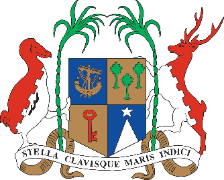
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Mauritius Department of Civil Aviation

Maintenance Organisation Exposition Supplement

[NAME OF THE AMO]

Mauritius Department of Civil Aviation Maintenance Organisation Exposition Supplement

MOP or EASA Part 145 Approval No:

MCAR Part 145 approval No: MU-145.xx

[Main Address]

Revision No. 1 Date:

|  |  |
| --- | --- |
| This supplement has been approved by the Mauritius Department of Civil Aviation | |
| Signature: |  |
| Date: |  |

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**Record of Revision**

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**INTRODUCTION**

This supplement in conjunction with the latest revision of the MOP or EASA approved MOE defines the organization and procedures upon which compliance with the Civil Aviation Regulations of Mauritius is based and shall form the basis of acceptance by the Mauritius Department of Civil Aviation to perform and certify maintenance on aircraft registered in Mauritius or on components, or on engines, or on APUs installed on aircraft registered in the Mauritius under the regulatory control of the Mauritius Department of Civil Aviation.

Whenever there is an amendment to the MOP or the EASA Part 145 MOE, the Quality department shall send a soft copy of the revised and approved MOP or the EASA MOE by email to the Mauritius Department of Civil Aviation.

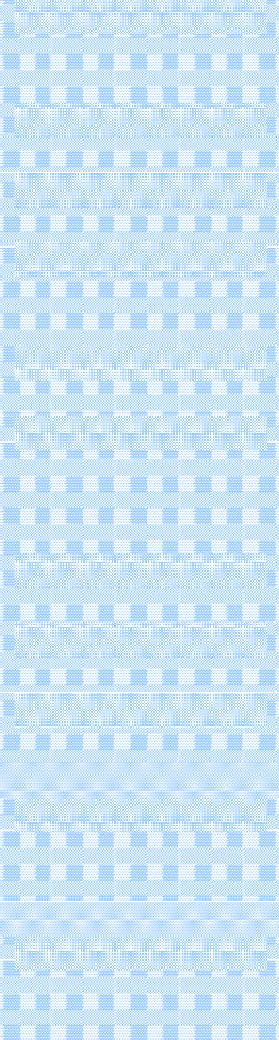
The supplement shall be amended as necessary to remain in compliance with the requirements of the Mauritius Department of Civil Aviation Regulations. To maintain MCAR 145 approval, this supplement and any subsequent amendment shall be approved by the Mauritius Department of Civil Aviation.

### SUPPLEMENT REQUIREMENTS & COMPLIANCE REFERENCE MATRIX

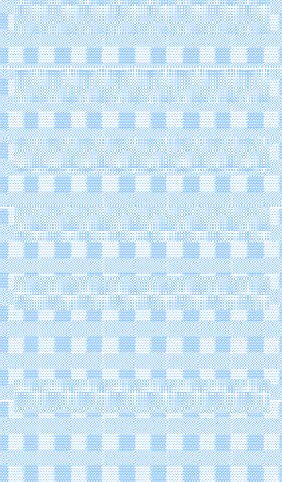
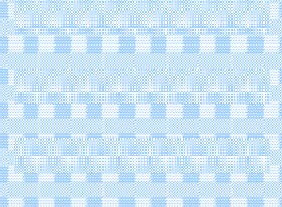
The “Supplement Requirements & Compliance reference Matrix” provides reference on procedures documented on the Organization approved MOP or EASA MOE and also outlines the additional requirements of Mauritius Department of Civil Aviation Regulations.

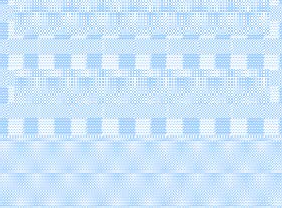
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| --- | --- | --- |
| *EASA MOE*  *Compliance Ref.* | *REQUIREMENT* | *Mauritius Department of Civil Aviation*  *Supplement Ref* |
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| --- | --- | --- |
| *EASA MOE*  *Compliance Ref.* | *REQUIREMENT* | *Mauritius Department of Civil Aviation Supplement Ref* |
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 [AMO LOGO]

### ORGANIZATION ADDRESS & CONTACT DETAILS

Main Facility:

Address:

Telephone:

Fax:

E-mail:

Website:



[AMO LOGO]

### CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

**This exposition and any associated referenced manuals define the organisation and procedures upon which the Department of Civil Aviation of Mauritius (DCA) MCAR-Part-145 approval is based as required by MCAR-145.A.70. These procedures are approved by the undersigned and must be complied with, as applicable, when work/orders are being progressed under the terms of the MCAR-145 approval.**

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

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

**Signature**

**For and on Behalf of [NAME OF AMO]**

**Date:**

# Part 1.1

**9**

**[DATE]**

### SAFETY AND QUALITY POLICY

Safety is one of [AMO NAME] core business functions. We are committed to developing, implementing, maintaining and constantly improving strategies and processes to ensure that all our aviation activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting national and international standards, as far as reasonably practicable.

All levels of management and all employees within [AMO NAME] are accountable for the delivery of this highest level of safety performance, starting with our Chief Executive Officer.

[AMO NAME] is committed to:

* **Support** the management of safety through the provision of all appropriate resources that will result in an organizational culture that fosters safe practices, encourage effective safety reporting and communication, and actively manages safety with the same attention to results of the other management systems of the organizations.
* **Enforce** the management of safety as a primary responsibility of all managers and employees.
* **Clearly** define for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organization’s safety performance and the performance of the safety management system.
* **Establish and operate** hazard identification and risk management processes, including a hazard reporting system, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from the operations or activities to a point which is a low as reasonably practicable (ALARP).
* **Ensure** that no action will be taken against any employee ho discloses a safety concern through the hazard reporting system, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
* **Comply** with and, whenever possible, exceed, legislative and regulatory requirements and standards.
* **Ensure** that sufficient skilled and trained human resources are available to implement safety strategies and processes.
* **Ensure** that all staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters, and are allocated only tasks commensurate with their skills.
* **Establish and measure** the safety performance against realistic safety performance indicators and safety performance targets.
* **Continually improve and review** the safety performance through management processes that ensure that relevant safety action is taken and is effective.
* **Ensure** externally supplied systems and services to support the operations are delivered meeting the safety performance standards.
* **Ensure** that Human Factors and Human Limitations are taken into account as part of safety issues.

### MANAGEMENT PERSONNEL

The Senior Managers shown below are nominated by the organization and have been accepted by the Mauritius Department of Civil Aviation (DCA).

These nominated persons are responsible for ensuring that the Company is in compliance with the Mauritius Department of Civil Aviation approval requirements.

### CEO Accountable Manager [NAME]

* + **Head of Department Line [NAME]**
  + **Head of Department Base [NAME]**
  + **General Manager Quality Assurance [NAME]**

In case, there is any change or transfer to the management personnel, Mauritius Department of Civil Aviation will be notified.

If the Accountable Manager changes, the corporate commitment statement within this supplement must be signed immediately by who supersedes the title. The statement, together with the notification will be sent to Mauritius Department of Civil Aviation.

### SCOPE OF WORK & MAINTENANCE LOCATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aircraft (Engine)** | **Mauritius Operator** | **Scope of work** | | |
| **Base maintenance** | **Line maintenance** | |
| **B** | **L** | **Station** |
|  |  |  |  |  |
|  |  |  |  |  |

Limitations: Nil

### SCOPE OF WORK DEFINITION

**B** Base Maintenance

**L** All line maintenance Checks up to and including A Check and engine changes

**Specialised Services**

|  |  |
| --- | --- |
| **Rating** | **LIMITATION** |
| NIL | NIL |
| NIL | NIL |

* 1. **NOTIFICATION PROCEDURE TO THE MAURITIUS DEPARTMENT OF CIVIL AVIATION REGARDING CHANGES TO THE ORGANIZATION’S ACTIVITIES/APPROVAL/ LOCATION/PERSONNEL**

In accordance with the Mauritius Department of Civil Aviation requirements, the Quality Assurance Manager or in his absence, his deputy, is responsible for notifying the Mauritius Department of Civil Aviation as soon as practicable of any of the changes listed below:

* The name of the Organization
* The location of the Organization
* Additional locations of the Organization
* The Accountable Manager
* Any of the senior persons specified in Mauritius Department of Civil Aviation MOE Supplement/ Maintenance Management Personnel

The facilities, equipment, tools, material, procedures, certifying staff and scope of work that could affect the Mauritius Department of Civil Aviation approval.

The purpose of this notification is to enable the Mauritius Department of Civil Aviation to determine continued compliance and amend, if necessary, Mauritius Department of Civil Aviation AMO MU-145.XX approval certificate.

* 1. **SUPPLEMENT AMENDMENT PROCEDURES**

The Quality Manager is responsible for the issuance and administration of this supplement including the submission of proposed amendments to the Mauritius Department of Civil Aviation for approval.

Whenever the MOP or the EASA MOE is amended, the Quality Manager shall ensure that the changes affecting the Mauritius Department of Civil Aviation supplement are also addressed simultaneously for the Mauritius Department of Civil Aviation approval.

* 1. **CONTINUED VALIDITY OF APPROVAL**

The Mauritius Department of Civil Aviation approval certificate is valid as stated in the certificate.

The approval shall be continued approval, will be granted upon satisfying the following:

a) The approved organization remains in compliance with MDCA requirements.

* 1. **AUDIT BY MAURITIUS DEPARTMENT OF CIVIL AVIATION**

The Mauritius Department of Civil Aviation reserves the right to audit the organization’s facility and station(s) at any time during the validity period of the approval for which prior notice will be served. The organization shall grant the DCA with the required access to the facility and station(s) to determine continued compliance with DCA requirements.

* 1. **RELEASE TO SERVICE PROCEDURE AIRCRAFT:**

The DCA requires that the performance of maintenance of Mauritius controlled aircraft be carried out by Mauritius Department of Civil Aviation approved maintenance organization.

A certificate of release to service must be completed i.a.w. the Mauritius Department of Civil Aviation requirements following the execution of maintenance.

Both the [AMO NAME] Mauritius Department of Civil Aviation Approval number shall be quoted in the aircraft release/return to service statement. Refer to paragraph Part 2, of the [AMO NAME] MOP for further details concerning the release to service. Sample of maintenance release certificate may be found in part 5.1, of the [AMO NAME] EASA Part-145 approved maintenance organization’s MOE.

The Certificate of Release to service shall contain the following statement:

“Certifies that the work specified, except as otherwise indicated, was carried out in accordance with MCAR-Part-145 and, in respect to that work, the aircraft/aircraft component is considered fit for release to service”.

All major repairs and modifications must be approved by the Mauritius Department of Civil Aviation before commencement of work.

If any maintenance cannot be performed in accordance with the work order or contract, details must be entered in the technical log and the Mauritius customer so informed. If the maintenance that cannot be performed is not within the bound of the approved MEL, exemption must be obtained from the Mauritius Department of Civil Aviation.

* 1. **REPORTING DEFECTS TO THE MAURITIUS DEPARTMENT OF CIVIL AVIATION /OPERATOR/MANUFACTURER**

If any civil aeronautical product under the jurisdiction of the Mauritius Department of Civil Aviation (Mauritius registered aircraft or aircraft operated by a Mauritius customer) is found to be unairworthy i.a.w. MCAR 145.A.60, then the GM Quality Assurance of [AMO NAME] MDCA Part-145 approved maintenance organization will report this fact to the Mauritius Department of Civil Aviation and the Mauritian customer as soon as possible, but in any case within 72 hours from the discovery of the condition.

A MOR form will be used and addressed to the Department of Civil Aviation and sent by email

* 1. **CERTIFICATE OF MAINTENANCE REVIEW PROCEDURES** *(if applicable)*
  2. **CERTIFICATE OF FITNESS FOR FLIGHT PROCEDURES** *(if applicable)*
  3. **DUPLICATE INSPECTION PROCEDURES**

All Duplicate Inspections on the Mauritius Department of Civil Aviation registered aircraft, aircraft operated by Mauritian customer aircraft operated by Mauritian customer will be carried out in accordance with MCAR Part 145 requirements.

**Note:** Reference can be made to Part 2 of [AMO NAME] MOP for further details.

***3.1 RESERVED***

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***3.4 RESERVED***

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* 1. **CONTRACTED OPERATORS**

Contracted Operator Service Provided

Air Mauritius Line/Base

* 1. **OPERATORS PROCEDURES & PAPERWORK**

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

* 1. **INCIDENT REPORT FORM**

**[SAMPLE OF INCIDENT FORM]**