviceable tag or equivalent tag is found non-conforming during the installation / assembly, the inspection personnel inspect it and will attach the Repairable Tag SCA Form SCA-MTC 039. The Technical Support to make a preliminary determination of the source or cause of damage and request corrective actions to the appropriate functions. Based on the severity of the situation, a non-conformance report may be issued as per QCM.

## **5.5.3. Control of Scrapped Parts, Material and Tools**

Technical Support are responsible to collect and store definitively scrapped parts in secured scrap containers identified per customer name and work order. Technical Support will coordinate with the customer representative if they want the scrapped parts returned. The following are performed by the Inspector or delegated person:

- a. Make a Condemned Parts Log SCA Form SCA-MTC 060.
- b. Identify the scrapped parts using Condemned Tag Form SCA-MTC 084.
- c. Provide a list of scrapped parts to the customer and keep a copy for two years.
- d. If the customer does not take the scrap parts within one week after the maintenance work order is completed, send the parts to the scrap area.
- e. Make another list for tools and equipment, which are scrapped and keep a list as mentioned above. Move the scrapped tools and equipment to the scrap area.

### **5.5.3.1. Destruction of the Scrapped Parts, Material and Tools**

Technical Support are responsible for their storage and mutilation as appropriate. They record all mutilated parts, materials, tools and equipment and arrange for the further disposal to recycle facilities. The Technical Support has responsibility to perform the following:

- a. Submit Condemned Parts Log to technical Manager and Chief Inspector for approval.
- b. Assign Storeman to be present during the mutilation.
- c. Keep the Condemned Parts Log for two years.



# AMO MANUAL

## FACILITIES

### RETURN OF DEFECTIVE AIRCRAFT COMPONENTS TO STORES

---

Scrapped dangerous materials are placed on sealed containers and disposed in accordance with applicable Indonesian government regulations. Non-dangerous materials are drained directly to the water waste treatment.

#### **5.5.3.2. Use of Scrapped Chemicals (other than the dangerous), for Non-Aircraft Use**

The scrapped shelf life material and other chemicals for non-aircraft use provided a list is kept to show where such material has been used.





#### 5.6. DEFECTED COMPONENT/PART TO SUBCONTRACTOR

(CASR145.217)

##### 5.6.1. Selecting the Appropriate Subcontractor

The Technical Support have responsibility to send the defective components to an Approved Maintenance Organization/ Certificated Repair Station listed in Approved Vendor List (AVL). DGCA Approved Maintenance Organizations are selected depending on the Authority of A/C registration that the component is intended for installation. Appropriate certificates will be requested, together with other maintenance records. The Maintenance Storeman may select a non-certificated subcontractor for the performance of maintenance provided:

- a. The non-certificated subcontractor has been approved by the Chief Inspector for the specific maintenance and listed in AVL.
- b. The customer agrees to use such non-certificated subcontractor.

##### Procedure

When a defective component is to be outsourced for repair, the Technical Support will issue an order requisition to request required maintenance / repair.

The Technical Support shall ensure that the Repair Order (RO) SCA Form SCA-MTC 060 will clearly describe the work to be performed. Attachments of the RO order must include all the information required to execute the maintenance.

##### 5.6.2. Return of Unserviceable Components to the Customer

Defective components/parts intended to be returned to the customer are temporarily kept by Technical Support in well-preserved store area, packed and identified with Unserviceable Form SCA-MTC 062. They will be processed as instructed by the customer.

All defective components intended to be sent to subcontractors or to the customer are properly preserved. The identification and traceability status from the next higher assembly will remain attached all the times. For time/cycle limit components, operating and remaining time and cycles are indicated.



The Technical Support is responsible for the collecting of the appropriate documentation. Storeman have responsibility to properly pack and preserve the component following appropriate packaging and preservation instructions ensuring the appropriate documentation is included. The protections are extended to include delivery to destination using the appropriate means of transportation as required by maintenance manuals or customer requirements.

#### **5.6.3. Receiving the Repaired Components Back from the Subcontractor**

All components received from subcontractors after maintenance pass through the receiving inspection area to be inspected.

Components received from non-certificated subcontractors are sent to shops by Receiving Inspector or for additional inspection before a Certificate Release to Service is issued.

#### **5.6.4. Approved Maintenance Function**

SCA only contract maintenance to DGCA certificated AMO or to non-DGCA certificated sources, if the maintenance functions are approved by the DGCA.

Chief Inspector will request approval of the specific maintenance function, before SCA can contract such maintenance function and keep the approved list of maintenance functions.



### 6.1. CAPABILITY LIST (CASR145.215)

#### 6.1.1. Developing Capability Procedure

The Chief Inspector is responsible to develop the capabilities as requested by SCA. All functions mentioned in this section are responsible to provide the necessary support to the Supervisor for the effective development of the capabilities. The following processes are followed for developing new capability:

- a. President Director requests to the relevant maintenance unit to develop new capability for aircraft, engines and components.
- b. The Chief Inspector will develop an action plan, including among other the requirements listed in table on section 6.1.2 to initiate and monitor the capability development process. They will coordinate with the Technical Support (TS) to perform a capability study and determine requirements in terms of maintenance data, tools, personnel training and qualifications, expertise, RTS Personnel and material.
- c. The Technical Support will define the engineering requirements and the Chief Maintenance will define the requirements related with the capability. See matrix table on section 6.1.2.
- d. The maintenance and support functions (as mentioned in matrix) will take the appropriate actions based on the Technical Support and Chief Maintenance recommendations.
- e. The Chief Inspector has responsibility to monitor the development of the capability processes planned and verify upon completion that the capability is present ensuring that the requirements mentioned in this section have been met before requesting approval to DGCA.
- f. When the Chief Inspector is satisfied that the capability has been developed, he/she will issue a Self-Evaluation Report SCA Form SCA MTC 016 and collect all relevant information, which supports the presence of the capability.
  - The Chief Inspector has responsibility to perform audits, to determine if capability is present and approve or disapprove (if no present). If the



# AMO MANUAL

## CAPABILITY & CONTRACTING DESCRIPTION OF THE HOUSING & FACILITIES

capability is not present (as revealed from the audits), the Chief Inspector will provide written discrepancies for corrective action and assist as necessary the production and other support functions to effectively rectify the problems.

- If the capability is present, Chief Inspector will develop / revise the capabilities list prior to submitting to the DGCA. The Chief Inspector will keep all supporting data / information for each component in file that proves the capability is present.

### 6.1.2. Capability Development and Responsibility Matrix

No	Requirements	Responsibility	Reference
1	Define, list and order maintenance data including update service agreement.	Technical Support	QCM
2	Obtain the necessary data including update service agreement. Distribute data as necessary	Technical Support	QCM
3	Define tools required per approved data. Provide adequate lists including a list from equivalent tools	Technical Support	AMOM <a href="#">5.6.1</a> , <a href="#">5.6.2</a> , <a href="#">4.6.4</a>
4	Order tools equipment as required.	Chief Maintenance	AMOM <a href="#">5.6.1</a>
5	In case of A/C or Engine, define and list approved subcontractors and scope of approval.	Technical Support	AMOM <a href="#">6.2.2</a>
6	Define technician straining requirements and get approval for training needs and adequacy from Chief Quality Assurance, Control and Safety	Chief Maintenance	QCM
7	Verify that the training requested is adequate as per the requirements of this manual and capability developing needs	Chief Inspector	QCM
8	Define qualified inspection personnel training including RTS and RII Personnel.	Chief Inspector	QCM
9	Personnel training as necessary	Technical Manager	TTP
	Submit revised capability list to DGCA	Chief Inspector	AMOM <a href="#">5.1.4</a>



### 6.1.3. Listing of A/C and Engines capabilities Applicable to the Approval

The Aircraft and engines capability is listed in SCA's Operations Specifications as issued by the Authority.

### 6.1.4. Components Capability List - Contents, Revision and Control

The auditors, upon being satisfied that a new capability is present, or a capability has been terminated for any reason will revise the capability list indicating the new components added or removed from the list. All revisions to the capability list are clearly indicated in the list of effective pages; the components added or removed the new revision number and the revised page number. A vertical line on the right side of the page indicates that the revision took place.

The Chief Inspector will approve the list of effective pages before submitting the list to Authority and will keep on file all supporting data to show evidence the capability is present.

The capability list contains the list of effective pages and the issue / revision page. It is also included the name and the signature of the person who revised the capability list. The subsequent pages have included: the component's name, the part number of the component, the ATA number, the aircraft type, the maintenance location and the maintenance level.

### 6.1.5. Initial and Periodic Evaluation of the Capability List

For periodic evaluations, product audits and annual procedures audits for each work station will be performed per QCM. Deficiencies are reported to the Chief Inspector as required by QCM for corrective action.

Chief Inspector will remove any component from the capability list when for any reason the capability cannot be continued, and / or violates the airworthiness requirements.

All Supervisors are responsible to inform the Chief Inspector to remove any component from the capability list when for any reason the capability cannot be continued.



## AMO MANUAL

### CAPABILITY & CONTRACTING SUPPLIERS EVALUATION & SUBCONTRACT MAINTENANCE CONTROL PROCEDURE

---

#### 6.2. SUPPLIERS EVALUATION & SUBCONTRACT MAINTENANCE CONTROL PROCEDURE

(CASR145.217)

##### 6.2.1. General

Suppliers and subcontractors are selected on the basis of their ability to meet contractual and Authority of A/C registration requirements. Distributors must be accredited suppliers. Except for TC and STC holder suppliers, an Approved Vendor List (AVL) including scope of approval is maintained by Chief Inspector.

The Chief Inspector evaluates the suppliers and subcontractors prior to engagement. Initial and ongoing evaluations take the form of:

- a. Supplier and certificated subcontractors: questionnaire and re-evaluation every year.
- b. Non-certificated subcontractor: On site audits every year.

##### 6.2.2. Evaluation Process

The steps required in the evaluation and approval of a new supplier / repair agencies are as follows:

- a. Supplier/Subcontract Evaluation Questionnaire SCA Form Q-017 is sent to supplier or repair agency.
- b. The Supplier / Repair Agency complete the questionnaire and return it to the Technical Support. If the supplier / repair agency is reluctant to supply the information, this may be done by the Chief Inspector after consultation with the supplier / repair agency.
- c. Upon the receipt of the completed questionnaire, copies of existing approval certificates and copies of material certification utilized the Technical Support, and Chief Inspector will review the information supplied and in conjunction with airworthiness regulation approve or disapprove the supplier accordingly.
- d. Authorities to alter the AVL is by the Chief Inspector. The computerized system ensures that no Purchase Order will be executed if the supplier is not in the AVL.



## AMO MANUAL

### CAPABILITY & CONTRACTING SUPPLIERS EVALUATION & SUBCONTRACT MAINTENANCE CONTROL PROCEDURE

---

#### 6.2.3. Elements for Evaluating Non-Certificated Subcontractors

SCA may only subcontract components under which SCA has the rating to non-certificated subcontractors, other than engines, provided an onsite audit has performed and it has been confirmed that the non-certificated subcontractor meets the following criteria:

- a. Those parts of the non-certificated subcontractor's facilities, personnel and procedures involved with the products undergoing maintenance meets the specific Authority's requirements for the duration of that maintenance and it remains SCA's responsibility to ensure such requirements are satisfied for the scope of the sub-contracted work.
- b. SCA has its own expertise and procedures to determine that the non-certificated sub-contractor meets the necessary standards.
- c. Chief Inspector will audit the prospective subcontractor to determine whether those services of the subcontractor that SCA wishes to use meet the Intent of the Authority of A/C registration requirements.
- d. SCA assesses to what extent it will use the sub-contractor's facilities. SCA requires its own paperwork, maintenance data and material/spare parts to be used, but it could permit the use of tools, equipment and personnel from the subcontractor as long as such tools, equipment and personnel meet the requirements of the Authority.
- e. In the case of non-certificated subcontractors who provide specialized services it may for practical reasons be necessary to use their specialized services personnel, maintenance data and material subject to acceptance by Chief Inspector. Specialized service personnel should meet the requirement published by the Authority of A/C registration qualifications standards or SCA special processes procedures.
- f. SCA needs to supervise the inspection and release to service of the work by its own Certified Personnel as per QCM
- g. The subcontract control procedure records audits of the non-certificated subcontractor has a corrective action follow up plan and knows when non-



# AMO MANUAL

## CAPABILITY & CONTRACTING SUPPLIERS EVALUATION & SUBCONTRACT MAINTENANCE CONTROL PROCEDURE

---

certificated sub-contractors are being used. The procedure includes a clear revocation process for sub-contractors who do not meet the SCA's requirements.

- h. The Authority of the A/C registration and the customer has the right to assess the non-certificated subcontractor.
- i. The customer agrees to use such subcontractors.
- j. SCA has properly trained and certified the non-certificated subcontractor's employees as appropriate.

### 6.2.4. Purchasing Requirement

- a. The Procurement Manager selects suppliers and/or subcontractors from the AVL. When a potential supplier or subcontractor is not in the list, the Technical Support will formally propose the potential supplier. They place a P.O only after approval and the supplier's or subcontractor's name is in the AVL and only for the product and services indicated in the scope of approval.
- b. The Technical Support clearly indicates on each purchase order the product or service to be ordered and the certificates required to be submitted based on the Authority of A/C registration requirements for the part or component it is subsequently intended for installation on. All suppliers and certificated subcontractors for aeronautical products are asked to provide the appropriate certificates.
- c. For defected components shipped to outside contractors, the Technical Support follows the requirements on section 5.8 of this manual.
- d. Technical Support is responsible to arrange for supplied parts/materials not conforming to specifications as found by the Receiving Inspector to be brought to attention of the suppliers and the Chief Inspector.

#### 6.2.4.1. Eligibility Requirements

The Procurement Manager prior to placing purchase orders ensure that the parts and components are eligible to be fitted when different modification and / or





airworthiness directive standards may be applicable. He will consult with the Technical Support as appropriate depending of the purchase requisitions.

## 6.2.5. Certifications Required

The Procurement Manager before placing a purchase order, must know the A/C registration the part or component is intended for installation on to identify and request from the supplier the appropriate certificate or Authorized Release Certificate as shown below:

- a. For the maintenance of A/C under the CASR 43 and 145 and for A/C components (including engines ) intended for installation on such registered A/C.
  1. For new parts/ components:
    - FAA8130-4 (for new engines )
    - FAA8130-3, or
    - EASA Form1
    - PMA Parts, having a certificate stating that the part has been manufactured under PMA approval No.
  2. For used parts/components
    - DAC Form 21-18 or FAA Form 8130-3 or EASA Form1, and / or
    - Serviceable tag with a maintenance release certificate statement issued by a CASR 145 Approved Maintenance ORGANIZATION as per CASR 43.9 or 43.11
    - Serviceable tag with a maintenance release certificate statement issued by a CASR 121 approved operator, released as per CASR 43.9 or 43.11
- b. For the maintenance of A/C registered in countries other than DGCA and for A/C components (including engines) intended for installation on such registered A/C as required by the Authority of A/C registration.

NOTE: Used components must be accompanied, in addition to the certificate mentioned above with the following records as appropriate:

- Modification status;
- AD notes compliance;



# AMO MANUAL

## CAPABILITY & CONTRACTING SUPPLIERS EVALUATION & SUBCONTRACT MAINTENANCE CONTROL PROCEDURE

- Maintenance history;
- Remaining time-for time controlled components;
- Total life history for all life limited components; and
- A statement that the component has not been taken from an A/C subject to accident or incident.

### c. For Standard Parts

Origin	Certificate Required
All accredited suppliers of Standard parts (MS, AN, AMS, Diodes, Capacitors, etc.)	Parts must be designated as standard parts by the TC Holders by means of a standard parts manual accepted by the original TC NAA or by making reference in the Parts Catalogue to a National / International specification. A statement of conformity with specification is necessary. Origin and batch number must be known for traceability. Original certificate or copy if from split lot and applicable documentation.

### d. For raw material

Origin	Certificate Required
From all accredited Suppliers and manufacturers.	Certification of conformity to specification (or MIL certificate for metals- test report for other, if applicable ). Documentation clearly relating to particular material. Manufacturer and supplier identification. Specification must be marked on material and / or on the packaging. The batch number, if applicable must also be marked. If any doubt exists, material must be analyzed to prove conformance to specification. Original certificate or copy if from split lot and applicable documentation.



## AMO MANUAL

### CAPABILITY & CONTRACTING SUPPLIERS EVALUATION & SUBCONTRACT MAINTENANCE CONTROL PROCEDURE

---

#### e. Consumables

Origin	Certificate Required
From all Suppliers and manufacturers	<p>Certification of conformity to specification</p> <p>Documentation clearly relating to particular material.</p> <p>Manufacturer and supplier identification. Specification must be marked on material and / or on the packaging.</p> <p>The batch number, if applicable must also be marked.</p> <p>If any doubt exists, material must be analyzed to prove conformance to specification.</p>



## **7.1. GENERAL**

This policy is to ensure that all aircraft are maintained in airworthy manner in accordance with the applicable Civil Aviation Safety regulation and all maintenance personnel are appropriately well trained. Procedures for technical personnel training program can be found in Technical Training Program Manual Document Number: SCA/TEK/3-001.



### 8.1. GENERAL

This chapter describes the maintenance procedure required for the performance of maintenance, preventive maintenance, or alterations for the aircrafts/ articles operated under CASR 121, 135, and 129.

### 8.2. WRITING MAINTENANCE INSTRUCTION

(CASR-43.13, 145.205, and 145.219)

#### 8.2.1 General Requirements

Writing maintenance instructions means to transcribe the operator's Maintenance Requirement Items, Engineering Orders, Engineering Instruction, Service Bulletins, Airworthiness Directives, Required Inspection Items, Instructions taken from maintenance manuals and operator's specifications into maintenance instructions.

Maintenance instructions mean all those internally produced documents which the Technical Support or Authorized Person use to write the maintenance tasks required for each work order in order to guide the maintenance personnel in the orderly execution of the maintenance and to provide the appropriate records of the work accomplished.

The way the maintenance documentation is written ensures that (without deviating from the intent of maintenance data), technicians have a clear understanding of what and how they must perform the maintenance, what is the sequence of steps or actions to be taken and also what recording information is required. The maintenance tasks are written in a method and in a language easily understood by them.

The following maintenance instructions will be used to write the maintenance tasks:

- a. Task card for the routine work refer to customer's work package supply.
- b. Work card SCA Form SCA-MTC086 used for non-routine work during aircraft maintenance.
- c. Component Work Card SCA Form SCA-MTC081 used for component maintenance at SCA workshop. Inspection and test data sheets as applicable for the recording of



inspection and test results, and other maintenance data such as drawings based on Structure Repair Manual (SRM) references.

**NOTE:** SCA will use aircraft manufacturer maintenance task card for initial maintenance / inspection of each aircraft type as approved by the authority.

### 8.2.2 Competencies Requirement

Personnel who write maintenance instructions are able to put into practice the following:

- a. Proper interpretations of the maintenance requirements into maintenance tasks and have an appreciation that they have no authority to deviate from the approved data.
- b. Any deviation from approved data could invalid date the applicable TC or STC and will result in unapproved parts or systems. Deviations of original values, materials, processes or text need TC, STC, TSO Holder or Authority approval.
- c. They are not allowed to carry out the engineering design of repairs and modifications.
- d. All maintenance documents accurately reflect the operator's maintenance program and the contracted work scope and the article's configuration requirements.

### 8.2.3 Transcription from Maintenance Data

The Technical Support takes the following steps to develop customized work packages of maintenance instructions to meet the intended scope of work per the operator's maintenance program. The customized work packages are developed using the operator's furnished maintenance data or using references given by the operator and manufacturer.

- a. Defining operator's maintenance data and other external origin maintenance data tooling and equipment requirements.
  - 1) Determine technical standards and procedures required for adequate maintenance of aircraft in observance of standards defined by the DGCA, manufacturer's air carriers and operator.



# AMO MANUAL

## MAINTENANCE PROCEDURES WRITING MAINTENANCE INSTRUCTION

---

- 2) Evaluate, judge, confirm and register information such as requirements, standards, requests, AD, SB, operator's specifications, and other advice.
  - 3) Order through the technical library the necessary documents based upon the official data index provided by the manufacturers.
  - 4) Obtain new documents or revisions from the technical library before being distributed. Evaluate documents and document changes for validity, analyze the contents and make changes to the computerized back up files as necessary.
  - 5) Define new maintenance approved data requirements in terms of equipment, processes, and controls and take necessary corrective actions.
  - 6) Authorize new documents or revisions for distribution after being evaluated. Distribute the documents to the users.
- b. Writing the Task cards as follows
- 1) Interpret correctly and translate approved maintenance data in to maintenance tasks in a way the technician can understand. Refer to decision-making diagrams to determine when a required inspection is necessary. Write the maintenance tasks in the proper sequence they are going to be performed.
  - 2) Give specific references to the maintenance approved data including ATA page (s) number and including figure numbers as appropriate.
  - 3) Enter inspection and checks required together with recording instructions. Prompt the maintenance personnel to record the inspection and test results by giving appropriate space and guidance for recordings. When there is not enough space to record the inspection and test results on the Task cards, develop appropriate inspection and test data sheets properly customized for the specific inspection or test. The inspection and test data sheets must be traceable to the Task cards.
  - 4) Write on the Task cards, the tools and equipment to be used (if different but equivalent to those given in the maintenance approved data).
  - 5) Incorporate cautions and notes thoroughly into the Task cards.



- 6) Define required inspections as given by the operator or as per section 8.4.2. Refer to the decision-making diagram to determine when a required inspection is necessary.
- 7) Determine the work station, skills and license required for the technician to perform specific tasks. For examples: flight control checks, compass swing, run up, RII, etc., must be performed by technicians holding appropriate licenses and company authorization.

### **8.2.4 Writing engineering Instruction.**

The Technical Support may develop engineering instructions to communicate maintenance requirements as appropriate in cases listed below:

- a. When maintenance instructions covered in maintenance data is taken from different references (like manufacturer standard practices, approved methods) and needs to be harmonized into a single document
- b. To amplify or explain approved drawings, specifications, procedures or quality requirements.
- c. All quality requirements addressed in the engineering instructions are referenced to and are in compliance with approved maintenance data.

### **8.2.5 Modifying Maintenance Instruction.**

In cases where the maintenance personnel experience difficulties in performing certain maintenance tasks or an equivalent tool is to be used, the Technical Support may modify the maintenance documents ONLY IF ALLOWED by the aircraft or aircraft component manufacturer or respective authority. Modified maintenance documents should only be used in the following circumstances:

- a. Where the TC or STC holder's original intent can be carried out in a more practical or more efficient manner.
- b. Where the TC or STC holder's original intent cannot be achieved by following the maintenance documents. For example, where a component cannot be replaced following the original maintenance documents.
- c. For the use of alternative tools/ equipment.





### 8.2.5.1 Procedure

The Technical Support informs the manufacturer of the encountered problem, propose the change above as appropriate per AMO MANUAL. When the manufacturer agrees with that change, they must give a written statement or additional instructions of how the change will be carried out.

Upon approval by the manufacturer the Technical Support will modify the Task card to following the instruction given and approved by the manufacturer. Prior to distribution to maintenance personnel, respective inspector will review the modified instructions and will verify if a letter from manufacturer is in place. When satisfied, they will allow the practical demonstration of the process using the modified instructions.

The respective inspector will witness the maintenance process to verify that the proposed modification of the process results in the same or higher output. When they are satisfied, the engineer will sign on the modified maintenance instruction and the inspector will endorse it.

The modified maintenance documents remain in the work order file attached with all supporting references including the manufacturer's letter.

Additionally, the Technical Support keep a copy of the modified maintenance documents and all supporting data.

**NOTE1:** When the manufacturer does not agree with proposed changes or the Chief Inspector are not satisfied after demonstrating the proposed change in process, the Technical Support WILL NOT change the Task cards.

**NOTE2:** The Technical Support is NOT allowed to carry out the engineering design of repairs and modifications.



### **8.3. PROCEDURE FOR PLANNING & PRODUCTION CONTROL**

(CASR145.201, 145.205, 145.213)

#### **8.3.1 Maintenance Planning and Control – Pre-execution phase**

Prior to accepting a contract, SCA shall evaluate its capability and its capacity in order to be able to fulfill the contractual requirements.

When the maintenance program is contracted, the maintenance personnel are responsible to execute the maintenance within the agreed maintenance program and schedule.

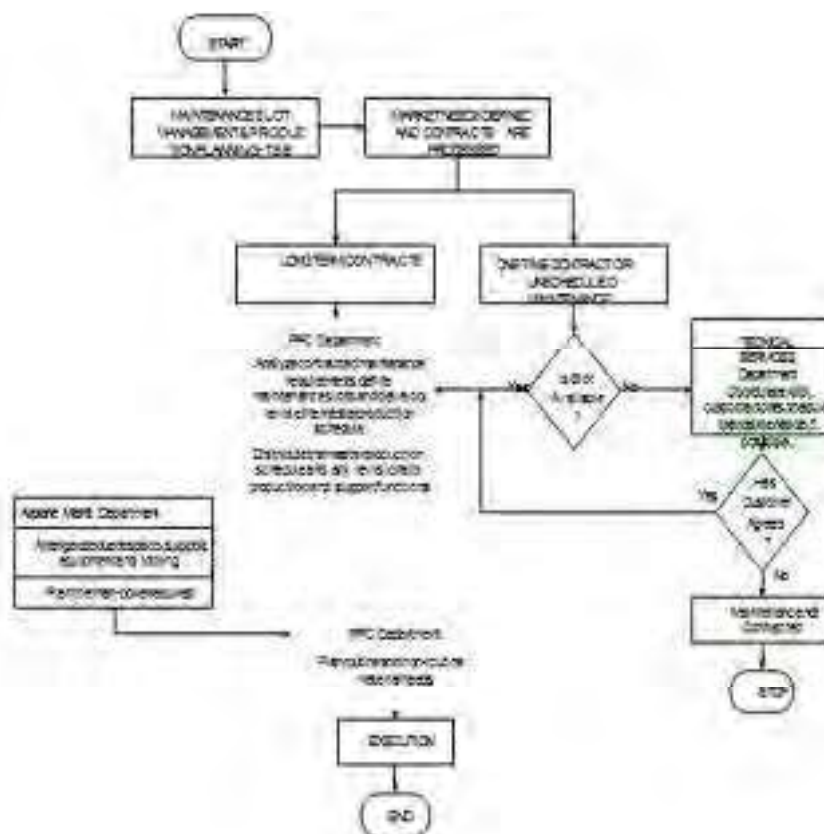
The Technical Support has responsibility to instigate the execution of the maintenance and be the interface between engineer and customer.

##### **8.3.1.1 Production Planning Objectives**

The Technical Support ensures that all management has established measurable quality objectives in line with the company's policy and customer's requirements when planning for production.

The objective of the Technical Support is to ensure that:

- a. The maintenance is performed in accordance with the operator's maintenance program and other customer requirements and in line with the requirements of the authority of the A/C registration
- b. The lead times required by the customer as agreed, are met. The following flow chart gives an overview of the Technical Support Procedure:

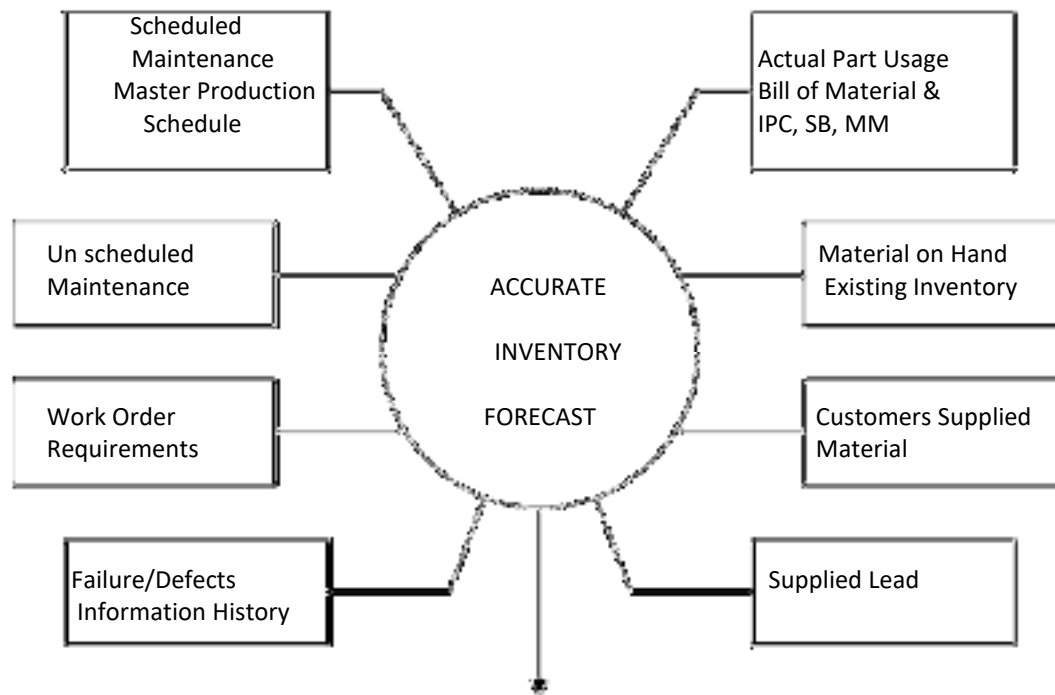


6-1 Production Planning Control Flowchart .

### 8.3.2 Material Requirement Planning

The Technical Support has responsibility to arrange for the provision of the right materials in the right place and at the right time at reasonably cost for aircraft, engine and components maintenance.

Having the right material in the right place at the right time requires an understanding of SCA complete supply chain from consumption of the part for maintenance back through to the time that the use of the part was forecasted. All functions mentioned in this procedure are required to implement the requirements of this chart.



Planned or rerelease purchase requisition issued Purchase Order receiving Inspection  
Maintenance Location

### 8.3.2.1 Material Planning Requirements

- a. The Technical Support will manage inventories by anticipating their use and production planning. Such anticipatory approach to inventory is to maintain the safety stock levels and the turnover ratio.
- b. For components and mandatory 100% replacement items, the Technical Support bears the responsibility to determine routine material quality / specification requirements and quantity required based on confirmed contracts, customers' work orders and maintenance manual requirements.
- c. The Technical Support will utilize the computer system data base to control the inventories. The system will be updated on regular BSc as to ensure a current material planning system is in place. A means to accurately update the system is to predict as accurately as possible the equipment required to cover the following three months production schedules while low cost material (expendables) are always available to handle unforeseen rectification.



### 8.3.2.2. Sources of Aeronautical Products

The holder of an AMO Certificate must have the system to obtain the aeronautical products from:

1. A manufacturer of aeronautical products.
2. A manufacturer who produces, identifies, and certifies standard parts and materials which conform to established industrial, national, or international standards, and which are referenced in approved design data.
3. An organization approved either by DGCA, or Foreign Civil Aviation Authority under subpart F of this part, to perform maintenance on aeronautical products and who is authorized to certify such products as serviceable and in a condition for safe operation.
4. A supplier who provides original certification of conformity to approved design data for supplies acquired from authorized sources.

The holder of an AMO Certificate must ensure that the source of aeronautical products has the organization, facilities, equipment, methods, and procedures established in his product quality control system.

### 8.3.3 Man-power Planning – Pre-execution phase

AMO and QM describe the procedure for the determination of the man power required for the execution of maintenance as well as man power availability.

This gives instructions for considering human factors performance and limitations when the Technical Support plan the maintenance tasks and the Chief Maintenance organizing the shifts for the execution of maintenance.

#### 8.3.3.1 Assigning man power for day shift work

The Chief Maintenance must consider the following requirement when they assign personnel to work day shift: In a night-hour day shift, two breaks totaling one hour will be made. When over time issued, it should not be more than 14 (fourteen) hours per week.



### 8.3.3.2 Assigning man power for second shift work guide lines to design a shift System

There are some general guide lines for decreasing the effects of shift work Excessive numbers of consecutive work days (more than 6) should be scheduled with caution, and screening workers for physical and mental stress may be necessary;

- a. The amount of off-time should increase as does the number of consecutive work days and the length of the work shifts increase;
- b. A shift system should aim to maximize the amount of off-time between work shifts;
- c. The length of a work shift should be dependent on the type of tasks being performed and work load on the job. Critical tasks will be planned on day shift whenever possible;
- d. Minimize changes in shift schedules.

### 8.3.4 Managing and Controlling Schedules – Execution phase

The Technical Support prioritizes and distributes the Task card as per daily controlled schedules using the daily menu. This daily menu gives the maintenance personnel and over view of what Task card have been accomplished, what will be accomplished and what Task card are still open. The status of the work in progress is controlled by the data base system. The same requirements apply for defect rectification using Work card.

Production meeting take place at regular intervals headed by the Marketing Manager. Participants will discuss the progress of the maintenance, bring up quality and production problems and define corrective actions to bring keeping program on track. The customer representative or delegated person will participate in the meetings.

Chief Maintenance is responsible for assigning only qualified personnel to perform maintenance and inspections including required inspections. No person is allowed to perform unsupervised work other than that allowed by the Certificate of Competency (CofC) or the authorization. In addition, in order for the personnel to properly perform their maintenance tasks, they should have available in close proximity and follow without deviation the:

- a. Task Cards or Work Card



- b. The current maintenance data appropriate for the maintenance task.

### **8.3.4.1 Requested amendments to work order**

Amendments means adding maintenance tasks and or deleting some tasks previously planned for incorporation. In either case the customer will communicate any amendments.

The Technical Support is responsible to assign a control number for each amendment and control the number of amendments issued.

For deletions, they will hand over a copy to Chief Maintenance. He will evaluate if any airworthiness requirements are violated and they will proceed as per section 8.10.1.

At the end of the maintenance, all amendments will be handed over to Chief Maintenance to determine appropriate incorporation.

### **8.3.5 Daily Scheduling the Maintenance Tasks – Execution phase**

- a. Technical Support, Inspector and Chief Maintenance are part of the control room team having their responsibility to perform the following on a daily basis:
  - 1) Monitoring the daily work ensuring problems have been identified at the early stages and correcting the same as possible;
  - 2) Ensuring the daily work is finished as planned and meets quality targets;
  - 3) Obtaining evidence that all maintenance and inspection operations have been completed as planned;
  - 4) Defining contingency plans and applying as necessary;
  - 5) Scheduling the next shift or next day production and ensuring it will be carried out under controlled conditions. Controlled conditions shall include as applicable the following:
    - a. The Task card and work cards for execution;
    - b. The applicable drawing and other approved maintenance data;
    - c. The establishment of process controls for the next day by identifying the key inspection points;
    - d. Determining man power and skills based on the above requirements and considering human factors;



# AMO MANUAL

## MAINTENANCE PROCEDURES PROCEDURE FOR PLANNING & PRODUCTION CONTROL

---

- e. Determining tools and material needed;
  - f. Monitoring and controlling the utilities and supplies such as compressed air, electricity and chemical products, to the extent they may affect product quality
- b. The Chief Maintenance will make any effort to minimize the impact of fatigue by:
- 1) Allocating more critical tasks during day shifts when staff are likely to be more alert;
  - 2) Ensuring that appropriate checks are carried out after night shift work
  - 3) Breaking up lengthy repetitive tasks into smaller tasks, with breaks in between;
  - 4) Consider the human performance limitations as instructed in section 8.3.3.
- c. The Chief Maintenance and Inspector will make every effort possible to see that the safety critical tasks as per section 8.3 and 8.5 as well as those tasks which are given by the operator as RII tasks are performed on the day shift.





### 8.4. PROCEDURE TO DETECT & RECTIFY MAINTENANCE ERRORS

*(CASR145.201, 145.205, 145.213)*

#### 8.4.1 General Requirements

a. The objective of this procedure is to detect and rectify maintenance errors that could, as a minimum, result in a failure or defect endangering the safe operation of the aircraft. In order to determine the work items, which could have a serious impact to product quality and safety, and also in order to capture errors during maintenance, the following three methods are used starting from work preparation to completion.

1) The proactive method with the following elements:

- a) The determination of those work items that are required item inspections as described in decision-making diagram in section 8.4.3.
- b) The incorporation of above work items 1) and also those which are defined as critical tasks as per section 8.6 as RII into the Task card and Work card are developed as instructed in section 8.1.
- c) The manpower planning is performed in accordance with section 4 and 8, and the assignment of the independent inspection personnel to perform such inspections is done in accordance with AMO MANUAL.

2) In process error capturing method with the following elements:

- a) The assignment of qualified personnel and the performance of the RII as identified and planned in the proactive method.
- b) Stopping the work when suspected incomplete or incorrect Task card or Work card and or maintenance data or any other maintenance problem.
- c) The proper signing and stamping of work after completion.
- d) The shop floor or emergency changes to the in process Task card and Work card.

3) There active method with the following elements:

- a) Improvements resulting from the reporting procedure as instructed in AMO MANUAL



# AMO MANUAL

## MAINTENANCE PROCEDURES PROCEDURE TO DETECT & RECTIFY MAINTENANCE ERRORS

---

- b) The corrective actions resulting from internal or external audits AMO MANUAL.
- c) The corrective actions on deficiencies created due to SCA fault as per AMO MANUAL.
- b. The Technical Support have responsibility to write the Task card or Work card and taking into consideration the requirements of this procedure.
- c. The Chief Inspector and Chief Maintenance have responsibility to:
  - 1) Assign qualified maintenance and inspection personnel for the performance of the inspections.
  - 2) Take corrective and preventive actions to improve the capturing and corrective errors procedure.
  - 3) Pass appropriate information to the Technical Support related to further controls for incorporation into the maintenance instructions.

### 8.4.2 Performance of Required Inspections Item (RII)

The RII inspections are performed as required by the operators' maintenance program plus the requirements of this procedure, utilizing RII inspector approved by the operator when appropriate.

In case the owner or operator does not specify in their maintenance program the required inspection items, the following items listed below to gather with the critical tasks identified in section will be defined as required inspections.

The Required Inspection Items is as follows:

- a. Pressurization system test and components installation.
- b. Flight control surface and component installation including corrective adjustments, rigging on ailerons, elevator, rudders, stabilizer, flaps, slats and spoilers.
- c. Fuel Cell Installation.
- d. Landing Gear and component installation and test.
- e. Major repair or alteration of primary structure or principle structure element.
- f. Engine and its component installation including leak test of ATA 71 up to 90.



# AMO MANUAL

## MAINTENANCE PROCEDURES PROCEDURE TO DETECT & RECTIFY MAINTENANCE ERRORS

---

- g. Engine component installation, Fuel control unit, engine driven pump, variable stator vane actuator, ignition system, Fuel Fire shut off valve, and starter valve.
- h. Thrust reverser installation and rigging.
- i. Engine Fan Blade Installation.
- j. Engine First Stage Disk installation
- k. Second stage disk installation
- l. Accessory drive gear box installation.
- m. Performance of Airworthiness Directives.
- n. Calibration or rigging of components such as engines, transmissions and gear boxes
- o. As required by the section 8.4.1.

The work performed will be claimed as required by section 8.10.3.

**NOTE:** As per CASR 135, RII Personnel are approved by the operator and ensure that such personnel are appropriately trained and approved in accordance with AMO MANUAL before they perform required inspections.

### **8.4.3 Procedure for Suspecting Incomplete or Incorrect Task card and Maintenance Data or Other Maintenance problem**

- a. The Engineer WILL NOT start the work or will stop the work and will inform Chief Maintenance if during maintenance the following problems are encountered:
  - 1) There is a suspicion of incomplete or incorrect maintenance data or maintenance instructions;
  - 2) The instructions are illegible / illogical.
  - 3) The required maintenance data is insufficient to carry out the job.
  - 4) The referenced maintenance data is not available;
  - 5) If they are not qualified to perform unsupervised work as AMO MANUAL ;
  - 6) The appropriate tools as given in the maintenance data are not available;
  - 7) The appropriate parts and material are not available;
  - 8) By mistake they create defect;
  - 9) The accidentally drop tool into cavities, or engine inlets not accessible for removal;

or



# AMO MANUAL

## MAINTENANCE PROCEDURES PROCEDURE TO DETECT & RECTIFY MAINTENANCE ERRORS

---

- 10) Any other problem encountered during maintenance.
- b. The Chief Maintenance has responsibility to assess the problems and take the following actions as necessary:
  - 1) Reporting any Suspecting Incomplete or Incorrect Task card or maintenance data or any other maintenance problem to Technical Support.
  - 2) If the referenced maintenance data is not available, arrange for the appropriate maintenance data.
  - 3) If the engineer cannot understand the instructions, assist as necessary.
  - 4) If defects are created by mistake, assess these verities of damage and have the mechanics claim the defects on Task card as per section 8.10.1. Assess the damage to determine ways of rectification per approved maintenance data. Assess the need to take corrective actions on deficiencies and rectify defects and inform authorized personnel.
  - 5) If items are dropped into cavities or engine inlets are not accessible for removal, disassembly must be performed to the degree required until the tool is found. Inspection will be performed to assess the damage.
  - 6) Find solutions to solve any problem as per the requirements of this manual.
- c. If the maintenance data cannot be followed, engineering will perform the following
  - 1) If the maintenance data is incorrect or suspected to be inappropriate, inform the manufacturer as per AMO MANUAL.
  - 2) If the maintenance data is correct but cannot be followed by the maintenance personnel, the capability for the specific maintenance task must be terminated until the appropriate training is received from the manufacturer or another Approved Maintenance Organizations. See AMO MANUAL.



# AMO MANUAL

## MAINTENANCE PROCEDURES RECTIFICATION & CONTROL OF DEFECTS A RISING DURING AIRCRAFT HEAVY MAINTENANCE

---

### 8.5. RECTIFICATION & CONTROL OF DEFECTS A RISING DURING AIRCRAFT HEAVY MAINTENANCE

*(CASR43.13,145.103,145.219)*

#### 8.5.1 General

All maintenance of the aircraft is performed in accordance with an approved maintenance program and maintenance data as dictated by the operator. The maintenance is accomplished in accordance with the selected work package called routine maintenance. Following the routine maintenance / checks, non-routine work will be generated if defects are found.

#### 8.5.2 Procedure for Defect Rectification by Maintenance Personnel

When a defect is found during routine maintenance

- a. The engineer will enter in the Work card SCA if the defects found, record the Work card number in the Task card.
- b. The qualified technicians will authorize the rectification of the defects following the repair order and approved maintenance data requirements. The rectification will take place, based on the instructions in the Aircraft Maintenance Manual (AMM), Structural Repair Manual (SRM), Component Maintenance Manual (CMM), etc.
- c. Required Item Inspections will be performed (depending on the rectification) to ensure proper rectification of the defects. Where structural repairs are required, detailed drawings will be developed by the Technical Support refer to SRM or other approved maintenance data to illustrate specific repair conditions. A copy of the drawing will be included in the aircraft records.

#### 8.5.3 Damaged Assessment for Defect Rectification not Described in the Manuals

When a defect cannot be rectified per available maintenance data (rectification is not covered in the manuals), the Technical Support will assess the damage and obtain instructions of an approved repair by the TC Holder. When pair instruction is available by the manufacturer (TC Holder), a rectification order on the Work card Form SCA-



# AMO MANUAL

## MAINTENANCE PROCEDURES RECTIFICATION & CONTROL OF DEFECTS A RISING DURING AIRCRAFT HEAVY MAINTENANCE

---

MTC 015 will be written reference to the manufacturing instructions. The maintenance personnel will perform the rectifications as per the instruction.

### **8.5.4 Defects Rectification schedule.**

When defects are found, they will be rectified during the current maintenance slot. SCA will not postpone any defect rectification unless the customer wants to defer a repair as per section 8.11.2.



### 8.6. CONTROL OF CRITICAL TASKS

*(CASR145.201,145.205,145.213)*

Critical tasks are defined as those tasks, which past experience has shown the possibility of an error being repeated to reassemble aircraft components after removal especially when several identical aircraft components are to be fitted to more than one system of the same aircraft. Examples of such possible errors could be the possibility of failure to reinstall engine oil filters, gear box access covers, engine borescope access ports, etc.

The Technical Support have responsibility for:

- a. Performing a risk analysis to determine the possibility of errors related to the failure to re-install similar components fitted to different systems of the same aircraft.
- b. Utilizing past experience determine other possible errors of incomplete maintenance.
- c. Identifying items that fall to step a. and above.
- d. Listing a critical item as Required Inspection Items.
- e. Developing a Task card for each aircraft system for the removal and installation of parts, which are identical to another aircraft system.
- f. Writing the maintenance tasks for each Task card by including an additional step for inspection in the Task card.

**NOTE:** The inspection step should not be at the same step with the install / close step.

- g. Identifying the Task card as "Critical Task card" by placing such statement on the header of the Task card

**NOTE:** All maintenance items identified as critical tasks will be handled as Required Inspection items.



### **8.7. REPAIR PROCEDURE.**

*(CASR145.201,145.205,145.213)*

#### **8.7.1 Control of Non-Conformities and Damage Assessment on A/C and A/C Components**

This is predominately related to damage assessment and for defining approved repair solutions when the damage cannot be repaired per available approved maintenance data.

All repairs on aircraft or aircraft components will be accomplished in accordance with approved maintenance data.

##### **8.7.2.1 Control and Disposition of Non-Conformities on Aircraft**

Any aircraft defect or any deviation from TC/STC Holder design found on the aircraft structure are properly identified with a length yellow tape, recorded on Task card or Work card and reported to the inspector for further corrective actions as per the requirements of this procedure.

The inspector have responsibility to perform a damage assessment to assess if the defect or deviation can be rectified per available approved maintenance data. If it can be rectified per available approved data, they will write the instructions in the Work card.

If the defect cannot be rectified per available approved data, the Inspector will raise Engineering Support Request SCA and send it to Technical Support who will seek a repair approval from TC Holder (or authority).

**NOTE:** Any components removed due to non-conformities are tagged with a Unserviceable Tag form SCA-MTC 062 and will be sent to shops for repair.

##### **8.7.2.2 Classification of Major and Minor Repairs**

For aircraft, which are maintained under the CASR145, the Technical Support will classify a repair as minor or major as per operator's Company Maintenance Manual (CMM) requirements. If no requirements are given in the operator's CMM, the requirements of CASR 43, AC 25. 1529-1 and ATA 51-10-01 may be applied. Should the repair be determined to be major, an Authority approved repair procedure must be





given or a procedure must be approved by the TC Holder or DGCA Designated Engineering Representative (DER).

When the repair is classified as minor, the inspector search for a repair solution through the standard practices manuals or other data approved / accepted by DGCA data.

**NOTE:** The TS Department is not allowed to perform the design engineering services for repairs design and / or STC design.

### **8.7.2 Fabrication of Parts during Repair or Modification**

#### **8.7.2.1 General**

SCA may fabricate parts for use during repair or modification of aircraft to a restricted range of part if:

- a. The fabrication, inspection assembly and test are clearly within the technical and procedural capability of SCA
- b. All necessary data to fabricate the part is supplied by Technical Support in the form of an Engineering Instruction, accomplished with a drawing and supported by data approved either by the Authority of aircraft registration or the Type Certificate Holder or Design Organization Approval Holder.
- c. If any special process is involved, SCA must have the capability including qualified personnel, equipment, applicable special process procedures and specifications.

#### **8.7.2.2 Limitations**

SCA only fabricates items within the following limitations.

- a. Items fabricated are only used by SCA in the course of overhaul, maintenance, modifications, or repair of aircraft or component undergoing work within SCA facility.
- b. SCA is not allowed to supply to any third party, and those part will not qualify for certification on DAC form 21-18, or any other Airworthiness Release Certificate.
- c. The data specified may include repair procedures involving manufacture of non-standard parts provided the data for such parts is sufficient to facilitate



manufacture. Care must be taken to ensure that the data include details of part identifications, dimensions, materials, procedures, and any special manufacturing techniques, special raw material specification.

- d. Part fabrication under the scope of the SCA rating is allowed but not limited to the following:
  - 1) Fabrication of bushes, sleeves, and shims;
  - 2) Fabrication of secondary structural elements and skin panels;
  - 3) Fabrication of control cables;
  - 4) Fabrication of flexible and rigid pipes;
  - 5) Fabrication of electrical cable looms and assemblies; and
  - 6) Formed or machined sheet metal panels for repair.
- e. SCA will not fabricate the part if special processes or inspection procedures are defined in the approved data and are necessary for the fabrication of the parts and are not available.

**NOTE:**

- 1. All the above listed parts fabrication must be supported by data sufficient to ensure quality standards such as OEM, SB's, STC's, SL's, SOPM, CMM, OHM, and standard aviation references approved or accepted by the national regulatory authorities.
- 2. It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes necessary fabrication processes and which is acceptable to the Authority.

### **8.7.2.3 Procedures**

The Technical Support are responsible to ensure that all-necessary information; approved data and approved drawings and capabilities are available. The availability of the data and capability must be satisfied, the Technical Support will develop an Engineering Instruction (EI) form SCA-MTC 028, which clearly describe the steps to be taken for the fabrication of the parts. The EO should describe from the Identification of materials, to the fabrication process step by step, the final inspection of the parts, the identification and placement of an SCA number and final acceptance of the



parts, the EI clearly identifies the aircraft registration on which the parts will be installed.

### **8.7.2.4 Inspection and Identification**

Any locally fabricated parts are subjected to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection must establish full compliance with the relevant manufacturing data and the part must be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records must be maintained of all such manufacturing processes including, heat treatment and the final inspections. All parts, except those having not enough space, should carry a part number, which clearly relates it to the manufacturing / inspection data. The SCA identification number should be marked on the part for traceability purposes.

### **8.7.2.5 Final acceptance of the part before installation on the A/C**

The engineers are responsible to ensure that overhauls, repairs, modifications, replacements, inspections and tests have been carried out in accordance with approved standards / specifications / requirements for the aircraft and components listed on their schedule of approval. These activities shall be carried out in accordance with the approved manuals, drawings and schedules related there to, and any approved documents. This implies the fact that only those parts fabricated in accordance with approved drawings and other maintenance data are acceptable.

The engineers will be responsible to ensure that all the requirements mentioned in this paragraph have been followed. Before accepting the part for installation, they will ensure that an SCA identification number is engraved or permanently marked on it, a serviceable tag has been issued and such tag is traceable to the fabrication records such as EO, etc. They will also ensure that the records used to fabricate the part will remain as part of the A/C maintenance records.



### 8.7.3 Control and Disposition of Non-Conformities of Components in Shops

Rejected components are investigated, rectified and re-tested. Depending on the degree of maintenance required based on the inspection or test results, further actions may be required such as disassembly and detail parts inspection as necessary for the component (or its break down parts) to become airworthy. The disposition may be one of the following:

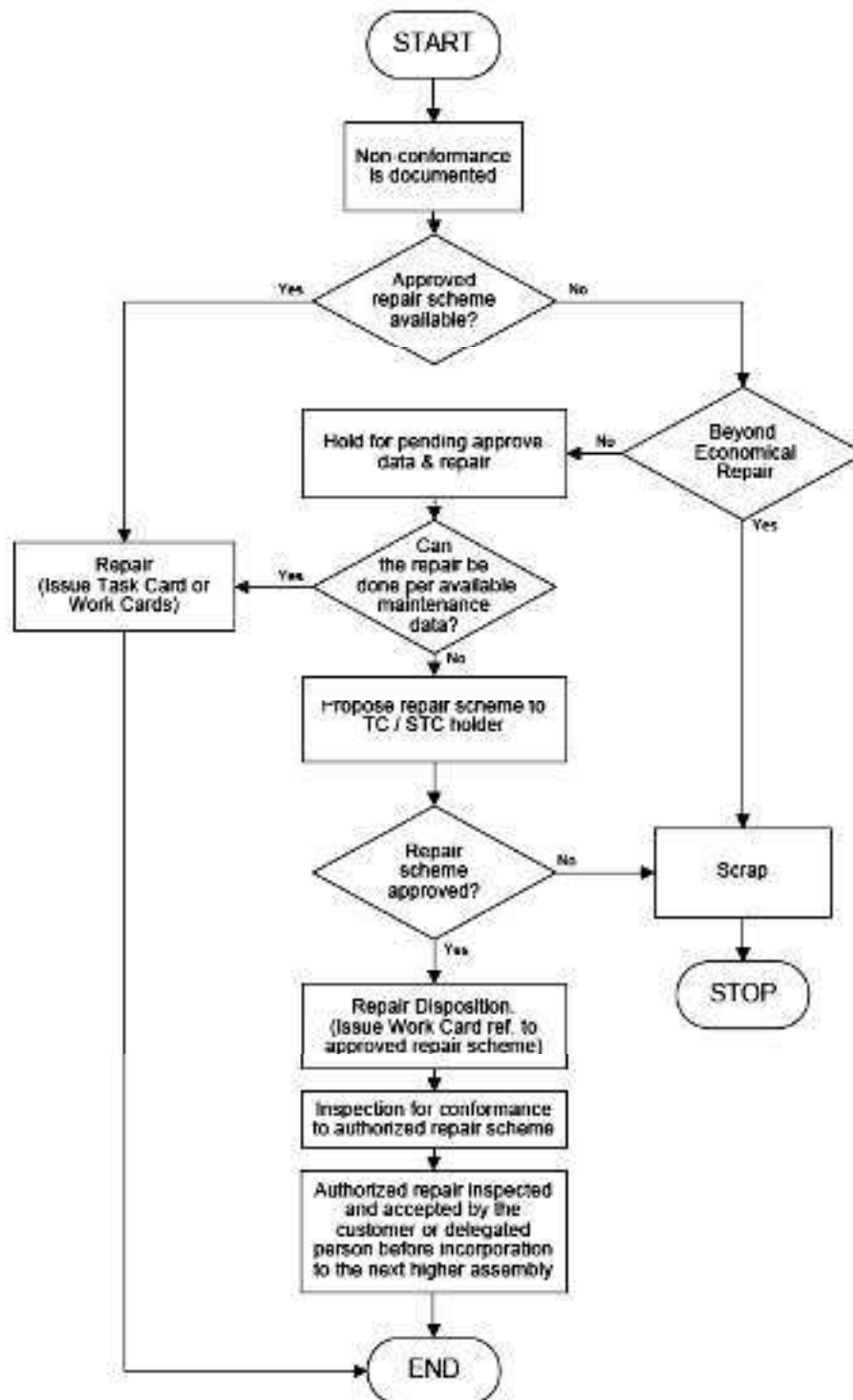
- a. Acceptable (for break down parts); Ready for installation to the next higher assembly. Accepted components or parts are tagged and routed to accumulation areas waiting installation to the next higher assembly. The Serviceable Tag form SCA-MTC 060 issued and remains in the work order file.
- b. Repairable, per available maintenance data; Repairable components or parts are tagged using Unserviceable Tag Form SCA-MTC 062.
- c. Scrap (for break down parts ); Scrapped parts are identified with a Condemned Tag SCA-MTC084 This tag will not remain on file. Traceability of the scrapped parts is established with the sheets and parts break down trace able to the work order.
- d. Pending disposition. If during inspection or test an inspection finding leads to a required repair not covered in the maintenance manuals, the Technical Support will assist the maintenance personnel in defining approved maintenance data. Pending disposition parts or components are tagged with the Pending Disposition Holding Tag SCA Form SCA-MTC082 and referenced on the appropriate maintenance document and positively controlled to preclude its unauthorized use in production. The components are moved to the quarantine / hold area (if the size permits) until appropriate disposition is accomplished. The authorized Inspection personnel are responsible to control and disposition all pending components found during inspection or test.



### **8.7.4 DAAO Form 43-337 - Return to Service After Embodiment of Alteration or Major Repair**

The Chief Inspector has responsibility for recording major repairs and alterations on DAAO Form 43-337. After completion, the original DAAO Form 43-337 will be supplied to the customer, a copy will be made part of the work order package for SCA records, and a copy will be forwarded to the Authority within 48 hours of approving the article for return to service by SCA's authorized person.

### 8.7.5 Damage Assessment and Control of Components & Parts Pending Disposition Process Flow





### **8.8. AIRWORTHINESS DIRECTIVE PROCEDURE**

*(CASR39,145.109(d),145.205,145.219)*

#### **8.8.1 Determining AD Notes Requiring Incorporation**

The operator will request SCA to incorporate the AD Notes as applicable. Additionally, the Technical Support will perform an AD search on the website every two weeks to retrieve biweekly AD Notes applicable to the A/C or A/C components. They will keep a list of biweekly AD Notes together with all the applicable AD Notes and will also have available the DGCA AD Notes as applicable to such A/C or A/C component.

When the AD notes from authority of A/C registration are not available via the web site and / or the website is not a reliable source ( not recommended by the authority ), they will subscribe to a recognized source and distribute the required AD Notes.

The Technical Support arranges for the incorporation of the AD Notes as requested by the operator and will bring to the customer's attention any additional AD Notes that require incorporation during the present ground time.

#### **8.8.2 AD Note and Service Bulletin Evaluation- Applicability and Capability Determination**

The Technical Support have responsibility to evaluate each AD Note or Service Bulletin, to determine A/C or A/C component applicability and there sources required such as tools, material and man-hours, etc., for the development of the appropriate capability, they will arrange for the availability of their sources as necessary.

#### **8.8.3 Components in Stores Affected by AD Notes**

The Technical Support, in addition to the AD Note evaluation for determining and developing the capability are responsible to evaluate if any part or component become obsolete or requires further rework due to a design change coming from an AD Note. They will develop a Parts / Components AD Control and Disposition, shared with read access to Chief Inspector and Chief Maintenance, and they will record any



such part or component. The record includes corrective actions such as scrap or rework.

### **8.8.4 Writing Maintenance Instructions for Incorporation of AD's and SB's**

The Technical Support prepares the accomplishment instruction for the incorporation of AD Notes. They are responsible to develop for each work order an AD/SB Compliance Status Record, which include the following:

- a. A/C or A/C component identification;
- b. SB and AD Note identification ( AD Number + Amendment Number );
- c. A short description for the actions to be taken;
- d. Date of incorporation;
- e. Time / cycles at incorporation;
- f. Method of AD Note compliance; and
- g. Embodiment Status. Example, complied with, previously complied with, not complied with, not applicable.

### **8.8.5 Incorporation of the AD Notes and Service Bulletins**

- a. Briefing prior to execution;

Prior to incorporation of the AD Note and Service Bulletin, The Technical Support in coordination with the Chief Inspector brief the maintenance personnel about the AD / SB requirements to ensure they have an adequate understanding of what is to be done and also to ensure that they can incorporate the requirements of the AD / SB.

- b. Incorporation;

The Technical Support will incorporate the AD Notes and Service Bulletins in accordance with the maintenance instructions. They will physically check if all SB / AD Notes have been effectively implemented and will check the SB / AD Note Compliance Status Records for proper entries. All AD Notes are accomplished as RII.





### **8.8.6 Control of Accomplished AD Notes and Service Bulletins for A/C, Engine and Components Controlled by SCA**

When SCA is contracted by the operator to control the AD Notes, the contract will describe how SCA will perform such functions based on operator's maintenance program. In this case, SCA will keep records of all AD Notes performed. Such records will become available to the operator. The list of AD Notes indicates either one-time with date / hours / cycles of A/C component when complied with or recurring compliance and the next due date, hours or cycles.



### **8.9. OPTIONAL MODIFICATIONAL PROCEDURE**

*(CASR-39and145.109)*

#### **8.9.1. General**

SCA will not determine (unless otherwise specified in section 6.8.4), what non-mandatory modifications will be performed on operator's A / C or A / C components. The operator under its maintenance program controls the non-mandatory modification (unless SCA is delegated to perform such controls). SCA may suggest to the operator complies with some modifications and as CASR as its capability permits will perform all modification requested by the operator.

#### **8.9.2. Non-Mandatory Modifications Analysis**

When modifications are requested for incorporation, the Technical Support will follow the procedure in section 8.7 to analyze their sources required in terms of tools, material and man-hours, etc. for the development of the appropriate capability and also to develop the maintenance instructions and recording system for the embodiment of the modification. The Technical Support are responsible to prepare the accomplishment instructions ( Task card ) for the modifications as per AMO MANUAL to guide the maintenance function to incorporate the modification.

#### **8.9.3. Incorporation of the Requested Modifications**

The requirements of section 8.7.5 will be applied.

#### **8.9.4. Optional Modifications Controlled by SCA**

When SCA is contracted by the operator to control the optional modifications, the contract will describe how SCA will perform such functions based on operator's maintenance program. In this case, SCA will keep records of optional modifications performed. Such records will become available to the operator.



### 8.10. MAINTENANCE DOCUMENTATION IN USE & COMPLETION OF THE SAME

*(CASR-43.13, 145.213& 145.219)*

This section is related with the preparation of the maintenance work package and any amendments, the distribution of the work package to maintenance functions, the daily control of routine and non-routine work records and signing off the work performed.

#### 8.10.1 Work Package Preparation and Release to Maintenance

The Technical Support has responsibility to write the task card as per section 8.2. The Technical Support will assign a unique number of each task card and will inventory the all Task Cards on the Task Card Index traceable to work order.

Before the task cards are released, he will perform an adequacy check to ensure that the prepared work package is sufficient for the scope of work and for the configuration of the aircraft. Task Cards are checked against the operator's work scope and Maintenance Requirements Items, or Maintenance Planning Data.

Technical Support will ensure that:

- a) All required routine maintenance tasks are included in the task cards. The total number of task cards issued (as listed in the task card index) and their content (the maintenance tasks) must represent the full scope of work.
- b) The maintenance data referenced to the task cards is the correct one for the proper aircraft configuration.
- c) All the required inspection items by the operator have been planned.
- d) All requirements mentioned in section 8.1 are met.
- e) Any corrective actions on deficiencies from previous maintenance, from shop floor changes or from any improvements requiring correction of maintenance instructions are incorporated.

##### **8.10.1.1 Using the operator's task cards (or equivalent) or specific instructions for the performance of maintenance.**

When the operator requires the use of operator's own Task Cards ( or equivalent work cards/sheets) or operator's own specific instructions as per operator's



# AMO MANUAL

## MAINTENANCE PROCEDURES MAINTENANCE DOCUMENTATION IN USE & COMPLETION OF THE SAME

---

maintenance program, a customer's quality plan will be developed by Technical Support to assist the maintenance personnel for the proper understanding and execution of the work and the signing off of such task cards or work sheets.

The following will be performed:

- a. In coordination with the customer, the Technical Support develop a customer's quality plan using their maintenance program requirements, but not limited the following:
  1. Instructions to perform work using the operators task cards and other maintenance instruction.
  2. Instructions to sign off work performed on operator's task cards (or equivalent) including personnel skills authorized for claiming work performed.
  3. Operator's forms and release to service documents to be used (if any) and instructions for completing such forms.
  4. Specific maintenance instructions required to be followed as per operator's maintenance program.
  5. Instructions for parts, components and material requirements including handling of rotatables and scrap parts.
  6. Any other requirements from the operator, which defers from the SCA procedures.
- b. The Chief Inspector or his delegate and customer representative will sign the customer's quality plan.
- c. The customer's quality plan is developed in any format suitable for the application that issued, distributed, used, and controlled with the same manner as the QPs are developed per AMO MANUAL.
- d. The Technical Support will review those task cards for adequacy; define tools and equipment needs and material requirements. Additional task cards may require to be written to complete the work package. The Technical Support is responsible to perform the following:
  - 1) Ensure an inventory is given together with the task cards and signed by the customer.



# AMO MANUAL

## MAINTENANCE PROCEDURES MAINTENANCE DOCUMENTATION IN USE & COMPLETION OF THE SAME

---

- 2) Check all task cards (or equivalent) received against the inventory and ensure they are all available. If any task card is missing from the list or from the work package inform the customer.
- 3) If the customer has not given an inventory, use the SCA task card index and list the all task cards received. Have the customer to sign the inventory.
- 4) Review one by one the task cards (starting from the sequence of operations ) and define their sources needed for the execution of each task card:
  - a) Maintenance data (drawings, ATA chapters, etc.).
  - b) Tools and equipment.
  - c) Parts and material.
  - d) Man power and skills.
  - e) Man-hours needed.
- 5) Register each task card number in the computerized system and enter the resources defined above.
  - Create a list of routine parts and material required as defined by each task card review.
  - Define availability of tools and equipment versus actual needs. Create a list of tools and equipment required and a separate list of tools and equipment they are not available.

### **8.10.2 Managing & Controlling the Daily Maintenance Instructions**

#### **8.10.2.1 Computerized system Registration, Preparation & Control of Task Cards**

The Technical Support will load each task card number to the computerized system data base, for any non-routine maintenance (work card) will be entered by inspector and Technical Support.

For monitoring and controlling the work, Technical Support is responsible to perform the following prior to maintenance and on daily basis as appropriate:

- a. Issue Work Order.
- b. administer each Task Card number in the computerized system data base together with the following information:



## AMO MANUAL

### MAINTENANCE PROCEDURES MAINTENANCE DOCUMENTATION IN USE & COMPLETION OF THE SAME

---

1. Man-hours required for the performance of work.
  2. Tools required.
  3. Parts and materials required.
  4. Date the task cards or work card is scheduled for execution.
- c. Define and prepare tools and material for each Task Card.
- d. Utilizing the Tally sheets in the control room (Form SCA-MTC085), register the Task Cards or Work Cards required on daily by SCA. Keep on separate Tally Sheets the open, close, pending, etc. Task Cards and also enter the appropriate information in the computerized system.
- e. For any Work Card, as sign a control number on each Work Card and proceed with the steps b) to d) above.

#### **8.10.2.2 Floor and / or emergency change to task card and work card in process**

Floor changes or emergency changes of the maintenance instructions during work in process may take place any time a revision is necessary to correct improper statements, references, instructions etc. The changes will be in hand writing, using black/blue ink, and done only by the Technical Support or from the person who wrote the instruction.

When a statement is deleted (or replaced by another one), a line will draw over the deleted statement, which will still be visible. Tipp-Ex or any other means of deleting the statement, which completely obscure it, are NOT allowed. The person who made the change will enter their stamp or name and signature. A statement that will describe the reason for the change will be written next to the name or stamp and signature. When an emergency change or shop floor change occurs the backup master document will be revised to incorporate the revision. The authorized person who made the revision must determine if this revision affects any other maintenance instruction.



# AMO MANUAL

## MAINTENANCE PROCEDURES MAINTENANCE DOCUMENTATION IN USE & COMPLETION OF THE SAME

---

### 8.10.3 Reviewing records for completion and claiming the work performed

#### 8.10.3.1 General

In order to prevent omissions, every maintenance task or group of tasks will be signed-off. To ensure the task or group of tasks is completed; it will only be signed-off after completion.

Work by unauthorized personnel (example: temporary staff, trainee, etc.) Are checked by authorized personnel before they sign-off.

**NOTE1:** A "sign-off" is a statement by the competent person performing or supervising the work, that the task or group of tasks has been correctly performed by signing or stamping and entering the date as appropriate.

**NOTE2:** "Authorized personnel" means personnel formally authorized by SCA under the AMO MANUAL requirements to sign-off tasks or stamp as described in their Certificate of Competency and authorizations each employee holds.

#### 8.10.3.2 Instructions for signing off (claiming) the work performed

- a. The engineer who carried out the particular maintenance task are responsible to sign that the task has been accomplished only when they are satisfied by self-inspection that the task has been properly carried out in accordance with the approved maintenance data.
- b. If the task card requires an RII in addition to the one performed under paragraph a. the qualified and approved by the operator RII inspection person will stamp when satisfied.

#### 8.10.3.3 Claiming work when defects found or work not satisfactorily performed

##### 8.10.3.3.1 Claiming work if not satisfactorily performed.

The inspector will write the word "reject" and their ID number on the Task Card for the appropriate unsatisfactory work step. Enter to Work Card the discrepancy found, the rectification order and reference. When the work is satisfactorily completed, the technician will sign to indicate satisfactory completion of the task and put date.



# AMO MANUAL

## MAINTENANCE PROCEDURES MAINTENANCE DOCUMENTATION IN USE & COMPLETION OF THE SAME

---

**NOTE:** Work is not allowed to proceed to the next step until the previous step is satisfactory completed.

### **8.10.3.3.2 Claiming defects found during inspection and tests on routine A/C checks**

When a defect is found, the authorized inspection personnel are responsible to record the discrepancy using the Work Card. They are responsible to write the Work Card Number and use their stamp on the Task Card to indicate that the inspection has been transferred to Work Card.

Prior releasing the aircraft to service, engineer must review the Work Card issued to ensure that all defects have been properly rectified.





### 8.11. MAINTENANCE TASKS EXEMPTION PROCESS

#### 8.11.1. General

SCA does not have the authority for exemption process for a maintenance interval and / or to defer extension of defects that may be found during maintenance of customer's aircraft. It is the responsibility of the operator to arrange for an extension of an interval or to defer a defect with the Authority of aircraft registration.

#### 8.11.2. Deferred Defects

The operator must determine what defects may be deferred and must provide an agreement or letter to SCA presented to engineer that permits deferring the defect and identifies the authority for such action.

When the letter or agreement is present, the engineer will issue a certificate of return to service (CRS), provided the deferred defects are within the limits of the operator's maintenance program as approved by their operator's authority. The engineer will identify the defects not rectified on the CRS and will also identify on the CRS specifications required by the operator related to the deferred defect.

**NOTE:** The engineer prior to issuing a CRS must ensure that the deferred item is within the operator's limitations.

When such an agreement or letter is not present, or the letter / agreement does not identify the authority for such action, or the deferred item is not included in the operators maintenance program, the engineer will inform the Chief Inspector for further actions.

The Chief Inspector is responsible to contact the operator's Authority to clarify whether a CRS must be issued indicating the defects not rectified. A non-compliance with an AD Note is to be reported to Authority as well.



### **8.12. REFERENCE TO SPECIFIC MAINTENANCE PROCEDURE**

*(CASR145.201,145.203,145.205)*

#### **8.12.1. Engine on Wing Running Procedure**

The authorized personnel perform on-wing engine test runs in accordance with current maintenance manuals. Test results are recorded on test data sheets.

#### **8.12.2. Aircraft Pressure Running Procedure**

This procedure is accomplished per applicable current maintenance manuals. Pressure run results are recorded on the Task card.

#### **8.12.3. Aircraft Towing and In and Out of Hangars Procedure**

The authorized personnel tow and supervise A/C towing. When the operator procedure is not available, engineering will develop engineering instructions for aircraft towing.

#### **8.12.4. Aircraft De-Fueling and Fueling Procedure**

This procedure is accomplished in accordance with current maintenance manuals. Technical Support developed Engineering Instructions, including precautions during fueling and de-fueling.

#### **8.12.5. Aircraft Weighing**

The manufacturer prior to delivery of the aircraft determines the Weight and the Center of Gravity. The authorized personnel will accomplish repeat determination of the Weight and the Center of Gravity of the aircraft in accordance with the instructions of the operator and Weight and Balance Manual.

#### **8.12.6. Ground and Flight Test**

A ground and flight test is performed as required by the operator's specifications. SCA arrange for the flight test plan in consultation with the operator.



# AMO MANUAL

## MAINTENANCE PROCEDURES REFERENCE TO SPECIFIC MAINTENANCE PROCEDURE

---

### 8.12.7. Aircraft Jacking

Aircraft jacking is performed in accordance with applicable chapter of maintenance manual. The inspection personnel ensure that all safety precautions have been met.



## 8.13. LINE MAINTENANCE PROCEDURE

*(CASR145.57thru145.61)*

### 8.13.1 General - Contracted Line Maintenance at Line Stations

In order for SCA to perform maintenance at line stations outside the domicile country it will be required, to obtain the necessary approvals from the Authority of the A/C registration. The Chief Inspector will request for the necessary approvals as per section 2.

The necessary approval from the Authority of A/C registration is obtained and the SCA's operations specifications indicate so, the Chief Maintenance will arrange for the performance of the line maintenance as indicated in the SCA operation specifications and at the designated line stations or locations.

The Chief Maintenance will assign line station supervisor as appropriate for managing, supervising, performing and inspecting the work and will also have the prime responsibility for ensuring the requirements of this manual are followed. The Chief Maintenance, before executing the work, is responsible to ensure that:

- a. The line maintenance is performed as per operator's maintenance program.
- b. All the necessary trained personnel, maintenance data, and material, equipment is per AMO MANUAL.
- c. A supervisor holding the appropriate CASR Part 65 AMEL is responsible to supervise the work.
- d. Personnel holding an appropriate RTS Authorization issued per AMO MANUAL, as approved by the Authority of A/C registration are available all the time for releasing ( or not releasing ) the work to service.
- e. The applicable Quality Procedures as referred to the AMO Manual and QCM are available at the line station.
- f. The forms used are the same described in the AMO manual and QCM unless specific forms are given by the operator.
- g. All the requirements of this section are followed.



The Chief Inspector are responsible to schedule and perform audits at line stations for ensuring that the requirements of this manual are met.

### **8.13.2 Special Request for One-Time Approval to Perform Work at Another Location**

The Chief Inspector, prior to issuing a formal request to the DGCA of Aircraft registration for one-time approval will ask the PAI. In addition to the above mentioned, the requirements of Chapter 2 are followed as necessary. The works are performed as required in this section.

### **8.13.3 Ground Handling Procedures**

#### **8.13.3.1 General**

The following typical servicing procedures are performed on line stations. Specific detailed instructions from the operator are followed depending on the type of aircraft and operator involved.

#### **8.13.3.2 Aircraft Arrival Service**

- a. Visual guidance docking system.
- b. Chocks on.
- c. Air-conditioning service.
- d. Ground support unit.

#### **8.13.3.3 Daily and Preflight Check**

- a. Perform a walk around type inspection.
- b. Inspection of the technical log.
- c. Consumable fluids, gas, correctly recorded.
- d. All doors are securely fastened.
- e. Locks, covers, restrains have been removed.
- f. External surfaces and engines are free for foreign particles.

#### **8.13.3.4 Maintenance Tasks**

- a. Performed scheduled inspections.



- b. Defects rectification.
- c. Performed scheduled works as per the operator's program.

### **8.13.3.5 Accomplish Service Tasks**

- a. Perform cleaning as per cleaning list.
- b. Perform re-fuel.

### **8.13.3.6 Accomplish Departure Service**

- a. Ground power unit support.
- b. Air-condition service.
- c. Check doors closed.
- d. Check chocks off.
- e. Push back.

## **8.13.4 Line Maintenance Control of Defects and Repetitive Defect**

### **8.13.4.1 Recording and Rectifying Defects**

Defects occurring during the aircraft operation are reported and recorded as per operator requirements. Based on the contract between SCA and operator, the authorized personnel will inspect/check for defects, record the defects on the Aircraft Maintenance Log and will perform the rectification and clearing of all defects recorded on the log as per applicable approved maintenance data.

The engineer will report to the operator any serious defects found. The operators responsible to report any serious defect to the Authority of the aircraft registry in accordance with applicable requirements of the Authority of the aircraft registry.



### 8.13.4.2 Defects Stated on the Maintenance Log Not Rectified

When the operator does not desire to rectify a defect recorded at the aircraft maintenance log, and SCA is responsible for the return to service, the operator must determine what defects may be deferred and must provide an agreement or letter to SCA's Engineer that allows deferring the defect identifying the authority for such action. When the letter or agreement is present, the Engineer will issue a Certificate of Return to Service (CRS), provided the deferred defects are within the limits of the operator's maintenance program as approved by their operator's authority. The Engineer will identify the defects not rectified on the CRS and they will also identify on the CRS specifications required by the operator related to the deferred defect.

**NOTE:** The Engineer prior to issuing CRS must ensure that the deferred item is within the operator's limitations.

When such an agreement or letter is not present, or the letter/agreement does not identify the Authority for such action, or the deferred item is not included in the operator's maintenance program the Engineer will inform the Chief Inspector for further actions.

The Chief Inspector is responsible to contact the operator's Authority to clarify whether a CRS must be issued indicating the defects not rectified. A non-compliance with due AD Note is reported to Authority as well.

### 8.13.5 Completion of Aircraft Maintenance Log Procedure

The Aircraft Maintenance Log (AML) will be completed as required by approved Company Maintenance Manual (CMM) of each operator. Usually the AML contains the release to service statement as required by each Authority.

The statement for Indonesian DGCA Approval certificate is the following:

*"I here certify that this aircraft has been maintained and inspected in accordance with the requirement of the Indonesian Civil Aviation Safety Regulation applicable there to and is safe for flight"*



### 8.13.6 Line Maintenance Procedure for Pooled Parts and Loaned Parts

#### 8.13.6.1 Installation on customer's aircraft of pool / loan parts supplied by SCA

Primarily, the operator is responsible for the supply of their own components for the installation of their aircraft. When the customer wants to use SCA parts, the following will apply:

- a. The supplied item must meet the minimum available service time required by customer;
- b. Each loan/pool item is in serviceable conditioned notified by Serviceable Tag Form SCA-MTC 060 and has one of the following:
  1. Authorized Release Certificate DAC Form 21-18 for "PK" registered aircraft only.
  2. Authorized Release Certificate FAA Form 8130-3 for "PK" register aircraft and JAA register aircraft
  3. Authorized Release Certificate EASA Form1 issued by an EASA Part-145 approved organization for "EASA" & "PK" registered aircraft. Other document, which provides evidence that the part was produced and certified by a manufacturer holding an FAA/JAA Approved Production Inspection System. This applies to "PK" Registered A/C only.
- c. The Engineer will ensure that the component / part is compatible for installation to the next higher assembly;

#### 8.13.7 Return of Defective Parts Removed from Aircraft

After the operator has returned the loaned components to SCA the following will be carried out by appropriate authorized personnel:

- a. Check the shipping Document and tag issued by the operator and record the operating time of the component while in use by the operator.
- b. Depending on the component involved, it may require overhaul bench-check or repair. Sum up the accumulating hours/cycles and take the appropriate actions.
- c. Check the received component for any obvious damage.





- d. Perform a visual inspection and if necessary a functional check to determine serviceability of the component.

### **8.13.7.1 Inspection and Disposition of Components Removed from the Operator's Aircraft**

Upon removal of a component, the Engineer are responsible to perform and record the following:

- a. Details of the removed component including reason for removal.
- b. For the hard time components and rotatable components, check life consumed (hours, landings, calendar time) checking against the operator's maintenance records. Enter consumed life (hours, cycles, calendar time).
- c. Perform visual inspection as appropriate for the component involved. Check general condition, cleanliness, blanking of all ports and electrical plugs. Check of filters & magnetic plugs as applicable.
- d. If it is certain the component is in serviceable condition based on the above requirements attach serviceable tag.

#### **NOTE:**

1. The serviceable tag Form No.SCA-MTC-060 must indicate the remaining operating time since new.
2. The removed component must be installed on an aircraft under the same Authority of aircraft registration. It is not allowed for a component removed from "PK" registered aircraft to be installed on a "N" or "EASA" registered aircraft unless SCA holds the approval rating for the Authority of A/C registration for the specific component, and an authorized personnel inspects the component and issues the appropriate Airworthiness Release certificate DGCA Form No. 21-18.
3. After issuance Airworthiness Release Certificate, an authorized personnel will register into form no. SCA-MTC-089 ARC Register Record.



### 8.13.8 Line Maintenance Procedure Control of Critical Tasks

Critical tasks are defined those tasks which the past experience has shown the possibility of an error being repeated to re assemble aircraft components after removal especially when several identical aircraft components are to be fitted to more than one system of the same aircraft. Examples of such possible errors could be the possibility of Failure to re install engine oil filters, gear box access covers, engine borescope access ports, etc.

The performance of items identified by the operator maintenance program as critical/difficult task are in accordance with the operator requirements and section 8.5 of this manual.

When only one person is available to carry out these same tasks then the Task card should include an additional stage for re-inspection of the work by the person after completion of all the same task and that person must have current AMEL appropriate to the type of aircraft being maintained.



### 9.1. GENERAL

(CASR43.13, 145.213, 145.219)

The record of maintenance work accomplished will be shown on the appropriate maintenance log, worksheet, inspection form, overhaul records, or serviceable tag. Technical Support is responsible for assuring that all records are properly signed and completed. Chief Inspector shall ensure and verify maintenance record are properly. Technical Support will responsible for the preservation of all historical records of aircraft work accomplished and making maintenance record available to Customer / DGCA.

Each time an aircraft operated by the Company undergoing a major alteration or major repair of an airframe, aircraft engine, or its appliance, the Technical Support shall prepare a report regarding the accomplished work(s). The report shall be submitted promptly to the DGCA upon completion of the related work and shall keep one copy of the report available for inspection by the representative of the Chief Inspector and DGCA.

The records will remain legible throughout the required retention period. They are stored and retained in such a way that they are readily retrievable. A suitable environment is provided for the storage of the records in order to prevent damage or deterioration, fire and loss. The customers and authorities have access to the records.

#### 9.1.1. Retention of Maintenance Records

Maintenance records are retained for at least 2(two) years after the article is returned to service. When the operator requires SCA to keep the records as per operator's maintenance program, such records will be kept as per operator's procedure and authority regulations. The following records are kept:

- 1) Maintenance Records
  - a) Aircraft maintenance records are retained for a period of at least 2 (two) years after the A/C Return to service unless otherwise specified by the operator.
  - b) Where the operator selects to keep all the maintenance records, a copy of all the records will be made and kept in file.



- c) The Technical Support is responsible to retain aircraft maintenance records.
- d) The following records are retained:
  - Customer/Operator's Work Order and subsequent amendments (work scope).
  - Any letter from customer /operator related to amendments of the initial work scope.
  - Any waivers.
  - Aircraft Preliminary Inspection Sheets SCA Form SCA-MTC 044
  - Work Order SCA Form SCA-MTC 015
  - Work Card Index SCA Form SCA-MTC 045
  - Work Card-SCA Form SCA-MTC 033.
  - Components Change Record SCA Form SCA-MTC 029.
  - NDT Records SCA Form SCA-MTC 054
  - Serviceable Tags SCA Form SCA-MTC 060.
  - Airworthiness Approval Tag /Authorized Release Certificate for components installed on the aircraft.
  - Maintenance Release Certificate for aircraft SCA Form SCA-MTC 09.
  - Weight and Balance Report-SCA Form SCA-MTC 065 (If performed).
  - Compass Swing Report-SCA Form SCA-MTC 023 (If Performed).
  - Major Repair and Alteration MTC Form SCA-MTC 039.

### 2) Maintenance Records Administration and Compilation

Administration of records under this section means to prepare the relevant documents for filing. This is done after the RTS Personnel have reviewed the records for completion as required by Inspector to determine readiness for release to service.

- a. The Technical Support will receive the record package and is responsible to perform the following:
  - Arrange documents for handling and filing.
  - Report accomplished and waived work.
  - Write maintenance report.
  - Compile and segregate records.



- Write components exchange list.
  - Provide certificate of release to service to customer.
  - Hand over the records to customer.
- b. Technical Support will compile the records by indexing as follows:
- Aircraft General Data.
  - Certificate of Maintenance SCA Form SCA-MTC 009.
  - Customer Work Order and Amendments.
  - Preliminary Inspection Report SCA Form SCA-MTC 004.
  - Finding / Rectification Report and Additional Work SCA Form SCA-MTC 044.
  - Components Change Record-SCA Form SCA-MTC 022.
  - Weight and Balance Report-SCA Form SCA-MTC 065 (If performed).
  - Run up report SCA Form SCA-MTC 052 (If Performed).
  - Compass Swing Report-SCA Form SCA-MTC 023 (If performed).
  - Test Flight Report FORM SCA-MTC 036 (If performed).
  - Emergency Equipment Location (EEL).
  - Lay out of Passenger Arrangement (LOPA).

### 9.1.2. Traceability of Maintenance Records

The total work package for each work order will be traceable to the customer work order number and A/C registration number, or serial number (for component).

The followings are traceable to Work Order:

- a. Task card;
- b. Work cards;
- c. Maintenance Release Certificates;
- d. Serviceable Tags; an
- e. All inspection / test data sheets.

### 9.1.3. Control of Loan Records

All managers have responsibility to assure the followings:



## AMO MANUAL





### MAINTENANCE RECORDS GENERAL

---

- a. Store only those records and forms which require retention as required by this procedure.
- b. Control loan of maintenance records by maintaining a withdrawal log of record loaned and returned.
- c. Arrange for the disposal of expired records. Prior to actual records disposal, develop a disposal records list for records intended for disposal and forward a copy to Chief Quality Assurance Control and Safety (QAC) for approval. Only after approval by the QACS will the records be destroyed. Assure those records that have been approved for destruction by QACS are either to return or burned. Keep the disposal records list for a period of 2(two) years.









## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
1	<b>PONGKY MAJAYA.</b> <b>Accountable Manager (President Director)</b> 1. To change company organization that suitable to the company. 2. He/ she is authorized to develop company business by actively seeking new and available opportunities to expand company's customer base. 3. All Maint. required by aircraft operators or any other organization can be financed and carried out to the standard required by the CASR's.	S1  10117000  Chief Executive Officer (CEO) & Chairman	N/A	N/A	PT. Smart-Deal & 27 Years	27 Years	3 Years	01-Feb-17	
2	<b>ANDREAS HERYANSYAH</b> <b>Technical Manager</b> 1. To promote new capability as required. 2. To hire new employee on this department. 3. To deal with the customers need. 4. Promoting maintenance people or change the position of the technician. 5. Has to do the balancing act of managing technical processes and teams along with using his technical skills to provide the necessary environment for project success. 6. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 7. If Authorized RII Inspector of the work required to be RII, automatically he/she cannot certify the work item to be performed.	S1  11117012  Management Engineer RII Inspector Instructor	M-01 R-01  	A1, A2, A3, A4, C1, C4 <b>AMEL 2409</b> AIRFRAME: •C208 SERIES •EC 130 •AS 350  ENGINE: •PT6A SERIES •ARRIEL 2 SERIES •ARRIEL ONE SERIES  <b>Last Training</b> <b>HF: 27/12/2019</b>  <b>Next Training</b> <b>HF: 26/12/2021</b>	PT. MBA & 3 Years	N/A	23 Years	01-Nov-17	  <b>C208 SERIES:</b> • RTS • MR • RII • EGR • C / S <b>EC 130</b> <b>AS 350</b> • RTS • MR • RII





## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
3	<b>ISTIONO</b> <b>Chief Inspector</b> 1. Plan, implement and direct inspection standards methods and procedures utilized by the Company in complying with applicable regulations and manufacturer's requirement. 2. Project the number and type of qualified Company personnel and Services as to integrate its capabilities requirements with productions and is responsible for, the selection administration, training and performance of Technical Services personnel. 3. Coordinate planning personnel and Services as to integrate capabilities requirements with production activities, and ensure a level of consistency, accountability and control of work documents. 4. Provide audits of the maintenance and inspection for the company at least twice a year.	D2  100920090  Management  Maintenance-Inspector  Auditor Instructor Investigator	INT-01 ADR-01   	A1, A4, C1, C2, C4 <b>AMEL 4581</b>	JC Cambodia & 2 Years	N/A	20 Years	28-Sep-20	
4	<b>SAMPURNA HAMBATANA</b> <b>Chief Maintenance</b> 1. Direct supervise of all maintenance activities and availability of supporting equipment and tools in accordance with approved procedures and Report to Technical Manager. 2. Controlling daily planning maintenance activities and monitor the progress of each aircraft/article in the proper work procedures, which is should be followed by maintenance personnel. 3. Directing all maintenance personnel doing qualified work and observed safety precautions relevant to the functions for which they may be utilized.	D4  10217005  Management Engineer RII Inspector	M-03 R-03   	A1, A3, A4, C4 <b>AMEL 4870</b> AIRFRAME: • C208 SERIES  ENGINE: • PT6A SERIES	Flybest Flight Academy, & 2 Years	N/A	13 Years	01-Feb-17	  <b>C208 SERIES:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>











## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
5	<b>SONIA ERLYN NASUTION</b> <b>Quality &amp; Safety Manager</b> 1. Has an advisory, preparatory and monitoring function. 2. Has the authority to carry out inspections within the company. 3. Will establish and/or advise on safety meetings. 4. Ensuring the safety management system is effective throughout SCA AMO's operations. 5. Provision, control and updating of the safety management system manual.	S1  20617008  Management Instructor Auditor Investigator	N/A	FOO	PT. WESTAR & 2 Years	N/A	14 Years	01-May-17	
6	<b>AMIN MOKHAMAD SAID</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	High School  10417007  Engineer RII Inspector	M-04 R-04  	A1, A2, A4 <b>AMEL 8690</b> AIRFRAME: • C208 SERIES  ENGINE: • PT6A SERIES	PT. PegasusAir Services & 3 Years	N/A	11 Years	01-Apr-17	  <b>C208 SERIES:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>









## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
7	<b>KRISTIYONO</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	High School  11018031  Engineer RII Inspector	M-06 R-06  	A1, A4 <b>AMEL 7243</b> AIRFRAME: • C208 SERIES  ENGINE: PT6A SERIES	PT. Fits Aviation, & 2 Years	N/A	11 Years	01-Oct-18	 <b>C208 SERIES:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>
8	<b>FEBRI HERMAWAN</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	High School  11118034  Engineer RII Inspector	M-07 R-07  	A1, A4 <b>AMEL 6445</b> AIRFRAME: • C208 SERIES • PILATUS PORTER PC-6  ENGINE: •PT6A SERIES	PT. Alda Trans Papua & 4 Years	N/A	14 Years	01-Nov-18	 <b>C208 SERIES/ PILATUS PC-6:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>









## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
9	<b>MUHAMMAD YUDHA SEFTIANDA</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	D3  250398160  Engineer RII Inspector	M-09 R-09  	A2, A4 <b>AMEL 6604</b> AIRFRAME: • R66  ENGINE: • RR300	PT. Solaire Aviation Indonesia & 4 Years	N/A	9 Years	01-Jul-19	 <b>ROBINSON 66:</b> • RTS • MR • RII • EGR
10	<b>AYU ISTIYANI</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance	High School  20819046  Engineer RII Inspector  Maintenance-Inspector	M-11 R-11  	A1, A4, C4 <b>AMEL 9011</b> AIRFRAME: • C208 SERIES  ENGINE: • PT6A SERIES	Asian OneAir & 1 Year	N/A	9 Years	26-Aug-19	 <b>C208 SERIES:</b> • RTS • MR • RII • EGR



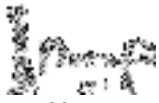





## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
11	<b>BRAMONO ONLY TRIANTO</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	D3  10819049  Engineer RII Inspector	M-12 R-12  	A1, A4 <b>AMEL 5709</b> AIRFRAME: • C208 SERIES • PILATUS PORTER PC-6  ENGINE: • PT6A SERIES • PWC PT6	Asian One Air & 1 Year	N/A	17 Years	26-Aug-19	 <b>C208 SERIES/ PILATUS PC-6:</b> • RTS • MR • RII • EGR
12	<b>AGUS SULAEMAN</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	High School  10120062  Engineer RII Inspector	M-15 R-15  	A1, A4 <b>AMEL 6444</b> AIRFRAME: • C208 SERIES • PILATUS PORTER PC-6  ENGINE: • PT6A SERIES	PT. Spirit Avia Sentosa & 1 Years	N/A	15 Years	03-Jan-20	 <b>C208 SERIES/ PILATUS PC-6:</b> • RTS • MR • RII • EGR









## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
13	<b>IRWAN</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	D2  10620072  Engineer RII Inspector	M-18 R-18   	A1, A2, A4 <b>AMEL 2096</b> AIRFRAME: • EC 130 • Bell 412 • ENGINE: • ARRIEL 2 • PT6T Series	Carpedium Aviasi Mandiri & 3 Years	N/A	35 Years	06-Jul-20	 <b>H130</b> <b>BELL 412</b> <b>BELL 212</b> • RTS • MR • RII • EGR
14	<b>WAHYONO</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	S1  11120100  Engineer RII Inspector	M-21 R-21   	A1, A4, C1, C2, C4 <b>AMEL 5792</b> AIRFRAME • C208 SERIES  ENGINE: • PT6A SERIES  IERA • C208 SERIES	PT. Spirit Avia Sentosa & 2 Years	N/A	15 Years	06-Jun-20	 <b>C208 SERIES:</b> • RTS • MR • RII • EGR






## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
15	<b>ROYKE REVO METRO KAWUNG</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance	S1  10121128  Engineer RII Inspector	M-22 R-22  	A1, A4, C4 <b>AMEL 3283</b> AIRFRAME: • BELL 412  ENGINE: • PT6T SERIES	PT. Kadomas Aviasindo & 1 Year	N/A	30 Years	19-Jan-21	  <b>BELL 412:</b> • RTS • MR • RII • EGR
16	<b>Hadiyo</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance	High School  10321130  Engineer RII Inspector	M-23 R-23  	A1, A4 <b>AMEL 2690</b> AIRFRAME: • BELL 412 • BELL 212  ENGINE: • PT6T SERIES	PT. Kalimasada & 1 Year	N/A	30 Years	26-Feb-21	  <b>BELL 412</b> <b>BELL 212:</b> • RTS • MR • RII • EGR



## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING & TRAINING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
17	<b>Suherman Sumawijaya</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance	High School  10321131  Engineer RII Inspector	M-24 R-24 	A2, A4, C1, C2, C4 <b>AMEL 7044</b> INSTRUMENT, ELECTRICAL, RADIO: • BELL 412	PT.Surya Air & 5 Years	N/A	30 Years	26-Feb-21	  <b>BELL 412:</b> • RTS • MR • RII • EGR
18	<b>Gusril Z. Pane</b> <b>Chief Technical Support</b> 1. Planning job and creating scope of work order. 2. Estimating material, man hour and tools (internal and external) to comply with job requirements. 3. Developing job and task instruction. 4. Creating purchase requisitions and stock reservations for planned work.	D3  11119057  Management	N/A	N/A	PT. Spirit Avia Sentosa & 1 Years	N/A	9 Years	26-Nov-19	



## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

### **Note:**

1. D1 : Diploma level 1
2. D2 : Diploma level 2
3. D3 : Diploma level 3
4. D4 : Diploma level 4
5. S1 : Strata 1, Undergraduated
6. S2 : Strata 2, Postgraduated
7. N/A : Not Applicable

### **Legend Stamp Number and Work Scope:**

- M : Maintenance Engineer  
R : Required Inspector  
RTS : Return To Service  
MR : Maintenance Release  
RII : Required Inspection Item  
EGR : Engine Ground Run  
W & B : Weight and Balance  
C/S : Compass Swing  
INT : Maintenance Inspector  
ADR : Auditor-Investigator

Jakarta, 30 March 2021



### **Istiono**

Chief Inspector






## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

#### TOOLS AND EQUIPMENT

Following is sample summary technical publication list, an update will use form SCA-MTC 073– TOOL AND EQUIPMENT:

		SPECIAL TOOLS				
No.	DESCRIPTION	PART NUMBER	SERIAL NUMBER	MANUFACTURE	QUANTITY	Remarks
1.	Torque meter	BP501NMRMH	1215501579	Blue Point	1	Serviceable
2.	Torque meter	BP2502NMRH	0315805294	Blue Point	1	Serviceable
3.	Torque meter	BP2003NMRMH	1114600359	Blue Point	1	Serviceable
4.	Torque meter	13285	79108335314	Norbar	1	Serviceable
5.	Digital Multimeter	Fluke 87	40110384	Fluke	1	Serviceable
6.	Digital Protractor Pro 360 / Inclinometer	950-317	16070041	Mitutoyo	1	Serviceable
7.	Digital Level	Dwl 200	NSN	Digi Pass	1	Serviceable
8.	Cable Tensiometer	T5-2002-104-00	76811	Opti Manufacturing	1	Serviceable
9.	Digital Tire Pressure	300-DTG-HA	18060110005	Tool Testing Lab	1	Serviceable
10.	Insulation Continuity Tester	3005A	E8144173	Kyoritsu	1	Serviceable
11.	Outside Micro meter	102-301	M310-25	Mitutoyo	1	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

12.	Digital Vernier Caliper	506-196-30	1317087379	Mitutoyo	1	Serviceable
13.	Pressure Tester	101-00212	NSN	Barfield	1	Serviceable
14.	Temperatur Turbine	TT-1000	NSN	Barfield	1	Serviceable
15.	Pressure Indicator for Bleed Tester	EN 837	NSN	Wika	1	Serviceable
16.	Pressure Indicator for Bleed Tester	20152109	NSN	Armaterm	1	Serviceable
17.	Spring Scale Tension 0 – 20 Kg	SK	NSN	Sanko	1	Serviceable
18.	Dial Gauge	2046S	JTR 417	Mitutoyo	1	Serviceable
19.	BC8000 Battery Charger & Capacity Tester	4168	NSN	Concorde	1	Serviceable
20.	Magnetic Base	Commercial	NSN	Local	1	Serviceable
21.	Aircraft Jack	02-0222-0111	4226160901	Tron Air	1	Serviceable
22.	Turbine Wash Guide tube	PWC32271	SCA 04	Pratt & Whitney	1	Serviceable
23.	Borescope Guide tube	PWC34910-200	STI-05	Pratt & Whitney	1	Serviceable
24.	Rudder Rigging Protractor	N/A	SCA 16	Local Fabrication	1	Serviceable
25.	Elevator Rigging Protractor	N/A	SCA 17	Local Fabrication	1	Serviceable
26.	Elevator Neutral Rigging Tool	N/A	SCA 18	Local Fabrication	1	Serviceable
27.	Aileron Rigging Pin	N/A	SCA 19	Local Fabrication	1	Serviceable
28.	Aileron Rigging Pin	N/A	SCA 20	Local Fabrication	1	Serviceable
29.	Oil filter puller	PWC30556	S617102057	Pratt & Whitney	1	Serviceable
30.	Battery Charger	901-903	SCA 11	Iwara	1	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

31.	Grease Gun	Commercial	SCA 03	Tekiro	1	Serviceable
32.	Grease Gun	Commercial	SCA 21	Blue Point	1	Serviceable
33.	Grease Gun	Commercial	YA728A	Blue Point	1	Serviceable
34.	Handle Socket Main Axle	Commercial	NSN	Tekiro	1	Serviceable
35.	Main Axle Socket	665256	NSN	Genius	1	Serviceable
36.	Main Axle Socket Adapter	480066MB	NSN	Genius	1	Serviceable
37.	Nitrogen Bottle	N2	NSN	Local	1	Serviceable
38.	Vacuum	Vortex15	SCA 08	Lakoni	1	Serviceable
39.	Ops 30	PM1320001	N/A	Simplex	1	Serviceable
40.	Fuel Nozzle Cleaner	PWC30530	N/A	KELL-STROM	1	Serviceable
41.	Propeller Puller	PL60274	NSN	McCAULEY	1	Serviceable
42.	Engine Sling	PWC32420-D	NSN	PWC	1	Serviceable
43.	Pitot static test	6250-W REV.A2	89115	Laver Sab	1	Serviceable
44.	ELT Test	A3-06-2825	21855	Artex	1	Serviceable
45.	Borecope	IPLEX	NSN	Olympus	1	Serviceable
46.	Master Compas	1686-REV	752829/005	SIR Navigation Ltd	1	Serviceable
47.	HIS Tools	PWC35200-200	NSN	Kell Strom	1	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

		EQUIPMENT TOOLS				
No.	DESCRIPTION	PART NUMBER	SERIAL NUMBER	MANUFACTURE	QUANTITY	Remarks
1.	Starter Pack	Li2000Qc	12541BSCK	Rotorcraft Enterprises	1	Serviceable
2.	Starter Pack	Li2000Qc	1605BSCK	Rotorcraft Enterprises	1	Serviceable
3.	Portable Starting Unit	282400	11036	Lanus Technologies	1	Serviceable
4.	External Power Unit	Commercial	SCA 02	Local Fabrication	1	Serviceable
5.	Pressure Regulator Set	825ARS-40-N2	NSN	Harris	1	Serviceable
6.	Pressure Regulator Set	825ARS-40-N2	NSN	Harris	1	Serviceable
7.	Nitrogen Bottle	N2	SCA 24	Local	1	Serviceable
8.	N2 Bottle Trolley	N/A	SCA 11	Local Fabrication	1	Serviceable
9.	Drill Gun	GSB 120-L1	SCA 09	Bosch	1	Serviceable
10.	Vacuum	Vortex15	SCA 08	Lakoni	1	Serviceable
11.	Stairs	N/A	SCA 10	Lokal Fabrication	4	Serviceable
12.	Stand Jig	N/A	SCA 12	Lokal Fabrication	3	Serviceable
13.	Air Compressor	8KC-24L	SCA 06	Power One	1	Serviceable
14.	Air Compressor	N/A	SCA 22	Krisbow	1	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL


### Appendix A TOOLS AND EQUIPMENT

15.	Compressor Wash Tube	Commercial	SCA 01	Eagle	1	Serviceable
16.	Portable Starting Unit	282400	11036	Lanus Technologies	1	Serviceable
17.	External Power Unit	Commercial	SCA 02	Local Fabrication	1	Serviceable
18.	Air Compressor	N/A	SCA 23	Krisbow	1	Serviceable
19.	Crain Engine	N/A	SCA 14	Sinar Samudra	1	Servicable
20.	Digital Tire Pressure	300-DTG-HA	18060110005	Tool Testing Lab	1	Serviceable
21.	Digital Insulator Tester	MS5203	12010022568	Mastech	1	Servicable



# APPROVED MAINTENANCE ORGANIZATION MANUAL

## Appendix A TOOLS AND EQUIPMENT

		GENERAL TOOLS				
No.	DESCRIPTION	PART NUMBER	SIZE	MANUFACTURE	QUANTITY	Remarks
1	Combination Spanner	N/A	1/4"	Amstrong	2 Ea	Serviceable
2	Combination Spanner	N/A	5/16"	Amstrong	2 Ea	Serviceable
3	Combination Spanner	N/A	3/8"	Amstrong	2 Ea	Serviceable
4	Combination Spanner	N/A	7/16"	Amstrong	2 Ea	Serviceable
5	Combination Spanner	N/A	1/2"	Amstrong	2 Ea	Serviceable
6	Combination Spanner	N/A	9/16"	Amstrong	2 Ea	Serviceable
7	Combination Spanner	N/A	5/8"	Amstrong	2 Ea	Serviceable
8	Combination Spanner	N/A	11/16"	Amstrong	2 Ea	Serviceable
9	Combination Spanner	N/A	3/4"	Amstrong	2 Ea	Serviceable
10	Combination Spanner	N/A	13/16"	Amstrong	2 Ea	Serviceable
11	Combination Spanner	N/A	7/8"	Amstrong	2 Ea	Serviceable
12	Combination Spanner	N/A	15/16"	Amstrong	2 Ea	Serviceable
13	Combination Spanner	N/A	1"	Amstrong	2 Ea	Serviceable
14	Combination Spanner	N/A	1 1/6"	Amstrong	2 Ea	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

15	Combination Spanner	N/A	1 1/8"	Amstrong	2 Ea	Serviceable
16	Combination Spanner	N/A	1 3/16"	Amstrong	2 Ea	Serviceable
17	Combination Spanner	N/A	1 1/4"	Amstrong	2 Ea	Serviceable
18	Socket Drive 1/4"	N/A	3/16"	Amstrong	1 Ea	Serviceable
19	Socket Drive 1/4"	N/A	7/32"	Amstrong	1 Ea	Serviceable
20	Socket Drive 1/4"	N/A	1/4"	Amstrong	1 Ea	Serviceable
21	Socket Drive 1/4"	N/A	9/32"	Amstrong	1 Ea	Serviceable
22	Socket Drive 1/4"	N/A	5/16"	Amstrong	1 Ea	Serviceable
23	Socket Drive 1/4"	N/A	3/8"	Amstrong	1 Ea	Serviceable
24	Socket Drive 1/4"	N/A	11/32"	Amstrong	1 Ea	Serviceable
25	Socket Drive 1/4"	N/A	7/16"	Amstrong	1 Ea	Serviceable
26	Socket Drive 1/4"	N/A	1/2"	Amstrong	1 Ea	Serviceable
27	Socket Drive 1/4"	N/A	9/16"	Amstrong	1 Ea	Serviceable
28	Deep Socket Drive 1/4"	N/A	3/16"	Amstrong	1 Ea	Serviceable
29	Deep Socket Drive 1/4"	N/A	7/32"	Amstrong	1 Ea	Serviceable
30	Deep Socket Drive 1/4"	N/A	1/4"	Amstrong	1 Ea	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

31	Deep Socket Drive 1/4"	N/A	9/32"	Amstrong	1 Ea	Serviceable
32	Deep Socket Drive 1/4"	N/A	5/16"	Amstrong	1 Ea	Serviceable
33	Deep Socket Drive 1/4"	N/A	3/8"	Amstrong	1 Ea	Serviceable
34	Deep Socket Drive 1/4"	N/A	11/32"	Amstrong	1 Ea	Serviceable
35	Deep Socket Drive 1/4"	N/A	7/16"	Amstrong	1 Ea	Serviceable
36	Deep Socket Drive 1/4"	N/A	1/2"	Amstrong	1 Ea	Serviceable
37	Deep Socket Drive 1/4"	N/A	9/16"	Amstrong	1 Ea	Serviceable
38	Socket Ratchet Drive (Drive 1/4")	N/A	N/A	Amstrong	1 Ea	Serviceable
39	Sliding Handle/T Handle (Drive 1/4")	N/A	N/A	Amstrong	1 Ea	Serviceable
40	Extension Bar Drive 1/4"	N/A	1"	Amstrong	1 Ea	Serviceable
41	Extension Bar Drive 1/4"	N/A	3"	Amstrong	1 Ea	Serviceable
42	Extension Bar Drive 1/4"	N/A	6"	Amstrong	1 Ea	Serviceable
43	Extension Bar Drive 1/4"	N/A	12"	Amstrong	1 Ea	Serviceable
44	Socket Adaptor	N/A	1/2" to 3/8"	Amstrong	1 Ea	Serviceable
45	Socket Adaptor	N/A	3/8" to 1/4"	Amstrong	1 Ea	Serviceable
46	Universal Joint Drive 1/4"	N/A	N/A	Amstrong	1 Ea	Serviceable
47	Socket Drive 3/8"	N/A	1/4"	Amstrong	1 Ea	Serviceable
48	Socket Drive 3/8"	N/A	5/16"	Amstrong	1 Ea	Serviceable
49	Socket Drive 3/8"	N/A	3/8"	Amstrong	1 Ea	Serviceable





## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

50	Socket Drive 3/8"	N/A	7/16"	Amstrong	1 Ea	Serviceable
51	Socket Drive 3/8"	N/A	1/2"	Amstrong	1 Ea	Serviceable
52	Socket Drive 3/8"	N/A	9/16"	Amstrong	1 Ea	Serviceable
53	Socket Drive 3/8"	N/A	5/8"	Amstrong	1 Ea	Serviceable
54	Socket Drive 3/8"	N/A	11/16"	Amstrong	1 Ea	Serviceable
55	Socket Drive 3/8"	N/A	3/4"	Amstrong	1 Ea	Serviceable
56	Socket Drive 3/8"	N/A	13/16"	Amstrong	1 Ea	Serviceable
57	Socket Drive 3/8"	N/A	7/8"	Amstrong	1 Ea	Serviceable
58	Socket Drive 3/8"	N/A	15/16"	Amstrong	1 Ea	Serviceable
59	Socket Drive 3/8"	N/A	1"	Amstrong	1 Ea	Serviceable
60	Deep Socket Drive 3/8"	N/A	1/4"	Amstrong	1 Ea	Serviceable
61	Deep Socket Drive 3/8"	N/A	5/16"	Amstrong	1 Ea	Serviceable
62	Deep Socket Drive 3/8"	N/A	3/8"	Amstrong	1 Ea	Serviceable
63	Deep Socket Drive 3/8"	N/A	7/16"	Amstrong	1 Ea	Serviceable
64	Deep Socket Drive 3/8"	N/A	1/2"	Amstrong	1 Ea	Serviceable
65	Deep Socket Drive 3/8"	N/A	9/16"	Amstrong	1 Ea	Serviceable
66	Deep Socket Drive 3/8"	N/A	5/8"	Amstrong	1 Ea	Serviceable
67	Deep Socket Drive 3/8"	N/A	11/16"	Amstrong	1 Ea	Serviceable
68	Deep Socket Drive 3/8"	N/A	3/4"	Amstrong	1 Ea	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

69	Deep Socket Drive 3/8"	N/A	13/16"	Amstrong	1 Ea	Serviceable
70	Deep Socket Drive 3/8"	N/A	7/8"	Amstrong	1 Ea	Serviceable
71	Deep Socket Drive 3/8"	N/A	15/16"	Amstrong	1 Ea	Serviceable
72	Deep Socket Drive 3/8"	N/A	1"	Amstrong	1 Ea	Serviceable
73	Socket Ratchet Drive (Drive 3/8")	N/A	N/A	Amstrong	1 Ea	Serviceable
74	Sliding Handle/T Handle (Drive 3/8")	N/A	N/A	Amstrong	1 Ea	Serviceable
75	Extension Bar Drive 3/8"	N/A	1"	Amstrong	1 Ea	Serviceable
76	Extension Bar Drive 3/8"	N/A	3"	Amstrong	1 Ea	Serviceable
77	Extension Bar Drive 3/8"	N/A	6"	Amstrong	1 Ea	Serviceable
78	Extension Bar Drive 3/8"	N/A	12"	Amstrong	1 Ea	Serviceable
79	Speed Handle Drive 3/8"	N/A	N/A	Amstrong	1 Ea	Serviceable
80	Speed Handle Drive 1/2"	N/A	N/A	Amstrong	1 Ea	Serviceable
81	Universal Joint Drive 3/8"	N/A	N/A	Amstrong	1 Ea	Serviceable
82	Wire Twister Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
83	Diagonal Cutter Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
84	Long Nose Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
85	Snap Ring Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
86	Crimping Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
87	Electrical Plier	N/A	N/A	Amstrong	1 Ea	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

88	Pump Plier/Tongue and Groove Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
89	Round Nose Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
90	Slip Joint Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
91	Vice Grip / Lock Grip	N/A	N/A	Amstrong	1 Ea	Serviceable
92	Long Nose Grip	N/A	N/A	Amstrong	1 Ea	Serviceable
93	Combination Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
94	Hose Clamp Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
95	Oil Filter Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
96	Bent Nose Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
97	Split Ring Plier	N/A	N/A	Amstrong	1 Ea	Serviceable
98	Screw Driver SET	N/A	N/A	Amstrong	1 SET	Serviceable
99	Hock Pick SET	N/A	N/A	Amstrong	1 SET	Serviceable
100	Allen Key Hexagonal SET	N/A	Inches	Amstrong	1 SET	Serviceable
101	Mirror	N/A	N/A	Amstrong	1 Ea	Serviceable
102	Magnetic Pick Up Tool	N/A	N/A	Amstrong	1 Ea	Serviceable
103	Socket Drive 1/2"	N/A	1 3/4"	Amstrong	1 Ea	Serviceable
104	Rachet Drive Socket (Drive 1/2")	N/A	N/A	Amstrong	1 Ea	Serviceable
105	Socket Sliding Handle (Drive 1/2")	N/A	N/A	Amstrong	1 Ea	Serviceable
106	Rachet Box	N/A	1/4" and 5/16"	Amstrong	1 Ea	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

107	Ratchet Box	N/A	3/8" and 7/16"	Amstrong	1 Ea	Serviceable
108	Ratchet Box	N/A	1/2" and 9/16"	Amstrong	1 Ea	Serviceable
109	Ratchet Box	N/A	5/8" and 11/16"	Amstrong	1 Ea	Serviceable
110	Hammer	N/A	N/A	Amstrong	1 Ea	Serviceable
111	Mallet / Rubber Hammer	N/A	N/A	Amstrong	1 Ea	Serviceable
112	Punch SET	N/A	N/A	Amstrong	1 SET	Serviceable
113	Chisel SET	N/A	N/A	Amstrong	1 SET	Serviceable
114	Hacksaw	N/A	N/A	Amstrong	1 Ea	Serviceable
115	File SET	N/A	N/A	Amstrong	1 SET	Serviceable
116	Stubby Screw Driver SET	N/A	N/A	Amstrong	1 SET	Serviceable
117	Ratchet Screw Driver	N/A	N/A	Amstrong	1 Ea	Serviceable
118	Screw Driver Bits SET	N/A	N/A	Amstrong	1 SET	Serviceable
119	Offset Screw Driver SET	N/A	N/A	Amstrong	1 SET	Serviceable
120	Ruler	N/A	12"	Amstrong	1 Ea	Serviceable
121	Easy Out Tool / Screw Extractor SET	N/A	N/A	Amstrong	1 SET	Serviceable
122	Tap Thread Tool SET	N/A	N/A	Amstrong	1 SET	Serviceable
123	Combination Spanner	N/A	1/8"	Amstrong	1 Ea	Serviceable
124	Combination Spanner	N/A	5/32"	Amstrong	1 Ea	Serviceable
125	Combination Spanner	N/A	3/16"	Amstrong	1 Ea	Serviceable



## APPROVED MAINTENANCE ORGANIZATION MANUAL

### Appendix A TOOLS AND EQUIPMENT

126	Combination Spanner	N/A	7/32"	Amstrong	1 Ea	Serviceable
127	Combination Spanner	N/A	1/4"	Amstrong	1 Ea	Serviceable
128	Combination Spanner	N/A	9/32"	Amstrong	1 Ea	Serviceable
129	Combination Spanner	N/A	5/16"	Amstrong	1 Ea	Serviceable
130	Combination Spanner	N/A	11/32"	Amstrong	1 Ea	Serviceable
131	Combination Spanner	N/A	3/8"	Amstrong	1 Ea	Serviceable
132	Combination Spanner	N/A	7/16"	Amstrong	1 Ea	Serviceable
133	Feeler Gage	78212	Inch	Stanley	1 Ea	Serviceable
134	Vernier Caliper	Commercial	Inch/mm	China National Machinery	1 Ea	Serviceable
135	Tool Box SMALL	N/A	N/A	N/A	2 Ea	Serviceable
136	Tool Box LARGE	N/A	N/A	N/A	1 Ea	Serviceable
137	Tool Box LARGE	N/A	N/A	N/A	1 Ea	Serviceable



# APPROVED MAINTENANCE ORGANIZATION MANUAL

## APPENDIX B TECHNICAL MANUAL PUBLICATION

### TECHNICAL PUBLICATION LIST

Following is sample summary technical publication list, an update will use form  
SCA-MTC 077– TECHNICAL PUBLICATION LIST:

#### 1. CESSNA 208/208B (FIX WING) :

NO	DESCRIPTION	REVISION	REVISION DATE ISSUED
1	Aircraft Maintenance Manual Cessna 208/208B	Revision 37	01 March 2020
2	Illustrated Part Catalog Cessna C208/208B	Revision 27	01 March 2020
3	Wiring Diagram Manual C208/208B	Revision 14	01 November 2019
4	Structure Repair Manual C208/208B	Revision 09	01 August 2018
5	Non-Destructive Testing Manual C208/208B	Revision 03	01 December 2016
6	Engine Maintenance Manual PT6A-114A	Revision 39	20 July 2020
7	Engine Illustrated Part Catalog PT6A-114A	Revision 42	24 February 2020
8	Engine Maintenance Manual PT6A-140	Revision 12.1	20 April 2020
9	Engine Illustrated Part Catalog PT6A-140	Revision 13	24 February 2020
10	Propeller McCauley Owner Manual MPC26	Revision 04	October 2015

#### 2. AIRBUS EC130 (ROTARY WING)

NO	DESCRIPTION	REVISION	REVISION DATE ISSUED
1	Airworthiness Limitation Section EC 130 T2	Revision 9	09 September 2019
2	Aircraft Maintenance Manual EC 130 T2	Revision 16	13 April 2020
3	Illustrated Part Catalog EC 130 T2	Revision 6	13 April 2020
4	Structure Repair Manual EC 130 T2	Revision 4	09 September 2019
5	Wiring Diagram Manual EC 130 T2	Revision 16	13 April 2020
6	Engine Maintenance Manual Arriel 2D	Revision 18	15 June 2019



# APPROVED MAINTENANCE ORGANIZATION MANUAL

## APPENDIX B TECHNICAL MANUAL PUBLICATION

### 3. ROBINSON 66 (ROTARY WING)

N0	DESCRIPTION	REVISION	REVISION DATE ISSUED
1	Aircraft Maintenance Manual	Last Revision	April 2019
2	Illustrated Part Catalog	Last Revision	September 2018
3	Engine Maintenance Manual	Revision 13	15 November 2018
4	Engine Illustrated Part Catalog	Revision 14	01 June 2019

### 4. BELL 412

N0	DESCRIPTION	REVISION	REVISION DATE ISSUED
1	Aircraft Maintenance Manual	30	21 January 2021
2	Illustrated Part Catalog	18	28 February 2020
3	Structural Repair Manual	01	20 October 2017
5	PWC Maintenance Manual PN 3017042	55	02 November 2020
6	PWC Maintenance Manual PN 3040592	38	02 November 2020
7	PWC Maintenance Manual PN 3053182	24	02 November 2020

### 5. COMPANY MANUAL

N0	DESCRIPTION	REVISION	REVISION DATE ISSUED
1	AMO Manual	02	30 March 2021
2	QC Manual	02	30 March 2021
3	SMS Manual	03	August 2020
4	TTP Manual	02	30 March 2021
5	Capability List	03	31 March 2021
6	AMO Certificate of Approval	N/A	31 March 2021
7	Operation Specification	N/A	31 March 2021

### 5. AS 550 (AS 350)

N0	DESCRIPTION	REVISION	REVISION DATE ISSUED
1	Aircraft Maintenance Manual	01	09 January 2017
2	Illustrated Part Catalog	01	09 January 2017
3	Engine Arriel 2 Maintenance Manual	16	30 June 2018

### 5. AS 555 (AS 355)

N0	DESCRIPTION	REVISION	REVISION DATE ISSUED
1	Aircraft Maintenance Manual	002	17 December 2015
2	Illustrated Part Catalog Arrius 1	000	17 December 2015



# APPROVED MAINTENANCE ORGANIZATION MANUAL

## APPENDIX C LIST OF KEY PERSON

---

### LIST OF KEY PERSON

NO	NAME	DESIGNATION	COMPANY TITLE
1	Pongky Majaya	Accountable Manager	President Director
2	Andreas Heryansyah	Technical Manager	Technical Manager
3	Istiono	Chief Inspector	Chief Inspector
4	Sonia Nasution	Safety Manager	Safety & Quality Manager
5	Gusril Z. Pane	Technical Support	Technical Support



### SUMMARY FORMS

S.NO	FORM NUMBER	DESCRIPTION	REV.
1.	SCA-MTC 001	CORRECTIVE ACTION REQUEST	01
2.	SCA-MTC 002	PART STORE USAGE	01
3.	SCA-MTC 003	MECHANICAL INTERRUPTION SUMMARY REPORT	01
4.	SCA-MTC 004	PART PRELIMINARY INSPECTION INSPECTION	01
5.	SCA-MTC 005	AUDIT CHECKLIST	02
6.	SCA-MTC 006	<b><i>"RESERVED move to form SCA-MTC 004"</i></b>	01
7.	SCA-MTC 007	RECORD OF INSPECTION	01
8.	SCA-MTC 008	REJECTED LABEL	01
9.	SCA-MTC 009	RETURN TO SERVICE	01
10.	SCA-MTC 010	WORK INTERRUPTION STATUS	01
11.	SCA-MTC 011	TOOL CALIBRATION LOG CARD	01
12.	SCA-MTC 012	WORK ORDER REGISTER RECORD	01
13.	SCA-MTC 013	ACFT LOG BOOK CERTIFICATE	01
14.	SCA-MTC 014	DELIVERY ACFT AFTER MTCE	01
15.	SCA-MTC 015	RECTIFICATION ORDER	01
16.	SCA-MTC 016	CAPABILITY EVALUATION	01
17.	SCA-MTC 017	ARTEX C406-N ELT TEST (PROCEDURE) WORKSHEET	01
18.	SCA-MTC 018	MAJOR COMPONENT RECORD	01
19.	SCA-MTC 019	SHIFT TURN OVER LOG	01
20.	SCA-MTC 020	MATERIAL/PART REQUEST	01
21.	SCA-MTC 021	SHELF LIFE MATERIAL & PART	01
22.	SCA-MTC 022	<b><i>"RESERVED move to form SCA-MTC 020"</i></b>	01
23.	SCA-MTC 023	STANDBY COMPASS SWING	01
24.	SCA-MTC 024	VOR INSPECTION SHEET	01
25.	SCA-MTC 025	SB-AD COMPLIANCE RECORD	01
26.	SCA-MTC 026	EMERGENCY EQUIPMENT FORM	01
27.	SCA-MTC 027	CONTRACT VENDOR AGENCY	01
28.	SCA-MTC 028	ENGINEERING ORDER	01
29.	SCA-MTC 029	PART BORROWING RECORDS	01
30.	SCA-MTC 030	ADDITIONAL WORKSHEET	01
31.	SCA-MTC 031	QUALITY AUDIT	01
32.	SCA-MTC 032	RECEIVING REJECTION REPORTS	01
33.	SCA-MTC 033	TECHNICAL BULETIN EVALUATION OR MODIFICATION	01
34.	SCA-MTC 034	INCOMING MATERIAL INSPECTION	01
35.	SCA-MTC 035	APPLICATION FOR AUTORIZATION	01
36.	SCA-MTC 036	TEST FLIGHT FORM	01

### SUMMARY FORMS

S.NO	FORM NUMBER	DESCRIPTION	REV.
037.	SCA-MTC 037	ENGINE PRESERVATION	01
038.	SCA-MTC 038	ONE TIME AIRWORTHINESS RELEASE AUTHORIZATION	01
039.	SCA-MTC 039	PART REPAIR RECORD	01
040.	SCA-MTC 040	WAREHOUSE REQUEST	01
041.	SCA-MTC 041	ATC TRANSPONDER INSPECTION AND TEST WORKSHEET	01
042.	SCA-MTC 042	PART USAGE DURING MTCE	01
043.	SCA-MTC 043	CALIBRATION LABEL	01
044.	SCA-MTC 044	PRELIMINARY AIRCRAFT INSPECTION	01
045.	SCA-MTC 045	SHELF LIFE PARTS MONTHLY INSPECTION	01
046.	SCA-MTC 046	SUSPECTED UNAPPROVED PARTS NOTIFICATION	01
047.	SCA-MTC 047	ELECTRO STATIC SENSITIVE DEVICES PLACARDS	01
048.	SCA-MTC 048	WARRANTY CLAIM	01
049.	SCA-MTC 049	CORROSION CONTROL PROGRAMME	01
050.	SCA-MTC 050	FORM STATIC PRESSURE INSPECTION SHEET	01
051.	SCA-MTC 051	DEFER DEFECT INDEX	01
052.	SCA-MTC 052	FORM ENGINE RUN PERFORMANCE SHEET	01
053.	SCA-MTC 053	RII AUTHORIZATION LETTER	01
054.	SCA-MTC 054	NDT REPORT	01
055.	SCA-MTC 055	ROSTER OF MANAGEMENT, SUPERVISORY, INSPECTION AND CERTIFYING PERSONEL	02
056.	SCA-MTC 056	LIST OF DEFER DEFECT	01
057.	SCA-MTC 057	BORESCOPE INSPECTION FORM	01
058.	SCA-MTC 058	MAINTENANCE RELEASE AND CUSTOMER ACCEPTANCE	01
059.	SCA-MTC 059	PERSONEL LIST	01
060.	SCA-MTC 060	SERVICEABLE TAG	01
061.	SCA-MTC 061	TRANSIT TAG-REMOVED TAG	01
062.	SCA-MTC 062	UNSERVICEABLE TAG	01
063.	SCA-MTC 063	SHELF LIFE PART MONTHLY INSPECTION	01
064.	SCA-MTC 064	FUEL NOZZLE CLEANING INSP	01
065.	SCA-MTC 065	WEIGHT AND BALANCE	01
066.	SCA-MTC 066	HIGHLIGHTS OF M REVISION	01
067.	SCA-MTC 067	MATERIAL STORE LOG	01
068.	SCA-MTC 068	<b><i>"RESERVED move to form SCA-MTC 038"</i></b>	01
069.	SCA-MTC 069	INDIVIDUAL TECHNICAL TRAINING RECORD	01
070.	SCA-MTC 070	MECHANICAL INTRRUPTION SUMMARY	01
071.	SCA-MTC 071	REJECTION NOTICE	01
072.	SCA-MTC 072	MATERIAL PART REQUEST	01

### SUMMARY FORMS

S.NO	FORM NUMBER	DESCRIPTION	REV.
073.	SCA-MTC 073	GENERAL TOOLS & GSE CONTROL LISTED	01
074.	SCA-MTC 074	COMPANY AUTHORIZATION	01
075.	SCA-MTC 075	CANNIBAL FORM	01
076.	SCA-MTC 076	PURCHASE ORDER	01
077.	SCA-MTC 077	TECHNICAL PUBLICATION LIST	01
078.	SCA-MTC 078	RII PERSONNEL LIST	01
079.	SCA-MTC 079	TRAINING STUDENT FEEDBACK	01
080.	SCA-MTC 080	SELF EVALUATION	01
081.	SCA-MTC 081	TASK CARD (COMPONENT)	01
082.	SCA-MTC 082	HOLDING TAG	01
083.	SCA-MTC 083	RECORD LOG BOOK TOOLS	01
084.	SCA-MTC 084	CONDEMNED TAG	01
085.	SCA-MTC 085	TEMPERATURE AND CONTROL ROOM	01
086.	SCA-MTC 086	NON-ROUTINE CARD	01
087.	SCA-MTC 087	PART INVENTORY LIST (Component)	01
088.	SCA-MTC 088	CONSUMABLE INVENTORY LIST	01
089.	SCA-MTC 089	ARC REGISTER RECORD	01
090.	DGCA FORM 21-18	AUTHORIZED RELEASE CERTIFICATE	Oct-17
091.	DGCA FORM 21-22	EXPORT C of A	Oct-17
092.	DGCA FORM 43.337	RETURN TO SERVICE AFTER EMBODIMENT OF ALTERATION OR MAJOR REPAIR	Oct-17
093.	DGCA FORM 43-01	SERVICE DIFFICULTY REPORT	Oct-17
094.	DGCA FORM 21-35	SUSPECTED UNAPPROVED PARTS NOTIFICATION	Oct-17
095.	SCA-MTC 095	VENDOR CONTRACTOR EVALUATION	01
096.	SCA-MTC 096	LIST AVL	01
097.	SCA-MTC 097	AVL CERTIFICATE	01
098.	SCA-MTC-098	LIST OF TOOLS EQUIPMENT PROPELLER	01
099.	SCA-MTC-099	LIST OF MATERIAL PROPELLER	01
100.	SCA-MTC-100	AME INDEX	01
101.	SCA-MTC-101	EXAMINATION ASSESSMENT RESULT FORM	01
102.	SCA-MTC-102	SUSPENSION CMA	01
103.	SCA-MTC-103	REINSTATEMENT CMA	01
104.	SCA-MTC-104	INTERNAL TRAINING CERTIFICATE	01
105.	SCA-MTC-105	HOT SECTION INSPECTION	01
106.	SCA-MTC-106	AUDIT ATTENDANCE	01
107.	SCA-MTC-107	AUDIT REPORT SUMMARY	01
108.	SCA-MTC-108	NON-CONFORMANCE REPORT	01
109.	SCA-MTC-109	INTERNAL AUDIT PLAN	01





# APPROVED MAINTENANCE ORGANIZATION MANUAL

## APPENDIX E CAPABILITY

---

### CAPABILITY LIST

Detailed refer to Document Capability List SCA/TEK/3-002

## CORRECTIVE ACTION REQUEST

CAR#	:	
REQUESTED BY (NAME)	:	
DATE	:	
REQUIREMENT TEXT	:	
FINDING/EVENT TEXT	:	
EVENT CATEGORY	:	<input type="checkbox"/> Minor
		<input type="checkbox"/> Major
		<input type="checkbox"/> Critical
RESPONSE INFORMATION (NAME)	:	
ROOT CAUSE (The cause that directly resulted in an Event / Problem)	:	
CORRECTIVE ACTION (set of planned activities (actions) implemented for the sole purpose of resolving the Event / Problem)	:	
TARGET COMPLETION DATE	:	
PREVENTIVE ACTION (Actions taken to address the Root Causes that prevent the recurrence of the Event/ Problem)	:	
TARGET COMPLETION DATE	:	
DISPOSITION	:	<input type="checkbox"/> Accept
		<input type="checkbox"/> Reject
FOLLOW UP REVIEW	:	
FOLLOW UP REVIEW DATE	:	
EFFECTIVENESS REVIEW	:	
EFFECTIVENESS REVIEW DATE	:	
FINAL DISPOSITION COMMENTS	:	<input type="checkbox"/> Open
		<input type="checkbox"/> Closed
		Comments :
		QUALITY INSPECTOR (DATE & SIGN or STAMP)









## MECHANICAL INTERRUPTION SUMMARY REPORT

### PT. SMART CAKRAWALA AVIATION MECHANICAL INTERRUPTION SUMMARY REPORT

DATE: \_\_\_\_\_

DATE	STA	A/C REG.	DELAY	MALFUNCTION	DISPOSITION



## PART PRELIMINARY INSPECTION

**Title: Preliminary Inspection**

**Ref: CASR Part 145.2 and 145.45 (I) (16)**

### Preliminary Inspection

Customer Name:		W.O No:
Address:		A/C REG:
S.No	Part Number	Serial Number

Name Inspector : \_\_\_\_\_

Sign & Stamp : \_\_\_\_\_

Date : \_\_\_\_\_

Remarks:

.....  
.....



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.

## MANAGEMENT AND ADMINISTRATION

### Section-1

NO	SUBJECT	SAT	UNSAT	N/A
<b>CERTIFICATE OF APPROVAL AND OPERATIONS SPECIFICATIONS</b>				
1.	Does the certificated AMO have its Certificate of Approval and operations specifications (OpSpecs) available on the premises location (head quarter, main base or station facilities) for inspection and kept current?			
2.	Does the certificated AMO operate and perform maintenance in accordance with its Certificate of Approval and operations specifications (OpSpecs)?			
<b>PERSONNEL REQUIREMENTS</b>				
3.	Does the AMO manual describe the organisational chart have personnel requirements comply to CASR 141.151, 145.153, 151.155, and 145.159 ?			
4.	Does the AMO manual describe the organisation for duties and responsibilities, qualifications and authority of personnel meet requirement of CASR 141 141.151, 145.153, 151.155, and 145.159?			
5.	Does the AMO have a full-time basis management positions or the positions that have been approved in accordance with AMO Manual ?			
6.	Does the AMO maintain and make available a roster of management and supervisory personnel; A roster with the names of all inspection personnel; A roster of certifying personnel authorized to sign a maintenance release?			
7.	Does the AMO maintain a current summary of the employment of each individual whose name is on the personnel rosters required by CASR part 145.161?			
8.	Does the AMO make changes to the roster within 5 business days as required by CASR 145.161?			
<b>PRODUCTION PLANNING</b>				
9.	Does the certificated AMO 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>DUTY TIME LIMITATION AND REST PERIODS</b>				
10.	Does the certificated AMO have duty time and rest schemes are established and detailed in their SMS documentation?			
11.	Are duty rosters prepared and published?			
12.	Does the certificated AMO have a program for human factor and human performance issues appropriate to that person's function in the organisation?			
<b>REMARK</b>				



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

PERSONNEL				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Are persons authorized to approve an article for return to service under the AMO certificate and OpSpecs certificated under part 65?			
2.	Do persons authorized to approve an article for return to service under the AMO certificate and OpSpecs understand, read, and write English?			
3.	Are managers, inspectors, and supervisors authorized, qualified, and listed on the AMO's required rosters?			
4.	Are AMO personnel performing functions governed by existing industry standards trained and qualified to that standard, e.g., for welding, nondestructive testing, heat treatment, etc.?			
5.	Do inspectors identified on the AMO's roster maintain proficiency in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected?			
6.	Are inspectors identified on the AMO's roster thoroughly familiar with the regulations and with the inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations is being performed?			
7.	Do inspectors identified on the AMO's roster understand, read, and write English?			
8.	Are Qualified Inspectors thoroughly familiar with the AMO Manual/QCM and their duties and responsibilities?			
9.	Are all supervisors properly certificated for the supervisor position held?			
10.	Do all supervisors understand, read, and write English?			
11.	Are supervisors thoroughly familiar with the AMO Manual/QCM and their duties and responsibilities?			
12.	Does the AMO have a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance, or alterations authorized by the AMO's ratings?			
13.	Does the AMO have a sufficient number of supervisors, who are certificated under part 65 and are able to understand, read, and write English, to direct the work performed?			
14.	Does the supervisors provide oversight to those individuals who are unfamiliar with the methods, techniques, practices, aids, equipment, and tools employed?			
15.	Does the AMO determine the abilities of its non-certificated employees who perform maintenance functions based on training, knowledge, experience, or practical tests?			

NO	SUBJECT	SAT	UNSAT	N/A
16.	Do the training records of inspectors and supervisors document that they have the required training for their job function?			
17.	Do supervisory personnel located outside the Republic of Indonesia have a minimum of 18 months practical experience in the work being performed, and are they thoroughly familiar with the methods, techniques, and practices, aids, equipment used to perform the maintenance, preventive maintenance, or alterations?			
18.	Are persons located outside the Republic of Indonesia that are authorized to approve for return to service under the AMO certificate and operations specifications either trained in, or have 18 months practical experience with the methods, techniques, and practices, aids, equipment used and tools to perform the maintenance, preventive maintenance, or alterations?			
19.	Are persons located outside the Republic of Indonesia that are authorized to approve for return to service, thoroughly familiar with the applicable regulations and proficient in the use of the various inspection methods, techniques, and practices, aids, equipment used and tools appropriate for the work being performed and approved for return to service?			
20.	Does the AMO have an employee training program approved by the DAAO consisting of initial and recurrent training, that ensures the all employees who perform maintenance, preventive maintenance, alterations and inspection functions are capable of performing those tasks?			
21.	If the AMO meets the definition of a hazmat employer under CASR 145 Appendix A point 2, do they have a hazardous materials training program that meets the requirements of CASR 145 Appendix A Point 3?			

**REMARK**



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.

## EVALUATION AND APPROVAL OF AMO AND QC MANUAL

### Section-2

NO	SUBJECT	SAT	UNSAT	N/A	REFERENCE
<b>AMO MANUAL</b>					
1.	Does the AMO manual have a procedure for Identification and Control of Sections of the Manual, Including Page Numbering, Table of Contents, Document Control List and Section Control (List of Effective pages that contain signature block of the AMO and DGCA Inspector).				
2.	Does the AMO Manual have Cross reference matrix of the CASR Part 145				
3.	Does the AMO Manual have a procedures for revising and approval the AMO Manual				
4.	a. Does the AMO Manual have organizational chart that identify each management position/title, name and function. b. Does the organizational chart have a accountable manager. c. Does the AMO Manual have duties, responsibilities, and authority of each management position.				
5.	Does the AMO Manual have a procedures for maintaining and revising the rosters				
6.	Does AMO Manual describe housing and facilities, the equipment, tooling, and materials, and physical address.				
7.	Does the AMO Manual have a procedure for borrowing equipment's and tools				
8.	Does the AMO Manual have a procedure for ensuring that the source of aeronautical products has the organization, facilities, equipment and the personnel necessary to comply with the policies, responsibilities, methods and procedures established in its quality control system;				
9.	Does the AMO Manual have a procedure to determine the equivalency of that equipment, tool, and material				
10.	Does the AMO Manual have a procedure for developing and perform the self-evaluation and revising the capability list				
11.	Does the AMO Manual have a procedures for revising and approval the training program				
<b>REMARK</b>					





# AMO MANUAL

## FORMS CHECKLIST - AUDIT

APPROVAL AND MANUALS INSPECTIONS				
NO	SUBJECT	SAT	UNSAT	N/A
<b>AMO MANUAL</b>				
1.	Are revisions to the AMO Manual being made in accordance with the AMO's revision system?			
2.	Does the AMO Manual identify who is authorized to make and approve changes to the AMO Manual?			
3.	Are revisions properly distributed and incorporated (sample AMO Manuals throughout the facility)?			
4.	Are all copies of the AMO Manual at the same revision level as the DAAO copy?			
5.	Is the AMO Manual accessible for use by all AMO personnel, on all work shifts?			
<b>QUALITY CONTROL MANUAL</b>				
1.	Is the QCM available to all AMO personnel?			
2.	Is all technical data current that is referenced in the QCM?			
3.	Are all forms current that are listed in the QCM?			
4.	Are all forms used in the quality system listed in the QCM?			
5.	Are all copies of the QCM at the same revision level as the DAAO copy?			
<b>TRAINING PROGRAM MANUAL</b>				
1.	If the training program is a separate document; Is the training program manual approved and current?			
2.	If the training program is incorporated in the AMO Manual; is the section of the manual approved and current			
<b>AIR CARRIER MANUALS</b>				
1.	Does the AMO perform maintenance, preventive maintenance, or alterations for air carriers and air operators conducting operations under CASR parts 121, 129, and 135 in accordance with air carrier manuals?			
2.	Is the use of air carrier manuals covered in the contractual document?			
3.	Are air carrier manuals controlled and current?			



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

NO	SUBJECT	SAT	UNSAT	N/A
<b>ELECTRONIC MANUAL(S)</b>				
1.	Is access protected so that only authorized personnel make changes to electronic manuals?	√		
2.	Is access to electronic manuals protected by passwords?	√		
3.	Have employees been trained to access electronic manuals on the network?	√		
4.	Do all supervisors and inspectors have access to electronic manuals?	√		
5.	Do users know when electronic manuals have been revised and what content was changed?	√		
6.	Do personnel verify the currency of digital media such as individual disks, flash drives, and copies before use?	√		
<b>REMARK</b>				

EVALUATION AND APPROVAL OF TRAINING PROGRAM MANUAL					
NO	SUBJECT	SAT	UNSAT	N/A	REFERENCE
1.	Is the manual identified with company name, address, certificate number, and other contact information appropriate to this manual (phone, fax, e-mail, etc.)?				
2.	Does the AMO Manual have procedures for revising and approval the training program manual?				
3.	Does the control system include a distribution list identifying a particular manual to a person or location?				
4.	Does the manual contain an adequate revision system to allow an easy determination of currency and person responsible for inserting the revision?				
5.	Is there a procedure for submitting revisions to the DAAO for approval and retaining records for a specific period minimum?				
6.	Does the manual identifying the training method; i.e. : <ul style="list-style-type: none"> <li>- Formal Classroom Instruction</li> <li>- On the Job Training (OJT).</li> <li>- Computer-Based Training (CBT).</li> <li>- Distance Learning</li> <li>- Embedded Training</li> <li>- Other Methods Include Self-Study, Case Study, and Seminars</li> </ul>				
7.	Does the manual describe the category of training and course of study for initial, recurrent and remedial training for : <ul style="list-style-type: none"> <li>- Indoctrination,</li> <li>- Technical training, and</li> <li>- Specialized technical training.</li> </ul>				
8.	Does the manual describe the sources for training and how the AMO control the sources?				
9.	Does the manual contain curriculum and syllabus including the time of each training or course				
10.	Does the manual have needs-assessment procedures enable the AMO to identify its training requirements based on job positions, duties, and tasks				



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

NO	SUBJECT	SAT	UNSAT	N/A	REFERENCE
11.	Does the manual have the qualification of instructor?				
12.	Is there a method of measure or test to ensure the effectiveness of training?				
13.	Does the manual have the procedure for training records system and specific time for retention?				
14.	Does the training manual qualify for DAAO approval?				

### REMARK

TECHNICAL PUBLICATION				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Does the organization follow the policies and procedures for technical publications as described in the AMO Manual/QCM?			
2.	Is the individual responsible for keeping publications current aware of his or her responsibilities?			
3.	Does the AMO distribute the controlled documents in accordance with the AMO Manual/QCM to include distribution, accountability, and availability			
4.	Is the technical publication available to personnel?			
5.	Does the AMO have current and accessible relevant technical document when the relevant work is being done, such as? a. Airworthiness directives, b. Instructions for continued airworthiness, c. Maintenance manuals, d. Overhaul manuals, e. Standard practice manuals, f. Service bulletins, g. Other applicable data acceptable to or approved by the DGCA.			
6.	Does the AMO have technical publication for current ratings that it uses during the performance of maintenance and alterations?			
7.	Is the data current and appropriate for the maintenance being performed that is used by the AMO?			
8.	Does the AMO has an access to get a manufacture manual or approved data for major repair or alteration?			
9.	Does the operator use the current approved data for perform major repair or alteration?			
10.	Does the AMO perform maintenance for aircraft, engine, propeller and appliances in accordance with operator manuals requirement?			
11.	Does the AMO perform the approved alternative method of compliance (AMOC)?			
12.	Does the AMO use the approved data for perform major repair or alteration?			
13.	Does the AMO has authorize from the air carrier to get access to the other applicable approved data for major repair or alteration?			
14.	For AMO hold specialized service rating, Is the AMO provided documentation authorizing by air carrier to its approved process specification on the air carrier product			



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

NO	SUBJECT	SAT	UNSAT	N/A
15.	Does the AMO has an repair specification to perform major repair for multiple-use, non-serial number specific, and non-design approval holder (DAH)?			
16.	Does the AMO have a procedure for x retrieval of, and usage of, data?			
17.	Does the AMO have a system and procedure to kept current technical publication?			
18.	For electronic manual(s), does the AMO have procuder and system to ensure that the technical publication are Secure, ready access and up to date			
19.	For electronic manual(s), does the AMO have device to read and access manual?			
<b>REMARK</b>				



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

### SECTION-3

TRAINING PROGRAM AND TRAINING RECORD				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Is the AMO using a current training program approved by the DAAO?			
2.	Is initial and recurrent training conducted using the approved training program?			
3.	Do employees receive training, who perform maintenance, preventive maintenance, alternations, and inspections?			
4.	Are the AMO's training records maintained using AMO Manual/QCM procedures?			
5.	Does the AMO retain training records for at least 2 years?			
6.	Does the AMO revise its approved training program using AMO Manual/QCM procedures?			
7.	Does the AMO have procedures to provide and thoroughly document on-the-job training?			
8.	Does the AMO use revision of training program approved by the DAAO?			
9.	Does the AMO identify, by title, the employee responsible for the training program and the retention of the records?			
10.	Is the training curriculum appropriate?			
11.	if the AMO has an instructor, does the AMO has instructor qualification requirement?			
<b>REMARK</b>				





# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.

### SECTION-4

MAINTENANCE RECORDS SYSTEMS AND REPORTING PROCEDURS				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Does the AMO/QC Manual have a description of the required records and the recordkeeping system used to obtain, store, and retrieve those records?			
2.	Does the certificated AMO maintain records of all the work performed for at least 2 years from the date the article was approved for return to service?			
3.	If the AMO chooses to use DAAO Form 21-18 as a return to service, do the records include a copy of the completed form?			
4.	Does the AMO Manual have procedures describing who reviews the records for accuracy and completeness before approval for return to service?			
5.	Do the records of maintenance, preventive maintenance, and alteration conform to CASR part 43.9?			
6.	Do records of inspections performed under CASR parts 91 and 135, CASR Part 135.380(a) and 135.380a conform to CASR part 43.11?			
7.	Does the certificated AMO complete an DAAO Form 43-337 for each major alteration in accordance with CASR part 43, appendix B?			
8.	Is the AMO required personnel roster history retained to provide information concerning added or removed authorizations?			
9.	Does the manual include procedures for making required records available to both the NTSC and DAAO?			
10.	Does the AMO use an electronic recordkeeping system approved by the DAAO on the AMO Manual?			
11.	Does the manual include procedures for reviewing the computerized personal identification codes system to ensure that the system will not permit password duplication?			
12.	Does the manual include procedures for auditing the computer system regularly to ensure the integrity of the system?			
13.	Does the manual include audit procedures to ensure the integrity of each computerized workstation?			
14.	Does the manual include procedures describing how the operator will ensure that the computerized records are transmitted in accordance with the appropriate regulatory requirements to customers or to another operator?			
15.	Does the manual include procedures to ensure that records required to be transferred with an aircraft are in a format (electronic or paper) acceptable to the new owner/operator?			
16.	Does the manual include guidelines for authorized representatives of the owner/operator to use electronic signatures and to have access to the appropriate records?			



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

NO	SUBJECT	SAT	UNSAT	N/A
17.	Does the manual include a description of the training procedure and requirements necessary to authorize access to the computer hardware and software system?			
18.	Does the security of the electronic system protect confidential information?			
19.	Does the security system ensure that the information is not altered in an unauthorized way?			
20.	Does the security system include a corresponding policy and management structure to support the computer hardware and software supplying the information?			
21.	Do the AMO's maintenance records reflect the requirements found in the air carrier or air operator's manual? (for maintenance performed for an air carrier operating under CASR parts 121, 129, or 135)			
22.	Does the AMO submit reports of failures, malfunctions, or defects to the DAAO within 96 hours of discovery, in accordance with AMO/QC Manual requirements?			
23.	Does the AMO provide a copy of the maintenance release to the owner/operator?			
<b>REMARK</b>				



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.

## SECTION-5

HOUSING AND FACILITIES				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Does the person have an adequate housing includes sufficient workspace for maintenance functions to be accomplished?			
2.	Does the certificated AMO have housing and facilities that meet the requirements of CASR part 145.103?			
3.	Does the person have a suitable permanent housing for the largest type and model aircraft.(if the person hold airframe rating)			
4.	Does the certificated AMO have suitable facilities for properly storing, segregating, and protecting materials, parts, and supplies?			
5.	Does the certificated AMO have suitable facilities for properly protecting parts and subassemblies during disassembly, cleaning, inspection, repair, alteration, and assembly?			
6.	Are facility diagrams/lay out and descriptions in the AMO manual accurate?			
7.	Does the AMO have proper segregation of work areas for environmentally hazardous or sensitive operations?			
8.	Does the AMO provide proper human factor consideration in the facility?			
9.	Is general housekeeping acceptable to assure that component parts and subassemblies undergoing maintenance will not be contaminated?			
10.	Does the person have a proper storage and protection for materials, parts and supplies?			
11.	Does the person have a segregation of the following? a. Incompatible work areas (e.g., metal shop, battery charging area, or painting area next to an assembly area); b. Un-partitioned parts cleaning areas; and c. Articles and materials stocked for installation from those articles undergoing maintenance or alteration.			
12.	Does the person have a proper ventilation, lighting, and temperature and humidity?			
REMARK				

TOOLS AND EQUIPMENTS				
NO	SUBJECT	SAT	UNSAT	N/A
<b>GENERAL</b>				
1.	Does the AMO have sufficient required equipment, tools and test equipment, including general and/or special tool/equipment, jigs, fixtures, inspection aids, measuring devices and other equipment for the type of work undertaken?			
2.	Does AMO have procedure to ensure that all tools and equipments are maintained, controlled, and available?			
<b>CALIBRATION AND RECORD</b>				
1.	Does the AMO Manual/QCM have procedure for calibrating measuring and test equipment (MTE), including Calibration Interval, Tracking system for traceability of all calibrated equipment, controlling and recaling for calibration?			
2.	Does the AMO follow the policies and procedures for the control of testing and MTE as described in the AMO Manual/QCM?			
3.	Is all inspected MTE calibrated and traceable to a standard acceptable to the DGCA to include those recommended by the manufacturer and the Komite Akreditasi Nasional/National Accreditation Committee (KAN/NAC) or a standard provided by the manufacturer or international authority?			
4.	Does the AMO determine calibration status of new tools or equipment before they are put into service?			
5.	Does the calibration and tracking system include employee-owned MTE?			
6.	Has the AMO established acceptable calibration intervals?			
7.	Does the AMO maintain a list of calibrated equipment by name, model or part number, serial number, date of calibration, and next calibration due date?			
8.	Are calibration records maintained for specific time period?			
9.	Does the AMO identify equipment and tools not part of making airworthiness determinations?			
10.	Does the AMO perform in-house calibration of the AMO's equipment and tools?			
<b>MANUFACTURE'S REQUIREMENTS AND EQUIVALENCY</b>				
1.	Is AMO have system and procedures for ensuring the equipment and tools used to maintain articles are those recommended by the article's manufacturer or an equivalent acceptable to the DAAO			

# AMO MANUAL

## FORMS CHECKLIST - AUDIT

NO	SUBJECT	SAT	UNSAT	N/A
2.	If the AMO manufactures test and measuring equipment for use as equivalent equipment for that recommended by an article's manufacturer, does it meet the calibration standards recommended by the manufacturer of the article under measurement or test?			
3.	For substitute manufacturer's tools and test apparatus: a. does the tool and test apparatus meet the manufacturer's standards and specifications b. does the tool and test apparatus have technical data, drawings, specifications, instructions, photographs, templates, certificates, and reports c. does the person demonstrate the functionality of the special equipment or test apparatus			
<b>INSPECTION CONTROL SYSTEM, MAINTENANCE, AND STORAGE</b>				
1.	Is the AMO following its system and procedures in the AMO Manual/QCM for the control, maintenance, use and storage of the equipment and tools that maintain articles?			
2.	Does the AMO have the equipment and tools necessary to perform the maintenance, preventive maintenance, or alterations under its AMO certificate?			
3.	Does the AMO AMO Manual/QCM have procedures to ensure proper calibration of leased or rented MTE?			
4.	Are equipment and tools located on the premises and under the AMO's control when the work is being done?			
5.	Does the AMO control, maintain, use and store tools and equipment according to manufacturer requirements?			
<b>TEST CELL</b>				
1.	Does AMO Manual/QCM has a procedure and system for correlation, operation, design, and modification of test cells			
2.	Does the AMO control, maintenance, use, and storage of the MTE used to maintain articles?			
<b>REMARK</b>				

PARTS AND MATERIALS				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Does the AMO have system to obtain the aeronautical products from supplier as required CASR 145.211?			
2.	Does the AMO obtain parts/materials from the approved source who has the organization, facilities, equipment and the personnel as necessary as required by CASR 145.111			
3.	Does the AMO follow the policies and procedures for control of parts/material as described in the AMO/QC Manual?			
4.	Is the individual responsible for the control of parts/material knowledgeable about the procedures described in the AMO/QC Manual?			
5.	Does the system for receiving provide traceability back to the original certification or to an approved source?			
6.	Are receiving/incoming inspection personnel familiar with these requirements?			
7.	Are parts room articles and those items in-process properly identified? (part/ serial/ lot numbers, serviceability status, etc.)			
8.	Are parts and materials protected in storage and during transit, until installation, in a manner that will prevent damage, contamination, loss, or substitution?			
9.	Does the segregated, locked quarantine store contain unserviceable parts, components, material and equipment?			
10.	Are parts appropriately identified and segregated?			
11.	Do life-limited parts have up-to-date component times listed on the historical records or appropriate tags, as required?			
12.	Are items received with shelf life limits and/or specific storage requirements clearly marked, monitored, and disposed of in accordance with AMO Manual/QCM procedures?			
13.	Does the AMO retain traceability records for all incoming articles?			
14.	Does the AMO maintain a record of inspections and tests used to verify the airworthiness of received components?			
15.	Do receiving personnel comply with AMO Manual/QCM procedures to determine that incoming raw materials are of acceptable quality?			
16.	Does the AMO conduct and document the training of receiving personnel in parts receiving/shipping, parts control, and detecting and reporting suspected unapproved parts (SUP)?			
17.	Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)			
18.	Are flammable fluids and materials stored in a separate area?			
REMARK				





# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.

### SECTION-13

QUALITY ASSURANCE ORGANIZATION AND MANAGEMENT				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Does the company manual describe the quality assurance system, organization, its size, its nature and the scope of its work			
2.	Does the organizational chart describe the duties and responsibilities attached to each position?			
3.	Does the company manual have minimum qualification and procedure to assess personnel to be a director/manager of quality and other required quality personnel?			
4.	Does the quality assurance department maintain up-to-date files on each individual, including qualifications and training?			
5.	Does the organization have an appointment of a manager with appropriate qualifications, authority and independence that is responsible			
6.	Does the quality manager have sole control over the quality assurance system?			
7.	Does the organization ensure that quality assurance takes precedence for personnel with responsibilities relating to both the quality system and other functional areas?			
8.	Does the quality assurance system ensure conformance with regulations and standards?			
9.	Does the quality assurance system have procedure to ensure: <ul style="list-style-type: none"> <li>a. Satisfying stated operational needs;</li> <li>b. Identifying areas requiring improvement;</li> <li>c. Identifying hazards to operations;</li> <li>d. Assessing the effectiveness of safety risk controls.</li> </ul>			
10.	Does quality assurance system ensure communication and coordination with operational managers in the management of operational risk			
11.	Does the quality assurance department require Evaluations of quality assurance program?			
12.	Does the organization have procedure for disseminating information from the quality assurance program to management and non-management operational personnel as appropriate to ensure an organizational awareness of compliance with applicable regulatory and other requirements.			
13.	Does the organization have procedure to ensure significant issues arising from the quality assurance program are subject to management review?			
REMARK				



# AMO MANUAL

**FORMS**  
**CHECKLIST - AUDIT**

---



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

### SECTION-14

EVALUATION OF QUALITY AUDIT PROGRAM				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Does the organization have procedure to plan, conduct, record and report internal audit?			
2.	Does the internal audit plan include audit process, resources and scheduled at intervals to meet regulatory and management system requirements			
3.	Does the internal audit program include main-bases and sub-base or station?			
4.	Does the quality assurance department maintain audit records? Are the recommendations acted upon?			
5.	Does the quality assurance system provide corrective action plans where needed?			
6.	Does the organization ensure that a corrective action plan is implemented?			
7.	Are audit results documented and brought to the attention of the personnel having responsibility in the area audited?			
8.	Does audit plan include sub-contract to ensure tha its policy, procedure and requirement has been met?			
9.	Are follow-up procedures in place and carried out in a timely fashion?			
10.	Does all deviation have been completed within a specified time period?			
11.	Does the quality assurance program of surveillance or internal audit provide a check of the system's own effectiveness?			
<b>REMARK</b>				



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

### SECTION-15

EVALUATION OF AUDITORS TRAINING AND QUALIFICATION PROGRAM				
NO	SUBJECT	SAT	UNSAT	N/A
1.	Does the organization have adequate number of personnel to establishes quality assurance program?			
2.	Does the organization have independent personnel to conduct internal audit? Are the auditors listed in a roster?			
3.	Does the organization have requirement and qualification of auditor personnel?			
4.	Does the auditor meet regulatory and company requirement to be perform audit?			
5.	Does the operator training program include training for auditor?			
6.	Does the auditor have knowledge, skills and work experience needed to effectively assess areas of the management system and operations that will be audited			
7.	Have each auditor been Maintain an appropriate level of current audit experience;			
8.	Does the auditor Complete initial and continuing auditor training that provides the knowledge and understanding necessary to effectively conduct audits			
9.	Does the quality assurance department maintain up-to-date files on each individual, including qualifications and training?			
<b>REMARK</b>				



# AMO MANUAL

## FORMS CHECKLIST - AUDIT

**Audit No.** : \_\_\_\_\_  
**Audit Reference** : \_\_\_\_\_  
**Audit Accomplished on** : \_\_\_\_\_ (Date)  
**Location of Audit** : \_\_\_\_\_  
**Audit Accomplished By** : \_\_\_\_\_ (Team Leader)  
\_\_\_\_\_ (Team Member)  
\_\_\_\_\_ (Team Member)

### INTRODUCTION & INSTRUCTION

This Internal Audit Checklist has been prepared to be utilized by the Company Quality Inspectors, as the auditors, who are appointed to audit the Maintenance Department Systems and its Facility. This Internal audit is part of Continuous Analysis and Surveillance Program as required by Aircraft Maintenance Organization manual and Civil Aviation Safety Regulation.

But, again, the Checklist is **NOT THE MASTER**. It is only **A SERVANT**.

After completion of the audit, the Internal Quality Audit Team Leader shall submit the audit result to the Chief Inspector, as a report.

This Internal Quality Audit Checklist is divided into **17 (seventeen) sections**;

These sections, detail of the items to be audited. Findings indicated by the auditor as either "Satisfactory" (Sat), or Unsatisfactory (Un-sat), shall be identified. Unsatisfactory (Un-sat) items shall mean that those items are requiring rectification followed by an explanation, and further re-inspection.

A Remark/Comments is also included for each item, and the auditor should annotate appropriate

Remarks/Comment on separate report as deemed necessary.







# AMO MANUAL

FORMS

SCA-MTC 006 – “RESERVED”

---

*“RESERVED move to form SCA-MTC 004”*





## REJECTED LABEL



### PT.SMART CAKARAWALA AVIATION-AMO REJECTED LABEL



W.O. No. : \_\_\_\_\_  
(EX) Reg. No. : \_\_\_\_\_  
Item : \_\_\_\_\_  
P/N. : \_\_\_\_\_ S/N. : \_\_\_\_\_  
Reason : \_\_\_\_\_  
Disposition to : \_\_\_\_\_  
Action Taken : \_\_\_\_\_  
AMO Spv. : \_\_\_\_\_  
Sign : \_\_\_\_\_ Date : \_\_\_\_\_

Form No. :SCA-MTC 008



## RETURN TO SERVICE

AIRCRAFT TYPE : \_\_\_\_\_ REGN NO : \_\_\_\_\_

CUSTOMER : \_\_\_\_\_ AIRFRAME HRS : \_\_\_\_\_

AIRFRAME CYCLES: \_\_\_\_\_ ENGINE HRS & CYCLES : \_\_\_\_\_

TYPE OF WORK : \_\_\_\_\_

MANUAL REFERENCE : \_\_\_\_\_

NEXT INSPECTION : \_\_\_\_\_

The aircraft airframe, aircraft engine, propeller or appliance identified above was repaired and inspected in accordance with current instructions contained in the operator maintenance manual, the maintenance rules of the DGAC under which the operator is certificated and is determined to be approved for return to service except as specified in deferred defect list. Pertinent details of the repair are on file at this AMO under work.

Order No. : \_\_\_\_\_ Date : \_\_\_\_\_

Signed  
and  
Stamp:

\_\_\_\_\_  
(Signature of authorized representative)

**PT.SMART CAKRAWALA AVIATION**  
**DGAC 145D/1003**  
For : \_\_\_\_\_  
(Approve Maintenance Organization name & certification number)

**Gedung Smartdeal Lt.4 Jalan Cideng Timur No.16A,Jakarta Pusat 10130, Indonesia**  
\_\_\_\_\_  
(Address)



## WORK INTERRUPTION STATUS



### PT. SMART CAKRAWALA AVIATION Technical Department

#### WORK INTERRUPTION STATUS

DATE

AIRCRAFT NO.

AIRCRAFT WORK ITEM #

DETAILS

ENGINE WORK ITEM#

ENGINE POSITION

1

2

DETAILS

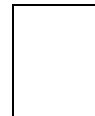
ORIGINATED BY

/

/

FORM TO BE LEFT ON CLIP BOARD

FINAL INSPECTION





## WORK ORDER RECORD REGISTER

[illegible]





# AIRCRAFT LOG BOOK CERTIFICATE

## AC Log Book Certificate

<b>AIRCRAFT LOG BOOK CERTIFICATE</b>  THIS CERTIFICATE CONSTITUTES A LOG BOOK ENTRY AND MUST BE AFFIXED IN APPROPRIATE LOG BOOK	<u>JOB NO. :</u>	
	<u>CUSTOMER :</u>	
	<u>A/C REGN.:</u>	<u>AC MSN.</u>

<u>A/C Type:</u>		<u>Engine Type:</u>		<u>Propeller Type:</u>	
Engine S/N	PORT:	STBD:	PROPELLER S/N	PORT:	STBD:

Airframe Hours		LH Engine S/N		TSN		Cycles	
Landings		RH Engine S/N		TSN		Cycles	
		LH Propeller		TSN		-	
		RH Propeller		TSN		-	

## DETAILS OF WORK CARRIED OUT:

Certifies that the work specified except as otherwise specified was carried out in accordance with



DGAC

and in respect of the work the aircraft/aircraft component is considered ready for release to service.

Checked: \_\_\_\_\_  
TECHNICAL SUPPORT SERVICES

Signed: \_\_\_\_\_ Authority: 145/ Date: \_\_\_\_\_  
CHIEF INSPECTOR/ QUALITY SUPERVISOR

## DELIVERY AIRCRAFT AFTER MAINTENANCE

### Delivery Aircraft after Maintenance

AIRCRAFT TYPE/SN:		REGN NO :	
CUSTOMER :		AIRFRAME HRS:	
JOB ORDER :			
Customer WO No. :			
<b><i>This form is for use on projects following after maintenance of the aircraft. It is signed when completed by PT SCA AMO representative and customer or customer representative</i></b>			

A	Aircraft	
B	Maintenance Report	
C	Aircraft Document :	
	• C of A - No.	
	• C of R - No.	
	• Weight and Balance - No.	
	• Compass Swing Report - No.	
	• Radio Permit - No.	
D	Equipment on Board : Referred to Aircraft Equipment List	
E	Aircraft Maintenance Log	

#### PT.SCA AMO Representative

Delivered by :

Date :

Signature :

#### Customer Representative

Received by :

Date :

Signature :



# CAPABILITY EVALUATION

CAPABILITY EVALUATION SHEET				
Manufacturer :	Type/Part No.:	Applicability:		
Description :			ATA:	
Capability : <input type="checkbox"/> Full <input type="checkbox"/> Limited (Specify)				
1. Facility :				
2. Approved data / Manual P/N :				
3. Tools & Equipment Availability: Yes / No *  List of equivalent/ alternative tools and equipment used ( if any)				
No.	Description	Task	Qty	Callibration/Insp.
4. Material / Spare Provision: Yes / No See attached list (if any)				
5. Qualified / Trained Personnel:				
Name	Employee No.	License. No./authorization no		
Certify that all the requirement of Civil Aviation Safety Regulations, company procedure and other Regulatory Authorities are complied with.				
Supervisor 's Name :		Signature:	Date:	
6. Approved by Chief Inspector				
Remark:				
Name:		Signature:	Date:	



## ARTEX C406-N ELT TEST (PROCEDURE) WORKSHEET

WORK ORDER:	ITEM NO:	DATE:
Aircraft Reg:	Aircraft Type:	Aircraft S/N:
Test Equipment P/N:	Test S/N:	Calibration Due:
ELT P/N:	ELT S/N:	ELT HEX ID on Sticker :
<b>REFERENCE DOCS : CASR 91.207</b>		

### A. PHYSICAL INSPECTION

TEST	PARAMETERS	RESULT
Connections	Remove connectors check for: Damage, coax center pin is properly inserted (both ends), for chafing and harness damage.	
Hardware Integrity	Remove ELT from mount, check for loose hardware, cracked or damaged plastic mounting,	
Antenna	Check for: external antenna damage, damage to connectors, secure mounting hardware, good seal around external antenna base.	

### B. BATTERY INSPECTION – MUST BE DONE IN ESD SAFE ENVIRONMENT

TEST	PARAMETERS	RESULT
Internal Inspection	Carefully remove battery (wear ESD wrist strap). Carefully disconnect internal harness. Inspect for corrosion and damaged wiring.	
Valid Expiration Date	<b>Exp. Date is:</b> _____ If less than one year notify logistics. If less than one month replace battery pack. Carefully reassemble battery to ELT.	

### C. OPERATIONAL TESTS

TEST	PARAMETERS	RESULT
G-Switch Test	Install ELT Test connector. Set Beacon Tester for 5W input and to LISTEN 121.5. Connect ELT antenna output to 406 input of Beacon Tester. Activate ELT using rapid motion in direction of arrow followed by quick reversal. ELT should activate and 121.5 MHz sweep should be heard on the Beacon Tester. Reset ELT. Reset ELT by turning to "ON" then back to "OFF". Remove Test connector.	
Direct Connect Test	Connect aircraft ELT connector and test coax onto ELT. Set ELT temporarily in its mounting tray for convenience. ELT switch on the ELT must be OFF. Panel ELT switch should be on ARM. Set Beacon Tester as follows: Input: 5 Watt 10 MHz Ref: Internal Tested By: Your Initials (in Printing/Config. Options) If you have questions contact Avionics Personnel Connect test antenna cable to beacon tester through adapter cable into the "406" connector. Power aircraft and avionics. Wait at least 1 minute after the #1 GPS acquires 3D navigation. Select Receive on the Beacon tester and immediately push the panel switch to on. Wait (52 seconds approx.) until beacon tester indicates "burst received" and then switch panel switch back to arm. Go into FILES and rename the captured file from "Burst XX" to "Direct A/C reg #". From the readout verify: Hex ID matches ID recorded above _____ S/N matches the unit S/N _____ 406 MHz is approx 37 +/- 2 dBm _____ 406 MHz frequency is 406.028Mhz +/- .001MHz _____ 121.5 MHz is at least 20dBm at 121.5 +/- .006 MHz _____ 243.0 MHz is at least 20 dBm _____	
Antenna Transmission Test	Power off avionics and aircraft power. Remove test coax. Remove adapter cable from Beacon Tester. Install ELT completely in it's cradle and connect the aircraft connector and antenna connector. Secure the front cover screws Change Beacon tester input from "5 Watt" to "Internal Antenna"	



## ARTEX C406-N ELT TEST (PROCEDURE) WORKSHEET

TEST	PARAMETERS	RESULT
	<p>Keep the tester with you in the cockpit.</p> <p>Power on aircraft and avionics.</p> <p>Wait for 1 minute minimum after the #1 GPS acquires 3D navigation. Select receive on the beacon tester. Immediately turn the panel switch on for 1 second then back to arm.</p> <p>Expected Results:</p> <p>The Beacon Tester should capture 121.5 /406 MHz outputs</p> <p>There will be no GPS position indicated..</p> <p>When the panel switch was turned to on there should be one flash from the switch red LED light, one squeal from the horn. When turned back to off there should be no further light flashes or horn sounds.</p> <p>If the ELT has passed all the above tests, the requirements of CASR 91.207 have been met and the ELT is airworthy.</p>	

### D. DOCUMENTATION

- Sign and date this form. Data should be reviewed if applicable and the inspector sign and date the form.
- Complete a logbook entry
- Print out the results of the two beacon tests and attach to this form. Return completed work order to PPC .
- Inform the logistic if the ELT battery will expire within the next one year.

Tested By:	Sign:	Date:
------------	-------	-------

It is hereby certified that the ELT tests and inspections as required by CASR 91.207 , detailed above, has been performed, and in respect to the work perform the unit is approved for return to service .	Inspector	Authority	Date
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------	-----------	------



## MAJOR COMPONENT INVENTORY RECORD

PT.SMART CAKRAWALA AVIATION		Engine Change – Major Component Inventory Record				
		Registration		Job Number		
		Airframe TTIS		Airframe Cycles		
		Engine TTIS		Engine Cycles		
Form No. SCA-MTC 018	Engine Off			Engine On		
Description	Part Number	Serial Number	Time Remaining	Part Number	Serial Number	Time Remaining
Engine Assembly	PT6A-114					
Propeller	3FR34C703					
Compressor Bleed Valve	3049038-03					
Fuel Control Unit	3122678-04					
Oil Fuel Heater	10552E					
Igniter Exciter	10-381550-4					
Flow Divider	3019906					
Oil Cooler	10751B		O/C			O/C
Starter Generator	200SGL119Q-2					
Alternator	9910592-2RX					
Fuel Pump	702801-5					

Form No. SCA-MTC-019 Rev.01, 09 Oct 2020



Form No. SCA-MTC-020 Rev.01, 09 Oct 2020

[illegible]



# AMO MANUAL

FORMS  
SCA-MTC 022 – RESERVED

---

***“RESERVED move to form SCA-MTC 020”***



# AMO MANUAL

## FORMS

### SCA-MTC 023 – STANDBY COMPASS SWING

<b>Date</b>		<b>Aircraft Reg.</b>	<b>PK -</b>
<b>Next Due</b> 24 Calendar Months		<b>Test Compass used</b>	<b>SAC___ Cal Due ___ / ___ / ___</b>
<b>Location</b>		<b>Reason for Swing</b>	
<b>Job Number</b>			

#### Notes:

Ensure the compass has no bubbles of fluid loss before starting the swing.

Ensure the swing area has no magnetic / electrical interference.

Aircraft should be operating at low cruise power in the following configuration:

**Avionics ON, Strobes ON, Nav Lights OFF, Air conditioning OFF, Landing Lights OFF**

**Align the aircraft to North then South and adjust North South Compensator if required, then align the aircraft to east then West and adjust East West South Compensator if required.**

Required Heading	N 000	S 180	E 090	W 270
Master Reading				

**Align the aircraft accurately to each of the following headings and record the (+/-) readings from the Master Compass in the last column. Finally, complete the middle column by subtracting or adding the opposite of the number in the last column.**

(E.g.: at heading 030, a master reading of +2 was written in the last column, subtract 2 from 030. Your actual heading (STEER) will be 028.)

Heading	Steer	Master (+/-)
000		
030		
060		
090		
120		
150		
180		
210		
240		
270		
300		
330		

**A Calendar month is the period of time from the first day of the month to the last day of the month. When the term 'CALENDAR MONTH' is used, compliance can be achieved at any time during the month up to and including the last day of the month. REFERENCE: FAA Order 8300.10.02.91**

	SIGN AND NO	NAME
Mechanic		
Authorization Cards No.		



# AMO MANUAL

## FORMS

### SCA-MTC 023 – STANDBY COMPASS SWING

**Note: Scanned Copy to be sent to Technical Services**

**COMPLETE THIS CARD AND ATTACH IN A POSITION THAT BOTH PILOT AND CO PILOT CAN OBSERVE.**

**Eg: Caravan, center post above standby compass**

STANDBY COMPASS SWING CARD	
Heading	Steer
000	
030	
060	
090	
120	
150	
180	
210	
240	
270	
300	
330	
ATRZ No.	Date
Form No: E-105	

A Calendar month is the period of time from the first day of the month to the last day of the month. When the term 'CALENDAR MONTH' is used, compliance can be achieved at any time during the month up to and including the last day of the month. REFERENCE: FAA Order 8300.10.02.91

Engineers completing the Compass Swing Next Due date, must put the last day of the month in 1 or 2 years time as per the note above.

Eg:     Date Done:  
         Next Due :

Aircraft Registration :	PK -	TTIS:	
Aircraft Type :		TCIS:	
Aircraft Serial Number :		DATE:	

No.	Description	Mech	Eng.
1	<p><b>VOR EQUIPMENT CHECK FOR IFR OPERATIONS</b></p> <p>Use at an airport of intended departure, DGAC-operated or approved test signal or a test signal radiated by certificated and appropriately rated radio repair station or , outside Indonesia, a test signal operated or approved by an appropriate authority to check the VOR equipment (the maximum permissible indicated bearing error is + or – 4 Degrees)</p>		
2	<p>Use, at the airport of intended departure, a point on the airport surface designated as a VOR system check point by the Director of DGAC , or outside Indonesia, by an appropriate authority the maximum permissible indicated bearing error is + or – 4 Degrees)</p>		
3	<p>If neither a test signal nor a designated checkpoint on the surface is available, use an airborne checkpoint designated by the Director of DGAC , or outside Indonesia, by an appropriate authority (the maximum permissible indicated bearing error is + or – 6 Degrees)</p>		
4	<p>If no check signal or point is available, while in flight</p> <p>Select VOR radial that lies along the centerline of an established VOR airway.</p> <ul style="list-style-type: none"> <li>- Select a prominent ground point along the selected radial preferably more than 20 nautical miles from the VOR ground facility and maneuver the aircraft directly over the point at reasonably low altitude and</li> <li>- Note the VOR bearing indicated by the receiver when over the ground point. The maximum permissible variation between the published radial and the indicated bearing is 6 degrees.</li> </ul>		

#### RETURN TO SERVICE

I hereby certify that the aircraft has been maintained in accordance with the Approved Maintenance Organization Program and meets requirements of applicable Civil Aviation Safety Regulations and is approved for Return to Service.

Signature : \_\_\_\_\_ AMEL No.: \_\_\_\_\_

#### Note :

- Each Listed Inspection Item is to be performed in accordance with the AMM and any other applicable publications
- This equipment should be operationally checked within the preceding 30 days. Reference CASR Part 91.17







DESCRIPTION	Part Number	Serial Number	Date of Expiry	Condition	Date	Sign
Pax Life Vest						
Pax Life Vest						
Pax Life Vest						
Pax Life Vest						
Pax Life Vest						
Pax Life Vest						
Pax Life Vest						
Pax Life Vest						
First Aid Kit						
Survival Kit (If Installed)						
Crash Axe Installed	Yes / No					
Fire Extinguisher						
Fire Extinguisher						
Life Raft (If Installed)						
Other						

Note:

The content of First Aid Kit should be checked for condition and replenished according to the following table

Content Requirement	Quantity
Adhesive bandage compresses, 1 inch	16
Antiseptic swabs	20
Ammonia inhalants	10
Bandage compresses, 4 inch	8
Triangular bandage compresses, 40 inch	10
Burn compound, 1/8 ounce or an equivalent of another burn remedy	6
Arm splint, non-inflatable	1
Leg splint, non-inflatable	1
Roller bandage, 4 inch	4
Adhesive tape, 1 inch standard roll	2
Scissors for Bandage	1
Latex Gloves	1 pair
<b>Note:</b> Make sure that each individual package is wrapped and sealed.	



# AMO MANUAL

FORMS

SCA-MTC 027 – CONTRACT VENDOR -AGENCY

## CONTRACT VENDOR/AGENCY FACILITY AUDIT FINAL REPORT

**PT. SMAT CAKRAWALA AVIATION**

### CONTRACT VENDOR/AGENCY FACILITY AUDIT

CONTRACT VENDOR/AGENCY : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
AMO/AIR AGENCY NUMBER : \_\_\_\_\_  
DATE : \_\_\_\_\_  
PERSON CONTACTED : \_\_\_\_\_  
POSITION : \_\_\_\_\_

THIS AGENCY HAS BEEN INSPECTED FOR COMPLIANCE WITH CASR 145 AND AMO PT. SMART CAKRAWALA AVIATION REQUIREMENTS.

FOUND SATISFACTORY EXCEPT :

---

---

---

---

---

---

---

---

---

---

INSPECTED BY : \_\_\_\_\_

POSITION /TITLE : \_\_\_\_\_

DATE : \_\_\_\_\_

	TECHNICAL SUPPORT TECHNICAL DEPARTMENT <b>ENGINEERING INSTRUCTION</b>			
			Rev. No	
			Rev. Date	

## ENGINEERING INSTRUCTION

*Number*

*Subject*

**PT. SMART CAKRAWALA AVIATION - AMO**

Prepared	Checked	Approved
<b>Technical Support</b>	<b>Chief Inspector</b>	<b>Technical Manager</b>
Signature:	Signature:	Signature:
Name:	Name:	Name:
Date:	Date:	Date:

	TECHNICAL SUPPORT TECHNICAL DEPARTMENT <b>ENGINEERING INSTRUCTION</b>			
			Rev. No	
			Rev. Date	

<b>SMART AVIATION ENGINEERING INSTRUCTION</b>		
	No. EI:	Rev. No. :
	Date Issued :	
Task Description :	Data Reference :	
Effectivity :		

	TECHNICAL SUPPORT TECHNICAL DEPARTMENT <b>ENGINEERING INSTRUCTION</b>			
			Rev. No	
			Rev. Date	

## SMART AVIATION ENGINEERING INSTRUCTION

### 1. Description.

### 2. Aircraft Effectivity.

REGISTRATION	SERIAL NUMBER

### DISTRIBUTION :

TECHNICAL MANAGER	[ ✓ ]	MATERIAL SUPPORT	[ ✓ ]
SAFETY & QUALITY MANAGER	[ ✓ ]	TECHNICAL SUPPORT	[ ✓ ]
CHIEF INSPECTOR	[ ✓ ]	FILE	[ ✓ ]

	TECHNICAL SUPPORT TECHNICAL DEPARTMENT <b>ENGINEERING INSTRUCTION</b>			
			Rev. No	
			Rev. Date	

3. Compliance.

4. Man- Hours.

5. Material.

6. Special Tools Required.

7. Publications Affected.

8. General Safety Precautions

9. Accomplishment Instructions.

Description	Eng.	Remarks
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

1. P/N: \_\_\_\_\_ S/N: \_\_\_\_\_
2. NOMENCLATURE: \_\_\_\_\_
3. A/C REGISTRATION: \_\_\_\_\_ STATION: \_\_\_\_\_
4. EXCHANGE / LOAN NO: \_\_\_\_\_ TRANSACTION DATE: \_\_\_\_\_
5. EXCHANGE FEE: \_\_\_\_\_ VENDOR NAME: \_\_\_\_\_
6. Is part 'Time Controlled' per AMO PT. SCA Program?  
  
*If No. 6 is 'NO' 'disregard all further question, sign form, and forward to TSS*  
*If No. 6 is 'YES' 'complete the rest of the form.*
7. What was last Maintenance Action taken on Part? \_\_\_\_\_
8. **What is the Total Time and /or Total Cycles on part since last maintenance action?** \_\_\_\_\_
9. If part is obtained from other OPERATOR, how much time / cycle is remaining on part per lending operator's program?
10. If part obtained from NON Operator, confirm that a minimum of 200 hours / 100 cycles are remaining on part (per PT. Smart Cakrawala Aviation Approved Maintenance Organization Program Requirements) prior to obtaining. Amount remaining : \_\_\_\_\_
11. Does part conform to above noted requirements?
12. Name / Title of person completing this form (print): \_\_\_\_\_
13. Signature of person completing this form: \_\_\_\_\_
14. Date form is completed, and sent to TSS : \_\_\_\_\_





# AMO MANUAL

## FORMS

### SCA-MTC 030 – ADDITIONAL WORKSHEET

ACFT REG :

JOB NO :

ADD WORK SHEET NO :

ITEM No.	WORK REQUIRED	RECTIFICATION	PART No	SERIAL No	CERTIFICATION	
1			OFF:	OFF:	<u>MECH</u>	<u>DATE</u>
			ON:	ON:		
			<u>TTIS:</u>		<u>INSP</u>	<u>LIC No</u>
			<u>Landings:</u>			
		<u>Release Doc S/N:</u>		<u>AMM :</u>		
2			OFF:	OFF:	<u>MECH</u>	<u>DATE</u>
			ON:	ON:		
			<u>TTIS:</u>		<u>INSP</u>	<u>LIC No</u>
			<u>Landings:</u>			
		<u>Release Doc S/N:</u>		<u>AMM :</u>		
3			OFF:	OFF:	<u>MECH</u>	<u>DATE</u>
			ON:	ON:		
			<u>TTIS:</u>		<u>INSP</u>	<u>LIC No</u>
			<u>Landings:</u>			
		<u>Release Doc S/N:</u>		<u>AMM :</u>		

Coordinator Signature: \_\_\_\_\_ Licence No: \_\_\_\_\_ Date: \_\_\_\_\_

**For and on behalf of AMO PT SCA**

INSP SIGNATURE MUST BE AMEL HOLDER RATED ON THE TYPE

## QUALITY AUDIT - ORGANIZATION

### 1. Key Personnel

No.	Name	Position

### 2. Total Number of Employee :

### 3. Number of personnel Authorized by Airworthiness Authorities :

No.	Name	License No.	Expired Date	Position
1.				
2.				
3.				
4.				
5.				
6.				

### 4. Number of Organizations Certification Staff :

No.	Name	License No.	Expired Date	Position
1.				
2.				
3.				
4.				
5.				

### 5. Does the company has Maintenance Procedures Manual (CMPM) ?

Yes ☐ No ☐ , state the last revision  and date

### 6. Does the company has an Approved Maintenance Organization ?

Yes ☐ No ☐ , state the certificate number

last revision  , and date

### 7. Did you Authorized Manufacturers Service Station ? Yes ☐ No ☐

If yes, state the capability list.

### 8. Are there Procedures and Programs that must be followed in performing maintenance, preventive maintenance and alterations ?

Yes ☐ No ☐

### 9. Are there Procedures to ensure that required inspections, other maintenance, preventive maintenance and alterations that are completed as a result of shift changes or similar work interruptions are properly completed before is release to service ?

Yes ☐ No ☐

### 10. Did you make arrangements for the performance of maintenance by other persons ?

Yes ☐ No ☐

## QUALITY AUDIT - ORGANIZATION

11. Did you have provision of adequate equipment and Materials ?  
Yes ☐ No ☐
12. Did you have satisfactory storage and segregation of spare part ?  
Yes ☐ No ☐
13. Do you have procedures, standards and limits necessary for periodic inspection and calibration of precision tools, measuring devices and test equipment ?  
Yes ☐ No ☐
14. Did you have procedures for inspection of work performed ?  
Yes ☐ No ☐
15. Did you have procedures for Required Inspection including the methods and procedures for performing required inspections and a designation by occupational title of personnel authorized to perform each required inspection ?  
Yes ☐ No ☐
16. Do you have internal quality assurance system in your organization ?  
Yes ☐ No ☐
17. Did you have a system for on-going training of personnel ?  
Yes ☐ No ☐
18. What the method for controlling Engineering duty time ?  
Give short statement ?
19. Do you have the method of recording the scope of approval granted to supervisor and inspection personnel ?  
Yes ☐ No ☐
20. Do you have a system for the recording of maintenance carried out and retention of maintenance record ?  
Yes ☐ No ☐
21. Do you have a system for reporting aircraft defect and unairworthy conditions ?  
Yes ☐ No ☐
22. Do you perform control and amendment of Airworthiness data ?
23. Do you have procurement and acceptance of aircraft material, parts, components and service from external sources ?  
Yes ☐ No ☐
24. Do you have procedures for maintenance release and the personnel authorized to sign the maintenance release ?  
Yes ☐ No ☐



### SCA-MTC 033 – TECHNICAL BULLETIN EVALUATION OR MODIFICATION

1. Technical Bulletin or Modification No.		Rev.		Date	
2. Airworthiness Directives Reference.					
3. Other Reference Documents / Manuals.					
4. Category.					
5. Compliance.					
6. Technical Bulletin or Modification Title.					
7. Effective Aircraft / Engine / Equipment Type / PN.					
8. Effectivity in fleet Aircraft / Engine / Equipment.					
9. Reason for modification / Inspection					
10. Additional Documentation required.					
11. Prior / Concurrent / Subsequent Requirements.					
12. Materials / Components required.					
13. Logistics Action Required					
14. Planning Action Required					
15. Quality Action Required					
16. Tooling Action Required					
17. Recommendation Status					
TO IMPLEMENT	<input type="checkbox"/>	TO REVIEW	<input type="checkbox"/>		
NOT APPLICABLE	<input type="checkbox"/>	TO DISCUSS	<input type="checkbox"/>		
INFORMATION ONLY	<input type="checkbox"/>				
<b>Note</b> : Please marked "X" for recommendation status Information column.					
18. Remarks for Recommendation Status					
Raised By	Engineering Approval	Sign Required if Applicability Status "To implement"			
		Quality Approval	Final Approval		



# AMO MANUAL

## FORMS

### SCA-MTC 033 – TECHNICAL BULETIN EVALUATION OR MODIFICATION

Technical Services		Engineering Spv		Quality Assurance and control Spv		Head of Maintenance and Engineering	
Date		Date		Date		Date	

<b>Title : Incoming Material Inspection Checklist</b> <b>Ref : CASR Section 145.45 (c)</b>									
Part Name : Type / Model : P/N. : S/N. : Manufacturer : New by manufacturer :					Order Number : Receiver from : Date received : Date inspection : Newly - overhauled - Bench Test - Repaired - Calibration				
<b>I. Document Check</b> Note : M/S - unsatisfactory S - satisfactory									
No.	Document	Number	U/S	S	No.	Document	Number	U/S	S
1.	Delivery Note No.				7.	Overhauled Report			
2.	Packing list				8.	Test Report			
3.	JAA Form 1 (CAA)				9.	Strip Report			
4.	FAA Form 8130				10.	Calibration Report			
5.	T.S.O.				11.	Local Repair			
6.	DGAC - IPMA					Total			
<b>II. Physical Check</b>									
No.	Document	Number	U/S	S	Note :				
1.	Visual								
2.	Tested by Tester								
3.	Tested on aircraft								
<b>III. Result of Inspection</b>									
<b>IV. Return to Service</b> <i>I hereby Certify that the parts/Tools/Equipment have been inspected in accordance with Civil Aviation Safety Regulation Section 145.45 (c) and it is said to returned to service</i>									
Time : _____					Place : _____				
Inspector Name : _____					DIA No. : _____				
					Stamp : _____				





#### 2. Related Document

Are you conversant with the current issue of the following?

DESCRIPTION	THICK (✓)	
	YES	NO
CIVIL AVIATION SAFETY REGULATION		
APPROVED MAINTENANCE ORGANIZATION MANUAL		
QUALITY CONTROL MANUAL		
TECHNICAL TRAINING PROGRAM		
S.C.A AMO CERTIFICATE OF APPROVAL		
S.S.A OPERATION SPECIFICATION		
CAPABILITY LIST		
MINIMUM EQUIPMENT LIST		
OPEARATOR COMPANY MAINTENANENCE MANUAL		
AIRWORTHINESS DIRECTIVE/SERVICE BULETIN		

#### 3. Declaration by Applicant

I hereby declare that the particulars mentioned on this form are true in every respect.

Signature:

Date:

#### 4. Justification by user's Departmental Head on request of Authorization

Name:

Signature:

Date:

#### Note:

1. Candidate must be actively involved for the last six **(6) months** in the type/category for Authorisation/Approval renewal.
2. For Grant / Extension, please submit relevant supporting documents e.g. Licence, Type course certificate etc.
3. Candidate is subjected to oral examination at the discretion of Chief Inspector.



# AMO MANUAL

## FORMS

### SCA-MTC 035 – APPLICATION FOR AUTHORIZATION

---

#### FOR QUALITY ASSURANCE SECTION USE ONLY

**A. Application reviewed by:**

Name:

Signature:

Date:

Date Allocated:

Time:

Place:

**B. Assessment:**

Name:

Signature:





**Title :** Engine Preservation  
**Ref. :** CASR Section 145.2 and 145.45 (d)

Engine Type :		Outside Hangar :	
Serial Number :		Inside Hangar :	
Environment :		Date Preservation	
Period	Preservation Treatment	Mech.	Insp.
1 to 7 Days <input type="checkbox"/>	Fit covers and blanks		
7 to 30 Days <input type="checkbox"/>	- Insert V.P.I paper - Fit covers and blanks		
30 Days to 6 Mos <input type="checkbox"/>	- Ground run engine if engine on wing - Insert V.P.I. paper - Fit covers and blanks		
Over 6 Months <input type="checkbox"/>	- Removed engine and treat. - Inhibit fuel system - Apply inhibiting fluid to propeller - Shaft and external drives. - Insert V.P.I. paper - Fit covers and blanks		

**Performed by**

Name : \_\_\_\_\_ DIA No. : \_\_\_\_\_

Sign : \_\_\_\_\_ Place : \_\_\_\_\_

**Approved by :**

Inspector : \_\_\_\_\_ Sign : \_\_\_\_\_

Stamp : \_\_\_\_\_



# AMO MANUAL

## FORMS

### SCA-MTC 038 – ONE TIME AIRWORTHINESS RELEASE AUTHORIZATION

#### ONE TIME AIRWORTHINESS RELEASE AUTHORIZATION

Authorization No: \_\_\_\_\_

AIRCRAFT \_\_\_\_\_ STATION \_\_\_\_\_

LOG PAGE \_\_\_\_\_ DATE \_\_\_\_\_

1. Name : \_\_\_\_\_

2. AME Lic. No. : \_\_\_\_\_

3. Employed By : \_\_\_\_\_

4. Qualification : \_\_\_\_\_

5. Training Given : \_\_\_\_\_

Aircraft or Engine Problem :

---

---

---

---

Corrective Action Taken :

---

---

---

Technician Advised proper Sign-Off in Log Book .....YES ..... NO.....

Required / Requested Data Sent by Fax .....YES..... NO.....

Authorized By : \_\_\_\_\_

Signature

Original copy remains with PPC/TSS, Blue copy return to Quality Assurance and Control department.





# AMO MANUAL

## FORMS

### SCA-MTC 040 – WAREHOUSE REQUEST

Date: \_\_\_\_\_

NO: WR/\_\_\_\_\_/\_\_\_\_\_

No.	Description	Part No.	Qty	Job Number	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Requested by:

Verified by:

\_\_\_\_\_

\_\_\_\_\_

#### **INSTRUCTION FOR USE:**

1. Requestor: Engineers /Mechanics, Verifier: Engineers
2. Job# fills in with WP#, TDL# or \*others.
3. \*others: must fills remarks with A/C Reg. or other remarks.
4. WR# fills by Base Storeman.

#### **NOTES:**

1. White: for Logistic.
2. Yellow/Canary: for TSSPPC.
3. Pink: for Maintenance.



### SCA-MTC 041 – ATC TRANSPONDER INSPECTION AND TEST WORKSHEET

<b>WORK ORDER NO:</b>	<b>ITEM NO:</b>	<b>DATE:</b>
<b>Aircraft Reg:</b>	<b>Aircraft Type:</b>	<b>Aircraft S/N:</b>
<b>Test Equipment P/N:</b>	<b>Test Eq. S/N:</b>	<b>Calibration Due:</b>
<b>Transponder #1 P/N:</b>	<b>S/N:</b>	<b>TTIS:</b>
<b>Transponder #2 P/N:</b>	<b>S/N:</b>	<b>TCIS:</b>
<b>Reference document:</b> CASR Part 43 Appendix F		

NO	INSTRUCTIONS	RESULTS	
		XPDR # 1	XPDR #2
<b>A</b>	<p><b><u>RADIO REPLY FREQUENCY</u></b></p> <ol style="list-style-type: none"> <li>For all classes of ATCRBS transponders interrogate the transponder and verify that the reply frequency is <math>1090 \pm 3</math> MHz</li> <li>For classes 1B, 2B, and 3B Mode S transponders, interrogate the transponder and verify that reply frequency is <math>1090 \pm 3</math> MHz.</li> <li>For classes 1B, 2B, and 3B Mode S transponders that incorporate the optional <math>1090 \pm 1</math> MHz reply frequency, interrogate the transponder and verify that the reply frequency is correct.</li> <li>For classes 1A, 2A, 3A, and 4 Mode S transponders interrogate the transponder and verify that the reply frequency <math>1090 \pm 1</math> MHz</li> </ol>		
<b>B</b>	<p><b><u>SUPPRESSION</u></b></p> <p>When Classes 1B and 2B ATCRBS Transponders, or Classes 1B, 2B, and 3B Mode S transponders are interrogate Mode 3/A at an interrogation rate between 230 and 1,000 interrogations per second; or when Classes 1A and 2A ATCRBS Transponders, or Classes 1B, 2A, 3A, and 4 Mode S transponders are interrogated at a rate between 230 and 1,200 Mode 3/A interrogations per second:</p> <p>Verify that the transponder does not respond to more than 1 percent of ATCRBS interrogations when the amplitude of P2 pulse is equal to the P1 pulse.</p> <ol style="list-style-type: none"> <li>Verify that the transponder replies to at least 90 % of ATCRBS interrogations when the amplitude of the P2 pulse is 9 dB less than the P1 pulse.</li> </ol> <p>If the test is conducted with a radiated test signal, the interrogation rate shall be <math>235 \pm 5</math> interrogations per second unless a higher rate has been approved for the test equipment used at this location.</p>		
<b>C</b>	<p><b><u>RECEIVER SENSITIVITY</u></b></p> <ol style="list-style-type: none"> <li>Verify that for any class of ATCRBS Transponder, the receiver minimum triggering level (MTL) of the system is <math>-73 \pm 4</math> dBm, or that for any class of Mode S transponder the receiver MTL for Mode S for-mat (P6 type) interrogations is <math>-74 \pm 3</math> dBm by use of a test set:               <ol style="list-style-type: none"> <li>connected to the antenna end of the transmission line;</li> </ol> </li> </ol>		

### SCA-MTC 041 – ATC TRANSPONDER INSPECTION AND TEST WORKSHEET


	<ul style="list-style-type: none"> <li>(ii) connected to the antenna terminal of the transponder with a correction for transmission lines loss; or</li> <li>(iii) Utilized radiated signal.</li> </ul> <p>2. Verify that the difference in Mode 3/A and Mode C receiver sensitivity does not exceed 1 db for either any class of ATCRBS transponder or any class of Mode S transponder.</p>		
<b>D</b>	<p><b><u>RADIO FREQUENCY (RF) PEAK OUTPUT POWER</u></b></p> <p>1. Verify that the transponder RF output power is within specifications for the class of transponder. Use the same conditions as described in (c) (1) (i), (ii), and (iii) above.</p> <ul style="list-style-type: none"> <li>(i) For Class 1A and 2A ATCRBS transponders, verify that the minimum RF peak output power is at least 21.0 dbw (125 watts).</li> <li>(ii) For Class 1B and 2B ATCRBS Transponders, verify that the minimum RF peak output power is at least 18.5 dbw (70 watts).</li> <li>(iii) For Class 1A, 2A, 3A, and 4 and those Class 1B, 2B, and 3B Mode S transponders that include the optional high RF peak output power, verify that the minimum RF peak output power is at least 21.0 dbw (125 watts).</li> <li>(iv) For Classes 1B, 2B, and 3B Mode S transponders, verify that the minimum RF peak output power is at least 18.5 dbw (70 watts).</li> <li>(v) For any class of ATCRBS or any class of Mode S transponders, verify that the maximum RF peak output power does not exceed 27.0 dbw (500 watts).</li> </ul>		

<b>TESTED BY:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
-------------------	-------------------	--------------

<p>I hereby certified that the transponder tests and inspections as required by CASR 91.413, detailed above, have been performed, and in respect to the work performed the unit is approved for return to service.</p>	<b>INSPECTOR:</b>	<b>AUTHORITY:</b>	<b>DATE:</b>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------	-------------------	--------------



#### CALIBRATION LABEL

 <p>PT SMART CAKRAWALA AVIATION -AMO</p>	<b>CALIBRATION LABEL</b> SCA-MTC 043
	NAME:
	P/N :
	S/N:
	CAL. DATE:
	NEXT CAL.:
INSP. BY:	

#### Aircraft Condition Assessment/ Pre maintenance Report

AIRCRAFT TYPE/SN :		REGN NO :	
CUSTOMER :		AIRFRAME HRS:	
WORK ORDER :			
<i>This form is for use on projects following a receipt inspection of the aircraft. It is signed when completed by AMO PT.SCA representative and customer or customer representative</i>			

#### Forward Fuselage :

1. Radome : \_\_\_\_\_
2. Nose wheel well : \_\_\_\_\_
3. Nose wheel tire : \_\_\_\_\_
4. Windshield : \_\_\_\_\_
5. Pitot/TAT probes : \_\_\_\_\_
6. AOA Transducer : \_\_\_\_\_
7. Static ports : \_\_\_\_\_
8. Propeller : \_\_\_\_\_
9. Antennas : \_\_\_\_\_
10. Fuselage skin : \_\_\_\_\_
11. Cabin windows : \_\_\_\_\_

#### Aft fuselage :

1. Engine cowlings : \_\_\_\_\_
2. Engine Inlets : \_\_\_\_\_
3. Antennas : \_\_\_\_\_
4. Aft equipment Bay : \_\_\_\_\_
5. Tail cone : \_\_\_\_\_

#### Wings :

1. Landing /taxi Lights : \_\_\_\_\_
2. Leading Edge : \_\_\_\_\_
3. Wing Tips : \_\_\_\_\_
4. Static Wicks : \_\_\_\_\_
5. Fuel Vents : \_\_\_\_\_
6. Flaps/Ailerons : \_\_\_\_\_
7. Fuel Panels : \_\_\_\_\_
8. Main Wheel Well : \_\_\_\_\_
9. Main Wheel tire : \_\_\_\_\_
10. Wing Skin : \_\_\_\_\_

#### Empenage :

1. Vertical Stabilizer : \_\_\_\_\_
2. Rudder : \_\_\_\_\_
3. Horizontal Stabilizer : \_\_\_\_\_
4. Elevators : \_\_\_\_\_
5. Static Wicks : \_\_\_\_\_

#### EQUIPMENTS AND DOCUMENT REF TO FORM NO

Inspected by /date : \_\_\_\_\_ / /

Signature : \_\_\_\_\_

#### SHELF LIFE PARTS MONTHLY INSPECTION

NAME : \_\_\_\_\_

CHECKED BY : \_\_\_\_\_

- It will be the responsibility of Store Personnel to check all components with serviceable tags for shelf life expiration date.
- Units will also be checked that they are properly packaged in plastic bags or their assigned reusable containers.
- Delicate instruments must not be stacked.
- Items in ATA Chapter 11 thru 90 of the Aircraft Spare Systems are required to be checked and *reported to* the HME /DHME *on the tenth of each month* and a copy of this form forwarded to QACS.


MANUFACTURER'S PART NUMBER	SERIAL NUMBER	DESCRIPTION	OVERHAUL REPAIR DATA	SHELF LIFE EXPIRES ON (DATE)	SHELF LIFE PERIOD	REMARKS ATA

STORE PERSONNEL:

(Sign & name)

VERIFIED BY QAS :

(Sign & name)

 <b>SUSPECTED UNAPPROVED PARTS NOTIFICATION</b>		
1. Date _____		2. Part Name _____
3. Part No. _____		4. Serial No. _____
5. Aircraft Mark/ Model _____	6. Quantity _____	7. Next Assembly Name & No. _____
<b>8. Name &amp; Address of Person(s) That Supplied or Repaired the Part:</b> Name: _____ Street: _____ City: _____ State/Country: _____ Phone: _____		
<b>9. Description of Event (include why you think the part(s) is not approved):</b> _____ _____ _____		
<b>10. Date Part(s) Was Discovered</b> _____		
<b>11. Location Where Part Was Discovered:</b> Name: _____ Street: _____ City: _____ State/Country: _____ Phone: _____ (Check One Of The Following Applicable To The Person Who Discovered The Part) <input type="checkbox"/> Manufacturer <input type="checkbox"/> Supplier <input type="checkbox"/> Distributor <input type="checkbox"/> Approved Maintenance Organization <input type="checkbox"/> Other		
<b>12. Reporter Name:</b> Name: _____ Street: _____ City: _____ State/Country: _____ Phone: _____		
<b>13. <input type="checkbox"/> Check here if you want your identity to be kept confidential</b>		

(Sample OCA Form 21-35)

## ELECTRO STATIC SENSITIVE DEVICES PLACARDS





## WARRANTY CLAIM

Ref. No. : _____																									
To : _____ _____	Address : _____ _____																								
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b><u>DEFECTIVE ITEM</u></b></td> <td style="width: 50%;"><b><u>ORIGIN</u></b></td> </tr> <tr> <td>Description : _____</td> <td>Unit : _____</td> </tr> <tr> <td>Type : _____</td> <td>Type : _____</td> </tr> <tr> <td>Part No. : _____</td> <td>Part No. : _____</td> </tr> <tr> <td>Serial No. : _____</td> <td>Serial No. : _____</td> </tr> </table>		<b><u>DEFECTIVE ITEM</u></b>	<b><u>ORIGIN</u></b>	Description : _____	Unit : _____	Type : _____	Type : _____	Part No. : _____	Part No. : _____	Serial No. : _____	Serial No. : _____														
<b><u>DEFECTIVE ITEM</u></b>	<b><u>ORIGIN</u></b>																								
Description : _____	Unit : _____																								
Type : _____	Type : _____																								
Part No. : _____	Part No. : _____																								
Serial No. : _____	Serial No. : _____																								
<table border="1" style="margin: auto;"> <tr> <td></td> <td>Hours</td> <td>Cycles</td> </tr> <tr> <td>TSN</td> <td></td> <td></td> </tr> <tr> <td>TSO</td> <td></td> <td></td> </tr> <tr> <td>TSR</td> <td></td> <td></td> </tr> </table>		Hours	Cycles	TSN			TSO			TSR			<table border="1" style="margin: auto;"> <tr> <td></td> <td>Hours</td> <td>Cycles</td> </tr> <tr> <td>TSN</td> <td></td> <td></td> </tr> <tr> <td>TSO</td> <td></td> <td></td> </tr> <tr> <td>TSR</td> <td></td> <td></td> </tr> </table>		Hours	Cycles	TSN			TSO			TSR		
	Hours	Cycles																							
TSN																									
TSO																									
TSR																									
	Hours	Cycles																							
TSN																									
TSO																									
TSR																									
Delivery Date : _____      Delivery Date : _____ Ref. Order/Invoice No. : _____      Ref. Order/Invoice No. : _____ Date of entry into service : _____      Date of entry into service : _____																									
<b><u>DOCUMENTS :</u></b> The documents provided according to the type of the defective item are attached.																									
LOG BOOK (LB) _____ DETAILED REPORT ENCLOSED _____	** <input type="checkbox"/> COMPONENT LOG CARD (CLC) <input type="checkbox"/> <small>** Put "YES" if confirmed</small>																								
<b><u>CIRCUMSTANCES OF INCIDENT :</u></b> _____ _____ _____ _____ <div style="text-align: right; margin-top: 10px;">Place of use of defective part : _____</div>																									
Claim established : _____  Name : _____  Position : _____	Date : _____  Signature : _____  Stamps : _____																								

<b>CORROSION CONTROL PROGRAMME INSPECTION REPORT</b>		
Company :	Insp. Date :	Report No. :
A/C Mode :	Reg. :	Build No. :
Maint./Repair facility :		
<b>Level of Corrosion :</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Level 1  <input type="checkbox"/> Level 2  <input type="checkbox"/> Level 3                 </div> <div style="width: 45%;"> <input type="checkbox"/> Within SRM Limit  <input type="checkbox"/> Local  <input type="checkbox"/> Wide Spread                 </div> </div>		
Date of previous Inspection :		At Maint./Repair Facility :
Treatment applied at previous inspection :		
<b>Damage part name :</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Longerons/Stringer  <input type="checkbox"/> Frame  <input type="checkbox"/> Bracket/Shear tie  <input type="checkbox"/> Chord  <input type="checkbox"/> Web  <input type="checkbox"/> Other _____                 </div> <div style="width: 45%;"> <input type="checkbox"/> Skin  <input type="checkbox"/> Doubler  <input type="checkbox"/> Rib  <input type="checkbox"/> Bulkhead  <input type="checkbox"/> Fitting                      Part Name : _____                 </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> New Corrosion                 <input type="checkbox"/> Corrosion Re-occurrence             </div>		
<b>Location of Damage :</b> <div style="margin-top: 5px;">                     Zone : _____                      STA : _____ to STA _____                      STR : _____ LH/RH to STR _____ LH/RH                      WL : _____ to WL _____                      BL : _____ LH/RH to BL _____ LH/RH                      RIB : _____ to BL _____                 </div>		
<b>Cause of Damage :</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Environment  <input type="checkbox"/> Chemical Spill  <input type="checkbox"/> Blocked Drain  <input type="checkbox"/> Unknown                 </div> <div style="width: 45%;"> <input type="checkbox"/> Internal Leakage  <input type="checkbox"/> Lavatory/Galley Spill  <input type="checkbox"/> Wet Insulation Blanket  <input type="checkbox"/> Other                 </div> </div>		
<b>Additional Description of Damage Area</b>		
Reported by : _____ DIA No. : _____ Sign / Stamp : _____		

Aircraft Registration :	PK -	TTIS:	
Aircraft Type :		TCIS:	
Aircraft Serial Number :		DATE:	
Test Equipment PN:		Portable test Equipment is to be calibrated every 12 months	
Test Equipment SN:		Due Calibration:	
Altimeter PN:		Altimeter SN:	

No.	Description	Mech.	Eng.
1	<p>STATIC PRESSURE SYSTEM</p> <ul style="list-style-type: none"> <li>a) Ensure freedom from entrapped moisture and restrictions.</li> <li>b) Determine that leakage is within the tolerances established in part 23 Section 23.1325 or part 25 sections 25.1325 whichever is applicable.</li> <li>c) Check that the static port heater is operative (if installed).</li> <li>d) Ensure that no alterations or deformations of the airframe surface have been made that would affect the relationship between air pressure in the static pressure system and true ambient static air pressure for any flight condition.</li> </ul>		
2	<p>ALTIMETER</p> <p><u>Scale Error</u></p> <ul style="list-style-type: none"> <li>a) With the barometric scale at 29.92 in Hg, the altimeter shall be subjected successively to pressure corresponding to the altitude specified in the Table I, up to the maximum normally expected operating altitude of the airplane in which the altimeter is to be installed .e.g. Cessna Caravan 208B is certified to a maximum altitude of 24.000 feet. The reduction in pressure shall be at a rate not in excess of 20.000 ft. per minute to within approximately 2000 ft. of the test point. The test point shall be approached at a rate compatible with the test equipment. The altimeter shall be kept at a pressure corresponding to each test point for at least 1 minute, but not more than 10 minutes, before a reading is taken the error at all test points must not exceed the tolerances specified in Table I.</li> </ul>		

SCA-MTC 050 – FORM STATIC PRESSURE INSPECTION SHEET			
3	<p>HYSTERESIS</p> <p>a) The hysteresis test shall begin not more than 15 minutes after the altimeter's initial exposure to the pressure corresponding to the upper limit of the scale error test prescribed in sub par (2a) and while the altimeter is at this pressure, the hysteresis test shall commence. The pressure shall be increased at a rate simulating a decent in altitude at a rate of 5000 to 20000 ft. per minute until within 3000 ft. of the first test point (50% of maximum altitude). The test point shall then be approached at a rate of approximately 3000 ft. per minute.</p> <p>b) The altimeter shall be kept at this pressure for at least 5 minutes, but not more than 15 minutes before the test reading is taken. After the reading has been taken, the pressure shall be increased further, in the same manner as before, until the pressure corresponding to the second test point (40% of Maximum altitude) is reached</p> <p>c) The altimeter shall be kept at this pressure for at least 1 minute, but not more than 10 minutes, before the test reading is taken. After the reading has been taken the pressure shall be increased further, in the same manner as before, until atmospheric pressure is reached. The reading of the altimeter at either of the two test points shall not differ by more than the tolerance specified in Table II from the reading of the altimeter for the corresponding altitude record during the scale error test prescribed in paragraph (2 a).</p>		
4	<p>AFTER EFFECT</p> <p>a) Not more than 5 minutes after the completion of the hysteresis test prescribed in paragraph (3), the reading of the altimeter (corrected for any change in atmospheric pressure), shall not differ from the original atmospheric pressure reading by more than the tolerance specified in Table II.</p>		
5	<p>FRICTION</p> <p>a) The altimeter shall be subjected to a steady rate of decrease of pressure of approximately 750 ft. per minimum at each altitude listed in table III, the change in reading of the pointers after vibration shall not exceed the corresponding tolerances listed in Table III</p>		

No.	Description	Mech	Eng.
6	<p>CASE LEAK</p> <p>a) The leakage of the altimeter case, when pressure within it corresponds to an altitude of 18000 ft. shall not change the altimeter reading by more than the tolerances shown in Table II during the interval of 1 minute.</p>		
7	<p>BAROMETRIC SCALE ERROR</p> <p>a) At constant atmospheric pressure, the barometric pressure scale shall be set at each of the pressure (falling within its range at adjustment), that are listed in Table IV and shall cause the pointer to indicate the equivalent altitude difference shown in Table IV with a tolerance of 25ft.</p>		
8	<p>AUTOMATIC PRESSURE ALTITUDE REPORTING EQUIPMENT AND ATC TRANSPONDER SYSTEM INTEGRATION TEST.</p> <p>a) Measure the automatic pressure altitude at the output of the installed ATC Transponder when interrogated on Mode C at a sufficient number of test points to ensure that the altitude reporting equipment, altimeter and ATC Transponder perform their intended functions as installed in the aircraft.</p> <p>b) The difference between the automatic reporting output and the altitude display at the altimeter shall not exceed 125 ft.</p>		

**Table I**

Altitude in Feet (ft.)	Equivalent Pressure ( Inches of Mercury)	Tolerance (+ Feet)
-1000	31.018	20
0	29.921	20
+ 500	29.385	20
+1000	28.856	20
+1500	28.335	25
+2000	27.821	30
+3000	26.187	30
+4000	25.842	35
+6000	23.978	40
+8000	22.225	60
+10000	20.557	80
+12000	19.029	90
+14000	17.577	100
+16000	16.216	110
+18000	14.942	120
+20000	13.750	130
+22000	12.636	140
+25000	11.104	155
+30000	8.885	180
+35000	7.041	205
+40000	5.538	230
+45000	4.335	255
+50000	3.425	280

**Table II – TEST TOLERANCES**

TEST	TOLERANCE FEET (ft.)
Case Leak Test	100
Hysteresis Test	75
First test point (59% Maximum altitude )	
Second test point (40% Maximum altitude)	75
After effect test	30

#### Instructions

- Each Listed Inspection Item is to be performed in accordance with the AMM and any other applicable publications
- Portable test Equipment is to be calibrated every 12 months
- Reference CASR Part 43 Appendix E



# AMO MANUAL

## FORMS

### SCA-MTC 050 – FORM STATIC PRESSURE INSPECTION SHEET

**Table III – PRESSURE / ALTITUDE DIFFERENCES**

TEST	TOLERANCE FEET (ft.)
1000	+70
2000	+70
3000	+70
5000	+70
10000	+80
15000	+90
20000	+100
25000	+120
30000	+140
35000	+160
40000	+180
50000	+250

**Table IV– PRESSURE / ALTITUDE DIFFERENCES**

PRESSURE (Inches of HG)	ALTITUDE DIFFERENCE FEET (ft.)
28.10	-1727
28.50	+1340
29.00	-863
29.50	+392
29.92	0
30.50	+531
30.90	+894
30.99	-974



# AMO MANUAL

## FORMS

### SCA-MTC 050 – FORM STATIC PRESSURE INSPECTION SHEET

Aircraft Static System Test						@ 1000 ft.	± 100 ft.	Case Leak At 18000 Feet	Tolerance ±100ft.
-----------------------------	--	--	--	--	--	------------	-----------	----------------------------	----------------------

Altitude	Scale Error	Scale Tolerance (±)	Friction Error	Friction Tolerance (±)	ATC (if used) (±125)	<h3 style="margin: 0;">After Effect Test</h3> <p>Reading prior to test ____ ft. @ ____ Hg./mb</p> <p>Reading after test ____ ft. @ ____ Hg./mb</p> <p>After Effect _____ (Tolerance ±30 ft.)</p>																																							
0		20																																											
500		20																																											
1000		20		70																																									
1500		25				<h4 style="margin: 0;">Hysteresis Test</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Altitude</th> <th style="width: 15%;">Up Reading</th> <th style="width: 15%;">Down Reading</th> <th style="width: 55%;">Error (± 75 ft.)</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				Altitude	Up Reading	Down Reading	Error (± 75 ft.)																																
Altitude	Up Reading	Down Reading	Error (± 75 ft.)																																										
2000		30		70																																									
3000		30		70																																									
5000				70																																									
6000		40				<h4 style="margin: 0;">Barometric Scale Test</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Barometric Setting</th> <th style="width: 15%;">Altitude Scale Reads</th> <th style="width: 15%;">Altitude Difference</th> <th style="width: 55%;">Error (± 25)</th> </tr> <tr><td>28.10" Hg 951 mb</td><td> </td><td>-1727</td><td> </td></tr> <tr><td>28.50" Hg 965 mb</td><td> </td><td>-1340</td><td> </td></tr> <tr><td>29.00" Hg 982 mb</td><td> </td><td>-863</td><td> </td></tr> <tr><td>29.50" Hg 999 mb</td><td> </td><td>-392</td><td> </td></tr> <tr><td>29.92" Hg 1013 mb</td><td> </td><td>0</td><td> </td></tr> <tr><td>30.50" Hg 1033 mb</td><td> </td><td>+531</td><td> </td></tr> <tr><td>30.90" Hg 1046 mb</td><td> </td><td>+893</td><td> </td></tr> <tr><td>30.99" Hg 1049 mb</td><td> </td><td>+974</td><td> </td></tr> </table>				Barometric Setting	Altitude Scale Reads	Altitude Difference	Error (± 25)	28.10" Hg 951 mb		-1727		28.50" Hg 965 mb		-1340		29.00" Hg 982 mb		-863		29.50" Hg 999 mb		-392		29.92" Hg 1013 mb		0		30.50" Hg 1033 mb		+531		30.90" Hg 1046 mb		+893		30.99" Hg 1049 mb		+974	
Barometric Setting	Altitude Scale Reads	Altitude Difference	Error (± 25)																																										
28.10" Hg 951 mb		-1727																																											
28.50" Hg 965 mb		-1340																																											
29.00" Hg 982 mb		-863																																											
29.50" Hg 999 mb		-392																																											
29.92" Hg 1013 mb		0																																											
30.50" Hg 1033 mb		+531																																											
30.90" Hg 1046 mb		+893																																											
30.99" Hg 1049 mb		+974																																											
8000		60																																											
10000		80		80																																									
12000		90																																											
14000		100																																											
15000				90																																									
16000		110																																											
18000		120																																											
20000		130		100																																									
22000		140																																											
25000		155		120																																									
30000		180		140																																									
35000		205		160																																									
40000		230		180																																									
45000		255																																											
50000		280		250																																									

Altimeter Model : \_\_\_\_\_

Altimeter Serial No. : \_\_\_\_\_

Encoder Model : \_\_\_\_\_

Encoder Serial No. : \_\_\_\_\_

Date Tested : \_\_\_\_\_





# AMO MANUAL

## FORMS

### SCA-MTC 050 – FORM STATIC PRESSURE INSPECTION SHEET

#### RETURN TO SERVICE

I hereby certify that the aircraft has been maintained in accordance with the Approved Maintenance Organization Program and meets requirements of applicable Civil Aviation Safety Regulations and is approved for Return to Service .

Signature : \_\_\_\_\_ AMEL No.: \_\_\_\_\_



# AMO MANUAL

## FORMS

### SCA-MTC 051 – FORM STATIC PRESSURE INSPECTION SHEET

#### Defect Repair Card Index

PT SCA ENGINEERING		Defects Repair Card Index		
Customer		Type of Servicing		
Aircraft Type		Area		
Aircraft S/N No.		Date		
DRC No.	Originator & Date	DRC Page No.	Description	Isp/ Coy. Auth Closure & Date
Annotate the no. of pages of continuation Form used		*Delete when not applicable		



## ENGINE RUN PERFORMANCE SHEET

### PT6A POWER ASSURANCE CHECK

A/C REG:	ENGINE MODEL		ENGINE SN:	ENGINE RECORDS
	(TICK (V) IF APPLICABLE)			TSN:
A/C SN:	PT6A-114			TSO:
	PT6A-114A			CSN:
	PT6A-140			CSO:

DATE PRE-INSPECTION	:	DATE PRE-INSPECTION	:
LOCATION	:	LOCATION	:
CYCLES	:	CYCLES	:
OAT	:	OAT	:
PRESSURE ALTITUDE	:	PRESSURE ALTITUDE	:
FIELD BAROMETER	:	FIELD BAROMETER	:
A/C HEADING	:	A/C HEADING	:
WIND DIRECTION	:	WIND DIRECTION	:
WIND SPEED	:	WIND SPEED	:

PRE-INSPECTION				Refer to MM 71-00-01-5 Results PRE:	POST-INSPECTION			
TARGET VALUES		OBSERVED VALUES			TARGET VALUES		OBSERVED VALUES	
TQ (%)		TQ (%)			TQ (%)		TQ (%)	
ITT (°C)		ITT (°C)			ITT (°C)		ITT (°C)	
NG (%)		NG (%)		Refer to MM 71-00-01-5 Results POST:	NG (%)		NG (%)	
NP ( %)		NP ( %)			NP ( %)		NP ( %)	
OIL PRESS (PSI)		OIL PRESS (PSI)			OIL PRESS (PSI)		OIL PRESS (PSI)	
OIL TEMP (°C)		OIL TEMP (°C)			OIL TEMP (°C)		OIL TEMP (°C)	
START TEMP (°C)		START TEMP (°C)			START TEMP (°C)		START TEMP (°C)	
FUEL FLOW (PPH or Kg/hr)		FUEL FLOW (PPH or Kg/hr)			FUEL FLOW (PPH or Kg/hr)		FUEL FLOW (PPH or Kg/hr)	



## ENGINE RUN PERFORMANCE SHEET

---



# AMO MANUAL

## FORMS

### SCA-MTC 053 – RII AUTHORIZATION LETTER

To:  
Date:

FROM: Chief Quality Quality

#### Required Inspection Item Authorization (RII)

CASR Part 121.371 and 135.429 requires that a company notify an employee when he is considered to be properly qualified and is authorized by the company to perform inspection of required inspection items (RII). Required inspection items are those items of maintenance or alteration which could result in a failure, malfunction, or defect endangering safe operation of the aircraft if not performed properly or if improper parts or material are used. These items require checking by a person other than the one doing the work (an additional examination of the work performed) before release of the aircraft for flight. A list of the required inspection items is provided in the Company Maintenance Manual, page 3-14 section 3.

When performing inspection of a required inspection item which you are authorized to perform, you are under the supervision and control of the Quality Department. You are responsible for satisfactory completion of the item in accordance with the company maintenance manual, CASR requirements, and when applicable, manufacturer's maintenance instructions or overhaul manuals.

As holder of Aircraft Maintenance Engineer License (AMEL), or Certificate of Maintenance Approval (COMA) you have been found appropriately certificated, properly trained, qualified and authorized to inspect required inspection items as noted on this form and reflected on your Authorization Card, (see limitations below).

RII AUTHORIZATION LETTER	
EMPLOYEE NAME:	
	(X DENOTES AUTHORIZATION)
<b>Types of aircraft</b>	C208B
1. FULL RII AUTHORITY - AIRFRAME .....	<input type="checkbox"/>
2. FULL RII AUTHORITY - POWERPLANT .....	<input type="checkbox"/>
3. LIMITED RII AUTHORITY .....	<input type="checkbox"/>
(RIGGING AND ADJUSTMENT NOT ALLOWED)	
A. FULL AVIONICS ONLY.....	<input type="checkbox"/>
B. OTHER AS NOTED: .....	<input type="checkbox"/>
C. One time RII authority for components listed below: .....	<input type="checkbox"/>

This is to acknowledge that I have read the above and understand my responsibilities regarding required inspection items.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AMEL/COMA NUMBER \_\_\_\_\_

Chief Inspector Signature \_\_\_\_\_



# AMO MANUAL

FORMS

SCA-MTC 054 – NDT REPORT

<h2 style="margin: 0;">NDT REPORT</h2> <h3 style="margin: 0;">EDDY CURRENT METHOD</h3>	
<b>GENERAL</b>	
REPORT NO. : A/C REG : A/C TYPE : BASE INSP :	WO NUMBER : AD /SB NO. : REFERENCES : MAN HOURS : HOURS / LANDING :
<b>EQUIPMENT USER</b>	
EQUIPMENT DESCRIPTION : TYPE MODEL EQP : CAL STD : PROBE TYPE : DUE CALIBRATION :	PHASE : FREQUENCY : GAIN :
<b>DESCRIPTION</b>	
<b>INSPECTION RESULT</b>	
<b>DATE:</b>	<b>APPROVED BY:</b>
USE THE REVERSE SIDE OF THIS SHEET FOR SKETCH IF REQUIRED	







# AMO MANUAL

**FORMS**  
**SCA-MTC 054 – NDT REPORT**







A/C REG.:	W/O No.:
INSPECTION RESULT	
DATE:	APPROVED BY:

## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL





NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
1	<b>PONGKY MAJAYA.</b> <b>Accountable Manager (President Director)</b> 1. To change company organization that suitable to the company. 2. He/ she is authorized to develop company business by actively seeking new and available opportunities to expand company's customer base. 3. All Maint. required by aircraft operators or any other organization can be financed and carried out to the standard required by the CASR's.	S1  10117000  Chief Executive Officer (CEO) & Chairman	N/A	N/A	PT. Smart-Deal & 27 Years	27 Years	3 Years	01-Feb-17	
2	<b>ANDREAS HERYANSYAH</b> <b>Technical Manager</b> 1. To promote new capability as required. 2. To hire new employee on this department. 3. To deal with the customers need. 4. Promoting maintenance people or change the position of the technician. 5. Has to do the balancing act of managing technical processes and teams along with using his technical skills to provide the necessary environment for project success. 6. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 7. If Authorized RII Inspector of the work required to be RII, automatically he/she cannot certify the work item to be performed.	S1  11117012  Management Engineer RII Inspector Instructor	M-01 R-01  	A1, A2, A3, A4, C1, C4 <b>AMEL 2409</b> AIRFRAME: •C208 SERIES •EC 130 •AS 350  ENGINE: •PT6A SERIES •ARRIEL 2 SERIES •ARRIEL ONE SERIES  <b>Last Training</b> <b>HF: 27/12/2019</b>  <b>Next Training</b> <b>HF: 26/12/2021</b>	PT. MBA & 3 Years	N/A	23 Years	01-Nov-17	  <b>C208 SERIES:</b> • RTS • MR • RII • EGR • C / S <b>EC 130</b> <b>AS 350</b> • RTS • MR • RII








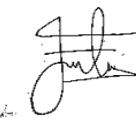
## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
3	<b>ISTIONO</b> <b>Chief Inspector</b> 1. Plan, implement and direct inspection standards methods and procedures utilized by the Company in complying with applicable regulations and manufacturer's requirement. 2. Project the number and type of qualified Company personnel and Services as to integrate its capabilities requirements with productions and is responsible for, the selection administration, training and performance of Technical Services personnel. 3. Coordinate planning personnel and Services as to integrate capabilities requirements with production activities, and ensure a level of consistency, accountability and control of work documents. 4. Provide audits of the maintenance and inspection for the company at least twice a year.	D2  100920090  Management  Maintenance-Inspector  Auditor Instructor Investigator	INT-01 ADR-01   	A1, A4, C1, C2, C4 <b>AMEL 4581</b>	JC Cambodia & 2 Years	N/A	20 Years	28-Sep-20	
4	<b>SAMPURNA HAMBATANA</b> <b>Chief Maintenance</b> 1. Direct supervise of all maintenance activities and availability of supporting equipment and tools in accordance with approved procedures and Report to Technical Manager. 2. Controlling daily planning maintenance activities and monitor the progress of each aircraft/article in the proper work procedures, which is should be followed by maintenance personnel. 3. Directing all maintenance personnel doing qualified work and observed safety precautions relevant to the functions for which they may be utilized.	D4  10217005  Management Engineer RII Inspector	M-03 R-03   	A1, A3, A4, C4 <b>AMEL 4870</b> AIRFRAME: • C208 SERIES  ENGINE: • PT6A SERIES	Flybest Flight Academy, & 2 Years	N/A	13 Years	01-Feb-17	  <b>C208 SERIES:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>







## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
5	<b>SONIA ERLYN NASUTION</b> <b>Quality &amp; Safety Manager</b> 1. Has an advisory, preparatory and monitoring function. 2. Has the authority to carry out inspections within the company. 3. Will establish and/or advise on safety meetings. 4. Ensuring the safety management system is effective throughout SCA AMO's operations. 5. Provision, control and updating of the safety management system manual.	S1  20617008  Management Instructor Auditor Investigator	N/A	FOO	PT. WESTAR & 2 Years	N/A	14 Years	01-May-17	
6	<b>AMIN MOKHAMAD SAID</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	High School  10417007  Engineer RII Inspector	M-04 R-04  	A1, A2, A4 <b>AMEL 8690</b> AIRFRAME: • C208 SERIES  ENGINE: • PT6A SERIES	PT. PegasusAir Services & 3 Years	N/A	11 Years	01-Apr-17	  <b>C208 SERIES:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>







## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
7	<b>KRISTIYONO</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	High School  11018031  Engineer RII Inspector	M-06 R-06  	A1, A4 <b>AMEL 7243</b> AIRFRAME: • C208 SERIES  ENGINE: PT6A SERIES	PT. Fits Aviation, & 2 Years	N/A	11 Years	01-Oct-18	 <b>C208 SERIES:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>
8	<b>FEBRI HERMAWAN</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	High School  11118034  Engineer RII Inspector	M-07 R-07  	A1, A4 <b>AMEL 6445</b> AIRFRAME: • C208 SERIES • PILATUS PORTER PC-6  ENGINE: •PT6A SERIES	PT. Alda Trans Papua & 4 Years	N/A	14 Years	01-Nov-18	 <b>C208 SERIES/ PILATUS PC-6:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>



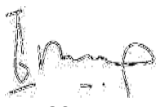



## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
9	<b>MUHAMMAD YUDHA SEFTIANDA</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	D3  250398160  Engineer RII Inspector	M-09 R-09  	A2, A4 <b>AMEL 6604</b> AIRFRAME: • R66  ENGINE: • RR300	PT. Solaire Aviation Indonesia & 4 Years	N/A	9 Years	01-Jul-19	  <b>ROBINSON 66:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>
10	<b>AYU ISTIYANI</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance	High School  20819046  Engineer RII Inspector  Maintenance-Inspector	M-11 R-11  	A1, A4, C4 <b>AMEL 9011</b> AIRFRAME: • C208 SERIES  ENGINE: • PT6A SERIES	Asian OneAir & 1 Year	N/A	9 Years	26-Aug-19	  <b>C208 SERIES:</b> <ul style="list-style-type: none"> <li>• RTS</li> <li>• MR</li> <li>• RII</li> <li>• EGR</li> </ul>



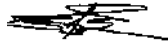



## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
11	<b>BRAMONO ONY TRIANTO</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	D3  10819049  Engineer RII Inspector	M-12 R-12  	A1, A4 <b>AMEL 5709</b> AIRFRAME: • C208 SERIES • PILATUS PORTER PC-6  ENGINE: • PT6A SERIES • PWC PT6	Asian One Air & 1 Year	N/A	17 Years	26-Aug-19	 <b>C208 SERIES/ PILATUS PC-6:</b> • RTS • MR • RII • EGR
12	<b>AGUS SULAEMAN</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	High School  10120062  Engineer RII Inspector	M-15 R-15  	A1, A4 <b>AMEL 6444</b> AIRFRAME: • C208 SERIES • PILATUS PORTER PC-6  ENGINE: • PT6A SERIES	PT. Spirit Avia Sentosa & 1 Years	N/A	15 Years	03-Jan-20	 <b>C208 SERIES/ PILATUS PC-6:</b> • RTS • MR • RII • EGR

## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL




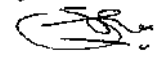
NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
13	<b>IRWAN</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	D2  10620072  Engineer RII Inspector	M-18 R-18  	A1, A2, A4 <b>AMEL 2096</b> AIRFRAME: • EC 130 • Bell 412 • ENGINE: • ARRIEL 2 • PT6T Series	Carpedium Aviasi Mandiri & 3 Years	N/A	35 Years	06-Jul-20	 <b>H130</b> <b>BELL 412</b> <b>BELL 212</b> • RTS • MR • RII • EGR
14	<b>WAHYONO</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance.	S1  11120100  Engineer RII Inspector	M-21 R-21  	A1, A4, C1, C2, C4 <b>AMEL 5792</b> AIRFRAME • C208 SERIES  ENGINE: • PT6A SERIES  IERA • C208 SERIES	PT. Spirit Avia Sentosa & 2 Years	N/A	15 Years	06-Jun-20	 <b>C208 SERIES:</b> • RTS • MR • RII • EGR

## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
15	<b>ROYKE REVO METRO KAWUNG</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance	S1  10121128  Engineer RII Inspector	M-22 R-22   	A1, A4, C4 <b>AMEL 3283</b> AIRFRAME: • BELL 412  ENGINE: • PT6T SERIES	PT. Kadomas Aviasindo & 1 Year	N/A	30 Years	19-Jan-21	  <b>BELL 412:</b> • RTS • MR • RII • EGR
16	<b>Hadiyo</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance	High School  10321130  Engineer RII Inspector	M-23 R-23   	A1, A4 <b>AMEL 2690</b> AIRFRAME: • BELL 412 • BELL 212  ENGINE: • PT6T SERIES	PT. Kalimasada & 1 Year	N/A	30 Years	26-Feb-21	  <b>BELL 412</b> <b>BELL 212:</b> • RTS • MR • RII • EGR



## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

NO	NAME, TITLE & ORGANIZATION SCOPE	EDUCATION, NIK, & DESIGNATION	STAMP	BASIC LICENSE / RATING & TRAINING	PAST EMPLOYER & DURATION	PREVIOUS NON AVIATION WORK EXP.	PREVIOUS AVIATION WORK EXP	DATE JOIN	SIGNATURE & A/C WORKSCOPE
17	<b>Suherman Sumawijaya</b> <b>Certifying Staff</b> 1. As an authorized LAME, he will sign off/stamp the maintenance release and RTS. 2. Inspect aircrafts for any component defects, break-outs, fluid leakages, etc. 3. Carry out all of the maintenance activities assigned by Chief Maintenance	High School  10321131  Engineer RII Inspector	M-24 R-24  	A2, A4, C1, C2, C4 <b>AMEL 7044</b> INSTRUMENT, ELECTRICAL, RADIO: • BELL 412	PT.Surya Air & 5 Years	N/A	30 Years	26-Feb-21	  <b>BELL 412:</b> • RTS • MR • RII • EGR
18	<b>Gusril Z. Pane</b> <b>Chief Technical Support</b> 1. Planning job and creating scope of work order. 2. Estimating material, man hour and tools (internal and external) to comply with job requirements. 3. Developing job and task instruction. 4. Creating purchase requisitions and stock reservations for planned work.	D3  11119057  Management	N/A	N/A	PT. Spirit Avia Sentosa & 1 Years	N/A	9 Years	26-Nov-19	





## ROSTER OF MANAGEMENT, MANAGER, INSPECTION, AND CERTIFYING PERSONNEL

### **Note:**

1. D1 : Diploma level 1
2. D2 : Diploma level 2
3. D3 : Diploma level 3
4. D4 : Diploma level 4
5. S1 : Strata 1, Undergraduated
6. S2 : Strata 2, Postgraduated
7. N/A : Not Applicable

### **Legend Stamp Number and Work Scope:**

- M : Maintenance Engineer  
R : Required Inspector  
RTS : Return To Service  
MR : Maintenance Release  
RII : Required Inspection Item  
EGR : Engine Ground Run  
W & B : Weight and Balance  
C/S : Compass Swing  
INT : Maintenance Inspector  
ADR : Auditor-Investigator

Jakarta, 30 March 2021



### **Istiono**

Chief Inspector

List of Deferred Defects		
No.	Defect	Work Card No.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

**Note :** Only the defects which do not affect safety of flight can be deferred

**Prepared By:**

\_\_\_\_\_  
Chief Inspector

Refer to individual DRC stated above for acceptance of deferred defects by customer's representative.



# AMO MANUAL

## FORMS

### SCA-MTC 057 – BORESCOPE INSPECTION FORM

Engine Borescope Inspection Job No: _____			
<u>Engine Serial Number</u>	<u>Date</u>	<u>Base / Location</u>	<u>Aircraft Registration</u>
<u>Aircraft Total Time</u>	<u>Aircraft Total Cycle</u>	<u>Reason For Borescope</u>	

**Note:**

Record any discrepancies found during inspection, and/or take photographic evidence.

If None, then write No Findings. If you find defects, please quote EMM (Engine Maintenance Manual) Reference and Limitations.

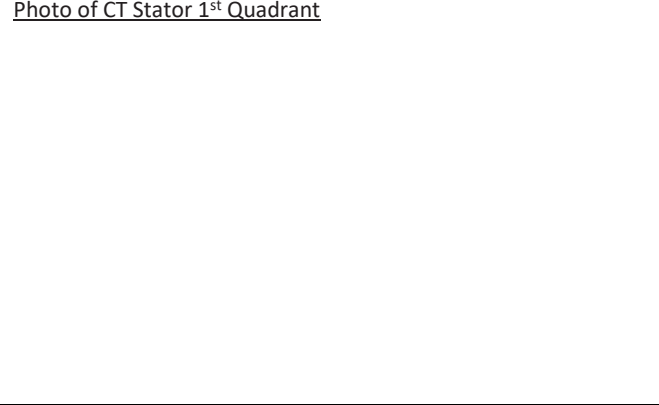
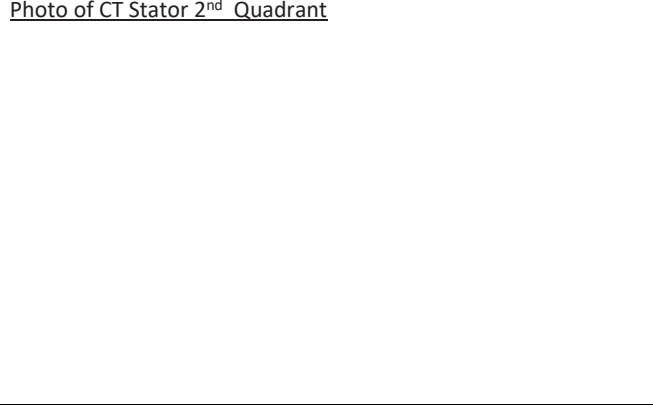
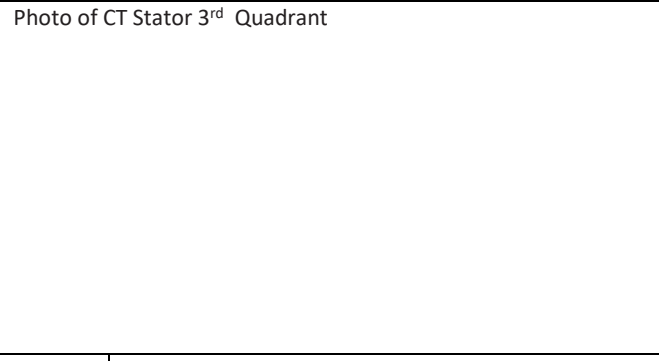
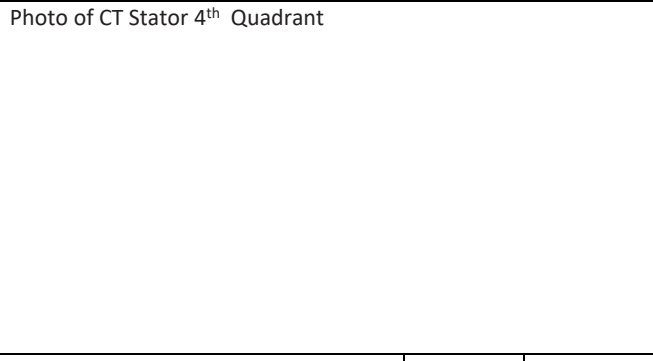
Item	Work Description	Mech.	LAE
1	Remove fuel manifold adapter as necessary (Ref. 73-10-05).		
2	Perform inspection of the First Stage Compressor. <u>Defects:</u>  <u>If defects found, quote MM Limitation and References :</u>		
<u>Photo of First Stage Compressor 1<sup>st</sup> Quadrant</u>		<u>Photo of First Stage Compressor 2<sup>nd</sup> Quadrant</u>	
<u>Photo of First Stage Compressor 3<sup>rd</sup> Quadrant</u>		<u>Photo of First Stage Compressor 4<sup>th</sup> Quadrant</u>	
3	Perform inspection of Combustion Chamber Liner Assembly. <u>Defects:</u>  <u>If defects found, quote MM Limitation and References :</u>	Mech.	LAE
<u>Photo of Combustion Chamber 1<sup>st</sup> Quadrant</u>		<u>Photo of Combustion Chamber 2<sup>nd</sup> Quadrant</u>	
<u>Photo of Combustion Chamber 3<sup>rd</sup> Quadrant</u>		<u>Photo of Combustion Chamber 4<sup>th</sup> Quadrant</u>	



# AMO MANUAL

## FORMS

### SCA-MTC 057 – BORESCOPE INSPECTION FORM

4	Perform Inspection of CT-Stator assembly. <u>Defects:</u>  <u>If defects found, quote MM Limitation and References :</u>	Mech.	LAE
<u>Photo of CT Stator 1<sup>st</sup> Quadrant</u> 		<u>Photo of CT Stator 2<sup>nd</sup> Quadrant</u> 	
<u>Photo of CT Stator 3<sup>rd</sup> Quadrant</u> 		<u>Photo of CT Stator 4<sup>th</sup> Quadrant</u> 	
5	Perform inspection of CT blades and shroud segments. <u>Defects:</u>  <u>If defects found, quote MM Limitation and References :</u>	Mech.	LAE



# AMO MANUAL

## FORMS

### SCA-MTC 057 – BORESCOPE INSPECTION FORM

Photo of Leading Edge CT-Blades 1 <sup>st</sup> Quadrant		Photo of Leading Edge CT-Blades 2 <sup>nd</sup> Q	
Photo of Leading Edge CT-Blades 3 <sup>rd</sup> Quadrant		Photo of Leading Edge CT-Blades 4 <sup>th</sup> Quadrant	
6	Perform inspection trailing edge of CT blades. <u>Defects:</u>	Mech.	LAE
	<u>If defects found, quote MM Limitation and References :</u>		

Photo of Trailing Edge CT-Blades 1 <sup>st</sup> Q		Photo of Trailing Edge CT-Blades 2 <sup>nd</sup> Q	
Photo of Trailing Edge CT-Blades 3 <sup>rd</sup> Q		Photo of Trailing Edge CT-Blades 4 <sup>th</sup> Q	
7	Perform inspection of PT-Blades and PT-Vanes Ring <u>Defects:</u>  <u>If defects found, quote MM Limitation and References :</u>	Mech.	LAE
Photo of PT-Blades/Vanes 1 <sup>st</sup> Q		Photo of PT-Blades/Vanes 2 <sup>nd</sup> Q	
Photo of PT-Blades/Vanes 3 <sup>rd</sup> Q		Photo of PT-Blades/Vanes 4 <sup>th</sup> Q	



# AMO MANUAL

## FORMS

### SCA-MTC 057 – BORESCOPE INSPECTION FORM

8	Install fuel manifold adapter(s) (Ref. 73-10-05).	Mech.	LAE
9	Perform fuel leak check post fuel nozzle installation		

BOREScope PERFORMED BY

Name: \_\_\_\_\_

Signature \_\_\_\_\_



# AMO MANUAL

FORMS

## SCA-MTC 058 – MAINTENANCE RELEASE AND CUSTOMER ACCEPTANCE

---

### MAINTENANCE RELEASE & CUSTOMER ACCEPTANCE

AIRCRAFT TYPE : \_\_\_\_\_ REGN NO : \_\_\_\_\_  
MAINTENANCE ORG : \_\_\_\_\_ AIRFRAME HRS : \_\_\_\_\_  
TYPE OF WORK : \_\_\_\_\_  
MANUAL REFERENCE : \_\_\_\_\_

I HEREBY CERTIFY AND ACCEPT THAT THE WORK SPECIFIED IN THE WORK SCOPE ABOVE  
HAVE BEEN PERFORMED IN ACCORDANCE WITH THE DGAC AIRWORTHINESS REGULATION  
AND MEET TO PT.----- REQUIREMENTS IS IN  
AIRWORTHY CONDITION AND SAFE FOR FLIGHT .

Order No. : \_\_\_\_\_ Date : \_\_\_\_\_

Signed : \_\_\_\_\_  
(Signature of authorized representative)

For : \_\_\_\_\_  
(Air operating Certificate holder name & certification number)

\_\_\_\_\_  
(Address)





# AMO MANUAL

FORMS

SCA-MTC 059 – PERSONEL LIST

## PERSONEL LIST



Job No :

A/C REG :

NO	NAME	LIC/AUT	ASSIGNED	SIGN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

PERSON INCHARGE:

SIGN/ DATE:        /    /    /






**PT.SMART CAKRAWALA  
AVIATION-AMO**

**SERVICEABLE TAG**

DGCA AMO	:145/---
DESCRIPTION	:
MANUFACTURER	:
PART NUMBER	: .....QTY : .....
SERIAL NUMBER	:
INSP. REPORT	: .....TSN : .....
MOD. STANDARD	:
REMOVED FROM A/C : .....ENG.....	
REASON OF REMOVAL : .....	
OWNER .....DESTINATION.....	
WORK PERFORMED :	
<input type="checkbox"/> REPAIRED	<input type="checkbox"/> TESTED
<input type="checkbox"/> INSPECTED	<input type="checkbox"/> MODIFIED
<input type="checkbox"/> OVERHAULED	ORDER NO. ....
WORK ACCOMPLISHED/REMARKS	OWNER :
.....	DATE, SIGN, and STAMP
.....	
.....	
Authorized signature, stamp, date	

Form No. :SCA-MTC 060

**PT. SMART CAKRAWALA  
AVIATION  
AMO  
TRANSIT TAG/REMOVED TAG**

PART NAME : .....	
POSITION : .....	
PART NUMBER : .....	
SERIAL NUMBER : .....	
TSN/TSO : .....	
A/C TYPE : .....	
OWNER : .....	
DATE OF REMOVAL : .....	
REMARK : .....	
.....	
.....	
AUTHORIZED	
MECHANIC :	AME LIC:
SIGN	DATE


Form No. : SCA-MTC 061



# AMO MANUAL

## FORMS

### SCA-MTC 062 – UNSERVICEABLE TAG

  
**PT. SMART CAKRAWALA  
AVIATION (AMO)  
UNSERVICEABLE TAG**

WO NO	: .....
OWNER	: .....
PART NAME	: .....POS.....
PART NUMBER	: .....
SERIAL NUMBER	: .....
TSN / TSO	: ...../.....
A/C TYPE	: .....A/C REG : .....
MANUFACTURER	: .....

REASON OF REMOVAL :

USE REVERSE SIDE AS NECESSARY

ACTION REQUIRES :

<input type="checkbox"/> BENCH TEST	<input type="checkbox"/> PAINTING
<input type="checkbox"/> REPAIRED	<input type="checkbox"/> SPECIAL INSP.
<input type="checkbox"/> MODIFIED	<input type="checkbox"/> CLEANING
<input type="checkbox"/> OVERHAULED	<input type="checkbox"/> SERVICING
<input type="checkbox"/> CALIBRATION CHECK	<input type="checkbox"/> .....


AUTHORIZED  
MECHANIC :

AME LIC:

SIGN

DATE

Form No. : SCA-MTC 062



**REASON OF REMOVAL (CONTINUED)**

CAUTION

DO NOT USE ITEM  
UNTILL DISCREPENCY  
HAS BEEN CLEARED



# AMO MANUAL

FORMS

## SCA-MTC 063 – SHELF LIFE PART MONTHLY INSPECTION



### SHELF LIFE PARTS MONTHLY INSPECTION

PT. SMART CAKRAWALA AVIATION

MAINTENANCE DEPARTMENT

Form: SCA/MTC/063

MONTH : \_\_\_\_\_ DATE OF INSPECTION : \_\_\_\_\_

MANUFACTURER'S PART NUMBER	PART NAME	CURE DATE	SHELF LIFE PERIOD	SHELF LIFE EXPIRES ON (DATE)	REMAINING	REMARKS

PREPARED BY :	APPROVED BY :
SIGNATURE :	SIGNATURE :



# AMO MANUAL

## FORMS

### SCA-MTC 064 – FUEL NOZZLE CLEANING INSPECTION

Refer : EMM 72-00-00 and any other applicable publications

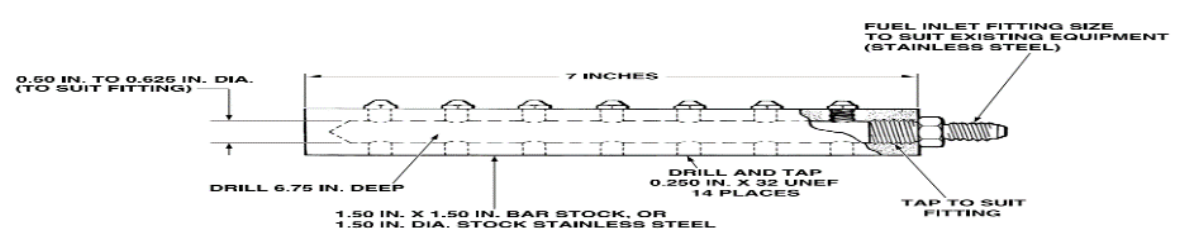
Date Performed :		Test Equipment PN :	
Part Number :		Test Equipment SN :	
Serial Number :		TSN / TSO :	

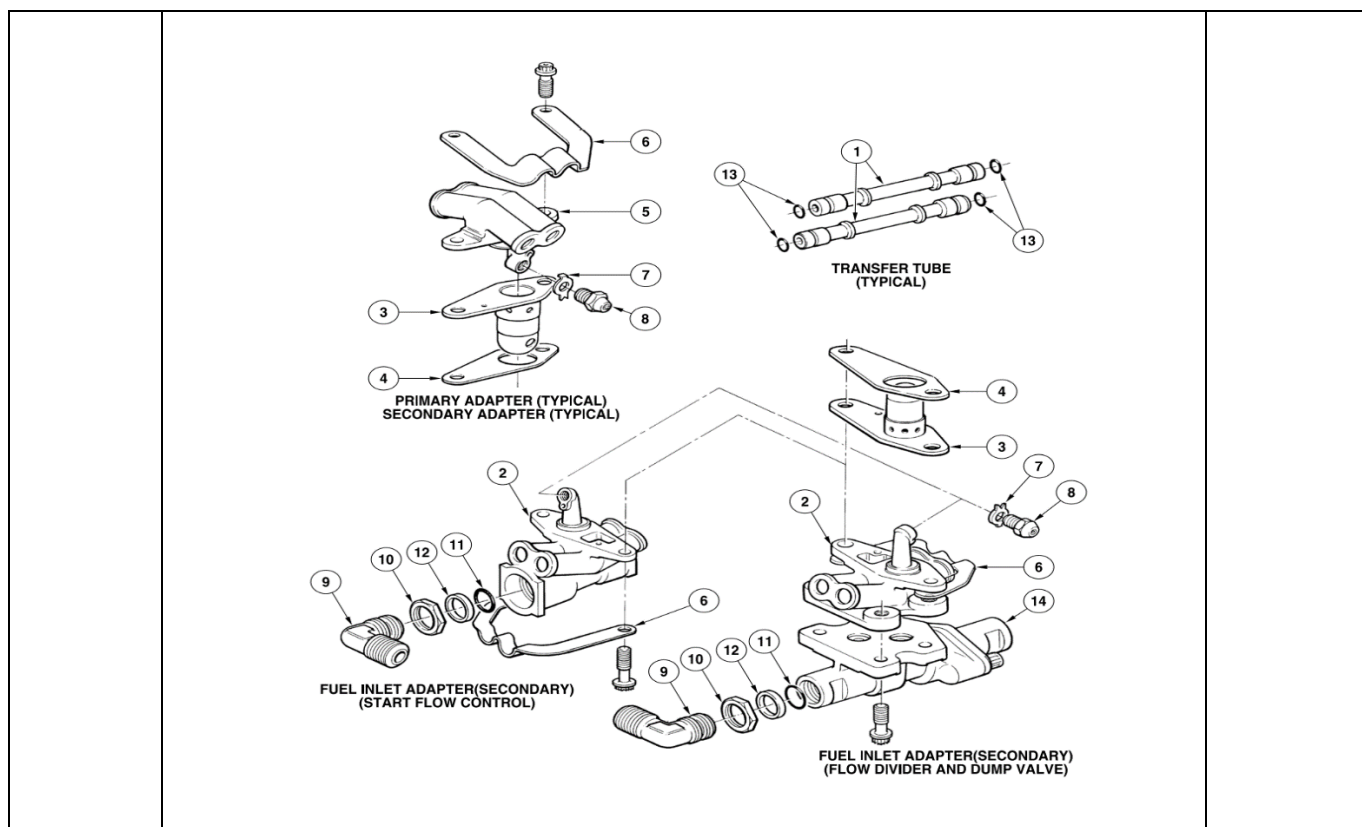
INSPECTION		SIGN
<b>1. Sheaths removal :</b>		
A	<ul style="list-style-type: none"> <li>Remove the gasket from the sheath on the inlet manifold adapter.</li> </ul>	
B	<ul style="list-style-type: none"> <li>Remove the sheaths from the manifold adapters using puller (PWC30416) if sheath is tight fitting on adapter boss.</li> </ul>	
<b>CAUTION: DO NOT PRY THE SHEATHS OFF WITH A SCREWDRIVER</b>		
C	<ul style="list-style-type: none"> <li>Send rejected assemblies for repair or overhaul in original packaging to prevent parts contacting each other during shipment.</li> </ul>	
<b>2. Cleaning of Fuel Manifold Adapter Assemblies :</b>		
A	<ul style="list-style-type: none"> <li>Remove fuel flow divider from inlet adapter .Prepare caustic solution by diluting 2 to 3 pounds of carbon removing compound (<a href="#">PWC11-013</a>) or (<a href="#">PWC11-049</a>) in one (1) U.S. gallon of water (3.8 liters) and heat to approximately 90°C (200°F). Pour caustic solution/cleaner into a tank of ultrasonic cleaner.</li> </ul>	
B	<ul style="list-style-type: none"> <li>Suspend the perforated stainless steel container containing manifold adapter assemblies in the cleaner tank solution. Make sure that all manifold adapters are completely immersed.</li> </ul>	
C	<ul style="list-style-type: none"> <li>Cover tank and activate ultrasonic cleaner for approximately one hour.</li> </ul>	
D	<ul style="list-style-type: none"> <li>After cleaning, immediately wash assemblies thoroughly in very hot water</li> </ul>	
<b>CAUTION: FLUSHING MUST BE DONE IMMEDIATELY FOLLOWING CLEANING PROCESS TO AVOID DAMAGE TO ASSEMBLIES BY RESIDUAL CLEANING SOLUTION.</b>		
E	<ul style="list-style-type: none"> <li>Rinse parts again in warm water at 82°C (180°F) for 2 to 3 minutes.</li> </ul>	
F	<ul style="list-style-type: none"> <li>Install blanking plate and preformed packings on mounting face of inlet manifold adapter to block flow through flow divider transfer ports at base of adapter.</li> </ul>	

G	<ul style="list-style-type: none"> <li>To remove residual cleaning solution from inside adapter assemblies, install adapters in fixture (PWC32811). Using appropriate blanking tubes, flow clean, very hot water at normal tap pressure, 30 psig max., for at least one minute through passageways of adapters.</li> </ul>	
H	<ul style="list-style-type: none"> <li>Remove blanking plate from inlet manifold adapter.</li> </ul>	
I	<ul style="list-style-type: none"> <li>Do leak and functional test.</li> </ul>	

**NOTE:** Before commencing the tests as described, allow fuel to flow through the nozzle and manifold adapter assembly for at least one minute at 30 psig.

### 3. Removal of Fuel Nozzle Tip in to Manifold Adapters (if it is necessary)··

<b>CAUTION:</b> MAKE SURE WRENCH SOCKET IS CORRECTLY ENGAGED ON NOZZLE DURING INSTALLATION. FUEL NOZZLE OUTLET MAY BE DAMAGED IF WRENCH SLIPS		
A	<ul style="list-style-type: none"> <li>Straighten the lugs on the keywashers and remove the nozzle assemblies (8) from the adapters and. Discard the keywashers.</li> </ul>	
<b>3.1 Cleaning of Fuel Nozzles (Removed from Fuel Manifold Adapters)(if it is necessary)••</b>		
A	<ul style="list-style-type: none"> <li>Place fuel nozzles in perforated steel container, and clean using same procedures as that for fuel manifold adapter assemblies.</li> </ul>	
<b>CAUTION:</b> FLUSHING MUST BE DONE IMMEDIATELY AFTER THE CLEANING PROCESS TO AVOID DAMAGE TO THE NOZZLES BY RESIDUAL CARBON REMOVER SOLUTION.		
B	<ul style="list-style-type: none"> <li>Install nozzles in flushing fixture. Use suitable blanking plugs if all 14 positions are not filled.</li> </ul>	
		
C	<ul style="list-style-type: none"> <li>Connect the hot water supply to the flushing fixture and flow clean, very hot water through the nozzles for one minute at normal tap water pressure up to 30 psig.</li> </ul>	
D	<ul style="list-style-type: none"> <li>Disconnect the flushing fixture from the hot water supply, connect to a supply of clean filtered compressed air or nitrogen and dry thoroughly. Disconnect the flushing fixture from the air supply.</li> </ul>	
E	<ul style="list-style-type: none"> <li>Connect the flushing fixture to the fuel manifold adapter assembly test rig and flow fuel through the nozzles for one minute at 30 psig.</li> </ul>	
F	<ul style="list-style-type: none"> <li>Remove the nozzles from the flushing fixture and store in a clean container until required for reinstallation and test in the adapter assemblies. required for reinstallation and test in the adapter assemblies.</li> </ul>	
<b>3.2 Installation of Fuel Nozzle Tip in to Manifold Adapters</b>		
A	<ul style="list-style-type: none"> <li>With a 10X magnifying glass verify that each manifold adapter assembly carries the correct detail fuel nozzle assembly tip part number</li> </ul>	
B	<ul style="list-style-type: none"> <li>Install the elbows (9) on the inlet adapter (<b>starting control installation only</b>) in the same positions as noted on removal.</li> </ul>	
C	<ul style="list-style-type: none"> <li>Install new nozzle assemblies in adapters (2 and 5) using new keywashers (7) at each location. Tighten nozzle assemblies 45 to 50 lb. in. <b>DO NOT lock keywashers until testing is completed. Use of fuel (PWC01-001) as a lubricant while tightening is permitted.</b></li> </ul>	
D	<ul style="list-style-type: none"> <li>(4) Leak test each nozzle and adapter assembly. Replace or repair nozzles that leak...</li> </ul>	
E	<ul style="list-style-type: none"> <li>(5) Function test each nozzle and adapter assembly.</li> </ul>	



#### 4. Cleaning Fuel Manifold Adapter (Nozzles Removed) and Adapter Sheaths

A	<ul style="list-style-type: none"> <li>SPOP 218 can be used as an optional cleaning procedure for fuel manifold adapter sheath only.</li> </ul>	
B	<ul style="list-style-type: none"> <li>Place the fuel manifold adapters and sheaths in the perforated stainless steel container, Reduce cleaning time to 30 minutes.</li> </ul>	

**CAUTION: FLUSH WASHING MUST BE DONE IMMEDIATELY AFTER THE CLEANING PROCESS.**

C	<ul style="list-style-type: none"> <li>Pressure wash parts thoroughly to remove residual compound under very hot, running water for at least one minute. Make sure that adequate water flow is maintained through the internal bores of the adapters.</li> </ul>	
D	<ul style="list-style-type: none"> <li>Remove any remaining loose carbon build-up on the sheaths by scrubbing with a non-metallic bristle brush.</li> </ul>	
E	<ul style="list-style-type: none"> <li>Immediately dry parts thoroughly using clean, filter compressed air.</li> </ul>	
F	<ul style="list-style-type: none"> <li>Install the fuel nozzles in the manifold adapters.</li> </ul>	



#### 5. Inspection/Check

**CAUTION:** USE EXTREME CARE WHEN HANDLING FUEL NOZZLE ASSEMBLIES SINCE EVEN FINGERPRINTS ON THE ORIFICE MAY PRODUCE POOR SPRAY PATTERN. CLEAN, LINT FREE GLOVES SHOULD BE WORN AT ALL TIMES WHEN HANDLING PARTS.

#### 5.1. Fuel Nozzle Assembly

A

- Check the nozzle assembly for burrs and similar defects. Threads and hexagon may be lightly stoned to remove nicks and burrs.

#### 5.2. Nozzle Sheath

A

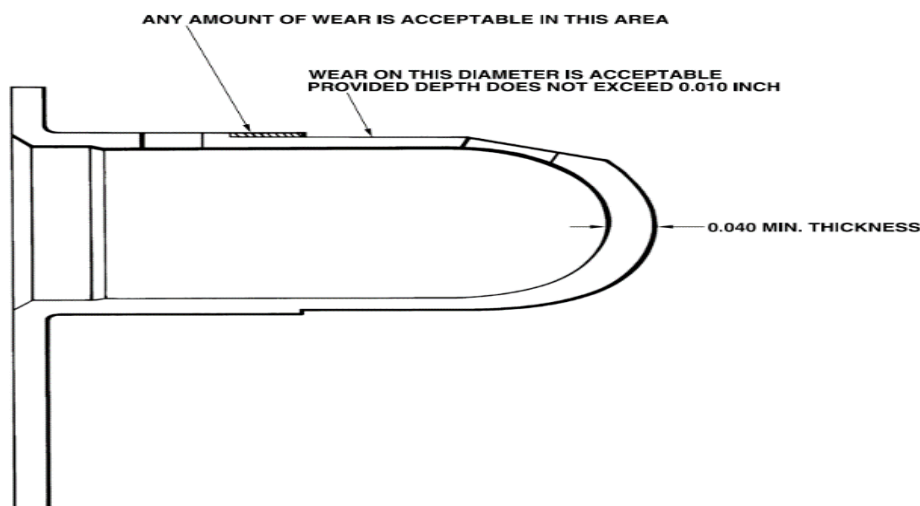
- Erosion, any loss of coating is acceptable provided any loose coating is removed by light buffing and 0.040 inch minimum dome thickness is retained.

B

- Fretting wear, maximum permissible depth is 0.010 inch; deburr raised material.

C

- Nozzle Sheath Wear Limits



#### 6. Approved Repairs

**CAUTION:** REPAIRS ARE NOT PERMITTED ON NOZZLE ORIFICE FACE.

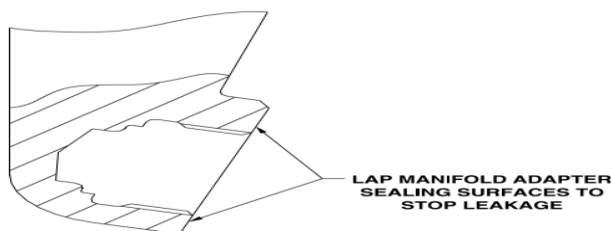
**Procedure:**

**CAUTION:** DAMAGE MAY OCCUR TO THE ADAPTER SEALING FACE IF USING TOO COARSE A GRIT OF ABRASIVE

CLOTH OR APPLICATION OF UNEQUAL PRESSURE ON ADAPTER FACE DURING LAPPING. THIS PROCEDURE IS ONLY RECOMMENDED FOR ADAPTERS THAT ARE FOUND TO BE LEAKING AFTER INSTALLATION OF A NOZZLE TIP.

**CAUTION:** IF LEAKAGE CANNOT BE STOPPED BY LAPPING OF THE ADAPTER SEALING FACE, DO NOT OVERTORQUE NOZZLE TIP TO ACHIEVE CORRECT SEALING. RETURN DEFECTIVE NOZZLE ASSEMBLY TO AN AUTHORIZED OVERHAUL SHOP FOR REPAIR.

A	<ul style="list-style-type: none"> <li>Repair of adapters, sheaths and nozzle assemblies is limited to local blending of minor defects such as scores, nicks, scratches and gouges on exterior surfaces.</li> </ul>	
B	<ul style="list-style-type: none"> <li>Clean up minor defects by blending with a fine stone or file and/or by polishing with crocus cloth (PWC05-061). Thread damage on adapters may be repaired with a suitable Swiss file, thread chaser or appropriate die.</li> </ul>	
C	<ul style="list-style-type: none"> <li>Remove all sharp edges and high spots. Lap adapter sealing surfaces against a flat base (<math>\pm 0.0002</math> inch flatness). Use compound (PWC05-145) or an abrasive cloth (PWC05-061) lubricated with a drop of fuel.</li> </ul>	
D	<ul style="list-style-type: none"> <li>Clean all parts after repair by pressure washing in petroleum solvent (PWC11-027) or (PWC11-031).</li> </ul>	
E	<ul style="list-style-type: none"> <li><b>NOTE:</b> See the figure</li> </ul>	



#### 7. Adjustment/Test:

**CAUTION:** OBSERVE FIRE SAFETY PRECAUTIONS AT ALL TIMES WHEN PROCEDURES INVOLVE THE USE OF FUELS OR SIMILAR COMBUSTIBLES.

**CAUTION:** DAMAGE TO THE HOT SECTION MAY BE CAUSED BY DEFECTIVE FUEL NOZZLES. REGULAR NOZZLE INSPECTION AND CLEANING IS RECOMMENDED TO EXTEND HOT SECTION LIFE.

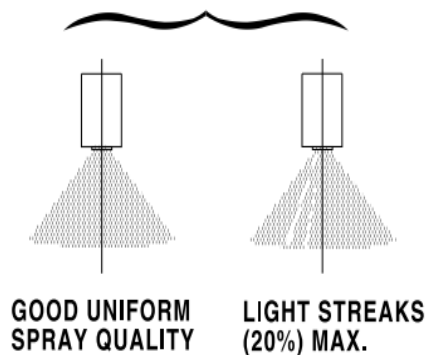
#### 7.1 General:

- Definitions of terms used in the text to describe specified test conditions for nozzles.

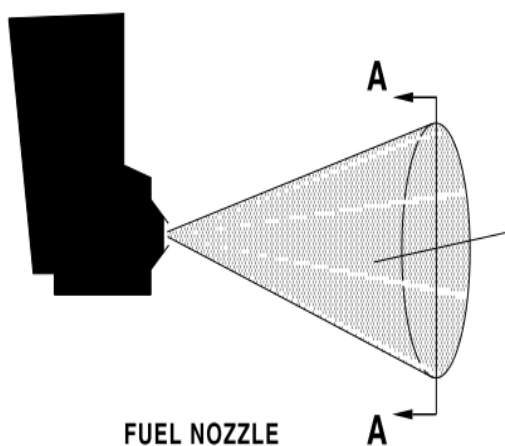
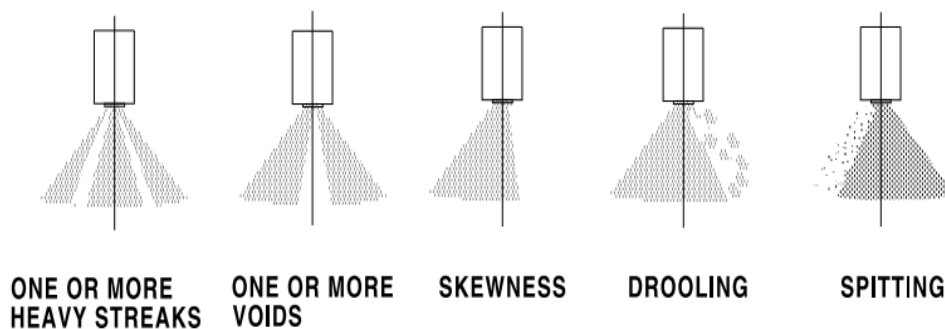
A	<p><u>"Streakiness" is defined as variation in spray quantity between different parts of spray cone and appearing as lighter or darker streaks in spray.</u></p> <ul style="list-style-type: none"> <li>• <u>1 A total of 20% of fuel spray may show light streaks.</u></li> <li>• <u>2 Caused by carbon deposit at nozzle face.</u></li> <li>• <u>3 Brush nozzle surface during flow test.</u></li> </ul>	
---	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

B	<p><u>"Spitting" is a condition which exists when large drops of unatomized fuel occur intermittently and usually on outside of spray cone.</u></p> <ul style="list-style-type: none"> <li>• <u>1 No spitting allowed.</u></li> <li>• <u>2 Caused by carbon deposit at nozzle face.</u></li> <li>• <u>3 Brush nozzle during flow test.</u></li> </ul>	
C	<p><u>"Drooling" is a condition which occurs when large drops of unatomized fuel form on nozzle face.</u></p> <ul style="list-style-type: none"> <li>• <u>1 No drooling allowed.</u></li> <li>• <u>2 Caused by carbon deposit at nozzle orifice or by partial obstruction of fuel nozzle distributor.</u></li> <li>• <u>3 Brush nozzle surface during flow test and ultrasonically clean.</u></li> </ul>	
D	<p><u>"Void" area of fuel spray showing discontinuity in fuel flow (air gap)</u></p> <ul style="list-style-type: none"> <li>• <u>1 No void allowed.</u></li> <li>• <u>2 Caused by obstruction on internal fuel passage.</u></li> <li>• <u>3 Ultrasonically clean.</u></li> </ul>	
E	<ul style="list-style-type: none"> <li>• <u>"Skewness" describes a spray condition that is not centered.</u></li> <li>• <u>1 No skewness allowed.</u></li> <li>• <u>2 Caused by damage to nozzle orifice.</u></li> <li>• <u>3 Not repairable at field level.</u></li> </ul>	

#### ACCEPTABLE

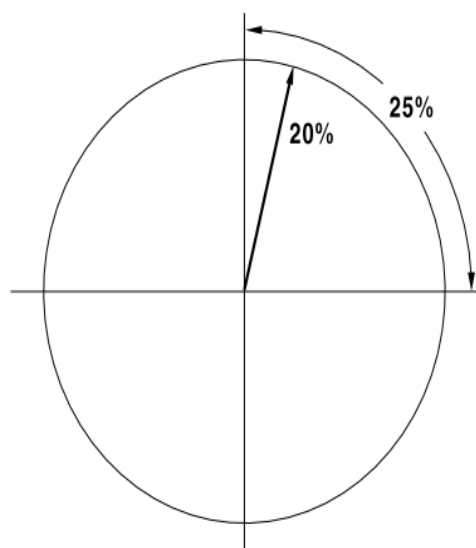


#### NOT ACCEPTABLE



FUEL NOZZLE

THE ADDITION OF THE STREAKS MUST NOT EXCEED 20% OF THE TOTAL FUEL SPRAY.



FUEL SPRAY UNDER VIEW  
VIEW A



# AMO MANUAL

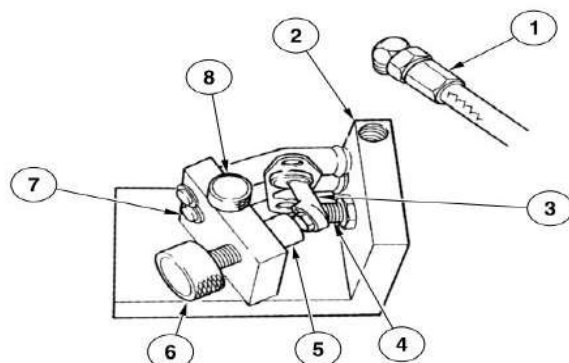
## FORMS

### SCA-MTC 064 – FUEL NOZZLE CLEANING INSPECTION

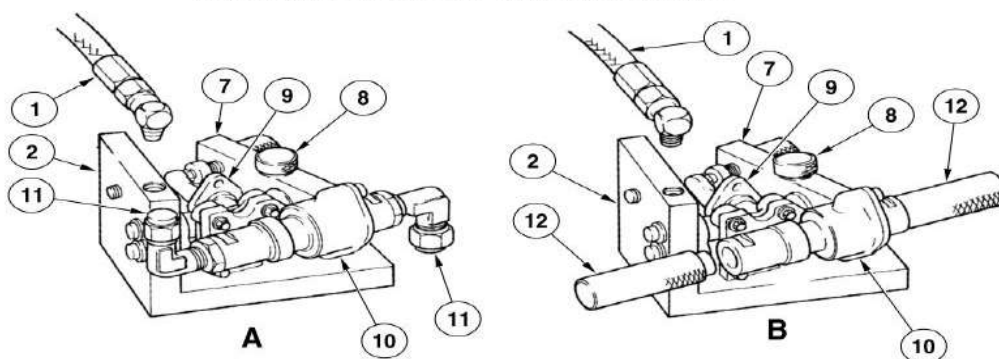
#### 8. Leakage Test of Fuel Manifold Adapters

**CAUTION:** USE EXTREME CARE WHEN HANDLING FUEL NOZZLE ASSEMBLIES SINCE EVEN FINGERPRINTS ON THE ORIFICE MAY PRODUCE POOR SPRAY PATTERN. CLEAN, LINT FREE COTTON GLOVES OR SURGICAL GLOVES SHOULD BE WORN AT ALL TIMES WHEN HANDLING PARTS.

<b>A</b>	<ul style="list-style-type: none"> <li>Loosen screws (8, 6 and 4) of test fixture (2) and remove pivot block (7).</li> </ul>	
<b>B</b>	<ul style="list-style-type: none"> <li>Insert plugs of pivot block (7) into ports in the nozzle assembly. Make sure the preformed packings are not pinched during nozzle installation.</li> </ul>	
<b>C</b>	<ul style="list-style-type: none"> <li>With plugs fully inserted into adapter ports, hold parts firmly and tighten pivot screw (8).</li> </ul>	
<b>D</b>	<ul style="list-style-type: none"> <li>Blank off nozzle orifice:  Turn setscrew (4) until it just makes contact with rear of adapter behind nozzle.  Turn torque screw (6) until plastic pad (5) seats on nozzle face.</li> </ul>	
<b>E</b>	<ul style="list-style-type: none"> <li>Tighten setscrew (4) and screw (6), simultaneously, to make sure that plastic pad (5) closes nozzle orifice without distortion of adapter.</li> </ul>	
<b>F</b>	<ul style="list-style-type: none"> <li>Tighten locknut on setscrew (4).</li> </ul>	
<b>G</b>	<ul style="list-style-type: none"> <li>When inlet manifold adapter and nozzle assembly (9) with attached flow divider (10) are to be tested, do the following additional steps:  Blank off elbow on flow divider (10) with caps (11). Tighten caps 40 to 45 lb.in. (Ref. View A).  If elbows are not installed, blank off ports in flow divider (10) with plugs (12, PWC30530) (Ref. View B).</li> </ul>	
<b>H</b>	<ul style="list-style-type: none"> <li>Check for external leaks between nozzle and adapter using one of the following methods: <b>Method A:</b> Connect hose assembly (1) to a supply of clean, dry compressed air or nitrogen and apply 200 psig to test fixture (2). Check for leaks using leak check fluid (PWC05-007) or by immersing in solvent (PWC11-027) or (PWC11-031). No leaks are permitted. <b>Method B:</b> Fill the hose assembly (1) with the fuel (PWC01-001) or calibrating fluid (PWC03-002). Apply 500 psig of compressed air or nitrogen to the hose assembly (1) to pressurize the fuel. Hold the hose assembly (1) vertical and examine the fuel nozzle for leakage. No leaks are permitted.</li> </ul>	
<b>I</b>	<ul style="list-style-type: none"> <li>Reduce pressure to fixture (2) to zero, disconnect hose assembly (1), and remove adapter assembly from fixture.  <b>NOTE:</b> If one or more unacceptable nozzle (s) is/are found, it is highly recommended that the hot section be inspected for damage by a direct visual inspection or borescope inspection.</li> </ul>	



PRIMARY AND SECONDARY MANIFOLD ADAPTERS



INLET MANIFOLD ADAPTER WITH  
FLOW DIVIDER AND DUMP / PURGE VALVE

#### 9. Functional Test of Fuel Manifold Adapters with Spray Chamber (PWC90086)

**CAUTION:** TAKE EXTREME CARE WHEN HANDLING FUEL NOZZLE ASSEMBLIES SINCE EVEN FINGERPRINTS ON THE ORIFICE MAY PRODUCE POOR SPRAY PATTERN. CLEAN, LINT FREE GLOVES MUST BE USED AT ALL TIMES WHEN HANDLING PARTS.

NOTE: Although cleaning is recommended, nozzles can be reinstalled without cleaning provided that function test is within limits.



# AMO MANUAL

## FORMS

### SCA-MTC 064 – FUEL NOZZLE CLEANING INSPECTION

A	<ul style="list-style-type: none"> <li>(1) Partially fill reservoir of spray chamber (PWC90086) with clean fuel (PWC01-001).</li> </ul>	
<b>CAUTION:</b> CONNECT GROUND CABLE ON SPRAY CHAMBER (PWC90086) TO PREVENT DANGER OF ELECTROSTATIC DISCHARGE.		
B	<ul style="list-style-type: none"> <li>Attach ground strap clip to a suitable ground.</li> </ul>	
C	<ul style="list-style-type: none"> <li>Connect air supply line with 100 psig maximum to air inlet (1).</li> </ul>	
D	<ul style="list-style-type: none"> <li>Put fuel nozzle assembly on positioning fixture.</li> </ul>	
E	<ul style="list-style-type: none"> <li>Connect nozzle inlet connector to fuel nozzle assembly.</li> </ul>	
F	<ul style="list-style-type: none"> <li>Position locking mechanism over fuel nozzle inlet connection to make sure that the fuel nozzle is positioned over light source.</li> </ul>	
G	<ul style="list-style-type: none"> <li>Install rubber boot (2) over the fuel nozzle and spray chamber (3) to reduce any possible calibration fluid vapor escaping from the chamber.</li> </ul>	
H	<ul style="list-style-type: none"> <li>(8) Turn on light source at the switch on the battery pack (4) mounted on the top lid.</li> </ul>	
I	<ul style="list-style-type: none"> <li>Set initial air pressure to 20 psig.</li> </ul>	
J	<ul style="list-style-type: none"> <li>Set selector valve (5) in "Pressure" position.</li> </ul>	
K	<ul style="list-style-type: none"> <li>Inspect fuel spray cone at 20 psi for drips and voids.</li> </ul>	
L	<ul style="list-style-type: none"> <li>Adjust pressure regulator valve to increase pressure to 60 psig and inspect fuel nozzle spray cone for drips and voids.</li> </ul>	
<b>NOTE:</b> Spitting, drooling and streakiness may be caused by external carbon deposits around nozzle orifice. Remove deposits by lightly brushing nozzle face with cotton swab or non-metallic bristle brush while fuel is flowing through orifice.		
M	<ul style="list-style-type: none"> <li>Return fuel nozzles to an authorized accessories overhaul shop if satisfactory spray cannot be achieved after repeated cleaning.</li> </ul>	
N	<ul style="list-style-type: none"> <li>After completion of testing, move selector valve (5) to "Vacuum" position to remove the accumulated calibration fuel from the spray chamber (3).</li> </ul>	
<b>NOTE:</b> The calibration fuel is filtered and returned to the reservoir.		
O	<ul style="list-style-type: none"> <li>Reduce pressure to zero, as indicated on gage by adjusting pressure regulating valve.</li> </ul>	
P	<ul style="list-style-type: none"> <li>Disconnect air supply line from spray chamber (PWC90086).</li> </ul>	
Q	<ul style="list-style-type: none"> <li>Remove fuel nozzle from spray chamber (PWC90086).</li> </ul>	

R	<ul style="list-style-type: none"> <li>Put nozzle assemblies in a clean, dust proof container until ready for installation on engine.</li> </ul>	
S	<ul style="list-style-type: none"> <li>If one or more nozzles are found unacceptable during the test, examine the hot section for evidence of heat damage by direct visual or borescope inspection.</li> </ul>	

**NOTE:** Return unserviceable nozzles to an authorized accessories overhaul shop for repair.



#### MAINTENANCE RELEASE

I hereby certify that the aircraft has been maintained in accordance with the Engine Maintenance Manual Chapter 72-00-00 and is determined to be for Return to Service .

Signature : \_\_\_\_\_ Company Authorization No.: \_\_\_\_\_





# AMO MANUAL

## FORMS

### SCA-MTC 065 – WEIGHT AND BALANCE

A91607

#### AIRPLANE WEIGHING FORM

REFERENCE DATUM

WATER LINE (WL) - INCHES

250

200

150

100

50

0

0 50 100 150 200 250 300 350 400 450 500 550

FUSELAGE STATION (FS) - INCHES

AIRPLANE NOSE DOES NOT COINCIDE WITH REFERENCE DATUM

177.57

MAC 66.40

NOSE JACK POINT (FS 100.00)

CARGO POD REMOVED FOR CLARITY

C.G.

Aft Jack Point - FS 227.44  
(without cargo pod installed - At left and right BL 23.77 within main gear fairing opening)

(with cargo pod installed - At left and right BL 31.125 aft bolt head on outboard main gear trunnion bearing cap with main gear fairing removed)

100.00

X

A

B

127.44

227.44

**NOTE**

IT IS THE RESPONSIBILITY OF THE OPERATOR TO ENSURE THAT THE AIRPLANE IS LOADED PROPERLY.

AIRCRAFT REGISTRATION : \_\_\_\_\_

AIRCRAFT TYPE : \_\_\_\_\_

AIRCRAFT SERIAL NUMBER : \_\_\_\_\_

PROPERTY OF : \_\_\_\_\_

PLACE OF WEIGHING : \_\_\_\_\_

REASON OF WEIGHING : \_\_\_\_\_

PERFORMED BY : \_\_\_\_\_

CONFIGURATION : \_\_\_\_\_

CHECKED BY : \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

#### RESULTS

EMPTY WEIGHT	:
EMPTY C.G FROM DATTUM LINE	:
INDEX MAC %	:
VALID UNTIL	:

#### WEIGHING EQUIPMENT

PART NUMBER	:
SERIAL NUMBER	:
VALIDATION	:

APPROVED BY \_\_\_\_\_

CHIEF INSPECTOR

## HIGHLIGHTS OF REVISION   1

ITEM	DESCRIPTION	PAGE

**Note :** Upon inserting the Revision   1   into the Approved of   2  , write your name in the Record of Revision List (page R of R-i) at the provided column of the name and put your signature in the appropriate column next to the column of your name.

Complete the WOP (Work Order Publication) confirmation attached, and Revision   1   has been incorporated into your copy of the   2   and then send it to [Technical Services](#).


- 1    **————→**    **Number Sequence of Revision**
- 2    **————→**    **Name of manual .**



## AMO MANUAL

### FORMS

#### SCA-MTC 067 – MATERIAL STORE LOG

		<b>MATERIAL / STORE LOG BOOK</b> PT. SMART CAKRAWALA AVIATION MAINTENANCE DEPARTMENT Form: <b>SCA/MTC/067</b>						
DATE	PART NOMENCLATURE	PART NUMBER	SERIAL NUMBER	QTY ISSUED	A/C REG.	ISSUED TO (NAME/EMP.#)	PART REQUEST No.	REMARKS



## AMO MANUAL

FORMS

SCA-MTC 067 – MATERIAL STORE LOG

---



# AMO MANUAL

FORMS

SCA-MTC 068 – “RESERVED”

---

***“RESERVED”***



# AMO MANUAL

## FORMS

### SCA-MTC 069 – INDIVIDUAL TECHNICAL TRAINING RECORD

#### INDIVIDUAL TECHNICAL TRAINING RECORD

(FORM: SCA/MTC/069)

NAME : \_\_\_\_\_

EMPLOYEE NO. : \_\_\_\_\_

DATE : \_\_\_\_\_

No.	SUBJECT(S) STUDIED	DURATION	PLACE	YEAR	REMARKS

Revision No. : 00

SCA/AMO 1-001

August 2019

Page Appendix F -069



## AMO MANUAL

FORMS

SCA-MTC 070 – MECHANICAL INTRRUPTION SUMMARY



### MECHANICAL INTERRUPTION SUMMARY (MIS) R E P O R T

Form: SCA/MTC/070

No.	Type of A/C	A/C Registration	Date Occurrences	Emergency Procedure Affected (RTA/RTB/Divert)	Nature of Failure/Malfunction /Defect	Probable Cause	Corrective Action	Remarks

Date:

Prepared by :

Chief Inspector

Revision No. : 00  
SCA/AMO 1-001  
August 2019

Page Appendix F-070



## AMO MANUAL

FORMS

SCA-MTC 070 – MECHANICAL INTRRUPTION SUMMARY

---





# AMO MANUAL

FORMS

SCA-MTC 071 – REJECTION NOTICE



## PT. SMART CAKRAWALA AVIATION (AMO) RECEIVING REJECTION REPORT

Form: SCA-MTC 071

VENDOR'S NAME : \_\_\_\_\_

MANUFACTURER : \_\_\_\_\_

ORDERED FOR : \_\_\_\_\_

VENDOR'S WORK ORDER NO. : \_\_\_\_\_

PURCHASED ORDER NO : \_\_\_\_\_

RECEIVED BY : \_\_\_\_\_

DATE RECEIVED : \_\_\_\_\_

NOMENCLATURE	PART NO	SERIAL NO	QUANTITY		
			ORDER	REC'D	REJ'D

REASON FOR REJECTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE : \_\_\_\_\_ RECEIVING INSPECTOR : \_\_\_\_\_

Revision No. : 00

SCA/AMO 1-001

August 2019

Page Appendix F-071





## TOOLS AND EQUIPMENT LISTED

BASE :

Date / Months Control :

No	DESCRIPTION	PART NUMBER	SERIAL NUMBER	LOCATION	QUANTITY	STATUS	REMARKS
1							
2							
3							
4							
5							
6							

CONTROLLED BY

( NAME )

Store Keeper



PT SMART CAKRAWALA AVIATION AMO 145D – 1003

## COMPANY MAINTENANCE AUTHORIZATION - CMA

Reference Number:



NAME	:	STAFF No.	:	AMEL No.	:	AMEL exp. Date	:
CMA Initial Issued Date	:	STAMP No	:	CMA expiry date	:	CONT. TRNG expiry date	:
<b>AUTHORIZATION INVALID WHEN ANY OF THE ABOVE DATES ARE EXCEEDED</b>							
<b>AMEL CATEGORY</b>		CESSNA 208/208B FITTED WITH PT6A-114,-114A,-140 ENGINE					
		ROBBINSON R66 FITTED WITH RR300 ENGINE					
		AIRBUS EC130T2 FITTED WITH ARRIEL 2D ENGINE					
		BELL 212/412 FITTED WITH PT6T SERIES ENGINE					
		AVIONIC-INSTRUMENT/RADIO					
		AS 350/ AS355 WITH ARRIEL 2/ ARRIUS 1 /ALLISON 250 SERIES ENGINE					
		PILATUS PORTER PC-6 WITH PT6 ENGINE					
<b>SCOPE</b>							
<b>A &amp; E</b>							
<b>I E R A</b>							
Holder signature _____ Chief Inspector signature _____ Issued Date : _____  Note 1: On termination of service with Smart Cakrawala Aviation, the Authorization & stamp shall return to Chief Inspector. Note 2: Company Maintenance Authorization and Stamp issued by Chief Inspector are properties of the Company Smart Cakrawala Aviation unless been withdrawn, suspended, revoked or returned to QA.							

This Company Maintenance Authorisation is only valid whilst the holder is employed by Smart Cakrawala Aviation.

Whilst exercising the authority of this certificate the holder is technically responsible to the Chief Inspector of Smart Cakrawala Aviation. The holder is not permitted to delegate this authority to any other person.

When using an inspection stamp the holder must ensure that the stamp impression is clear and legible. Only "blue/red" ink is to be used for stamp replenishment.

Whilst exercising the authority Stamp means signature,name,AMEL Number already represented.

When making certifications on documents that do not permit the use of stamp impressions, the holders normal signature must be used and followed with the Name,AMEL number and date clearly printed.

Any Lost,Damage or Broken of CMA/Stamp must be reported to the Chief Inspector immediately.



PT SMART CAKRAWALA AVIATION AMO 145D – 1003

## COMPANY MAINTENANCE AUTHORIZATION - CMA

### APPENDIX 1:

Maintenance Release and Return to Service Cessna

- A. Line Maintenance including defect rectification limited to Line Replacement (LRU) in accordance with Continuous Maintenance Program (CMP).
- B. Preflight and Daily Inspection.
- C. Airframe Inspection for ID 0A, ID 01, ID 02, ID 04, ID 05, ID 06, ID 07, ID 08, ID 09, ID 10, ID 11, ID 12, ID 13, ID 14, ID 15, ID 16, ID 17, ID 18, ID 19, ID 20, ID 21, ID 22, ID 23, ID 24, ID 25, ID 26, MA, MB, MD, ME, MF, MG, MH, MI, MJ, MK, ML.

#### Maintenance Release and Return to Service Pratt and Whitney

Engine Inspection up to Minor inspection

- D. 100 Hours Inspection up to 1000 Hours Inspection.
- E. Hot Section Inspection (HSI) include Authorized Release Certificate.

### APPENDIX 2:

Maintenance Release and Return to Service Robinson

- A. Line Maintenance including defect rectification limited to Line Replacement (LRU) in accordance with Continuous Maintenance Program (CMP).
- B. Airframe Inspection up to 100 hours or 12 months.

#### Maintenance Release and Return to Service RR300

- C. Engine inspections up to 200 hours or 12 months.

### APPENDIX 3:

Maintenance Release and Return to Service Airbus Helicopter

- A. Line Maintenance including defect rectification limited to Line Replacement (LRU) in accordance with Continuous Maintenance Program (CMP).
- B. Airframe Inspection up to 600 hours, 24 months, 600 hours/24 months, 1 OPC, 1.000 OPH.
- C. Airframe Inspection up to 1200 hours.
- D. 48 months, 1.200 hours/48 months.

#### Maintenance Release and Return to Service Arriel 2D

Engine inspections up to 800 hours or 24 months

- E. Engine inspections up to 6.000 hours or 180 months.

### APPENDIX 4:

Compass compensation and adjustment, this includes:

- A. Direct reading compasses.
- B. Remote reading compasses.
- C. Preparation of deviation cards.

### APPENDIX 5:

Borescope

- A. Engine Full borescope inspection including assessment limitation.
- B. Airframe Full borescope inspection including assessment limitation.

### APPENDIX 6:

Required Inspection Item.

### APPENDIX 7:

Engine Ground Run

- A. Idle Power only.
- B. Full Power.

### APPENDIX 8:

Weight and Balance.

### APPENDIX 9:

- A. Electrical power generation and distribution systems including the use of external test equipment. This includes but is not restricted:
  - Aircraft lighting system
  - Zonal inspection of wire bundles
  - Bonding test using a conductivity tester
  - Soldering, crimping or inspection of wiring
  - Igniter lead changes.
- B. Including electrical components in mechanical systems.
- C. Instrument systems.
- D. Autopilot system.
- E. Radio communication and navigation systems.
- F. Radio radar systems.
- G. Checks and replacement of Radio communication/navigation /Radio radar system LRUs iaw AMM provided that the satisfactory function of these is either self-evident or can be verified using BITE tests.

### APPENDIX 10:

Servicing & Miscellaneous

- A. Push-outs and Towing.
- B. Special vehicle ramp activities.
- C. Inspection after De-Icing/Anti-icing.

### Appendix 11:

Propeller

- A. Workshop-Disassembly/Assembly.
- B. Line-Disassembly/Assembly
- C. Line-Removal, Installation, Adjustment and Test.
- D. Workshop-Issuance Authorized Release Certificate.

### APPENDIX 12:

Maintenance Release and Return to Service BELL

- A. Line Maintenance including defect rectification limited to Line Replacement (LRU) in accordance with Continuous Maintenance Program (CMP).
- B. Airframe Inspection up to 5000 Hours or 5 Years.

#### Maintenance Release and Return to Service Pratt and Whitney

- C. Engine inspections up to 2500 hours.

### APPENDIX 13:

Workshop

- A. Instrument
- B. Radio

### APPENDIX 14:


Maintenance Release and Return to Service AS350/AS355

- A. Line Maintenance including defect rectification limited to Line Replacement (LRU) in accordance with Continuous Maintenance Program (CMP).
  - B. Airframe Inspection up to 4500 Hours or 4 Years.
- #### Maintenance Release and Return to Service Arriel 2/Arrius 1/Allison 250 Series
- C. Engine inspections up to 2500 hours.

### APPENDIX 15:

Maintenance Release and Return to Service Pilatus Porter PC-6

- A. Line Maintenance including defect rectification limited to Line Replacement (LRU) in accordance with Continuous Maintenance Program (CMP).
  - B. Preflight and Daily Inspection.
- #### Maintenance Release and Return to Service Pratt and Whitney
- Engine Inspection up to Minor inspection
- C. 100 Hours Inspection up to 1000 Hours Inspection.
  - D. Hot Section Inspection (HSI) include Authorized Release Certificate.

	<b>ROBBED PART FORM</b>		
<b>AIRCRAFT TYPE &amp; MODEL:</b>			
<b>ROBBED FROM A/C :</b>		<b>INSTALLED TO A/C :</b>	
REGISTRATION		REGISTRATION	
A/C S/N.		A/C. S/N.	
PART NAME : _____			
PART NO. : _____			
SERIAL NO. : _____			
TSN : _____			
CSN : _____			
TBO (Hour/Cycle) : _____			
TSO : _____			
CSO : _____			
REMAINING (Hour/Cycle) : _____			
Date : _____  _____		Mechanic : _____  _____	
Name and signature		Name and signature	



## AMO MANUAL

FORMS

SCA-MTC 076 – PURCHASE ORDER


 <b>PT. SMART CAKRAWALA AVIATION PURCHASE ORDER</b>				
<b>NO. :</b>				
To: _____ Date : _____ PR NO. : _____ DELIVERY : _____				
No.	DESCRIPTION	QTY	UNIT PRICE	VALUE
<b>Term of Condition :</b>				
<b>TOTAL :</b>				
DELIVERY ADDRESS :				
<b>APPROVED BY :</b>		<b>ACKNOWLEDGE:</b>	<b>ISSUED BY :</b>	
*****		*****	*****	



## AMO MANUAL


FORMS

SCA-MTC 077 – TECHNICAL PUBLICATION LIST

		<b>TECHNICAL PUBLICATION LISTED</b> <b>PT. SMART CAKARAWALA AVIATION</b>	
NO	DESCRIPTION	REVISION NO	REVISION DATE ISSUED

<b>Date:</b>	<b>Prepared by :</b>
	<div><div>_____</div><div>Chief Inspector</div></div> <div><div>_____</div><div>Signature</div></div>



		<b>LIST OF PERSON AUTHORIZED TO PERFORM RII PT. SMART CAKRAWALA AVIATION AMO</b>			
No	N a m e	Company Authorization Number	RII. Authorization Number	R.I.I. Authorized Qualification	Stamp
1					
2					
3					

## TRAINING STUDENT FEEDBACK FORM

Name of Student	
Name of Training	
Duration of Training	

OBJECTIVITY		STUDENT SCORING*									
		1	2	3	4	5	6	7	8	9	10
1	Training Material/Manual										
2	Class room										
3	General Environment										
4	Instructor Training Method										
5	Time and Scheduling										
6	Coffee break Service										
7	Supporting Staff										

\* Filled by insert (x) in the box, 1 (poor) – 10 (very good)

**CAPABILITY SELF INTERNAL EVALUATION****1. DESCRIPTION OF CAPABILITY:****2. MANUFACTURE:****3. FACILITY REQUIRED:****4. APPROVED PUBLICATION AMM/ CMM/ OHM REQUIRED:**

NO	DESCRIPTION	REVISION NO	REVISION DATE ISSUED	REMARKS

**5. SPECIAL TOOLS / GENERAL TOOLS / EQUIPMENTS:**

NO	PART NAME	PART NUMBER	QTY REQ.	AVAILABLE	REMARK

**6. MATERIALS REQUIRED**

NO	PART NAME	PART NUMBER	REQ	AVAILABLE	REMARK

**7. QUALIFIED/ TRAINED PERSONNEL:**

NO	NAME OF PERSONNEL	QUALIFICATION	LICENSE	WORK-SCOPE

I HEREBY CERTIFY THAT ALL THE REQUIREMENTS OF CIVIL AVIATION SAFETY REGULATIONS (C.A.S.R.), COMPANY PROCEDURES AND MAINTENANCE MANUAL ARE COMPLIED WITH.

DATE :  
PREPARED BY:( )  
Technical ManagerDATE :  
APPROVED BY:( )  
Chief Inspector





# AMO MANUAL

## FORMS

SCA-MTC 081 – JOB ORDER

### COMPONENT WORK CARD

AIRCRAFT :	P/N :	WO :
A/C REG. :	S/N :	

DESCRIPTION	SIGN & STAMP	
	MECH	INSP



## HOLDING TAG

DESCRIPTION :	REMOVED FROM : <b>PK-</b>
PART NO. :	AT AIRCRAFT TOTAL TIME :      DATE :
SERIAL NO. :	WORKSHEET / WORK ORDER NO. :
TSN :	REASON FOR REMOVAL :
CSN :	PART STATUS :
TSO / TSI :	<input type="checkbox"/> Serviceable Condition <input type="checkbox"/> Inspected
Engineer : (Name & License )	Remarks :

Form: SCA/MTC/082

AMO





**PT. SMART CAKRAWALA AVIATION-AMO**

**SCRAP TAG**

Form: SCA-MTC 084

Date : \_\_\_\_\_

Ref. : \_\_\_\_\_

Description : \_\_\_\_\_

P/N. : \_\_\_\_\_

S/N. : \_\_\_\_\_

TSN. : \_\_\_\_\_

TSO/R : \_\_\_\_\_

CSN. : \_\_\_\_\_

CSO/R : \_\_\_\_\_

Removed from : \_\_\_\_\_

A/C TSN : \_\_\_\_\_

Reason of Scrap

\_\_\_\_\_

\_\_\_\_\_

Chief Inspector

( \_\_\_\_\_ )  
Sign & Stamp





## TEMPERATURE AND HUMIDITY ROOM CONTROL RECORD

PT. SMART CAKRAWALA AVIATION - AMO

Temperature Standard PT.Smart Cakrawala Aviation : **18 - 25°C.**

Humidity Standard PT. Smart Cakrawala Aviation : **35 - 65%.**

MONTH:

NO.	DATE	TEMPERATURE	HUMIDITY	CHECK BY	SIGNATURE	REMARKS
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Report by:

Verified by:

( Engineer in Charge )

( Chief Maintenance )


## NON ROUTINE CARD

1. JO/WO #	2. DATE	3. MTC TYPE	4. A/C REG/MSN
5. CARD #	6. ATA SPEC	7. TRADE	8. STA
9. ZONE	10. PANEL		
11. DESCRIPTION			
REFERENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> OTHER
RII (*)	<input type="checkbox"/> Y	<input type="checkbox"/> N	MHR :
12. RESULT		MECH	ENG
Performed at A/C TT : ..... A/C TC /LDG : .....			
FINDING	<input type="checkbox"/> Y	<input type="checkbox"/> N	ACT MHR :
INSPECTION CARD (IC) #		DATE/TIME (DD/MM/YY)	
1. PARTS REQUIRED			
DESCRIPTION	PART NO	QTY	REMARK
			STOCK STATUS
1. TOOLS REQUIRED			
DESCRIPTION	PART NO / MODEL	NEXT CALIBRATION DATE	STATUS



Form No. SCA-MTC-088 Rev.01, 09 Oct 2020

[illegible]

 <b>1. DIRECTORATE GENERAL OF CIVIL AVIATION MINISTRY OF TRANSPORTATION REPUBLIC OF INDONESIA</b>			<b>2. AUTHORIZED RELEASE CERTIFICATE</b> DGCA Form No. 21-18, AIRWORTHINESS APPROVAL TAG			3. Form Tracking Number:		
4. Organization Name and Address:						5. Work Order/Contract/Invoice Number:		
6. Item :	7. Description:	8. Part Number :	9. Quantity :	10. Serial Number :	11. Status/Work:			
12. Remarks :								
13.a. Certifies the items identified above were manufactured in conformity to : <input type="checkbox"/> Approved design data and are in a condition for safe operation. <input type="checkbox"/> Non-approved design data specified in Block 12.					14.a. <input type="checkbox"/> CASR Part 43.9 Return 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 CASR part 43 and in respect to that work, the items are approved for return to service.			
13.b. Authorized Signature:		13.c. Approval/Authorization No.:			14.b. Authorized Signature :		14.c. Approval/Certificate No.:	
13.d. Name (Typed or Printed):		13.e. Date ( d/m/y ) :			14.d. Name (Typed or Printed):		14.e. Date ( d/m/y ) :	
<b>User/Installer Responsibilities</b>								
<p>It is important to understand that the existence of this document alone does not automatically constitute authority to install the part/component/assembly.</p> <p>Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts parts/components/assemblies from the airworthiness authority of the country specified in Block 1.</p> <p>Statements in Block 13a and 14a do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.</p>								

**REPUBLIC OF INDONESIA**

**MINISTRY OF TRANSPORTATION  
DIRECTORATE GENERAL OF CIVIL AVIATION**

**Export Certificate of Airworthiness**

**Number:** \_\_\_\_\_

This certifies that the product identified below and particularly described in Indonesia Type Certificate (Validation) number \_\_\_\_\_ has been examined as of the date of this certificate, is considered airworthy in accordance with the Indonesia Civil Aviation Safety Regulation, and is in compliance with those special requirements of the importing country filed with the Republic of Indonesia Government, except as noted below. The certificate in no way attests to compliance with any agreements or contracts between the vendor and purchaser, nor does it constitute authority to operate an aircraft.

Aircraft Type/Model :

Manufacturer :

Serial No. :

New ( )      Used ( )  
TSN: \_\_\_\_\_ hrs.      CSN: \_\_\_\_\_ cls.

Engine Model :

Serial Number : #1. \_\_\_\_\_ TSN: \_\_\_\_\_ hrs. CSN: \_\_\_\_\_ cls.  
#2. \_\_\_\_\_ TSN: \_\_\_\_\_ hrs. CSN: \_\_\_\_\_ cls.  
#3. \_\_\_\_\_ TSN: \_\_\_\_\_ hrs. CSN: \_\_\_\_\_ cls.  
#4. \_\_\_\_\_ TSN: \_\_\_\_\_ hrs. CSN: \_\_\_\_\_ cls.

Propeller Model :

Serial Number : #1. \_\_\_\_\_ TSN: \_\_\_\_\_ hrs. CSN: \_\_\_\_\_ cls.  
#2. \_\_\_\_\_ TSN: \_\_\_\_\_ hrs. CSN: \_\_\_\_\_ cls..  
#3. \_\_\_\_\_ TSN: \_\_\_\_\_ hrs. CSN: \_\_\_\_\_ cls.  
#4. \_\_\_\_\_ TSN: \_\_\_\_\_ hrs. CSN: \_\_\_\_\_ cls.

Country to which exported:

Exemption :

Date of issue:

**On behalf of the Director General of Civil Aviation**

Director of Airworthiness and Aircraft Operations



## SUSPECTED UNAPPROVED PARTS NOTIFICATION

1. Date :		2. Part Name :	
3. Part No. :		4. Serial No. :	
5. Aircraft Mark/ Model :	6. Quantity :	7. Next Assembly Name & No. :	
8. Name & Address of Person(s) That Supplied or Repaired the Part: Name : _____ Street : _____ City : _____ State/Country : _____ Phone : _____			
9. Description of Event (Include why you think the part(s) is not approved :			
10. Data Part(s) Was Discovered :			
11. Location Where Part Was Discovered : Name : _____ Street : _____ City : _____ State/Country : _____ Phone : _____  Check One Of The Following Applicable To The Person Who Discovered The Part : <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Other</div><div><input type="checkbox"/> Supplier <input type="checkbox"/> Approved Maintenance Organization</div></div>			
12. Reporter Name : Name : _____ Street : _____ City : _____ State/Country : _____ Phone : _____			
13. <input type="checkbox"/> Check here if you want your identity to be kept confidential			





**MINISTRY OF TRANSPORTATION**  
**DIRECTORATE GENERAL OF CIVIL AVIATION**

Office Complex Soekarno-Hatta International Airport, C3 St., Tangerang, Banten- Indonesia  
Telp.: (+6221) 225 66288, (+6221) 256 08887 Fax. : (+6221) 225 66399  
Website : hubud.dephub.go.id; e-mail: daao\_dgca@dephub.go.id

**SERVICE DIFFICULTY REPORT**

Operator/AMO/Manufacturer	
SDR Control Number	
A T A Code	
A/C Registration	
Phase of Operation/Maintenance	
Location	

<i>Enter Pertinent Data</i>	MANUFACTURER	MODEL/SERIES	SERIAL NUMBER	APPLIANCE COMPONENT <i>(Assembly that includes part)</i>			
AIRCRAFT				Comp/Appl. Name	Manufacturer	Model/Part No	Serial Number
POWERPLANT				SPECIFIC PART <i>(of component)</i> CAUSING TROUBLE			
PROPELLER				Part Name	MFG. Model or Part No.	Model/Series	Part/Defect Location
Part TT		Part TSO		Part Condition		Date of Occurrence	
Submitted by		Title		Contact No.		Date Submitted	

**Comments**  
(Describe the Service Difficulty and the circumstances under which it occurred. State probable cause and recommendations to prevent recurrence, use reverse side if needed).

**For DGAC use only**

Date Received:	DAC Control Number:	Status: <input type="checkbox"/> Open <input type="checkbox"/> Closed
Inspector Name:	Signature:	Date Closed:

☐ Comments (Continued)



# **MINISTRY OF TRANSPORTATION** **DIRECTORATE GENERAL OF CIVIL AVIATION**

Office Complex Soekarno-Hatta International Airport, C3 St., Tangerang, Banten- Indonesia

Telp.: (+6221) 225 66288, (+6221) 256 08887 Fax. : (+6221) 225 66399

Website : hubud.dephub.go.id; e-mail: daao\_dgca@dephub.go.id

## **RETURN TO SERVICE AFTER EMBODIMENT OF ALTERATION OR MAJOR REPAIR**

**INSTRUCTION:** Print or type all entries. See CASR 43.9, CASR 43 Appendix B, and AC 43.91 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law. Failure to report can result in a civil sanction under Ministry Regulation No. PM 30 year 2015 for each such violation of Aviation Act No. 1 of 2009.

<b>1. AIRCRAFT</b>	Make	Model
	Serial No.	Nationality and Registration Mark
<b>2. OWNER</b>	Name (as shown on registration certificate)	Address (as shown on registration certificate)

### **3. FOR DGCA USE ONLY**

4. UNIT IDENTIFICATION				5. TYPE		
UNIT	MAKE	MODEL	SERIAL NO.	REPAIR	ALTERATION	
				major	minor	major
AIRFRAME	(as described in item 1 above)					
POWERPLANT						
PROPELLER						
APPLIANCE	Type					
	Manufacturer					

APPROVED DATA REFERENCE / ENGINEERING APPROVAL (No. & Date):

### **6. CONFORMITY STATEMENT**

A. Agency's Name and Address	B. Kind of Agency	C. Certificate No.
	<input type="checkbox"/> Indonesian LAME	
	<input type="checkbox"/> Certificated AMO	
	<input type="checkbox"/> Manufacturer	
D. I certify that the alteration or repair made to the unit(s) identified in item 4 above and described on the reverse or attachments hereto have been made in accordance with the requirements of CASR Part 43 and that the information furnished herein is true and correct to the best of my knowledge.		
Date	Signature of Authorized Individual	

### **7. APPROVAL FOR RETURN TO SERVICE**

Pursuant to the authority given persons specified below, the unit identified in item 4 was inspected in the manner prescribed by the Director of DAAO			
<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>REJECTED</b>			
By	DGCA Inspector	DGCA Designee	LAME Licensed
	Manufacturer	AMO	Other
Date of Approval or Rejection		Certificate or Designation No.	Signature of Authorized Individual

**NOTICE**

Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirement.

**8. DESCRIPTION OF WORK ACCOMPLISHMENT**

(If more space is required, attach additional sheets. Identify with aircraft nationality and registration mark and date work completed.)

☐ **Additional sheets are attached**



## **VENDOR /CONTRACTOR EVALUATION QUESTIONNAIRE**

### **PART A : SUPPLIER / CONTRACTOR PROFILE**

REF No: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Business Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel.No : \_\_\_\_\_ Fax No : \_\_\_\_\_

Website : \_\_\_\_\_

Business Contact (Name) : \_\_\_\_\_

Designation : \_\_\_\_\_

QA Contact (Name) : \_\_\_\_\_

Designation : \_\_\_\_\_

Year established : \_\_\_\_\_

No of Employees: \_\_\_\_\_

No of QA/QC personnel : \_\_\_\_\_

No of Facilities : \_\_\_\_\_

### **PART B : PRODUCT / SERVICE TO BE QUALIFIED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **PART C : COMPANY ACCREDITATIONS**

List of Approval / Certificates \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1)Organization Exposition available ☐ YES ☐ NO

2)Quality Manual available ☐ YES ☐ NO

3)Organization Chart available ☐ YES ☐ NO

4)Capability List available ☐ YES ☐ NO

5)Signatories / Certifying List available ☐ YES ☐ NO

6)Compliance to requirement of ICAO Annex-6 Safety Management System (SMS)

☐ YES ☐ NO

**NOTE : Please provide copies of Approval / Certificates and Items 3) , 4) , 5) if available.**

**PART D : FOR SUPPLIERS / DISTRIBUTORS / VENDORS / STOCKIST / AGENT**

List down 3 main / major Customers

---

---

---

- |                                                    |                              |                             |
|----------------------------------------------------|------------------------------|-----------------------------|
| 1) Company is OEM for products                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2) Company is authorized agent for OEM             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3) Company is C.A.S.E approved Supplier            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4) Company is E.A.S.E approved Supplier            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5) Company is ASA- 100 and FAA AC 00-56A certified | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6) Airworthiness Release Certificate is provided   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7) Certificate of Conformity is provided           | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8) For raw materials Test Certificate is provided  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**NOTE:**

**Please provide copies of Items 2 to 8 if available.**

---

**PART E : FOR MRO / REPAIR / CALIBRATION FACILITY**

List down 3 main / major Customers

---

---

---

- |                                                  |                              |                             |
|--------------------------------------------------|------------------------------|-----------------------------|
| 1) Company is authorized agent for OEM           | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2) Company is PMA for products                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3) Overhaul / Repair summary Report is provided  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4) Strip Report is provided                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5) Test Certificate is provided                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6) Airworthiness Release Certificate is provided | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**NOTE :**

**Please provide copies of items 2 to 6 if available.**

**PART F : VERIFICATION BY COMPANY'S QUALITY DEPARTMENT**

Company status    ☐ OEM                      ☐ OEM APPROVED                      ☐ SUPPLIER  
                         ☐ DISTRIBUTOR                      ☐ REPAIR FACILITY                      ☐ STOOKIST  
                         ☐ MRO FACILITY                      ☐ CALIBRATION FACILITY ☐ AGENT  
                         ☐ OTHERS (Specify below)

Remarks

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Designation : \_\_\_\_\_ Date : \_\_\_\_\_

---

**PART G : RECOMMENDATIONS**

☐ Recommended    ☐ Recommended on "once off" basis    ☐ Not Recommended

Remarks

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Designation : \_\_\_\_\_ Date : \_\_\_\_\_

---

**PART H : REMARKS BY SMART AVIATION TECHNICAL MANAGER**

☐ Approved    ☐ Approved (One Off)    ☐ Not Approved

Remarks

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Designation : \_\_\_\_\_ Date : \_\_\_\_\_



## APPROVED VENDOR LIST

NO	COMPANY	ADDRESS	APPROVAL		PRODUCT/TYPE	CONTACT PERSON
			NUMBER	VALID UNTIL		
1						
2						
3						
4						

Revision: 01 Issued date: 28 October 2020

Prepare By,

A handwritten signature in black ink, appearing to read 'Istiono', is written over a light blue circular stamp.

Istiono  
Chief Inspector





## **APPROVED VENDOR CERTIFICATE**

**Vendor No. 01/20 ISSUE 01**

In accordance with Smart Cakrawala Aviation AMO Manual, chapter 5.6 & 6.2 - Supplier Evaluation, TAE AVIATION PTY.LTD has been approved as Fuel Control Unit PT6A-Series up to overhaul as listed in the attached SC Aviation Vendor/Contractor Evaluation Questionnaire SCA-MTC 090.

This approval is valid until 28- OCT -2021 and shall remain valid until the approval is surrendered, superseded, suspended or revoked.

Approved by: **Istiono**  
CHIEF INSPECTOR

Date: 28 Oct 2021

NB. Smart Aviation company policy retains the right to visit your premises as necessary to verify the supplied parts and or services conform to their requirement.

Form No. SCA-MTC-098 Rev.01, 09 Oct 2020



## HOUSING & FACILITIES

### ASSEMBLY & DISSASSEMBLY PROPELLER MODEL 4HFR34C778 dan 3GFR34C703

No	DESCRRPTION	SIZE	QTY.	SAMPLE ONLY
1	Work Shop Room	120 M2	1	
2	Air Conditioning	N/A	3 ea	
3	Blower Fan	N/A	3 ea	
4	Electricity	10K Watt	N/a	
5	Computer			
6	Printer			
7	Scanner			
8	Table Work			
9	Chair			
10	Toilet			
11	internet			

Form No. SCA-MTC-099 Rev.01, 09 Oct 2020



## INDEX PERSONNAL CERTIFYING STAFF ROSTER FILES

NAME : STAFF NO :  
 AMEL NO : RATING :  
 STAMP NO : CATEGORY :

NO	DESCRIPTION	YES (√)	NO (X)	N/A
1	AMO FORM SCA-MTC 101-INDEX PERSONNAL CERTIFYING STAFF ROSTER FILES			
2	CURRICULUM VITAE			
3	AMEL (Copy)			
4	EXPIRED/CANCELLED CMA			
5	TRAINING CERTIFICATES			
	INITIAL TYPE RATING			
	RECURRENT TYPE RATING			
	HUMAN FACTOR			
	SMS			
	HAZARDOUS MATERIAL/DANGEROUS GOOD			
	BASIC INDOCTRINATION			
	REQUIRED INSPECTION ITEM			
	OTHER....			
6	AMO FORM SCA-MTC 035-APPLICATION FOR AUTORIZATION			
7	AMO FORM SCA-MTC 101-EXAMINATION/ASSESSMENT RESULT SHEET			
8	AMO FORM SCA-MTC 074-COMPANY MAINTENANCE AUTHORIZATION			
9	AMO FORM SCA-MTC 102 SUSPENSION/REVOCATION/WITHDRAWAL of CMA			
10	AMO FORM SCA-MTC 103 REINSTATEMENT CMA			
11	MISCELLANEOUS			



# EXAMINATION/ASSESSMENT RESULT SHEET

## QUALITY DEPARTMENT

NAME APPLICANT	:
INTERVIEW ASSESSMENT TITLE	:
DURATION	:

### REQUIRE KNOWLEDGE:

DESCRIPTION	THICK (√)	
	YES	NO
CIVIL AVIATION SAFETY REGULATION		
APPROVED MAINTENANCE ORGANIZATION MANUAL		
QUALITY CONTROL MANUAL		
TECHNICAL TRAINING PROGRAM		
S.C.A AMO CERTIFICATE OF APPROVAL		
S.S.A OPERATION SPECIFICATION		
CAPABILITY LIST		
MINIMUM EQUIPMENT LIST		
OPERATOR COMPANY MAINTENANCE MANUAL		
AIRWORTHINESS DIRECTIVE/SERVICE BULLETIN		
SCOPE TYPE RATING KNOWLEDGE		

### COMMENT :

RESULTS: ☐ PASSED  
☐ FAILED

DATE:

EXAMINER/ ASSESSOR NAME:	SIGNATURE:
APPROVED BY:	SIGNATURE:



**QUALITY DEPARTMENT  
REVOCATION / SUSPENSION OF COMPANY MAINTENANCE AUTHORIZATION**

REF No. :

On behalf of Smart Cakrawala Aviation, here in that the person stated below are not authorized to release or approve any Maintenance / Preventive Maintenance / Repair / Alteration /RII activities until that person have been followed the instruction or program issued by Quality Department.

1. Name	:	
2. AMEL No.	:	
3. Authorization Number	:	
4. Stamp Number	:	
5. Reason Of Revocation / Suspension	:	
6. Necessary Action	:	
7. Signature & Stamp :	8. Title : Chief Inspector	9. Date :



## QUALITY DEPARTMENT

### REINSTATEMENT OF COMPANY MAINTENANCE AUTHORIZATION

REF No. :

On behalf of Smart Cakrawala Aviation, here in that the person stated below have followed the instruction or program issued by Quality Department and reinstated his/her Certificate Maintenance Authorization to release or approve any Maintenance / Preventive Maintenance / Repair / Alteration /RII activities

1. Name	:	
2. AMEL No.	:	
3. Authorization Number	:	
4. Stamp Number	:	
5. Program or Instruction has been followed	:	
6. Signature & Stamp :	7. Title :	8. Date :





PT. SMART CAKRAWALA AVIATION  
DGCA INDONESIA APPROVAL AMO NUMBER 145D-1003

## **INTERNAL TRAINING CERTIFICATE OF COMPLETION**

**Mr. Oung Anon**


**Has Successfully completed the  
HAZARDOUS MATERIAL TRAINING**

**On 09 October 2020**

Mr.Istiono  
Instructor

Mr.Andreas Heryansyah  
Technical Manager



		<b><u>Hot Section Inspection</u></b>	
		<u>Instruction:</u> Each Listed Inspection Item is to be performed in accordance with the P&W Maintenance Manual Turboprop Gas Turbine Engine Model PT6A-Series	
Customer		Engine Model	
Aircraft Registration		A/C TTIS.	
Engine SN.		A/C Landing.	
Engine TSN		Date Performed.	
Engine CSN		Job. No.	



# AUDIT ATTENDANCE SHEET


SUBJECT :						
DATE :			VENUE :			
TIME :			LANGUAGE :			
NO	SEX		NAME	POSITION	ID NO.	SIGNATURE
	M	F				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						



## SUMMARY AUDIT of NON-CONFORMANCE REPORT

DATE :  
PLACE :  
DEPT. :

S No	FINDING	CORRECTIVE ACTION	CLASSIFICATION				STATUS	
			CRITICAL (Immediately)	MAJOR (within 1 month)	MINOR (within 3 Month)	OBSERVATION	OPEN	CLOSE

	<h1 style="text-align: center;">AUDIT FINDING REPORT</h1>		AUDIT REFERENCE	
NUMBER				
DEPARTMENT : COPY TO : AUDIT DATE :				<b>FINDING CLASSIFICATION</b> <small>*Thik whichever is applicable</small> <input type="checkbox"/> Non-Compliance (15 days) <input type="checkbox"/> Non-Conformance (30 days) <input type="checkbox"/> Non-Adherence (60 days)
PART 1 : DETAIL OF FINDING				
Auditor :		Auditee :		
Date :		Date :		
RECEIVED BY :		DATE :	SIGNATURE :	
PART 2 : ROOT CAUSE				
Signature :		Date :		
PART 3 : CORRECTIVE ACTION				
Signature :		Date :		
PART 4 : PREVENTIVE ACTIONS				
Signature :		Date :		
PART 5 : VERIFICATION BY CHIEF INSPECTOR		PART 6 : REMARKS BY TECHNICAL MANAGER		
<input type="checkbox"/> CLOSED <input type="checkbox"/> OPEN		Remarks :		
Signature :	Date :	Signature :	Date :	



## AUDIT SCHEDULE

<b>Company Name</b>	SMART CAKRAWALA AVIATION - 145D														
<b>Approval Number</b>	145D-1003														
<b>Year</b>	2021														
<b>Type Audit</b>	<input type="checkbox"/> Internal <input type="checkbox"/> External														

NO.	AREA AUDIT	MINIMUM FREQUENCY	MONTH												REMARKS
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DES	
AIRWORTHINESS AREA															
1.	Management and Administration						P								
	• Management and Administration	1					P								
	• Personnel	1					P								
2.	Approval and Manuals Inspection						P								
	• Evaluation & Approval of AMO QC Manual	1					P								
	• Approval and Manuals Inspection	1					P								
	• Evaluation and Approval of TrainingProgram Manual	1					P								
	• Technical Publication	1					P								
3.	Training Program and Training Record	1					P								
4.	Maintenance Record System and Reporting Procedures	2					P				P				
5.	Maintenance facilities, tools, equipment, part and materials						P								
	• Tools and Equipments	1					P								
	• Housing and Facilities	1					P								
	• Parts and Materials	1					P								
6.	Maintenance Contract Arrangement	1									P				
7.	Maintenance Production Planning	1									P				
8.	Maintenance Process Inspection	1									P				
9.	Work other than fixed locations	1									P				

NO.	AREA AUDIT	MINIMUM FREQUENCY	MONTH												REMARKS
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DES	
SAFETY MANAGEMENT SYSTEM AREA															
10.	Safety Management System (SMS) Manual	1									P				
11.	SMS Implementation	1									P				
12.	SMS Reporting System	1									P				
13.	QUALITY PROGRAM ASSURANCE AREA						P								
	Quality Assurance Organization and Management	1					P								
14.	Audit Program (Internal audit process including the contractors)	1					P								
15.	Auditors Training and Qualification program	1					P								
16.	Process for Addressing Findings	1					P								
17.	Quality and Audit Record	1					P								

Note : Chief Inspector may conduct additional random inspection if neccessary

<b>Remarks:</b> <b>P</b> Plan <b>PD</b> Performed <b>R</b> Re-Schedule <b>NA</b> Not Applicable	Jakarta, dd/mm/yyyy														
	Prepared by,					Reviewed by,					Approved by,				
	Istiono Chief Inspector					Andreas Heryansyah Technical Manager					Pongky Maiaya Accountable Manager				



## INVESTIGATION REPORT

### I.PRELIMINARY DATA

Aircraft registration	
Year Manufacture	
Aircraft Model	
Aircraft Serial Number	
Engine Model	
ESN # 1	
ESN # 2	
Date of Occurrence	
Number Injuries to person	
Damage to the Aircraft/Equipment	

### II.SYNOPSIS

### III.FACTUAL INFORMATION

### IV.INVESTIGATIONS

### V.FINDINGS

### VI.ROOT CAUSE AND ANALYSIS

### VII.RECOMMENDATIONS





# TRAINING ATTENDANCE SHEET

COURSE :						
SUBJECT :						
DATE :			VENUE :			
TIME :			LANGUAGE :			
INSTRUCTOR NAME :			SIGNATURE :			
INSTRUCTOR NAME :			SIGNATURE :			
SSCA OBSERVER NAME :			SIGNATURE :			
NO	SEX		NAME	POSITION	ID NO.	SIGNATURE
	M	F				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



## ***SAFETY & QUALITY NOTICE (SQN)***

**QAN NO**           :  
**DATE ISSUED**   :  
**UNIT CONCERN:**  
**SUBJECT**         :

PLEASE APPEND YOUR NAME , SIGNATURE AND DATE IN THE 'READ & SIGN REGISTER' AS READING AND UNDERSTANDING THIS SQN



## READ & SIGN REGISTER

SQN NO:

NAME	DEPARTMENT	DATE	SIGNATURE



## SAFETY & QUALITY NOTICE REGISTER

SQN Ref No.	Date	Approved by	Position	Subject	Issue Date

## MANDATORY OCCURRENCE REPORT

*(To be used for reporting of Failures, Malfunctions and Defects as required by  
SI 8900-6.9 Ch. V, Sub. 1.d "A certificated AMO must report to the DGCA within 96 hours after it discovers  
any failure, malfunction, or defect of an article. The report must be in a format acceptable to the DGCA").*

<b>1</b> Aircraft Registration		<b>2 (a)</b> Address of the Indonesia Directorate General Civil Aviation		<b>3</b> Date of Occurrence	
<b>4</b> Location:		<b>2 (b)</b> (Address of State of Design Authority)		<b>2 (c)</b> (Address of AMO Certificate Holder)	
				<b>6</b> Status OPEN <input type="checkbox"/> CLOSED <input type="checkbox"/>	
		Make	Model	Serial No.	<b>8</b> Phase of Operation/Maintenance  Ground <input type="checkbox"/> Taxi <input type="checkbox"/> Take-off <input type="checkbox"/> Climb <input type="checkbox"/> Cruise <input type="checkbox"/> Landing <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Descent <input type="checkbox"/>
<b>7 (a)</b> Aircraft					
<b>(b)</b> Powerplant					
<b>(c)</b> Propeller					
<b>9</b> System/Component (assembly that includes Part)					
Name	Make	Model	Serial No.		
<b>10</b> Specific Part (of Component) causing problem					
Name	Number	Part/Defect Location			
<b>12</b> ATA Code	<b>13</b> Part TT	<b>14</b> Part TSO	<b>15</b> Part Condition		
<b>16</b> <u>Comments</u> (Describe the circumstances under which it occurred. State probable cause and recommended corrective action to prevent recurrence, use reverse side if needed.)					
<b>17</b>          Name AMO _____ Chief Insp Signature _____ AMO Number _____					