

STATEMENT OF COMPLIANCE

This Statement of Compliance form may be used by a maintenance organization to demonstrate compliance, within the requested scope of approval, with the applicable Certification Requirements for Aircraft Maintenance and Repair Organizations approved by Order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated 24 February 2015 No. 196 (hereinafter – Order 196). For each applicable requirement, the organization shall identify the means by which compliance is achieved and provide a reference to the Maintenance Organisation Exposition (MOE). General statements such as “complies”, “will comply”, “noted” or “understands”, without identifying a specific means of compliance or an MOE reference, do not constitute sufficient evidence of compliance. Where a requirement is not applicable to the requested scope of approval, “NOT APPLICABLE” shall be entered in the “Remarks” column together with the appropriate justification.

Name of maintenance organization			
Type of application	☐ Initial	☐ Renewal of the certificate	☐ Change to the scope of the certificate
Maintenance organization certificate (if applicable) and date of issue			
MOE reference and revision			
№	Regulatory requirement	Means of compliance and/or MOE reference (subitem, item, paragraph, chapter)	Remarks
1.	Paragraph 1. Requirements for maintenance organization activities		
1.1.	Subitem 1 of item 4 of Order 196 The organization performs maintenance and repair of aeronautical products within its approved scope of approval at the maintenance locations specified in the MOE.		
1.2.	Subitem 2 of item 4 of Order 196 Where the organization performs maintenance away from its approved maintenance locations, such maintenance: 1) is agreed with AAK; 2) is within the organization’s scope of approval; and 3) is performed in accordance with the conditions specified in the MOE.		
1.3.	Subitem 3 of item 4 of Order 196 Where individual maintenance or repair tasks are contracted or subcontracted to another organization, such contracting/subcontracting is managed in accordance with Paragraph 15 of Order 196.		
1.4.	Subitem 4 of item 4 of Order 196 The organization has current maintenance data and operational documentation for maintenance and repair of aeronautical products in accordance with Paragraph 5 of Order 196.		
1.5.	Subitem 5 of item 4 of Order 196 The organization ensures that maintenance releases are issued for completed work in accordance with Paragraph 13 of Order 196.		
1.6.	Subitem 6 of item 4 of Order 196 The organization has the maintenance data, equipment, tools and materials necessary to perform the approved work in accordance with Paragraph 4 of Order 196.		
1.7.	Subitem 7 of item 4 of Order 196		

	The organization has storage facilities for components, equipment, tools and materials; the storage conditions provide protection against deterioration and damage in accordance with Paragraph 2 of Order 196.		
1.8.	Subitem 8 of item 4 of Order 196 The organization has an adequate stock of components, spare parts and consumable materials necessary to perform the work in accordance with Paragraph 4 of Order 196.		
1.9.	Subitem 9 of item 4 of Order 196 The organization provides sufficient personnel to plan, perform, supervise and inspect maintenance and to issue maintenance releases in accordance with Paragraph 3 of Order 196.		
1.10.	Subitem 10 of item 4 of Order 196 The organization has a system for initial, recurrent and advanced training of personnel in accordance with the Standard Training Programmes for Aviation Personnel Involved in Flight Safety Assurance approved by Order No. 764 of the Minister of Transport and Communications of the Republic of Kazakhstan dated 28 September 2013.		
1.11.	Subitem 11 of item 4 of Order 196 The organization retains detailed maintenance records demonstrating that all applicable requirements have been met when a maintenance release is signed, in accordance with Paragraph 7 of Order 196.		
1.12.	Subitem 12 of item 4 of Order 196 The organization has a quality system in accordance with Paragraph 14 of Order 196 that ensures the proper performance of all maintenance activities.		
1.13.	Subitem 13 of item 4 of Order 196 The organization has an approved Maintenance Organisation Exposition in accordance with Paragraph 9 of Order 196.		
1.14.	Subitem 14 of item 4 of Order 196 The organization has a system for ensuring that personnel are informed in a timely manner of applicable civil aviation legislation of the Republic of Kazakhstan and amendments thereto.		
1.15.	Subitem 15 of item 4 of Order 196 The organization has a safety management system (SMS) in accordance with the Standard Instructions for Safety Management during Aircraft Maintenance approved by Order No. 173 of the Minister of Transport and Communications of the Republic of Kazakhstan dated 28 March 2011.		
2.	Paragraph 2. Requirements for maintenance facilities		
2.1.	Item 5 of Order 196 The organization has maintenance facilities, owned and/or leased under an agreement, suitable for the performance of maintenance and repair of aeronautical products.		
2.2.	Subitem 1 of item 6 of Order 196 The organization provides facilities, specialised workshops, bays and hangars appropriate to the planned work and protecting aeronautical products from adverse weather and contamination. Workshops and hangars are appropriately segregated to provide protection from contamination and environmental effects during maintenance and repair.		
2.3.	Subitem 2 of item 6 of Order 196 The organization provides office accommodation for the management of all planned work and for certifying staff to perform their duties.		

2.4.	Subitem 3 of item 6 of Order 196 The working environment, including hangars, workshops (laboratories and work areas) and office accommodation, is appropriate for the work specified in the scope of the maintenance organization certificate.		
2.5.	Subitem 4 of item 6 of Order 196 The temperature in maintenance facilities is maintained between 16 °C and 22 °C, except where otherwise specified in the applicable maintenance data or operational documentation.		
2.6.	Subitem 5 of item 6 of Order 196 The maintenance facilities are provided with the necessary utilities and services, including electricity, heat, water, ventilation and, where required, compressed air.		
2.7.	Subitem 6 of item 6 of Order 196 The organization ensures occupational safety in work areas, including appropriate protection and control systems for fire, explosion, toxic hazards and other hazardous conditions.		
2.8.	Subitem 7 of item 6 of Order 196 Dust and other airborne contamination in maintenance facilities are kept to a minimum and do not result in visible contamination on aeronautical products or components. Where dust or other contamination becomes visible, contamination-sensitive aircraft systems are sealed until acceptable working conditions are restored.		
2.9.	Subitem 8 of item 6 of Order 196 Maintenance facilities are adequately illuminated to permit all inspections, examinations and maintenance or repair tasks to be performed effectively.		
2.10.	Subitem 9 of item 6 of Order 196 Noise levels in maintenance facilities do not adversely affect the performance of maintenance tasks. Where the source of noise cannot be eliminated, personnel are provided with suitable personal protective equipment to prevent excessive noise from affecting task performance.		
2.11.	Subitem 10 of item 6 of Order 196 Where maintenance or repair requires special environmental conditions, the required conditions are provided in accordance with the aircraft design organization's documentation.		
2.12.	Subitem 11 of item 6 of Order 196 The organization provides secure storage facilities for components, equipment, tools and materials. Storage conditions ensure segregation of serviceable and unserviceable components and materials, comply with the instructions of the relevant design organizations, and restrict access to authorized personnel only.		
2.13.	Last paragraph of item 6 of Order 196 Conditions for line maintenance and repair comply with the applicable occupational health and safety requirements of the Republic of Kazakhstan. Where working conditions deteriorate to an unacceptable level due to temperature, humidity, fog, ice, snow, wind, lighting, dust or other airborne contamination, the affected maintenance task is postponed until acceptable working conditions are restored.		
3.	Paragraph 3. Personnel requirements		
3.1.	Item 7 of Order 196 The organization has an Accountable Manager who is responsible for financing and for ensuring the timely performance of all maintenance and repair work in accordance with customer requirements and Order 196.		
3.2.	Subitem 1 of item 7 of Order 196 The Accountable Manager ensures that all resources necessary to perform maintenance and repair in accordance with the certification requirements and to maintain the organization's approval are available.		

3.3.	Subitem 2 of item 7 of Order 196 The Accountable Manager establishes and promotes the organization's safety and quality policy.		
3.4.	Item 8 of Order 196 The organization has a nominated person or group of persons within the management personnel responsible for maintenance and repair functions. The nominated person or persons are responsible for ensuring that the organization operates in accordance with the approved MOE. Procedures are established for the substitution of each nominated person during prolonged absence.		
3.5.	Second paragraph of item 8 of Order 196 The nominated person meets the following minimum qualification requirements: 1) technical and vocational education or higher education in aviation; 2) at least 5 years of maintenance and repair experience as category B1 or B2 certifying staff, including at least 2 years in a managerial position in aircraft maintenance; 3) completion of professional training relevant to the assigned functions; and 4) appropriate knowledge of maintenance and repair of aeronautical products.		
3.6.	Item 9 of Order 196 The organization has a nominated person responsible for the quality system (compliance monitoring), including a feedback system that ensures the Accountable Manager is appropriately informed of quality and compliance matters.		
3.7.	Second paragraph of item 9 of Order 196 The nominated person responsible for the quality system meets the following minimum qualification requirements: 1) technical and vocational education or higher education in aviation; 2) at least 3 years of experience in quality system management (compliance monitoring); 3) completion of specialized professional training relevant to the assigned functions; and 4) appropriate knowledge of quality system management (compliance monitoring) commensurate with the scope of the maintenance organization certificate.		
3.8.	Item 10 of Order 196 The organization has a nominated Safety Manager responsible for the implementation and effective functioning of the safety management system. Depending on the size of the organization, the complexity of the services provided, or where the SMS covers several activities, the organization nominates a group of persons responsible for SMS implementation and operation, one of whom is designated as the Safety Manager to maintain a direct and unambiguous line of accountability to the Accountable Manager.		
3.9.	Second paragraph of item 10 of Order 196 The nominated person responsible for the SMS meets the following minimum qualification requirements: 1) technical and vocational education or higher education in aviation; 2) at least 5 years of experience in civil aviation; 3) at least 3 years of experience in safety management in civil aviation; 4) completion of specialized professional training relevant to the assigned functions, including ICAO Standards, civil aviation legislation of the Republic of Kazakhstan, safety management, basic safety investigation methods and human factors in aviation; and 5) appropriate knowledge of aviation safety commensurate with the scope of the maintenance organization certificate.		
3.10.	Item 11 of Order 196 Persons nominated in accordance with items 8–10 of Order 196 report directly to the Accountable Manager, have direct access to him or her, and are able to report appropriately on compliance and safety matters.		

3.11.	Item 12 of Order 196 Non-destructive testing (NDT) personnel hold the appropriate qualification and certification at Level 1, 2 or 3, as applicable to the NDT function performed. Level 3 NDT personnel do not deviate from approved maintenance data when establishing or approving methods and procedures unless such deviation is specifically authorized.		
3.12.	Item 13 of Order 196 The organization has a manpower plan/workload calculation demonstrating that sufficient personnel are available to plan, perform, manage and quality-control the work within the approved scope. Where the actual staffing level is lower than planned for a particular shift or work period, the workload for accepted work is recalculated.		
3.13.	Item 14 of Order 196 The organization establishes and monitors the competence of personnel involved in maintenance. Personnel involved in maintenance and repair have the necessary competence, including technical knowledge relevant to their duties and an understanding of the application of safety principles, including human factors.		
3.14.	Item 15 of Order 196 For line maintenance, the organization has category B1, B2 or B3 certifying staff holding the appropriate aircraft type rating.		
3.15.	Item 16 of Order 196 For base maintenance, the organization has category C certifying staff holding the appropriate aircraft type rating. The organization has sufficient category B1 and B2 support staff holding the appropriate aircraft type ratings. The privileges of maintenance personnel are allocated in accordance with Appendix 10 to the Rules for the Issuance and Renewal of Aviation Personnel Licences approved by Order No. 750 of the Minister of Transport and Communications of the Republic of Kazakhstan dated 26 September 2013.		
3.16.	Item 17 of Order 196 The person responsible for the quality system is authorized to issue certification authorizations to certifying staff on behalf of the maintenance organization.		
3.17.	Item 18 of Order 196 The organization maintains a register of all engineering and technical personnel. The register contains: 1) details of aviation personnel licences for maintenance and repair; 2) details of all training completed by personnel; 3) details of certification authorizations issued; and 4) details of personnel holding limited or one-time certification authorizations.		
3.18.	Item 19 of Order 196 The organization retains the register records for all engineering and technical personnel for at least two years after the individual leaves the organization.		
4.	Paragraph 4. Requirements for equipment, tools and materials		
4.1.	Item 20 of Order 196 The organization has the equipment, tools and materials necessary to perform work within its scope of approval; it uses equipment and tools specified by the design organization and has MOE procedures approved for the use of alternative equipment or tools where permitted.		

	An organization performing base maintenance has suitable access equipment and platforms, or equivalent equipment, to permit thorough inspection of the aeronautical product.		
4.2.	Item 21 of Order 196 The organization accounts for all equipment and tools, including inspection and measuring equipment. Equipment and tools are calibrated or verified at intervals that ensure continued serviceability and accuracy. The organization has a system for identifying all tools and equipment. The identification indicates the due date for the next inspection, servicing or calibration and any other reason why the tool or equipment is unserviceable where that condition may not be readily apparent. The organization maintains a register of all precision tools and equipment. The register contains records of calibrations performed and the standards used.		
5.	Paragraph 5. Requirements for maintenance and repair documentation		
5.1.	Item 22 of Order 196 The organization has available and uses the applicable maintenance and repair documentation when performing maintenance and repair of aeronautical products, including modifications and repairs.		
5.2.	Item 23 of Order 196 The organization uses applicable maintenance and repair documentation. Such documentation includes: 1) continuing airworthiness information and Airworthiness Directives (ADs) issued by AAK; 2) applicable Airworthiness Directives issued by the State of Design of the aeronautical product; 3) continuing airworthiness information issued by the Type Certificate holder and holders of changes to the type certificate; 4) other applicable documents and data issued in accordance with item 30 of Order 196; and 5) directives issued by AAK where they differ from the instructions referred to in subitems 2), 3) and 4) of item 30 of Order 196, or where no other specific recommendations are available.		
5.3.	Item 24 of Order 196 The organization has established procedures to ensure that any inaccurate, incomplete or incorrect procedures, practices, information or instructions identified in maintenance documentation used by maintenance personnel are recorded and reported to the author of that documentation.		
5.4.	Item 25 of Order 196 The organization amends an instruction only in accordance with the procedure established in its quality manual for maintenance and repair; this requirement does not apply to the development of repair and modification data.		
5.5.	Item 26 of Order 196 5) The organization has established an overall system for developing work cards or worksheets for use in its maintenance activities. 6) The organization accurately and completely transcribes the information required by Order 196 from the applicable maintenance documentation onto those work cards. Work cards may be maintained electronically and stored in an electronic database. In such cases, the organization protects the database against unauthorized alteration and maintains a back-up database that is updated no later than 24 hours after any change to the primary database. For complex maintenance or repair tasks, the work is broken down into distinct stages on the work cards. Where the organization provides maintenance to an operator that requires use of the operator's own work-card system, that system may be used provided the organization has a procedure ensuring correct completion of the operator's work cards.		

5.6.	Item 27 of Order 196 The organization ensures that maintenance personnel have ready access to the applicable maintenance and repair documentation.		
5.7.	Item 28 of Order 196 The organization has established procedures to control the status of maintenance and repair documentation and ensure its timely revision. Where the operator or customer controls the status of the documentation and provides it to the organization, the organization verifies its current status by means of a letter from the operator/customer confirming incorporation of all mandatory amendments, an agreement defining the status of the documentation to be used, or a controlled amendment record supplied with the documentation.		
5.8.	Item 29 of Order 196 The organization has repair, process and inspection/control documentation.		
5.9.	Item 30 of Order 196 The organization has a controlled set of design data, sufficient in content and quantity to support: 1) development of process/maintenance documentation; 2) development and manufacture of repair tooling and equipment; 3) identification of all failures and defects detected during repair and decisions on their assessment and rectification; 4) accomplishment of modifications and restoration repairs; and 5) fabrication of parts.		
5.10.	Item 31 of Order 196 The organization ensures: 1) development of a procedure for the control of design data; 2) availability of a list of repair documents for each type of aeronautical product repaired; 3) control and retention of current design data; 4) incorporation and distribution of incoming revisions to maintenance personnel and technical inspection staff; and 5) withdrawal of obsolete or invalid design data from use.		
5.11.	Item 32 of Order 196 Repair or modification of an aeronautical product is performed in accordance with repair data developed or approved by the manufacturer or aircraft design organization, including the Repair Manual and applicable repair-limit data. The repair data specify the methods, sequence and conditions of work, controlled parameters and inspection methods, tooling, equipment, materials, protection against damage and contamination, environmental conditions, and methods of part identification. The organization controls the use, amendment, distribution, recording and retention of process documentation in accordance with established procedures. Modification of individual aircraft and/or components is performed in accordance with data issued by the aircraft design organization or data agreed with that organization.		
5.12.	Item 33 of Order 196 At all stages of repair or modification, the organization completes inspection/control records containing: 1) the description and identification number of the aeronautical product; 2) the scope and content of work performed, including modifications and approved deviations from design and process data; 3) actual characteristics and parameters of parts, assemblies and the aeronautical product; 4) dates of work accomplishment and inspection; and 5) names and signatures, stamps or personal inspection marks of the persons performing and inspecting the repair/modification.		

	Such records may be maintained electronically and stored in an electronic database in accordance with item 26 of Order 196.		
5.13.	Item 34 of Order 196 The content and format of repair records (the master Repair File) are developed, approved and amended by the organization for the applicable aeronautical product type and repair process on the basis of current documentation from the aircraft design organization. Repair documentation completed for an individual product is compiled into a single package entitled “Aeronautical Product Repair File”.		
5.14.	Item 35 of Order 196 The “Aeronautical Product Repair File” completed for each individual product conforms to the master Repair File and is retained by the organization until the product is withdrawn from service. If the organization is liquidated, the Repair File is transferred to an organization designated by the competent civil aviation authority in accordance with the applicable requirements and procedures.		
5.15.	Item 36 of Order 196 The range and control of operational and maintenance documentation comply with Order 196.		
6.	Paragraph 6. Production planning requirements		
6.1.	Item 37 of Order 196 The organization has a production planning system appropriate to the volume and complexity of the work performed and used to plan all resources necessary for safe maintenance and repair, including personnel, equipment, tools, materials, maintenance data and facilities.		
6.2.	Item 38 of Order 196 Maintenance and repair planning and shift arrangements take account of human performance limitations in accordance with the Labour Code of the Republic of Kazakhstan.		
6.3.	Item 39 of Order 196 Where continuation or completion of maintenance or repair is transferred because of a shift change or change in personnel, all relevant information is effectively communicated from the outgoing personnel to the incoming personnel.		
7.	Paragraph 7. Maintenance records requirements		
7.1.	Item 40 of Order 196 The organization records all information relating to work performed. The organization retains the records necessary to demonstrate compliance with all applicable requirements, including: 1) records of inspections and examinations of aeronautical products, including certification entries in maintenance releases; 2) records of any unscheduled work arising during scheduled maintenance; 3) records describing repairs or inspection/restoration work performed; 4) records of ground and flight tests; 5) records of work accomplished in respect of Airworthiness Directives and continuing airworthiness information; and 6) maintenance releases issued for completed work.		
7.2.	Item 41 of Order 196 The organization provides the operator with a copy of each maintenance release issued for maintenance or repair. The organization also provides a copy of the approved repair or modification data used for the work concerned.		
7.3.	Item 42 of Order 196 Records are retained in paper form, electronic form, or a combination thereof, with adequate protection, preservation, legibility and completeness.		

	Records remain legible throughout the required retention period, calculated from the date the record was created or last amended.		
7.4.	Item 43 of Order 196 The organization retains maintenance and repair records and associated documentation for two years after signature of the maintenance release in a form and format that ensure legibility, protection against damage, unauthorized alteration and theft, and the security and integrity of the records. Paper records are stored using durable media suitable for use and retention. Computer equipment used for backup of records is located separately from the working system under conditions that ensure preservation; following hardware or software changes, all required data remain accessible for the specified retention period. Computer systems include at least one backup copy updated within 24 hours of new data being entered and include safeguards against unauthorized alteration. If the organization ceases activities, all records relating to work performed during the preceding two years are transferred to the last customer or owner of the affected aeronautical product.		
8.	Paragraph 8. Airworthiness occurrence reporting requirements		
8.1.	Item 44 of Order 196 The organization reports any airworthiness condition or defect identified by the organization that has, or could have, a significant effect on flight safety to AAK, the State of Registry, the organization responsible for the type design or modification of the type design of the aeronautical product or component, and, where applicable, the State of the Operator.		
8.2.	Item 45 of Order 196 The organization establishes an internal occurrence reporting system for airworthiness-related events and describes it in the MOE. The system provides for the collection and evaluation of reports, including procedures for identifying events that are reportable under item 46 of Order 196. The procedures enable the organization to identify adverse trends, determine corrective actions taken to address deficiencies, analyse all available information relating to the events concerned, and disseminate relevant information where necessary.		
8.3.	Item 46 of Order 196 The organization provides the operator with a report of any occurrence affecting the airworthiness of the operator's aeronautical product or components. The reporting process ensures timely notification and complies with applicable requirements.		
8.4.	Item 47 of Order 196 The organization prepares reports for occurrences subject to mandatory reporting. Reports are submitted as soon as practicable and in any case no later than 72 hours after the occurrence is identified; the preparation and submission of reports comply with applicable requirements.		
9.	Paragraph 9. Maintenance Organisation Exposition requirements		
9.1.	Item 48 of Order 196 The organization maintains a Maintenance Organisation Exposition. The MOE is prepared in the form specified in Appendix 1 to Order 196.		
9.2.	Item 49 of Order 196 The organization ensures that the MOE is amended as necessary to keep the information contained therein current. The MOE and all subsequent amendments are approved by AAK.		

9.3.	Item 50 of Order 196 The organization notifies AAK of any change in functions or replacement of nominated managers no later than 8 working days after the change. The organization ensures appropriate management control within the relevant functions during the absence of nominated managers.		
10.	Paragraph 10. Metrological assurance requirements		
10.1.	Item 51 of Order 196 The organization establishes procedures defining the arrangements for metrological assurance of repair production activities. Metrological assurance is provided in accordance with the national standards of the State System for Ensuring Uniformity of Measurements and includes: 1) training and qualification of metrology personnel; 2) verification of measuring equipment; 3) submission of measuring equipment and spare parts for metrological certification and type-approval testing, as applicable; 4) maintenance of the register of the State System for Ensuring Uniformity of Measurements of the Republic of Kazakhstan; and 5) metrological review of process and design documentation.		
10.2.	Item 52 of Order 196 The organization identifies and provides the measuring equipment necessary to ensure that aeronautical products conform to established requirements.		
10.3.	Item 53 of Order 196 Measuring equipment is: 1) verified or calibrated at the intervals required by legislation and applicable metrology standards; 2) adjusted as necessary; 3) identified so that its verification/calibration status can be determined; 4) safeguarded against adjustments that would invalidate measurement results; and 5) protected from damage and deterioration during use, maintenance and storage.		
10.4.	Item 54 of Order 196 Where measuring equipment is found not to conform to the applicable national metrology standards, the organization evaluates and records the validity of previous measurement results obtained using that equipment.		
10.5.	Item 55 of Order 196 The organization immediately removes defective or overdue-for-verification measuring equipment from maintenance processes and nominates persons responsible for monitoring equipment status and compliance with verification schedules.		
11.	Paragraph 11. Non-destructive testing		
11.1.	Item 56 of Order 196 The organization develops: 1) procedures for control of NDT unit activities; 2) procedures for each NDT method used; 3) procedures governing the use of industry reference and working standards for eddy-current, ultrasonic, magnetic-particle and penetrant inspection; 4) work instructions for NDT processes; and 5) procedures for recording results, making acceptance decisions on inspected assemblies and parts, and entering NDT results in production and inspection records.		

11.2.	Item 57 of Order 196 Equipment used for NDT is subject to periodic metrological verification or calibration as necessary to ensure measurement accuracy.		
11.3.	Item 58 of Order 196 NDT workstations are provided with the applicable NDT process documentation and suitable reference standards for equipment set-up and calibration.		
11.4.	Item 59 of Order 196 The organization has separate rooms, laboratories or specially equipped workstations for NDT and appropriate reference standards for eddy-current, ultrasonic, magnetic-particle and penetrant inspection methods.		
12.	Paragraph 12. Failure information and corrective-action system		
12.1.	Item 60 of Order 196 The organization ensures the collection of necessary information on hazardous failures and defects.		
12.2.	Subitem 1 of item 60 of Order 196 The organization establishes a process for collecting, recording and reporting to AAK information on all identified hazardous failures or defects related to airworthiness.		
12.3.	Subitem 2 of item 60 of Order 196 The organization establishes a process for taking prompt action to rectify failures and defects occurring in service.		
12.4.	Subitem 1 of item 61 of Order 196 The organization operates systems and procedures for the collection, recording and analysis of failures and defects identified during repair and during operation after repair, and for communicating relevant information to maintenance personnel and responsible departments.		
12.5.	Subitem 2 of item 61 of Order 196 The organization operates a system for internal investigation and determination of the causes of aeronautical product defects, including identification of the responsible departments and personnel.		
12.6.	Subitem 3 of item 61 of Order 196 The organization maintains arrangements for coordination with the manufacturer, design organization and relevant research organizations when investigations or technical studies of aeronautical products are required.		
12.7.	Item 62 of Order 196 The organization takes preventive measures to avoid failures of repaired aeronautical products and establishes procedures for failure prevention and for the implementation of corrective and preventive actions.		
13.	Paragraph 13. Maintenance release		
13.1.	Item 63 of Order 196 The organization ensures that a maintenance release is completed and signed to certify that the maintenance performed has been satisfactorily accomplished in accordance with the MOE. When issuing the maintenance release, the organization takes account of the availability and use of the maintenance data specified in Paragraph 5 of Order 196 and confirms that there are no known non-compliances that could jeopardize flight safety.		
13.2.	Item 64 of Order 196 The organization ensures that a maintenance release is issued after completion of any maintenance and before the aircraft is released for flight.		
13.3.	Item 65 of Order 196 The organization informs the operator of newly identified defects or incomplete work orders found during maintenance and obtains agreement for rectification or completion of the outstanding work.		

	If the operator declines such maintenance, the organization issues the maintenance release only for the work actually completed and records this fact on the release before issue.		
13.4.	Item 66 of Order 196 The maintenance release contains the following statement: “Certifies that the work specified, except as otherwise stated, was carried out in accordance with Article 48 of the Law and, in respect of that work, the aircraft is considered ready for release to service.” The release includes the maintenance organization certificate number and the identification of the person issuing the release.		
13.5.	Item 67 of Order 196 Following completion of maintenance on a component removed from an aircraft, the organization ensures that an appropriate component maintenance release is issued by certifying staff. The release is prepared using the form specified in Appendix 2 to Order 196.		
14.	Paragraph 14. Quality management		
14.1.	Item 68 of Order 196 The organization has implemented a quality system, which is described in the MOE.		
14.2.	Item 69 of Order 196 The quality control and/or quality assurance function performs independent quality audits. The organization has a reporting system to ensure that the Accountable Manager is informed of quality assurance matters.		
14.3.	Item 70 of Order 196 The annual quality audit programme includes audits covering all sections and chapters of the MOE. The programme also includes audits of contracted maintenance organizations recognized by AAK to verify compliance with Order 196.		
14.4.	Item 71 of Order 196 The organization’s quality assurance function maintains records of internal and external audit results. The records include the findings of quality control and/or quality assurance audits, corrective actions, root-cause analysis and measures taken to prevent recurrence of non-compliances.		
14.5.	Item 72 of Order 196 The organization’s quality assurance function has a standard audit report form and an annual quality assurance audit plan; these arrangements are described in the MOE. The MOE describes the feedback system with organization personnel and the arrangements for responsible persons to initiate and ensure completion of corrective action.		
15.	Paragraph 15. Contracting/subcontracting of maintenance and repair work		
15.1.	Item 73 of Order 196 The organization remains responsible for maintenance and repair work contracted or subcontracted to another organization.		
15.2.	Subitem 1 of item 73 of Order 196 The organization ensures that contracted/subcontracted work is included within its scope of approval and evaluates the competence of the contracted organization to ensure compliance with Order 196.		
15.3.	Subitem 2 of item 73 of Order 196 The organization retains responsibility for quality management and release to service following completion of contracted/subcontracted work, including compliance with applicable airworthiness requirements.		
15.4.	Subitem 3 of item 73 of Order 196		

	The organization has established and implemented procedures for the management and continuing control of contracted/subcontracted work and has defined the authority and responsibilities of personnel involved in managing such work.		
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Full name of the Accountable Manager	Date	Signature