



# ADVISORY CIRCULARS

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Number: AC-145-01  
Issue Date: Feb 10,2003

## Application Guide for Domestic Maintenance Organization Certificate

Flight Standard Department

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## General Administration of Civil Aviation of China

### Advisory Circulars

No: AC-145-1

Issue Date: Feb 10, 2003

Approved by:

**Title:    Application Guide for Domestic Maintenance  
          Organization Certificate**

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### 1. Reference and Purpose

This AC is formulated in accordance with China Civil Aviation Regulations Approval of Civil Aircraft Maintenance Organization (CCAR-145-R2) issued and put into effect on Dec, 21, 2001. This AC serves as a guide to domestic maintenance organizations (Hereinafter called Applicant) on how to apply for maintenance organization certificate and how to fill in APPLICATION FOR ISSUE OF MAINTENANCE ORGANIZATION CERTIFICATE as well as how to submit the necessary documents and materials as required.

### 2. Applicability

This AC is applicable to domestic maintenance organizations.

### 3. Cancel

Application Guide for Maintenance Organization Certificate (AC-145-02R2) issued on Jan, 05, 1991 and revised on Mar, 31, 1996 is cancelled.

### 4. Description

This AC serves as a procedural guide and a guide of policy to domestic maintenance organizations on how to apply to General Administration of Civil Aviation of China (hereinafter called CAAC) for maintenance organization certificate. As for how to meet the concerned requirements stipulated in CCAR-145, please refer to the regulation itself and the relevant AC.

### 5. Application precondition

5.1 The applicant shall have at least one of the following maintenance

capabilities or conditions of maintenance ratings and maintenance items described in article 18 and 19 of CCAR-145:

- (1) Maintenance items: test, repair, alteration, overhaul, line maintenance, periodic check;
- (2) Maintenance ratings: airframe, power plant, propeller, aircraft components other than complete power plant or propeller and specialized service.

5.2 The applicant shall be a corporate body or an organization authorized by a corporate body.

5.3 The maintenance organization certificate of the applicant or the corporate body who gives authority has never been revoked. The primary management personnel assigned by the applicant shall not be the accountable manager or quality manager of an organization whose maintenance certificate has been revoked.

## **6. Management functioning organization**

Application and approval of domestic applicants is under the charge of the regional airworthiness division (RAD) of local administration. Please find contact details in the following:

### **RAD of Northern China Administration of CAAC:**

Beijing capital international airport

Post Code : 100621

Fax : 86-010-6459-2342

### **RAD of Eastern China Administration of CAAC:**

Shanghai Hong Qiao international airport

Post Code : 200335

Fax : 86-021-6268-8950

**RAD of Southern China Administration of CAAC:**

Guangzhou Bai Yun international airport

Post Code:510406

Fax : 86-020-8668-6946

**RAD of Southwest China Administration of CAAC:**

Chengdu Shuang Liu international airport

Post Code: 610202

Fax : 86-028-8570-4084

**RAD of Northwest Administration of CAAC:**

207 South Laodong Road, Xi'an

Post Code: 710082

Fax : 86-029-426-1526

**RAD of Northeast China Administration of CAAC:**

3 Xiaoheyuan Road Dadong District, Shenyang

Post Code: 110043

Fax : 86-024-8829-5794

**RAD of Urumqi Administration of CAAC: :**

46 Yingbin Road, Urumqi

Post Code : 830016

Fax : 86-0991-380-4024

**7 . Application Procedure**

7.1 Applicant shall look through current CCAR-145 and the concerned Advisory Circular (AC) which can be obtained from the management functioning organizations listed in 6 of this AC.

7.2 Applicant shall fill out the application of the maintenance organization certificate and get the application material prepared. Copies of the application may be used, but the contents filled in and signature must be original. In the case of applying for changes if it changes the maintenance capability list only without changing the approved items on the maintenance organization certificate, the application is not required to be filled in. The annual audit for the approved maintenance organization is not required to fill in the application.

7.3 Application materials shall be submitted to corresponding management functioning organizations listed in 6 of this AC. CAAC accepts application materials posted or submitted by the applicant only.

7.4 Applicant applying for maintenance organization certificate for the first time needs to meet the person-in-charge of the respective maintenance functioning organizations listed in 6 of this AC to clarify all application items concerned. The meeting time could be set through bilateral negotiation.

7.5 CAAC shall issue the Notification of Acceptance for Application to those applicants qualified for the application preconditions stated in paragraph 5 of this AC, and to those who are to undergo CAAC audit and are willing to pay audit fee.

7.6 All application, except the application of changing the maintenance organization name only, must undergo on site audit performed by the local airworthiness department, who will assign audit team to perform on site audit after issuing the Notification of Acceptance for Application. The audit team shall notify the applicant of the detailed audit plan at least 30 days prior to the audit.

7.7 After receiving the Notification of Acceptance for Application, the applicant shall pay the audit fee as appointed by the notification.

7.8 The audit team shall put forward the suggestion of approval by means of

audit report after on site audit. Maintenance functioning organization listed in 6 of this AC shall complete the audit and approval for the audit report within 1 month.

7.9 Once the audit report is approved by maintenance functioning organizations listed in 6 of this AC and the suggestion of “approval” in the report has got approved, the maintenance certificate will be issued; and for those who has not been approved, notification in written shall be delivered to them.

## **8. Submit material**

8.1 Submit one set of the following materials for the first time application:

- (1) Application for issue of maintenance organization certificate;
- (2) Maintenance Management Manual (Refer to AC-145-5 for compiling requirements);
- (3) Maintenance capability list (only for applicant applying for aircraft component);
- (4) Commercial license of the corporate body and the authorization issued to the applicant by the corporate.

8.2 Submit one set of the following materials for the application of changing maintenance ratings or items:

- (1) Application for issue of maintenance organization certificate;
- (2) Revision draft of Maintenance Management Manual;
- (3) Revision draft of maintenance capability list (if applicable);

8.3 Submit one set of the following materials for application of changing location or facilities:

- (1) Application for issue of maintenance organization certificate;
- (2) Revision draft of Maintenance Management Manual;

8.4 Submit one set of the following materials for application of changing organization or the name of the organization:

- (1) Application for issue of maintenance organization certificate;
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- (2) Reasons for the organization and name change;
- (3) Revision draft of Maintenance Management Manual;

8.5 Submit one set of the following materials for application of changing maintenance capability list only:

- (1) Revision draft of maintenance capability list;
- (2) Internal evaluation report and evaluation record of the organization's maintenance capability applying for adding part number (P/N) signed by quality manager.

8.6 Submit one set of the following materials for other reasons:

- (1) Application correspondence signed by the Accountable Manager or the authorized quality manager of the maintenance organization;
- (2) Relevant materials containing explanation;

## **9. Instructions for filling out the Application for issue of Maintenance Organization Certificate [F145-1 (10/2001)]**

9.1 The application shall be filled out in Chinese and be printed except the signature.

9.2 Requirements for filling out the application:

- (1) Name of the applicant: the full legal name of the applicant, which shall be the same as that in the commercial registration.
- (2) Mail address: the mail address of the applicant (including postcode), which shall be the same as that in the commercial registration.
- (3) Telephone/ Fax: the telephone and fax number offered must ensure the contact between local administration and the accountable manager.
- (4) Reason of application: Mark "X" in the corresponding column according to application purpose; if mark "X" in the column of "other reasons", detailed information is kindly asked for.
- (5) Maintenance items applied for: Mark "X" in the corresponding column according to items applied for. If mark "X" in the column of "other items", detailed information is kindly asked for.



(6) Accountable manager: shall be the one confirmed in the Maintenance Management Manual submitted:

a) Name: shall be printed.

b) Title: the full name of the position actually held in the maintenance organization;

c) Signature: autographic signature by the accountable manager himself;

d) Date: date on which the accountable manager signs.

(7) Detailed maintenance items and location applied for: refer to Attachment 6 of CCAR-145 to fill out the maintenance items applied for. The work location could be omitted from the list if it is the same with that mentioned in item (2); but if the location is different or more than that mentioned in item (2), detailed information of the locations and concrete maintenance items applied for at each location shall be listed clearly

(8) Contracted maintenance items: only those contracted maintenance items related to the items applied for and out of the maintenance capability list of the applicant.

## **10 . Standards for auditing fee**

( standby )

### 10.1 Fee for first time auditing (To)

(1) Auditing fee for first time (To) are the total fee including application acceptance auditing fee (A) 、 on site audit fee(C) and supplementary fee(S).

(2) Application acceptance fee (A) is 1000 RMB.

(3) On site auditing fee (C) is calculated as standard man-hour(s) multiply man-hour fee. The calculation of the standard man-hour (H) is as follows:

a) Item of airframe: 40 man-hour for each maintenance production line of A-check or above. Extra 12 man-hour for the same maintenance production line for one more aircraft type. man-hour for each aircraft type of A-check (included) and/or below.

b)Item of power plant (including APU): 24 man-hour for each maintenance production line, extra 8 man-hour for the same production line for one more power plant type.

c) Item of propeller: 16 man-hour for each maintenance production line,

extra 4 man-hour for the same production line for one more propeller type.

d) Item of landing gear: 16 man-hour for each maintenance production line, extra 4 man-hour for the same production line for one more L/G type.

e) Item of tire, brakes and glass: 12 man-hour for each maintenance production line, extra 2 man-hour for the same production line for one more type.

f) Other aircraft parts: 24 man-hour for 30 items (included) and less than 30; 48 man-hour for 30—100 (included) items; 72 man-hour for 100—200 (included) items; 96 man-hour for 200-500(included) items; 120 man-hour for 500-1000 (included) items; 150 man-hour for 1000 items and above.

g) Special process: 4 man-hour for each special process.

(4) Supplementary fee (S) including meals and accommodation, air ticket fare and ground transportation fee shall be charged based on the standard fee at that time. (If the organization being audited offers all these service, no charge is required).

(5) Standard man-hour fee (N) is 200 RMB / man-hour

Calculation formula:

$$T_o = A+C+S = 1000RMB+H \times N + S$$

The maximum auditing fee charged is 20000 RMB; even it exceeds 20000RMB calculated as above.

10.2 Annual auditing fee for maintenance organization (Ta)

(1) Annual auditing fee for maintenance organization (Ta) are the total fee including on site auditing fee (C) and supplementary fee (S).

(2) On site auditing fee (C) is calculated as standard man-hour(s) for first time auditing

multiply coefficient K (K = 0.6)

(3) Supplementary fee (S) including meals and accommodation, air ticket fare and ground transportation fee shall be charged based on the standard fee at that time. (If the organization being audited offers all these service, no charge is required).

(4) standard man-hour fee (N) is 200 RMB / man-hour

Calculation formula:

$$T_a = C \times K + S = H \times N \times 0.6 + S$$

The maximum auditing fee charged is 20000 RMB, even it exceeds 20000RMB calculated as above.

### 10.3 Fee for changing maintenance organization certificate (Tc)

(1) Only application acceptance fee (A) is charged for changing the name of the organization

$$T_c = A = 1000\text{RMB}$$

(2) Fee for changing location includes on site auditing fee (C) and supplementary fee (S).

a) On site auditing fee (C) is calculated as standard man-hour for first time auditing multiply coefficient K (K = 0.8).

b) Supplementary fee (S) including meals and accommodation, air ticket fare and ground transportation fee shall be charged based on the standard fee at that time (If the organization being audited offers all these service, no charge is required).

c) Standard man-hour fee (N) is 200 RMB / man-hour

Calculation formula:

$$T_c = T_r = C \times K + S = H \times N \times 0.8 + S$$

The maximum auditing fee charged is 20000 RMB, even it exceeds 20000RMB calculated as above.

(3) Fee for changing maintenance ratings or items: for adding items, the same fee as that of the first time application will be charged; while for reducing items no fee is charged and also no more charge for the next re-audit of the maintenance organization. When applying for changing maintenance capability list only without changing the maintenance organization certificate, fee shall be counted within the next re-audit fee instead of being charged separately.

Notes: “the same maintenance production line” means the same maintenance area with the same housing & facilities, the same personnel and management methods.

**Attachment 1**

GENERALADMINISTRATION OF CIVILAVIATION OF CHINA

APPLICATION FOR ISSUE OF MAINTENANCE ORGANIZATION

CERTIFICATE

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1. Name of applicant\_\_\_\_\_

\_\_\_\_\_

2.Address\_\_\_\_\_

\_\_\_\_\_

3.Telephone\_\_\_\_\_Fax\_\_\_\_\_

4. Reason for application

- (1) Original application for certificate
- (2) Change in maintenance rating or items
- (3) Change in location or facilities
- (4) Change organization structure or name
- (5) Others

5. Maintenance functions applied for

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Airframe            | <input type="checkbox"/> Powerplant |
| <input type="checkbox"/> Propeller           | <input type="checkbox"/> Components |
| <input type="checkbox"/> Specialized service | <input type="checkbox"/> Others     |

6.Accountable Manager

Name\_\_\_\_\_Title\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

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7. Detail maintenance functions applied for and facilities location

8. Maintenance functions contracted to outside agencies

**Attachment 2 ( total 4 pages )**

\_\_\_\_\_ **Company**

**Maintenance capability list**

**CAAC Certificate No.** \_\_\_\_\_

**Revision No.** \_\_\_\_\_

**Revision date:** \_\_\_\_\_

**Organization address:** \_\_\_\_\_.



### **Statement on Maintenance Capability List**

It certifies that all items listed in this maintenance capability list are within the approved scope of maintenance organization certificate issued by CAAC (certificate No.\_\_\_\_\_). It is guaranteed that the maintenance organization is qualified for housing & facility, tools & equipment, materials, airworthiness documentation and personnel listed in the maintenance capability list, has the working instruction as CCAR-145 requested in place and meets CCAR-145 requirements constantly.

Any change and revision of this maintenance capability list has to be reported to CAAC for approval.

Name: \_\_\_\_\_ (printed)

Signature: \_\_\_\_\_ (signature)

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

(this statement shall be signed by the accountable manager or the quality manager authorized by him )



**× × × × company maintenance capability list**  
 × × × × year × × month × × day

S/N	P/N	Name	ATA Chapter No.	Manufacturer	Maintenance working rating	Basis documentation	Main Equipment	Notes

- Notes:
1. Maintenance organization could work out its own maintenance capability list based on above format, but the items must be within the approved scope of maintenance organization certificate.
  2. Paper size used for maintenance capability list shall be A4 or similar one; if the list runs lots of pages, effective page list shall be used to control the validity.
  3. The sequence number is running number and the tactic sequence if these items shall follow ATA chapter order.
  4. If the basis documentation and mainly used equipment for parts with same P/N but different tail numbers are the same, it does not have to list these tail numbers separately.
  5. Maintenance work items shall be any one or combination of testing, repairing, alteration, modification and overhaul. However the word overhaul cannot be used for non-lifetime control parts and those without basis documentation.
  6. Basis documentation shall be airworthiness material and technical documentation offered by aircraft parts manufacturer.
  7. The main equipment shall be final testing equipment in general.

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