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БҰЙРЫҚ

№0417

Қазақстан Республикасы
Нұр-Сұлтан қаласы

ORDER

ОД

Nur-Sultan city
Republic of Kazakhstan

ПРИКАЗ

23.07.2021г.

город Нур-Султан
Республика Казахстан

**On approval of Temporary procedure for extension
of previously - issued decisions on the recognition of maintenance
and repair of foreign civil aviation**

In connection with the introduction of quarantine measures related to the Covid-19 pandemic, and on the basis of recommendations of International Civil Aviation Organization (ICAO) « Third edition of the document «Take-off: Guidance for Air Travel through the COVID-19 Public Health Crisis (TOGD)» DOC EC2/76-21/21 dated March 10, 2021 guided by paragraph 2 of Article 7 and subparagraph 31) paragraph 2 of Article 16-9 of Law «On the use of the airspace of the Republic of Kazakhstan and aviation activities», **I Order:**

1. To approve the temporary procedure for the extension and issuance of decisions on the recognition of the organization for the maintenance and repair of aircraft of civil aviation of foreign states in accordance with the annex to this order.

2. To director of Airworthiness Department Shalekenova A.B., take measures, arising from this order;

3. The control over the execution of this order is assigned to the Deputy General Director N. Bekmukhambetov.

4. To recognize as invalid the order of the General Director of Aviation Administration of Kazakhstan JSC dated May 31, 2021 No. 0285 «On approval of the temporary procedure for the extension and issuance of decisions on the recognition of organizations for the maintenance and repair of aviation equipment of civil aviation of foreign states».

5. Present order comes into force from the moment of its signing and is valid until December 31, 2021.

General Director

P. Griffiths

Temporary procedure for the extension of previously issued decisions on the recognition of organizations for maintenance and repair of aircraft of civil aviation of foreign states

1. Due to the current situation in the world on COVID-19, aircraft maintenance and repair organizations of foreign countries (*hereinafter referred to as "Foreign organizations"*), whose validity period of previously issued Decisions on recognition of organizations for the aircraft maintenance and repair of foreign countries (*hereinafter referred to as "Decision on recognition of the Certificate"*), expires before December 01, 2021, or maintenance organisations which do not have previously issued Decision on recognition of the Certificate, have the right to apply for its extension or recognition by December 31, 2021. "Aviation Administration of Kazakhstan" JSC (*hereinafter referred to as "AAK"*) reserves the right to renew or suspend previously issued Decisions on recognition of the Certificate of Foreign organizations.

2. This Procedure applies to Foreign organizations that previously had or do not have a Decision on recognition of the Certificate.

3. The Procedure for recognition of Certificates of Foreign organizations 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 Republic of Kazakhstan (*hereinafter referred to as – RK*).

4. Foreign organizations are allowed to perform maintenance and repair work registered in the State Register of Civil Aircraft of the RK, after the recognition of their Certificates by AAK.

5. The recognition of the Certificate of a foreign organization is carried out in relation to the declared scope of work of a Foreign organization.

6. The extension of the Decision on recognition of the Certificate is made only to those Foreign Organizations that confirm their intention to perform maintenance of Aircraft, registered in the State Register of Civil Aircraft of the RK, in front of AAK.

7. In accordance with the AFTN «On nominated persons and contacts» (dated March 21, 2020), only certain nominated person from the Operator shall send the necessary documentation and communicate with AAK on the extension of the Decision on recognition of the Certificate.

8. In order to extend the Decision on recognition of the Certificate for up to 120 calendar days, the nominated person shall send scanned copy of the completed Application form shown in Appendix 1 of these procedures to e-mail erc@aaq.kz. The following documents shall be provided with the application in electronic format:

- 1) confirmation Letter from the Operators of the Aircrafts of the RK or a Foreign Organization about the intention to perform maintenance of the Aircraft registered in the State Register of Civil Aircrafts of the RK;
- 2) a copy of the Certificate of a foreign organization;
- 3) scope of work of the Certificate of a Foreign Organization;
- 4) exposition MOE;
- 5) loading Plan confirming that the Organization has a sufficient staff of its own to plan, execute, manage production and control the quality of work in the Organization in accordance with its scope of work;
- 6) annual Audit Plan of the Quality control Department, Acts of Audits (internal, external) with a Corrective action Plan;
- 7) the last Act (report) of the certification (Audit) of a Foreign Organization issued by the Aviation Authority of a Foreign State;
- 8) Decision on the recognition of a Certificate previously issued by an Aviation Authority of the RK;
- 9) report from the Operator of the Aircraft of the RK on the Audit of a Foreign Organization;
- 10) additional data, information and materials requested by AAK.

All items specified in 1) - 10) are provided in PDF format with assignment of numbering and name of the document according to the above items.

9. The grounds for refusing to extend the Recognition Decision are:

- 1) establishing the inaccuracy of the documents submitted by the Applicant for obtaining the Decision on recognition of the Certificate, and (or) the data (information) contained in them;
- 2) inconsistencies of the Applicant and (or) submitted materials, objects, data and information necessary for issuing the Decision on recognition of the Certificate;
- 3) extension of the scope of the Certificate of Foreign organization, due to introduction of additional types of Aircraft that were not previously approved in the Decision on recognition of the Certificate.

10. Based on the results of the documentation verification by an Aviation Inspector of the Airworthiness Department, an internal Report on the verification of documentation of a Foreign organization is drawn up, indicating the conclusions and recommendations about the possibility (impossibility) of extension the Decision to renew the Certificate. After passing the internal approval by the AAK management personnel, a Letter is sent to the nominated person from the official mail (@aaq.kz) about the possibility (not the possibility) of extending the Decision on recognition of the Certificate in the form in accordance with Appendix 2.

11. In the process of reviewing the submitted documents, the AAK verifies the validity of the Certificate of a Foreign organization issued by the Aviation Authority of a Foreign State that certified the Organization.

12. After resolving the World situation according to COVID-19, the AAK reserves the right to an unscheduled inspection to verify compliance with a previously issued Decision on the recognition of a Certificate with a limited duration.

13. Prior to the inspection of a Foreign Organization, all recommendations and nonconformities identified during the verification of documentation should be completely eliminated.

14. The total term of the Procedure for extension the Decision on recognition of the Certificate does not exceed 10 (ten) calendar days from the date of receipt of the Application in the AAK. In cases where it is necessary to conduct additional study or verification by the Aviation Inspector of the Airworthiness Department, the review period may be extended by no more than 5 (five) calendar days.

The Form

Заявление на временное признание сертификата организации по техническому обслуживанию и ремонту авиационной техники гражданской авиации
Application for temporary recognition of a Certificate of an Organization for maintenance and repair of civil aviation aircraft

1. Наименование организации по ТОиПАТ/
Name of the Organization (MRO): _____
2. Место регистрации организации и регистрационный номер (шифр)/
Place of registration of the Organization and registration number (code): _____
3. Местонахождение производственной базы/
Location of the Base: _____
4. Почтовый адрес/
Postcode: _____
5. Телефон/
Phone: _____
6. Телеграф/
Telegraph: _____
7. Факс/
Fax: _____
8. Расчетный счет/
Payment account: _____
9. Бизнес-идентификационный номер (БИН)/
Business identification number (BIN): _____
10. Электронный адрес/
e-mail: _____
11. Причина подачи заявки (нужное подчеркнуть)/
Reason for submitting the application (underline):
 - первоначальная заявка на получение сертификата организации по ТОиПАТ / *Initial Application for the Certificate of the Organization (MRO);*
 - дополнение перечня видов (комплексов) работ по ТОиПАТ / *Addition of the list of types (complexes) of MRO;*
 - дополнение перечня типов авиационной техники / *Addition the list of types of Aircraft;*
 - сертификация на очередной срок / *Certification for the next term;*
 - сертификация после отзыва/аннулирования сертификата организации по ТОиПАТ / *Certification after revocation/cancellation of the Certificate of the MRO;*
 - изменение основных данных организации по ТОиПАТ / *Change of the main data of the Organization (MRO);*
 - другие причины (указать) / *other reasons (specify).*
12. Содержание заявки/ *The content of the Application.*

Я, нижеподписавшийся,

(Фамилия Имя Отчество (при наличии) руководителя организации)
действующий на основании Устава (Положения), утвержденного
(зарегистрированного) _____ (дата) _____
прошу провести сертификацию организации по техническому обслуживанию и

ремонту на право выполнения на следующей авиационной технике
перечисленных ниже форм деятельности

I, the undersigned,

*(Surname Name Patronymic (if any) of the Accountable Manager of the Organization (MRO))
acting on the basis of the Charter (Regulation) approved
(registered) _____ (date) _____
kindly requesting to certify the organization for maintenance and
repair of Aircraft for the right to perform on the following scope of work:*

<i>Класс / Class</i>	<i>Допуск / Rating</i>	<i>Ограничения/ Limitations</i>	<i>Периодические технические работы / Base maintenance</i>	<i>Оперативные технические работы / Line maintenance</i>
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<i>Категория/ Category</i>	<i>Тип авиационной техники или вид работ/Type of Aircraft or type of work</i>
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*Воздушные суда /
Aircraft*

*Авиационные
двигатели/Engines*

*Демонтированные компоненты, за исключением маршевых авиационных Код по
двигателей и вспомогательной силовой установки в сборе/Components other Ассоциации
than engines and APU Воздушного
транспорта
Америки/ATA
Codes*

*Специальные
виды работ/
Specialised
Services*

13. Заявитель признает и обязуется выполнять требования законодательства Республики Казахстан в сфере использования воздушного пространства и деятельности авиации
/ The applicant recognizes and undertakes to comply with the requirements of the legislation of the Republic of Kazakhstan in the field of use of air space and aviation activities.

14. Руководящий состав, ответственный за техническое обслуживание авиационной техники/
Management team responsible for the maintenance of Aircraft:

*Должность /
Position*

*Фамилия Имя Отчество (при наличии) /
Surname Name Patronymic (if any)*

*Подпись /
Signature*

*Руководитель организации по
ТОиРАТ /*

*Accountable Manager of the
Organization (MRO)*

Руководитель подразделения по
контролю (гарантии) качества /
*Quality Manager of the
Organization (MRO)*

The Form

<p>Қазақстан Республикасы азаматтық авиация саласындағы уәкілетті ұйымның атауы, мекенжайы, телефоны, e-mail, Интернет мекенжайы Наименование уполномоченной организации в сфере гражданской авиации Республики Казахстан, адрес, телефон, e-mail, Интернет адрес Name of Civil Aviation Authorized organization Republic of Kazakhstan Address, telephone, e-mail, the Internet address</p>			
<p>Шетелдік ұйымның Сертификатын уақытша тану туралы рұқсаты Решение о временном признании Сертификата иностранной организации Decision on temporary recognition of foreign organisation Certificate</p>			
<p>Шетелдік ұйымның атауы: Наименование иностранной организации: Name of foreign organisation:</p>			
<p>Шетелдік ұйымның мекенжайы, телефоны, e-mail, интернет мекенжайы: Адрес, телефон, e-mail, интернет адрес иностранной организации: Address, telephone, e-mail, the internet address of of foreign organisation:</p>			
<p>Шетелдік ұйымының сертификат нөмірі және берілген күні: Номер и дата выдачи сертификата иностранной организации: Number and issue date of certificate of a foreign organisation:</p>			
<p>Шетелдік ұйымының сертификат берген: Кем выдан сертификат иностранной организации: Certificate of a foreign organization issued by:</p>			
<p>Шектеулер (қолданылу аясы): Ограничения (область действия): Limitations (scope of work)</p>			
<p>Қазақстан Республикасының заңнамасына сәйкес және Қазақстан Республикасының сертификаттық талаптарының негізінде Қазақстан Республикасының азаматтық авиация саласындағы уәкілетті ұйымы шет мемлекетінің авиациялық техникасына техникалық қызмет көрсету және жөндеу жөніндегі ұйымның жоғарыда көрсетілген сертификатын жарамды деп таниды. Согласно действующему законодательству Республики Казахстан и на основании сертификационных требований Республики Казахстан уполномоченная организация в сфере гражданской авиации Республики Казахстан признает действительным вышеуказанный сертификат иностранной организации по техническому обслуживанию и ремонту авиационной техники гражданской авиации. According to the current legislation of the Republic of Kazakhstan and based on certification requirements of the Republic of Kazakhstan competent authority recognizes the validity of the above-mentioned certificate of a foreign maintenance organization.</p>			
<p>Берілген күні: Дата выдачи: Date of issue:</p>		<p>Шешімнің қолданылу мерзімі: Срок действия решения до: Decision is valid till:</p>	
<p>Уәкілетті ұйымның қызметшісі немесе оның уәкілеттік берген тұлғасы Служащий уполномоченной организации либо лица, им уполномоченного Employee authorized organization or Employee authorized by him</p>		<p>Қолтаңба және мөр орны (бар болған жағдайда) Подпись и печать (при наличии) Signature and Stamp (in the presence)</p>	