



SECTION:	AIRWORTHINESS FORM	AWF-AMO-008
TITLE:	GENERAL SUPPLEMENTARY PROCEDURE (GSP)	

**UAE General Civil Aviation Authority
AIRWORTHINESS
APPROVED MAINTENANCE ORGANISATION
GENERAL SUPPLEMENTARY PROCEDURE (GSP)**

Name of the Organisation

.....

Organisation Address

.....

.....

**Main facility/Principal Place of Business
Address**

.....

.....

.....

Telephone/Fax

.....

E-mail

.....

GCAA AMO Approval No.

UAE. 145

“CAUTION” – Organisation shall use this Form to prepare/amend the GSP. No changes with the Format or revision status is allowed in the footer.



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1. PURPOSE:

To demonstrate compliance with the applicable requirements of CAR-145 Regulations, Foreign Approved Maintenance organisations (FAMO) are required to maintain and develop a Maintenance Organisation Exposition (MOE).

The GSP is to highlight the difference between the accepted Exposition and mandated GCAA CAR 145 Regulations for FAMO, under the following conditions (as applicable):

- An EASA MOE (showing compliance with EASA Part-145) acceptable to the GCAA, supplemented by this document (hereafter called “**The GSP**”); or
- An FAA Repair Station Manual with Operation Specifications together with EASA MOE Supplement (showing compliance with FAA/EASA requirements under the Bilateral Agreement), acceptable to the GCAA, supplemented by the GSP, or
- A TCCA Approved Maintenance Exposition with EASA Supplement (showing compliance with TCCA/EASA requirements under the Bilateral Agreement), acceptable to the GCAA, supplemented by the GSP, or
- A Brazilian ANAC Approved Maintenance Exposition with Operations Specifications together with ANAC/EASA Supplement (showing compliance with ANAC/EASA requirements under the Bilateral Agreement), acceptable to the GCAA, supplemented by the GSP, or
- With the GCAA-NAA Bilateral/Memorandum of Understanding (MOU) agreement, for acceptance of the submission of the initial and subsequent amendment Approved Maintenance Exposition/GSP
- UK CAA Approval, for acceptance of UK CAA Approved MOE/GSP, submission of initial and subsequent amendment

2. REQUIREMENTS

The GSP is required to be published to demonstrate organization’s compliance with the GCAA additional requirements defined in the AMO Certificate ref: AWF-AMO-007B Appendix II.

3. GSP CONTROL AND MAINTENANCE

The FAMO’s Nominated Quality Post Holder shall be responsible to publish, maintain and update of **The GSP**. He/She shall also remain responsible for uploading the latest revision of the GSP in the E-Service. However, the ultimate accountability of the above is with the FAMO’s Accountable Manager.

The GSP shall be available to the staff before exercising the privilege under the GCAA AMO Certificate and, when required, to the GCAA.

4. REFERENCES

- GCAA AMO Certificate (Form AWF-AMO-007B) - Appendix II Supplementary Requirements



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5. REVISION RECORDS

Revision/Issue No.	Description	Page affected	Date



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6. CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

This GSP and the latest EASA approved MOE or FAA RSM with Operations Specifications and FAA-EASA MOE Supplement or TCCA Approved Maintenance Exposition and TCCA-EASA Supplement or Brazilian ANAC – Approved Maintenance Exposition with Operation Specifications and ANAC-EASA Supplement or NAA Approved Maintenance Organization Exposition, accepted under GCAA-NAA Bilateral, as applicable and any associated referenced define in the organization and procedures upon which the UAE GCAA AMO Approval is based as required by CAR 145.70. These procedures are approved by the undersigned and the AMO Certificate Appendix 11 – Supplementary Requirements, shall be complied with when work orders are being processed under the terms of the GCAA AMO Approval.

It is accepted that the procedures do not override the necessity of complying with any new or amended regulation published by UAE GCAA where these new or amended regulations are in conflict with these procedures.

It is understood that the GCAA will approve this organisation whilst the GCAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the GCAA reserves the right to suspend, limit or revoke the approval of the organisation if the GCAA has evidence that procedures are not followed or standards not upheld, or for failure to complete the payment of the associated fee for continue validity of the GCAA AMO Approval certificate.

It is agreed that the GCAA reserves the right to audit the organisation (e.g facility, station etc.) as and when required. The organisation shall make the necessary arrangements to grant the GCAA access to the facility and/or station(s) and cover the necessary costs.

Name:

Signed: Dated:

Accountable Manager and..... (quote position)

For and on behalf of: (quote organisation's name).....



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7. RELEASE TO SERVICE PROCEDURE FOR ORGANISATION HOLDING B RATING APPROVAL

The organisation is responsible for compliance with CAR 145.50 for release to service, of UAE engine intended for fitment onto UAE registered aircraft using UAE GCAA AW Form 1. Attached sample of GCAA AW Form 1.

Any component other than Engine can be released using AW Form 1 or any other release form as specified under CAR-145.42(a)

8. CERTIFYING STAFF QUALIFICATION – COMPLIANCE TO APPENDIX IV TO CAR 145:

The organisation is responsible for ensuring that the Certifying Staff not qualified to GCAA CAR 66, shall comply with Appendix IV to CAR 145 in regard to Certifying Staff requirements.

a) Certifying Staff and Support Staff Records:

Certifying Staff records shall meet the requirements of 145.35(j)

b) Qualification Procedure for Specialized Services:

UAE GCAA requires tasks associated with Non Destructive Testing (NDT) shall be accomplished with reference to CAR 145.30, APPENDIX X to CAR 145.

9. CERTIFYING STAFF TRAINING ON UAE OPERATORS' PROCEDURES AND DOCUMENTATION:

The organisation is responsible for ensuring that Certifying Staff are trained and continue to be familiar with the relevant UAE operator's procedures, documentation and GCAA CAR 145 regulations before and when exercising the privileges of the Certifying Staff authorization.

10. CAR 145.48 PERFORMANCE OF MAINTENANCE:

The organisation shall establish, implement and maintain procedures to ensure that:

(a) after completion of maintenance a general verification is carried out to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted;

(b) an error capturing method is implemented after the performance of any critical maintenance task;

(c) the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised; and,



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(d) damage is assessed and modifications and repairs are carried out using data specified in point CAR M.304

11. CAR 145.60 OCCURRENCE REPORTING

(a) Reporting to the GCAA shall be through the GCAA Website (ROSI system), as defined in GCAA AMC 22 Incident reporting.

(b) Voluntary reporting system shall be reported through VORSY, as defined in GCAA AMC 57.

12. CHANGES TO THE ORGANIZATION

The organisation shall notify the GCAA of any proposal to carry out any of the following changes before such changes take place to enable the GCAA to determine continued compliance with this regulation and to amend, if necessary, the certificate, except that in the case of proposed changes in personnel not known to the management beforehand, these changes must be notified at the earliest opportunity:

1. the name of the organisation;
2. the main location of the organisation;
3. additional locations of the organisation;
4. the accountable manager;
5. any of the persons nominated under 145.30(b);
6. the facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval.

Approved by (for and on behalf of the organisation):

Name:

Signature:

Designation: Post Holder - Quality Assurance

Date: