

STATE OF LIBYA  
MINISTRY OF TRANSPORT  
CIVIL AVIATION AUTHORITY



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**FOREIGN APPROVED MAINTENANCE ORGANIZATION  
[AMO] CERTIFICATION**

**Published by Libyan Civil Aviation Authority, and Approved By:**

**Eng. Mustafa A. Benamar**

**President of Libyan Civil Aviation Authority**



**1. PURPOSE.**

This Advisory Circular (AC) is issued to provide information and guidance to a foreign AMO on acceptable means and process by which the AMO may qualify for the issue of an AMO Certificate in accordance with Libyan Civil Aviation Regulations (LYCARs).

**2. RELATED REGULATIONS.**

- Civil Aviation Act. No. 6 [2005].
- Libyan Civil Aviation Regulations.
  - o LYCAR. Part 145.
  - o LYCAR. Part M.
  - o LYCAR. Part 21.
  - o LYCAR. Air Operations.

**3. EFFECTIVE DATE.**

This AC is an original issuance, and becomes effective immediately.

**4. APPLICABILITY.**

This AC is applicable to air operators, maintenance organizations, and other entities involved in maintenance of Libyan registered aircraft and/or associated aeronautical products.

**5. BACKGROUND.**

There is often a need for an individual, organization or air operator to use AMOs that are located outside Libya to complete aircraft maintenance requirements of the Libyan Civil Aviation Regulations. This is sometimes driven by cost considerations or simply because the maintenance facilities, resources, equipment and expertise necessary to support the specialized maintenance required are not available in Libya.

**6. GENERAL INFORMATION.**

- 6.1 LYCARs allows an air operator in Libya to make arrangements with an appropriately rated AMO for the performance of maintenance of its aircraft and/or associated aeronautical products (*e.g. engines, propellers, appliances/components*) as provided in the air operator's maintenance Programme and continuing airworthiness management exposition (CAME).
- 6.2 LYCAA will issue an AMO Certificate to a foreign AMO to conduct maintenance on Libyan registered aircraft and the associated aeronautical products, subject to the AMO being in compliance with LYCAR. Part 145 and the Special Conditions prescribed by the LYCAA in this AC.

- 6.3 The foreign AMO must hold a valid local Authority approval certificate appropriately rated for the scope of maintenance to be carried out on Libyan registered aircraft. The AMO Certificate issued by LYCAA will be based on and limited to the AMO's local Authority approval scope of work.
- 6.4 The AMO should have an effective working independent quality system to ensure that the AMO remains in compliance with the local approving Authority regulatory requirements and the *Special Conditions Supplement (LYCAA Supplement) to a Foreign AMO Maintenance organization exposition (MOE) Document* approved by LYCAA. Internal audits must be carried out annually (or be carried out progressively over the one year period) and must cover the applicable local Authority Regulations and the Special Conditions outlined in this AC.
- 6.5 The AMO must use genuine parts with traceability during maintenance of aircraft/aeronautical products for which it is rated, and issue a certificate of release to service upon completion of the maintenance in accordance with applicable limitations. LYCAA approval certificate number and the name of organization shall appear on the release/ return to service certificates.
- 6.6 The return to Service of the aircraft must be in accordance with the procedures approved by LYCAA and in compliance with section 145.A.50 of LYCAR. Part 145.
- 6.7 The foreign AMO must have, as part of its MOE, a Special Conditions Supplement (LYCAA Supplement) approved by LYCAA. The (LYCAA Supplement) is meant to cater for the specific differences that might exist between LYCAR. Part 145 and the foreign Authority Regulations. The (LYCAA Supplement) should contain, among other things, a statement of commitment signed by the AMO Accountable Manager that, "The AMO shall comply with the Civil Aviation Regulations and the special conditions therein, and shall recognize the consequences of failure to comply when performing maintenance functions on Libyan registered aircraft or associated components" before the (LYCAA Supplement) can be approved.

## **7. THE APPROVED SPECIAL CONDITIONS SUPPLEMENT**

- 7.1 The (LYCAA Supplement) is prepared and submitted to LYCAA before the AMO approval certificate is issue.
- 7.2 It takes in to account huge multi-function AMOs by addressing only those functions where LYCAA safety oversight concerns are limited as the case may be when working on Libyan registered aircraft.

- 7.3 The (LYCAA Supplement) contains civil aircraft maintenance procedures and information approved by LYCAA that commits the foreign AMO to carry out maintenance in accordance and in compliance with LYCAR. Part 145.
- 7.4 When approved, the (LYCAA Supplement) forms part of the foreign AMO (MOE). This (LYCAA Supplement) together with the foreign AMO local Authority approved MOE form the basis of approval of a foreign AMO to carry out maintenance on aircraft and/or components in accordance with Libyan Civil Aviation (AMO) Regulations. The approved (LYCAA Supplement) also provides LYCAA inspectors with the scope of reference when auditing and/or carrying surveillance functions on a Foreign AMO.
- 7.5 An example of the content structure of a (LYCAA Supplement) to the foreign AMO MOE is included in this AC as (*Appendix 1*). The AMO is required to hold valid maintenance agreements with all the Libyan operators for which it performs maintenance work. The maintenance agreement shall state the scope of work the AMO has been contracted to perform.

## 8. SUBCONTRACTED MAINTENANCE

The AMO shall not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance sub contract agreement with another AMO that is appropriately rated and approved to perform such maintenance work.

## 9. APPLICATION FOR APPROVAL

- 9.1 The foreign AMO that wishes to be approved in accordance with the Civil Aviation Regulations to carry out maintenance on Libyan registered aircraft/aeronautical products should complete and submit the application form (*LYCAA Form 2*) to LYCAA in a manner prescribed in section 145.A.15 of LYCAR. Part 145. The application form should be accompanied by:
- (a) A list and copies of all AMO certificates and ratings pertinent to those certificates issued by ICAO contracting states other than Libya; and,
  - (b) Non-refundable application fee.
- 9.2 LYCAA shall decide whether the application will be subjected to the full Five Phases Certification Process described in *Advisory Circular (LYCAA-AC-AIR-003)* or not, and advise the applicant accordingly in writing.
- 9.3 Where it has been decided not to apply the complete certification process, the following procedure shall apply:

9.3.1 The AMO should express the need to perform maintenance on

Libyan registered aircraft by letter communication, and ensure the following documents are submitted to LYCAA:

- (a) Completed formal application (*LYCAA Form 2*)
- (b) Maintenance Organization Exposition (MOE) (*soft copies -acceptable only if signed*)
- (c) Copy of the Special Condition Supplement (*LYCAA Supplement*) if available before the pre-approval inspection.
- (d) Approval fee.

9.3.2 Once all the foregoing items have been submitted to LYCAA, the approval process will begin.

9.3.3 The application and attachments will be evaluated and if acceptable the LYCAA shall advise the AMO of the necessary facilitation requirements for LYCAA inspectors to carry out the pre-approval inspection. The inspection will be done on a cost-recovery basis.

9.3.4 If the inspection is satisfactory the Authority will:

- (i) Review the MOE Special Condition Supplement (*LYCAA Supplement*) for approval.
- (ii) Issue the AMO Approval Certificate.

9.4 Line stations will be approved only if the parent Foreign AMO complies with the requirements of this AC, i.e. it holds a valid local Authority AMO Certificate with ratings for the aircraft/component type(s) and scope of work relevant to the required line station services.

## 10. APPROVAL CONDITIONS

10.1 The foreign AMO must provide right of access to LYCAA Inspectors at the AMO facility in compliance with section 145.A.90 of LYCAR. Part 145.

10.2 LYCAA will not issue (or renew) an Approval Certificate to an AMO that is under formal investigation by the local approving Authority for suspected non-compliance that could result in revocation of the local approval. The LYCAA approval shall cease to be effective when the foreign Authority approval is not valid or has been revoked.

10.3 Amendments to the approved Special Conditions Supplement require LYCAA approval before application. The approval process may require an audit to verify the AMO capability for the additional rating.

## **11. RENEWAL OF FOREIGN AMO APPROVAL CERTIFICATE**

- 11.1 The AMO must complete a prescribed renewal application Form and submit to LYCAA.
- 11.2 The LYCAA will review the Special Conditions Supplement (*LYCAA Supplement*). Any changes shall require approval.
- 11.3 The renewal application Form and any amendment to the Special Conditions Supplement (if any) should be sent to LYCAA at least 30 days prior to expiry of the Approval Certificate, together with the AMO Certificate renewal fee.
- 11.4 The AMO should facilitate the LYCAA inspectors to carry out the renewal inspection.
- 11.5 When the LYCAA is satisfied with the status of the approved Special Conditions Supplement, and the results of the renewal inspection, the LYCAA will renew the AMO Certificate for a period two (2) years.

## **12. ADDITIONAL RATING TO AN EXISTING AMO**

- 12.1 An approved maintenance organization may apply for:
  - (a) Extension of the AMO ratings.
  - (b) Inclusion of additional capability.
  - (c) Major change to the facility.
- 12.2 The AMO should notify LYCAA of the additional ratings and capability to be approved. It should submit the notification of the rating upgrade or variation together with the proposed amendments to the Special Condition Supplement. Depending on the rating upgrade, LYCAA will advise whether there is a need to carry out an approval inspection and payment of appropriate fees.

## **13. CHANGES TO THE AMO APPROVAL CERTIFICATE**

- 13.1 When the AMO wishes to make changes like the name, address, location, scope and limitations of coverage it is necessary to inform the LYCAA of such changes in writing and supply an amended revision of the Special Condition Supplement, including the Accountable Manager's revised commitment statement.
- 13.2 Amendments to the Approval Certificates will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.

## **14. REVOCATION OF THE AMO APPROVAL CERTIFICATE**

- 14.1 Any AMO approved by LYCAA in accordance with Libyan

Regulations and the conditions specified in this AC could have a complete or partial revocation of the approval, should the LYCAA establish that there is a significant failure to comply with the conditions of the approval.

- 14.2 It should also be noted that the local Authority AMO certificate expiry or withdrawal automatically invalidates LYCAA Approval Certificate.

**15. SUBCONTRACTING MAINTENANCE WORK**

15.1 An Approved Maintenance Organization (AMO) may sub-contract maintenance work to another AMO. If however the sub-contracted AMO is not approved by LYCAA it is required that at least the following are met:

- (a) The AMO must hold a local Authority approval for the work which is being sub-contracted.
- (b) The approved AMO still remains responsible for the quality of the released to service of the sub-contracted maintenance work, including the appropriate airworthiness requirements.
- (c) Have necessary procedures (i.e. Maintenance Agreement) for the control of the sub-contracted activities, together with the terms for the personnel responsible the management.

*End of Advisory Circular*

APPENDIX 1

**LYCAA SUPPLEMENT TO A FOREIGN AMO MAINTENANCE ORGANIZATION EXPOSITION (MOE)**

Approved LYCAA Supplement Ref. No. ....

Foreign AMO MOE Ref. No. ....

Foreign AMO Name and Address:  
.....  
.....  
.....

Foreign AMO Local Authority Approval No.....

The LYCAA AMO Approval No. ....

This approved Special Conditions Supplement (LYCAA Supplement) forms part of the foreign AMO Maintenance Organization Exposition (MOE).

This LYCAA Supplement together with the foreign AMO local Authority approved MOE form the basis of approval of a foreign AMO to carry out maintenance on aircraft and or components in accordance with LYCAR. Part 145.

**CONTENTS**

**1. LIST OF EFFECTIVE PAGES**

**2. STATEMENT OF COMPLIANCE**

**3. AMENDMENT PROCEDURE**

Identify the position within the AMO that is responsible for amendment action and coordinating the approval process of the LYCAA Supplement.

**4. INTRODUCTION**

- 4.0 This paragraph should address why the supplement is necessary.
- 4.1 LYCARs provides for Authority approval of a foreign based maintenance organization or repair station to carry out maintenance on Authority approved AOC holder's aircraft
- 4.2 The LYCAA Supplement is meant to cater for the specific Authority requirements and differences that might be there between LYCAR. Part 145 and the foreign Authority Regulations. The foreign AMO shall be approved when LYCAA is satisfied that the AMO complies with maintenance special condition specified in this AC.



## 5. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

**5.0** This paragraph represents the statement by the Accountable Manager that the organization will comply with the conditions specified in the LYCAA Supplement and operate in accordance with LYCAR. Part 145.

**5.1** An acceptable statement for this paragraph would be:

5.2.1 This Supplement in conjunction with the foreign AMO approved MOE Ref defines the organization and procedures upon which LYCAA approval has been granted.

5.2.2 These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the Conditions of LYCAR. Part 145.

5.2.3 It is accepted that the AMO's procedures do not override the necessity of complying with any additional requirements formally published by LYCAA and notified to this organization from time to time.

5.2.4 It is understood that the LYCAA Approval Certificate will be valid whilst LYCAA is satisfied that the procedures are being followed and work standards Maintained. It is further understood that LYCAA reserves the right to revoke the Approval Certificate if it considers that procedures are not followed or Standards not upheld.

**Note:** Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous Authority Acceptance.

## 6. APPROVAL BASIS AND LIMITATION

**6.0** LYCAA approval is based upon the AMO compliance with local Authority Regulations and Requirements except where varied by the conditions specified in this AC.

**6.1** LYCAA approval is limited to the work scope listed below, and as indicated in the approval document Operations Specifications (OpSpecs). In any case whatsoever it must not exceed the scope of work permitted by the foreign local Authority as indicated on the approval document.

## 7. ACCESS BY THE AUTHORITY

It should be stated that LYCAA inspectors will be allowed access to the AMO for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems as required by LYCARs.

## 8. WORK ORDERS

- 8.0 It is the responsibility of the operator to raise the maintenance work orders and scheduled maintenance inspection check list or work package task cards specifying the inspections, repairs, modifications, overhaul, airworthiness directives and parts replacements that should be carried out and to make sure that the AMO receives them in time for the work to be accomplished within the required time frame.
- 8.1 The operator remains responsible for correctly informing the AMO by work order of all required mandatory maintenance inspections and modifications.

## 9. APPROPRIATE MAINTENANCE AND ENGINEERING REFERENCE MANUALS.

It is the responsibility of the Operator to ensure that the AMO is furnished with all relevant, current maintenance and engineering technical documents (e.g. Manuals, ADs and SBs) appropriate for the type aircraft.

## 10. MAJOR REPAIRS / MODIFICATIONS

The procedure for the AMO to ensure that LYCAA approves major repairs and alterations (modifications) when necessary. The AMO should request the operator to provide such written proof from LYCAA.

*Note: LYCAA accepts repairs and modifications issued by the Manufacturer and approved by the Authority of the state of manufacture through the Type Certificate holder.*

## 11. RELEASE OF COMPONENTS AFTER MAINTENANCE

- 11.0 Release to service of components up to and including complete power-plants should be carried out in accordance with the AMO local Authority Regulations. At the completion of maintenance appropriate release to service documents and certificates should be issued by the AMO. Reference may be made to section 145.A.50 of LYCAR. Part 145.
- 11.1 The release to service certifying statement shall specify any overhaul, repairs, alterations/modifications, Airworthiness Directives, replacement parts and quote the reference and issue/revision of the approved data used, (EASA Form One is a typical acceptable component release to service document after maintenance).

## 12. VALIDITY OF AIRWORTHINESS CERTIFICATE

The Operator or owner is responsible for ensuring that the Certificate of Airworthiness (C of A) remains aircraft is airworthy before it issues the aircraft release to service certificate after maintenance.

### **13. RELEASE OF AIRCRAFT AFTER MAINTENANCE**

- 13.0** Release to service of aircraft shall be carried out in accordance with the AMO local Regulations requirements except where and when stated otherwise in this paragraph. Where the operator requires to use its own release to service documents, this shall be done in accordance with section 145.A.50 of LYCAR. Part 145.
- 13.1** The release to service document shall specify the aircraft maintenance check carried out, plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used.
- 13.2** Any work not carried out shall be clearly indicated and the operator informed. This should be work within the permitted deviations of the approved maintenance program and it could be when:
- (a) Some of the maintenance work requested by the operator has not been carried out.
  - (b) Or a case where the particular maintenance work requirement is not approved by the AMO local Authority.
- 13.3** Otherwise the AMO must issue the certification when all required maintenance has been carried out and appropriately certified.
- 13.4** LYCAA approval certificate number and the name of organization must be quoted on the release to service documents (LYCAR. Part – M/01).

### **14. REPORTING OF UN AIRWORTHY CONDITIONS**

- 14.0** The procedure that will be followed to report un-airworthy conditions found should be stated indicating the time frame within which the report must be made and to who.
- 14.1** Section 145.A.60 of LYCAR. Part 145 requires that the report be made to LYCAA as soon as possible but in any case not later than three days (72 hours).

### **15. QUALITY MONITORING (QM) SYSTEM**

- 15.0** Section 145.A.65 of LYCAR. Part 145 requires an independent AMO quality system.
- 15.1** The QM system procedures shall explain the independent audit system, the management control and follow up system, and the annual audit schedule program.
- 15.2** A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies.

## 16. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

A statement that appropriate housing, facilities and equipment are available and shall be provided for aircraft/components whose maintenance is being contracted. Reference may be made to section 145.A.25 of LYCAR. Part 145.

## 17. COMPONENTS AUTHORIZED FOR USE DURING MAINTENANCE & MODIFICATION

- 17.0** Component means any component part of an aircraft up to and including a complete power-plant and any operational or emergency equipment. They should be traceable to the Type Certificate (TC) holders Parts Catalogue and MUST be in a satisfactory condition for fitment.
- 17.1** New components should be accompanied by appropriate release document issued by the approved Production Certificate holder.
- 17.2** Used components should be traceable to an approved maintenance organizations or repair stations which certified the previous maintenance and in case of life limited parts certified the cycles and life used. Reference must be made to section 145.A.42 of LYCAR. Part 145.

## 18. SUB-CONTRACTED MAINTENANCE

- 18.0** A statement on how sub-contracted maintenance work shall be managed.
- 18.1** Section 145.A.75 of LYCAR. Part 145 provides for AMO sub-contracting maintenance work to another AMO, (approved or not approved by the Authority). In any case, it is required that there exist a maintenance contract agreement between the two AMOs stating what specific work activity has been contracted.
- 18.2** The contracting AMO must have proof that the sub-contracted AMO holds the required local Authority approval and capability for the contracted maintenance work.
- 18.3** Whatever the case, the contracting AMO remains responsible for the quality of the maintenance being carried out by the sub-contracted AMO.

### **Notes:**

*The AMO shall not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance sub contract agreement with another AMO that is appropriately rated and approved to perform such maintenance work.*

*In such a case the sub-contracted AMO may not need to be approved by the Authority, however, the maintenance sub-contract agreement must clearly indicate that the approved AMO still remains responsible for the quality and the release to service of the sub-contracted maintenance work.*