



MCAA Maintenance Organization Exposition Supplement

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MCAA Maintenance Organization Exposition Supplement

Preface:

This MCAA MOE Supplement does not form part of AeroGeo Limited, Russia, Krasnoyarsk (hereinafter to be referred as AeroGeo) Russian CAA MOE approved by Russian CAA under FAR-285.

This SUPPLEMENT, together with Russian CAA FAR-285 MOE form the basis of acceptance by the Mongolian Civil Aviation Authority (hereinafter to be referred as MCAA) for maintenance, alterations, or modifications carried out by AeroGeo aircraft and aeronautical products under the regulatory control of MCAA.

Maintenance, preventive maintenance, and modifications carried out in accordance with the referenced MOE and this SUPPLEMENT is accepted by the MCAA as being in compliance with MCAR part-145 and related standards.



RECORD OF REVISION

REVISION NUMBER	EFFECTIVE DATE	PUBLISHED BY	PUBLISHED DATE
0	2021-03-21	QM	2021-03-21

Note: Only the electronic manual MCAA Maintenance Organization Exposition SUPPLEMENT is published on AeroGeointernet by manual management department. "Effective date" shall be the date, which is 1 month or less after receiving the MCAA approval. Boxes "Published By" and "Published Date" shall be fixed by manual management department.



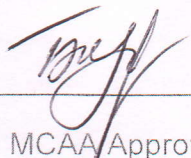
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 Accountable Manager (Mr. Aleksander Mamaev)

12.03.2021

Date


 MCAA Approval

Date 23 March 2021



CROSS REFERENCE LIST OF RUSSIAN CAA FAR-285 MOE/SUPPLEMENT WITH MCAR PART-145

MCAR-145 Paragraph	Title	FAR-285 MOE		SUPPLEMENT
		Part	Chapter	Chapter
A SUBPART. GENERAL				
145.1	Purpose			
145.3	Definitions			
145.5	Requirement for certificate			
145.7	Application for certificate			
145.9	Issue of certificate			
145.11	Privileges of certificate holder			
145.13	Duration of certificate			
145.15	Notification of ceasing maintenance			
145.17	Renewal of certificate			
B SUBPART. CERTIFICATION REQUIREMENTS				
145.51	Personnel requirements			
(a) 1		1	1; 2; 3;	1
(a) 2-3		1	2; 3; 5; 6; 7	
(a) 4		1	2; 3; 5; 6; 7	
(b) 1		3	6	
(b) 2-3		3	6	
(b) 4		3	6	
145.52	Maintenance personnel duty time limitations			1
(a)				1
(b)				1
145.53	Facility requirements	1	1; 8;	
		2	3	
145.55	Equipment, tools, and material	2	1	
		2	4	6
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145.57	Reserved			
145.59	Maintenance control procedures			
(a)		2	7; 8	
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(b) 4		2	1	
(b) 5		2	1	
(b) 6		2	13	
(b) 7	N/A			
(b) 8		2	7; 28;	
		3	4.11	
(b)9		2	7; 28;	
		3	4.11	



MCAR-145	Title	FAR-285 MOE		SUPPLEMENT
Paragraph		Part	Chapter	Chapter
145.60	Authorization procedures			
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145.61	Continued airworthiness			
(a)		2	10.3; 12; 14;	7
(b)		2	10.3; 12; 14;	
145.63	Records			
(a)		2	10	
(b) 1		3	6	
(b) 2		2	10; 10.5;	
(b) 3		2	5	
(b) 4		2	5; 10.5; 27	
145.65	Safety management	SMS Man.		5
145.67	Maintenance organization exposition	TOC		
145.68	Rating for issuing release notes			
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(3)		S. to Pt. 1	8.3	
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C SUBPART. OPERATING REQUIREMENTS				
145.101	Continued compliance	1	10	1; 2; 6
145.103	Privileges and limitations of authorization holders	2	13	
		1	6	
145.105	Changes to certificate holder's organization	1	10	
(a)-(c)				2
(d)-(h)				4
D SUBPART. Transition Provisions				
145.151	Transition for maintenance organization certificate holders and applicants that maintain aircraft performing Part 121 or Part 125 operations or their components			
145.153	Transition for maintenance organization certificate holders and applicants that maintain aircraft not performing Part 121 or Part 125 operations or their components			
145.155	Transitional internal quality assurance for maintenance organization certificate holders and applicants			



Section 1. Corporate Commitment by the Accountable Manager

I, the accountable manager of AeroGeodeclare herewith that this *MCAA MOE Supplement* (SUPPLEMENT) is compiled in order to fulfill MCAA requirements, wherever is additional to and/ or different from Russian CAA FAR-285 *Maintenance Organization Exposition* (MOE) requirement.

The Chief Executive Officer of AeroGeoensure that the necessary finance, manpower resources and facilities are available to enable the company to perform the maintenance to which it is committed for contracted operators and any additional work which may be undertaken.

It is recognized that this SUPPLEMENT do not override the necessity of complying with the current applicable or any new or amended requirements published by MCAA. In case of a conflict, the MCAA's requirements shall override this SUPPLEMENT, and revisions or amendments of SUPPLEMENT shall be provided by the Quality Manager.

This SUPPLEMENT is approved by the undersigned and shall be adhered to as applicable to the AeroGeostaff concerned when performing maintenance and modification work on aircraft and aeronautical products according to the MCAA approved maintenance organization certificate.

MCAA will approve this maintenance organization whilst the authority is satisfied that the procedures are being followed and work standards maintained. MCAA reserves the right to suspend, cancel or change the organization's certificate under MCAR Part-145 if the authority has evidence that the procedures are not followed or standards not held.

AeroGeoshall not maintain, rebuild or alter any article for which it is not rated and shall not maintain or rebuild any article for which it is rated if the required technical data, equipment, material, facilities or trained personnel are not available.



During the execution of the scheduled maintenance, AeroGeo shall thoroughly consider impact on maintenance work by maintenance human factors, and avoid raising requirements to maintenance personnel beyond their normal capability. Except for special approval by labor administration, daily working hour of maintenance personnel engaged in aircraft and its component repair directly shall be within 8 hours, accumulated weekly hours shall be within 40. Working time only shall be extended in special cases, within 3 hours daily and 36 hours monthly.

AeroGeo shall retain a copy of all detailed maintenance records for a period of five years from the date the aircraft to which the work relates was released from AeroGeo.

The MCAA Inspectors shall be allowed to inspect AeroGeo at any time to determine compliance with the related airworthiness regulations.

Signed _____

(Mr. Aleksander Mamaev)

Dated 12.03.2021

Accountable Manager: Chief Executive Officer of AeroGeo

For and on behalf of AeroGeo Limited, Russia, Krasnoyarsk.



Section 2. Manual Amendment Procedures

This SUPPLEMENT is prepared according to MCAR Part-145 in conjunction with the latest revision of the Russian CAA approved MOE. Difference from Russian CAA FAR-285 MOE is laid down in the SUPPLEMENT.

The Quality Manager shall be responsible for establishing and revising this SUPPLEMENT, as well as submitting revision to MCAA for review and approval by email or fax.

MCAA is responsible to continuously provide AeroGeo the current and applicable regulation in English edition and notify AeroGeo any revision of it in time. This SUPPLEMENT shall be revised as necessary to remain compliance with the requirements of the MCARs, a vertical bar in the margin indicates the revised portion of text.

This SUPPLEMENT and any subsequent amendment shall be approved in the List of Effective Pages by the AeroGeo accountable manager and MCAA prior to coming into effect.

The approved SUPPLEMENT shall be published on AeroGeointranet and the staff concerned read it on line. Only manual controller is authorized to make any change to this SUPPLEMENT on the network server.

The original SUPPLEMENT shall be filed in manual management department.

When Russian CAA FAR-285 MOE is revised, the revised contents shall be sent to MCAA for information.



Section 3 List of certifying staff and support staff of base maintenance

To fulfill MCAR Part 145 requirement, AeroGeos shall have sufficient and appropriate aircraft type rated certifying staff. The aircraft type rated certifying staff shall hold a national CAA license and shall meet the qualification requirement in the matrix below.

The certifying staff is responsible to determine the airworthiness of an aircraft when it is ready for release to service.

The certifying staff authorized before the date when the Revision 0 of this Supplement becomes effective may continue to exercise his or her privileges without the need to comply with the new qualification requirements in this Supplement.

Requirement	Certifying staff for line maintenance	Certifying staff for base maintenance
The candidate's qualification	B1, B2 or Inspector	B1, B2 or Inspector
Work Process Manual	Y	Y
AeroGeoQuality System Training	Y	Y
Basic part of CAA Civil aircraft maintenance personnel license	Y	Y
Aircraft type endorsed on CAA Civil aircraft maintenance personnel license and aircraft type training	Category I signature of a combination of the related A/C type and related engine type	Category II signature of a combination of the related A/C type and related engine type
Standard Wiring Practices (EWIS) Level I	Y	Y
Fuel Tank Safety Training Level II	Y	Y
EASA MOE training	Y	Y
MCAA MOE SUPPLEMENT training (* MCAA's regulations are understood through this training)	Y	Y



Requirement	Certifying staff for line maintenance	Certifying staff for base maintenance
Basic knowledge of A/C maintenance (Note: The Russian CAA Civil aircraft maintenance Personnel license is equivalent to this training)	Y	Y
Basic Skills of Maintenance Personnel (Note: The Russian CAA Civil aircraft maintenance Personnel license is equivalent to this training)	Y	Y
On Job Training	Y	Y
Maintenance Human Factors	Y	Y
English Knowledge (level II) Level II means the personnel shall have an ability to understand, read and write English relevant to his/her job position.	Y	Y
Education Background	Technical secondary school(inclusive) above or equivalent	Technical secondary school(inclusive) above or equivalent
Experience	Based on experience requirement of aircraft type signed in CAA Civil aircraft maintenance Personnel license	Based on experience requirement of aircraft type signed in CAA Civil aircraft maintenance Personnel license
Maintenance experience in the preceding 2-year period	at least 6 months	at least 6 months
Assessment	Y	Y
Minimum age	21	21
Recurrent training	Y	Y

Staff qualification management personnel is responsible to set up and keep up-to-date the roster of the authorized MCAA certifying staff. The certifying staff name, ID, department, authorization scope shall be listed in the roster.



Section 4. Notification Procedure to the Authority Regarding Changes to AeroGeo

AeroGeo, as a Maintenance Organization approved by MCAA, shall provide written notification to MCAA either before or after any of the following changes:

- The Chief Executive;(can be after the change)
- The listed senior persons;(can be after the change)
- Maintenance ratings;(must before change)
- The procedures for changing the scope within a rating;(must before change)
- The locations at which maintenance is carried out;(must before change)
- The procedures for authorizing persons to certify maintenance; (can be after the change)
- The system for safety management, if the change is a material change.

This notification makes it possible for MCAA to determine continued compliance with affected aviation regulations and to amend the approval certificate or prescribe some conditions under which AeroGeomay operate during or following any of the changes.

The Quality Manager is responsible to submit such information to MCAA and ensure AeroGeo complies with any conditions prescribed by MCAA. If any change requires an amendment to the certificate, the certificate shall be forwarded to MCAA immediately.



Section 5. Safety Management System

AeroGeo establishes Safety Management System (SMS) in accordance with Russian CAA requirements and ICAO Document #9859 ICAO Safety Management Manual.

AeroGeoSMS covers all the units/responsibilities and interested parties, operational processes/activities and safety management activities related to production operation safety of the company.

In order to meet the requirements of safety management and SMS operation in AeroGeo, besides the production units, which take maintenance production operation and safety management functions, and the supportive units, the Safety Committee is set, the safety director is nominated.

The accountable manager shall ensure all positions related to safety have clear responsibilities descriptions, and which shall be documented and communicated in company effectively.

The accountable manager is responsible for establishing and documenting Risk Management Procedure. The risk management process's establishment and implementation can be applied to effectively identify the hazards within function and environment of AeroGeooperation; furthermore, analyzing and evaluating relevant risks and taking proper and effective actions can cause the reduction of various un-safe events at a maximum and in the accident probability.

At the same time, the accountable manager shall ensure that AeroGeoquality policy is consistent with the SMS.

The maintenance-related law, regulation and other requirements' collection and identification system shall be established to know their effects on the company in time, to ensure company maintenance activities' conformity to SMS.

The accountable manager shall organize management reviews according to the planned time interval (not exceed 12 months) for company's general safety status and SMS's continual suitability, sufficiency and effectiveness.

The accountable manager shall be responsible for organizing and implementing the management review decisions, formulating the implementation plan which shall describe actions' implementation responsibilities, accomplishment deadline, reviewing requirements on action and etc. Risk Management Department shall be responsible for tracking the implementation of actions.



Section 6. Acceptance/Inspection of Aircraft Components and Material from Outside Contractors

The components accompanied with the following documents are acceptable to MCAA,

- * For new/unused aircraft components/parts - FAA Form 8130-3, EASA Form 1, or TC Form no. 24-0078 issued by the original equipment manufacturer or his authorized licensee, or JAA Form One issued prior to 28 September 2005;
- * For used aircraft components/parts - CAA Form 1, FAA Form 8130-3 or EASA Form 1/JAA Form One issued prior to 28 November 2004;
- * Certificate of Conformance for standard parts, consumable and raw materials;
- * Any other approval certificates/release tag acceptable to the MCAA;

AeroGeomaterial receiving inspector shall perform material receiving inspection for the material that intend to be installed on the aircraft registered in Mongolia during maintenance in AeroGeo.

For the material provided by customer, customer shall be responsible for its traceability.

Only the material accepted by MCAA can be installed on Mongolia registered aircraft.

The detailed process refers to MOE Part 2, Chapter 1; Chapter 2; Chapter 3.



Section 7. Reporting to the Authority/Operator/Manufacturer

7.1 Reporting of defect

In case of a condition of the aircraft or component identified that has resulted or may result in an unsafe condition that could seriously hazards the flight safety has been found on aircraft registered in Mongolia during maintenance in AeroGeo, AeroGeoshall report it to MCAA as soon as practicable but in any case within 72 hours of AeroGeoidentifying the condition.

EASA Form 44 can be used for this report.

Reporting address: airworthiness.srd@mcaa.gov.mn

The customer shall be informed about the occurrence at the same time. When the defect exists in design and manufacturing process, the relevant information shall be sent to the organization responsible for the design of the aircraft or aircraft component.

Report to MCAA and the organization responsible for the design can be submitted via the customer, if applicable.

The detailed process refers to MOE Part 2, Chapter 14.

7.2 Major repair and major modification

AeroGeo has the authority to perform Major Repairs or Major Modifications on any aircraft, engine or component for which it is rated in accordance with Technical Data approved or accepted by the MCAA.

Major repair and alteration with complete documentation shall be provided to customer for aviation authority's approval. The FAA Form 337 shall be provided to customer after accomplishment of the major repair or major alteration.



Attachment 1: CAA Form 1

1. Approving Country CAA / Mongolia		2. AUTHORISED RELEASE CERTIFICATE CAA Form One			3. Form Tracking Number	
4. Organization Name and Address;					5. Work order/Contract/Invoice	
6. Items	7. Description	8. Part Number	9. Qty	10. Serial Number	11. Status/Work	
12. Remarks						
13a. Certifies that the items identified above were manufactured in conformity to: ☐ approved design data and are in a condition for safe operation ☐ non-approved design data specified in block 12				14a. ☐ CAR 43.105(b) Release to Service ☐ Other regulation specified in block 12 Certifies that unless specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Civil Aviation Rules Part 43 and in respect to that work the items are considered ready for release to service.		
13b. Authorised Signature & Number		13c. Certificate/Approval Number		14b. Authorised Signature & Number		14c. Certificate / Approval Number
13d. Name		13e. Date (dd/mm/yyyy)		14d. Name		14e. Date (dd/mm/yyyy)

USER /INSTALLER RESPONSIBILITIES

This certificate does not automatically constitute authority to install the item(s)

Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.

Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

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