

**«ҚАЗАҚСТАННЫҢ
АВИАЦИЯЛЫҚ ӘКІМШІЛІГІ»
АКЦИОНЕРЛІК ҚОҒАМЫ**



**AVIATION ADMINISTRATION
OF KAZAKHSTAN
JOINT STOCK COMPANY**

010000, Қазақстан Республикасы,
Нұр-Сұлтан қаласы, Мәңгілік Ел д-лы,
55/15 үй, Блок С 2.3

Block 2.3, 55/15 Mangilik El Ave,
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Republic of Kazakhstan

БҰЙРЫҚ**№ 0797**

Қазақстан Республикасы
Нұр-Сұлтан қаласы

ORDER**ОД**

Nur-Sultan city
Republic of Kazakhstan

ПРИКАЗ**27.12.2021г.**

город Нур-Султан
Республика Казахстан

**On the approval of the temporary procedure
for the recognition of the foreign aircraft
maintenance and repair organisations**

Due to restrictions caused by COVID-19 pandemic and in accordance with Paragraph 2 of Article 7 and Subparagraph 31) of Paragraph 2 of Article 16-9 of the Law of the Republic of Kazakhstan of July 15, 2010 «On Use of Air Space of the Republic of Kazakhstan and Aviation Activities», **I ORDER:**

1. To approve the temporary procedure for the recognition of the foreign aircraft maintenance and repair organisations described in the Annex to this order.

2. To extend until 31 January 2022 the validity period of the previously issued Decisions on the recognition of Certificates of foreign aircraft maintenance and repair organisations, which expire on 31 December 2021.

3. Director of the Airworthiness Department to take the measures arising from this order.

4. Director of Airworthiness department Satzhanov A.M. to control execution of this order.

5. To invalidate the order of the Director General of dated 23 July 2021 No. 0417-OD «On approval of the temporary procedure for extension and issuance of decisions on recognition of organizations for maintenance and repair of civil aviation equipment of foreign states».

6. This order enters into force from the date of signature and valid until January 31, 2022.

General Director

P. Griffiths

Ех.: Суенбаев Д.С.
daniyar.suyenbayev@caakz.com

Temporary procedure for the recognition of the foreign aircraft maintenance and repair organisations

1. Due to the current situation in the world on COVID-19, foreign aircraft maintenance and repair organizations (*hereinafter referred to as “foreign organisations”*), have the right to apply for the issuance or extension of the decision on recognition of the Certificate of foreign organisation (*hereinafter referred to as “Decision on the recognition of the Certificate”*).

2. This procedure applies to foreign organisations that intend to perform maintenance on aircraft included in the Civil Aircraft State Register of the Republic of Kazakhstan (*hereinafter referred to as “RK”*) and those foreign registered aircraft that are managed by the “Aviation Administration of Kazakhstan” JSC (*hereinafter referred to as “AAK”*) on behalf of a foreign civil aviation authority under the terms of an ICAO Article 83bis agreement. Foreign organisations are allowed to perform maintenance on the aircraft only after Decision on the recognition of the Certificate is issued by the AAK.

3. The procedure for recognition of the Certificates of foreign organisations applies to foreign organizations, provided that the requirements in accordance with which the Certificate is issued comply with the requirements and standards of ICAO and the certification requirements in force in the RK.

4. The recognition of the Certificate of a foreign organisation shall be carried out as per the declared scope of work of a foreign organisation (Terms of Approval).

5. Decisions on the recognition of the Certificate of the foreign organisations shall be issued for a period of not more than 35 calendar days.

6. AAK reserves the right to renew or suspend previously issued Decisions on the recognition of the Certificate of foreign organisation.

7. The authorised representative of the applicant shall submit a scanned copy of a complete Application form as per the Appendix 1 to this procedure with official letter to the AAK email address frontoffice@caakz.com. The following documents shall be provided with the application in electronic format:

a) confirmation letter from the civil aircraft operator (owner) of the RK;
b) copy of the valid Certificate of a foreign organisation;
c) scope of work of the Certificate of a foreign organisation (Terms of Approval);

d) Maintenance Organisation Exposition (MOE);

e) manpower plan confirming that the organisation has sufficient staff to plan, execute, manage production and control the quality of work in the organisation in accordance with its scope of work;

f) annual audit plan and audit reports (internal, external) including corrective actions of the foreign organisation’s Quality Assurance (Compliance Monitoring) Department;

g) the last certification (audit) report of a foreign organisation issued by the National Civil Aviation Authority;

h) Decision on the recognition of the Certificate of a foreign organisation previously issued by an aviation authority of the RK (if any);

i) audit report from civil aircraft operator (owner) of the RK on the audit of a foreign organisation;

j) additional data, information and materials requested by AAK.

All items specified in a) - j) are provided in PDF format with assignment of numbering and name of the document according to the above items.

8. The grounds for refusal to issue or extend Decision on the recognition of the Certificate:

a) establishing the inaccuracy of the documents submitted by the applicant for obtaining the Decision on the recognition of the Certificate, and (or) the data (information) contained in them;

b) non-compliance of the applicant and (or) submitted materials, objects, data and information necessary for issuing the Decision on the recognition of the Certificate.

9. The Aviation Inspector of the Airworthiness Department should verify the validity of the Certificate of a foreign organisation issued by the National Civil Aviation Authority that certified the subject organisation. Based on the results of the desktop assessment of the provided documents, an internal report on the verification of the documentation is drawn up by an Aviation Inspector, indicating the conclusions and recommendations regarding the application.

10. After passing internal approval by the AAK management personnel, a letter is sent to the authorised representative of the applicant by an official e-mail, to notify if the application was accepted or rejected. Decision on the recognition of the Certificate will be issued as per Appendix 2 of this procedure. Rejection will be provided in the form of an official letter.

11. The AAK reserves the right to perform an onsite inspection of the foreign organisations that have been issued with Decision on the recognition of the Certificate as per this temporary procedure.

12. The desktop assessment must not exceed 10 (ten) business days from the date of receipt of the application in the AAK. In cases where it is necessary to conduct additional review or verification by the Aviation Inspector of the Airworthiness Department, the desktop assessment period may be extended for the period of not more than 5 (five) business days.

Заявление на временное признание Сертификата иностранной организации по
техническому обслуживанию и ремонту авиационной техники гражданской авиации

**Application for temporary recognition of
Foreign Civil Aircraft Maintenance and Repair Organisation Certificate**

Наименование иностранной организации: Name of foreign organisation:			
Номер и дата выдачи сертификата иностранной организации: Reference and issue date of foreign organisation certificate			
Адрес регистрации иностранной организации Registered office address of foreign organisation			
Интернет адрес иностранной организации Foreign organisation website			
Бизнес-идентификационный номер (БИН) Business identification number (BIN)			
Контактное лицо, телефон, e-mail Point of contact, telephone, e-mail			
Причина подачи заявления (отметьте соответствующее поле) Reason for submitting the application (tick the appropriate box)			
Первоначальное заявление на признание сертификата иностранной организации Initial application for recognition of foreign organisation certificate			
Продление ранее выданного признания сертификата иностранной организации Extension of a previously issued recognition of foreign organisation certificate			
Внесение изменений в ранее выданное признание сертификата иностранной организации Amendment to a previously issued recognition of foreign organisation certificate			
Местонахождение производственной базы, на которую подаётся заявление (если отличается от адреса регистрации) Address of the maintenance facility for which application is submitted (if different from registered office address)	Тип(ы) воздушного судна, на которые подаётся заявление Aircraft (Engine) models for which application is submitted	Периодическое техническое обслуживание Base maintenance	Оперативное техническое обслуживание Line maintenance
Декларация лица, подающего заявление: "Заявляю, что вышеуказанные сведения и документы, представленные вместе с настоящей заявкой, верны во всех отношениях. Также заявитель обязуется выполнять все требования законодательства Республики Казахстан в сфере гражданской авиации и своевременно уведомлять Авиационную администрацию Казахстана о любых изменениях в названии организации, ее местонахождении, изменениях в сертификате организации и объеме работ, а также об изменениях в Руководстве по процедурам организации по техническому обслуживанию и ремонту авиационному техники."			
Declaration by person making the application: "I declare that the above particulars and documents submitted with this application are true in every respect. Also, the applicant undertakes to comply with all requirements of the legislation of the Republic of Kazakhstan in the field of civil aviation and to notify in a timely manner Aviation Administration of Kazakhstan about any changes to the name of the organization, its location, changes to the maintenance organisation approval, terms of approval and revisions to Maintenance Organisation Exposition."			
Должность Position	Фамилия Имя Отчество Full name		Подпись Signature
Лицо, ответственное за систему качества Post Holder – Quality Assurance			
Ответственный руководитель Accountable Manager			

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Шетелдік ұйымның Сертификатын уақытша тану туралы шешімі
Решение о временном признании Сертификата иностранной организации
Decision on temporary recognition of Foreign Organisation Certificate

Шетелдік ұйымның атауы Наименование иностранной организации Name of foreign organisation				
Шетелдік ұйымның мекенжайы, телефоны, e-mail Адрес, телефон, e-mail иностранной организации Address, telephone, e-mail of foreign organisation				
Шетелдік ұйымның сертификат нөмірі және берілген күні Номер и дата выдачи сертификата иностранной организации Reference and issue date of foreign organisation certificate				
Шетелдік ұйымның сертификат берген Кем выдан сертификат иностранной организации Certificate of a foreign organisation issued by				
Шектеулер (қолданылу аясы) Ограничения (область действия) Limitations (terms of approval)				
Өндірістік базаның мекенжайы Адрес производственной базы Maintenance facility address	Класс / Санаты Класс / Допуск Class / Rating	Әуе кемесінің (қозғалтқыштың) үлгісі Модель ВС (Двигатель) Aircraft (Engine) model	Мерзімді Периодическое Base	Жедел Оперативное Line
<p>Қазақстан Республикасының қолданыстағы заңнамасына сәйкес және Бас директордың "Авиациялық техникаға техникалық қызмет көрсету және жөндеу жөніндегі шетелдік ұйымдардың сертификаттарын танудың уақытша рәсімін бекіту туралы" бұйрығы негізінде шетелдік ұйымның жоғарыда көрсетілген сертификаты жарамды деп танылады.</p> <p>Согласно действующему законодательству Республики Казахстан и на основании Приказа Генерального директора "Об утверждении временной процедуры признания сертификатов иностранных организаций по техническому обслуживанию и ремонту авиационной техники" признает действительным вышеуказанный сертификат иностранной организации.</p> <p>In accordance with the current legislation of the Republic of Kazakhstan and the Director General's Order "Temporary procedure for the recognition of foreign aircraft maintenance and repair organisations" recognizes the validity of the above-mentioned foreign organisation certificate.</p>				
<p>Шетелдік ұйымның сертификаты тапсырылған, оның қолданылуы тоқтатыла тұрған, ол кері қайтарып алынған немесе жоғарыда көрсетілген шектеулер осы сертификаттан алып тасталған жағдайларды қоспағанда, осы шешім оның қолданылу мерзімі аяқталғанға дейін жарамды.</p> <p>Данное Решение действительно до окончания его срока действия за исключением случаев, когда сертификат иностранной организации сдан, его действие приостановлено, он отозван, или вышеуказанные ограничения исключены из данного сертификата.</p> <p>This Decision is valid until the expiry date, unless certificate of the foreign organisation is surrendered, suspended, revoked, or above-mentioned limitations are excluded from the subject certificate.</p>				
Берілген күні Дата выдачи Date of issue		Шешімнің қолданылу мерзімі Срок действия решения до Decision is valid till		
Уәкілетті ұйымның қызметшісі немесе оның уәкілеттік берген тұлғасы Служащий уполномоченной организации либо лица, им уполномоченного Employee of a competent authority or employee authorised by him/her			Қолтаңба және мөр орны Подпись и печать Signature and Stamp	