AZƏRBAYCAN RESPUBLİKASININ
RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ

ƏMR

№ 3-27-102/7/3-2-40/2023

Bakı şəhəri "07" iyul 20 23 il

"Xarici texniki xidmət təşkilatlarının tanınmasına dair Azərbaycan Aviasiya Qaydaları"nın 3-cü nəşrinin qüvvəyə minməsi barədə

Beynəlxalq Mülki Aviasiya Təşkilatının (ICAO) standart və tövsiyələrinin icrasının təmin edilməsi və sertifikasiya prosedurlarının təkmilləşdirilməsi məqsədilə "Xarici texniki xidmət təşkilatlarının tanınmasına dair Azərbaycan Aviasiya Qaydaları"nın (Qaydalar) 3-cü nəşri işlənib hazırlanmışdır.

Sözügedən sənədin icrasını təmin etmək məqsədilə Azərbaycan Respublikası Prezidentinin 2018-ci il 22 may tarixli 90 nömrəli Fərmanı ilə təsdiq edilmiş "Azərbaycan Respublikasının Rəqəmsal İnkişaf və Nəqliyyat Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi haqqında Əsasnamə"nin 5.6.6-cı yarımbəndini rəhbər tutaraq,

əmr edirəm:

1. Qaydaların 3-cü nəşri 2023-cü ilin 12 iyul tarixindən qüvvəyə minsin.
2. Sənədin Dövlət Mülki Aviasiya Agentliyinin (DMAA) və onun tabeliyində "Mülki Aviasiyada Uçuşların Təhlükəsizliyi üzrə Dövlət Müfəttişliyi"nin aidiyyəti mütəxəssisləri tərəfindən öyrənilməsi və icrası təşkil edilsin.
3. Qaydalar DMAA-nın rəsmi internet saytında yerləşdirilsin.
4. Əmr bütün şəxsi heyətə çatdırılsın.
5. Əmrin icrasına nəzarət direktorun müavini Hacıağa Hacıyevə həvalə edilsin.

Direktor **Arif Məmmədov**

APPROVED
by SCAA Director Order
№ _40_ dd. 07 July 2023

AZERBAIJAN AVIATION RULES FOR RECOGNITION OF FOREIGN MAINTENANCE ORGANISATIONS (AAR-145R)

State Civil Aviation Agency of the Republic of Azerbaijan

Document № AAR-AIR-010

Edition № 03

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Baku

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Distribution and Control

Copy #	Type of Copy	Department	Location
Master	**(S)**	Quality Control and Rulemaking Department	SCAA Library/ Intranet
1	**(S)**	Quality Control and Rulemaking Department	Q-Pulse
2	**(S)**	Quality Control and Rulemaking Department	SCAA official web-site

(S) Soft Copy - (electronic version)

(H) Hard Copy – (printed version)

Note: *Electronic and hard copies are considered "uncontrolled" if they are printed or not included into this distribution list.*

Records of Amendments and Revisions

Ed./Rev. №:	Effective date:	Entered into force by:	Reason
Edition №01	08.APR.2022	Dir.order № 22 dd.08.04.2022	
Edition №02	21.NOV.2022	Dir.order № 104 dd.17.11.2022	Addition of DGCA approval as an alternative source for AMO recognition.
Edition №03	12.JULY.2023	Dir.order № 40 dd.07.07.2023	Addition of FAA approval as an alternative source for AMO recognition.

Abbreviations and Acronyms

AMC	Acceptable Means of Compliance
DGCA	Directorate General of Civil Aviation of Turkey
EASA	European Union Aviation Safety Agency
FAA	Federal Aviation Administration
MOE	Maintenance Organisation Exposition
RSM	Repair Station Manual
SCAA	State Civil Aviation Agency

GENERAL

1. The SCAA recognises the standards and requirements of EASA Part-145, FAA Part-145 and DGCA SHY-145 as equivalent to that prescribed in “Azerbaijan Aviation Rules for Maintenance Organisations” (AAR-145R). Therefore, pursuant to the provisions of Annex 8 to the Chicago Convention, the SCAA may accept, in whole or in part, an EASA Part-145 or FAA Part-145 or DGCA SHY-145 maintenance organisation approval by an act of recognition.
2. The recognition is required only for complete aircraft base and line maintenance. The used components shall have the airworthiness release certificate acceptable in accordance with AAR-21.
3. The SCAA acceptance of an EASA Part-145 or FAA Part-145 or DGCA SHY-145 maintenance organisation approval is determined against satisfactory result of the recognition process.
4. During the renewal of a recognition certificate an oversight audit of the holder of the certificate is carried out by the SCAA to determine compliance with the applicable requirements of Azerbaijan Aviation Rules, with the organisation’s procedures and manuals, and with the organisation’s certificate including the terms of recognition. The cost of an audit shall be borne by a maintenance organisation.
5. Acceptable means of compliance (AMC) are non-binding standards adopted by the SCAA to illustrate means to establish compliance with Azerbaijan Aviation Rules. The AMCs issued by the SCAA are not of a legislative nature. They cannot create additional obligations on the regulated persons, who may decide to show compliance with the applicable requirements using other means. In this case, however, they lose the presumption of compliance provided by the SCAA AMC and need to demonstrate to the SCAA that they do comply with Azerbaijan Aviation Rules.
6. These Rules shall enter into force on 12th of July, 2023.

TECHNICAL AND ORGANISATION REQUIREMENTS

145R.10 Scope

These Rules establish the requirements to be met by an organisation holding a valid EASA Part-145 or FAA Part-145 or DGCA SHY-145 approval to qualify for the issue or continuation of a recognition certificate for the maintenance of aircraft and components.

145R.15 Application for an organisation certificate

(a) An application for a certificate or an amendment to an existing certificate or renewal of an existing certificate in accordance with these Rules shall be made in a form and manner established by the SCAA.

(b) Applicants for an initial certificate pursuant to these Rules shall provide the SCAA with documentation demonstrating how they will comply with the requirements established in these Rules.

AMC1 to 145R.15 Application for an organisation certificate

An application should be made on an SCAA Form 2.

AMC2 to 145R.15 Application for an organisation certificate

GENERAL

(a) Draft documents should be submitted at the earliest opportunity so that an assessment of the application can begin. The initial certification or approval of changes cannot take place until the SCAA has received the completed documents.

(b) The application for the renewal of a certificate should be made not less than 30 days before the recognition expires.

AMC to 145R.15(b) Application for an organisation certificate

DOCUMENTATION FOR DEMONSTRATION OF COMPLIANCE

Documentation to be provided to the SCAA in the frame of an application for an initial AAR-145R certificate should include, as a minimum:

- the EASA Part-145 or FAA Part-145 or DGCA SHY-145 maintenance organisation approval certificate;
- the current revision of the approved EASA MOE or FAA RSM or DGCA MOE (and the referenced manuals/documents);
- the SCAA MOE Supplement.

145R.20 Terms of recognition and scope of work

(a) The organisation’s scope of work shall be specified in the SCAA MOE Supplement.

(b) The organisation shall comply with the terms of approval attached to the organisation EASA Part-145 or FAA Part-145 or DGCA SHY-145 approval certificate, and with the scope of work specified in the EASA MOE or FAA RSM or DGCA MOE.

AMC to 145R.20(b) Terms of recognition and scope of work

The organisation may apply for additional scope of work beyond the scope of work specified in the EASA MOE or FAA RSM or DGCA MOE. In such case, the organisation should be able to demonstrate that the additional scope of work has been approved by another ICAO Contracting State. Furthermore, in such case the SCAA shall conduct an audit before issuing the initial certificate.

145R.70 SCAA MOE Supplement

(a) The organisation shall establish and maintain the SCAA MOE Supplement to the EASA MOE or FAA RSM or DGCA MOE.

(b) The initial issue of the SCAA MOE Supplement shall be approved by the SCAA. It shall be amended as necessary so that it remains an up-to-date description of the organisation.

AMC to 145R.70 SCAA MOE Supplement

The SCAA MOE Supplement should be prepared based upon the example contained in Appendix II to these Rules.

145R.75 Privileges of the organisation

In accordance with the SCAA MOE Supplement and the EASA MOE or FAA RSM or DGCA MOE, the organisation shall be entitled to carry out the following tasks:

(a) maintain any aircraft or component for which it is recognised at the locations identified in the EASA MOE or FAA RSM or DGCA MOE or the SCAA MOE Supplement;

(b) arrange for the maintenance of any aircraft or component for which it is recognised at another subcontracted organisation that works under the management system of the organisation. This is limited to the work permitted under the procedures established in the EASA MOE or FAA RSM or DGCA MOE and it shall not include a base maintenance check of an aircraft, or a complete workshop maintenance check or overhaul of an engine or an engine module;

(c) maintain any aircraft or any component for which it is recognised at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional line maintenance, subject to the conditions specified in the EASA MOE or FAA RSM or DGCA MOE;

(d) maintain any aircraft and/or component for which it is approved at a location identified as a line maintenance location capable of supporting minor maintenance and only if the EASA MOE or FAA RSM or DGCA MOE or the SCAA MOE Supplement both permits such activity and lists such locations;

(e) issue certificates of release to service in respect of completion of maintenance in accordance with point 145.50 of AAR-145.

145R.85 Changes to the organisation

(a) The changes to the certificate shall require prior approval by the SCAA.

(b) For the changes referred to in point (a), the organisation shall apply for and obtain an approval issued by the SCAA.

(c) The organisation shall provide the SCAA with a copy of each amendment to its EASA Part-145 or FAA Part-145 or DGCA SHY-145 organisation approval and EASA MOE or FAA RSM or DGCA MOE as soon as practicable.

145R.90 Continued validity

(a) The organisation's certificate shall remain valid until the expiry date, subject to compliance with all of the following conditions:

(1) the organisation remaining in compliance with the relevant requirements of Azerbaijan Aviation Rules;

(2) the SCAA being granted access to the organisation as specified in point 145R.140;

(3) the certificate not being surrendered by the organisation, or suspended or revoked by the SCAA;

(4) the accepted EASA Part-145 or FAA Part-145 or DGCA SHY-145 approval remaining valid.

(b) Upon surrender or revocation, the certificate shall be returned to the SCAA without delay.

GM1 to 145R.90 Continued validity

The SCAA recognition may be granted or renewed for a maximum period of 24 months from the date of issue.

GM2 to 145R.90 Continued validity

The SCAA may suspend, revoke or limit a certificate in case of level 1 findings.

145R.95 Findings and observations

(a) After the receipt of notification of findings from the SCAA, the organisation shall:

(1) identify the root cause(s) of, and contributing factor(s) to, the non-compliance;

(2) define a corrective action plan;

(3) demonstrate the implementation of corrective action to the satisfaction of the SCAA.

(b) The actions referred to in point (a) shall be performed within the period agreed with the SCAA.

(c) The received observations shall be given due consideration by the organisation. The organisation shall record the decisions taken in respect of those observations.

GM to 145R.95 Findings and observations

(a) A level 1 finding is issued by the SCAA when any significant non-compliance is detected with the applicable requirements of Azerbaijan Aviation Rules, with the organisation's procedures

and manuals, or with the organisation's certificate including the terms of recognition, which lowers safety or seriously endangers flight safety.

(b) A level 2 finding is issued by the SCAA when any non-compliance is detected with the applicable requirements of Azerbaijan Aviation Rules, with the organisation's procedures and manuals, or with the organisation's certificate including the terms of recognition, which is not classified as a level 1 finding.

(c) The SCAA may issue observations for any of the following cases not requiring level 1 or level 2 findings:

(1) for any item whose performance has been assessed to be ineffective;

(2) when it has been identified that an item has the potential to cause a non-compliance under points (a) or (b);

(3) when suggestions or improvements are of interest for the overall safety performance of the organisation.

145R.140 Access

For the purpose of determining compliance with the relevant requirements of Azerbaijan Aviation Rules, the organisation shall ensure that access to any facility, aircraft, document, records, data, procedures or to any other material relevant to its activity subject to certification, whether it is subcontracted or not, is granted to any person authorised by the SCAA.

APPENDIX I – MAINTENANCE ORGANISATION RECOGNITION CERTIFICATE

AZƏRBAYCAN RESPUBLİKASI
REPUBLIC OF AZERBAIJAN

DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ
STATE CIVIL AVIATION AGENCY

TEXNİKİ XİDMƏT TƏŞKİLATININ TANINMA SERTİFİKATI
MAINTENANCE ORGANISATION RECOGNITION CERTIFICATE

Sertifikatın nömrəsi: AZ.145R.[XXXX]
Certificate number

Bununla Azərbaycan Respublikasının Dövlət Mülki Aviasiya Agentliyi (DMAA) "Xarici texniki xidmət təşkilatlarının tanınmasına dair Azərbaycan Aviasiya Qaydaları"na (AAR-145R) uyğun olaraq EASA/FAA/SHGM tərəfindən verilmiş [XXXXX] nömrəli sertifikatı tanıyır və təsdiq edir ki:
Pursuant to "Azerbaijan Aviation Rules for Recognition of Foreign Maintenance Organisations" (AAR-145R), the State Civil Aviation Agency of the Republic of Azerbaijan (SCAA) hereby accepts the certificate no. [XXXXX] issued by [EASA/FAA/DGCA] and certifies:

[TƏŞKİLATIN ADI və ÜNVANI]
[ORGANISATION NAME AND ADDRESS]

"Texniki xidmət təşkilatlarına dair Azərbaycan Aviasiya Qaydaları"na (AAR-145) uyğundur və aşağıdakı şərtlərə riayət olunması şərti ilə[XXXXX] nömrəli sertifikatda qeyd olunan məhsullara, hissələrə və cihazlara texniki xidmət göstərmək və müvafiq istismara buraxılış sertifikatlarını vermək səlahiyyəti vardır.
as a maintenance organisation in compliance with "Azerbaijan Aviation Rules for Maintenance Organisations" (AAR-145), approved to maintain products, parts and appliances listed in the certificate No. [xxx] and issue related certificates of release to service, subject to the conditions specified below.

ŞƏRTLƏR:
CONDITIONS

1. Bu sertifikat DMAA tərəfindən təsdiq edilmiş texniki xidmət təşkilatının təlimatına əlavədə qeyd olunan fəaliyyət sahəsi ilə məhdudlaşır, və
1. This certificate is limited to the scope specified the approved SCAA maintenance organisation exposition (MOERSM) Supplement, and

2. Bu sertifikat təsdiq edilmiş texniki xidmət təşkilatının təlimatında və həmin təlimata DMAA tərəfindən təsdiq edilmiş əlavədə qeyd olunmuş prosedurlara riayət olunmasını tələb edir; və
2. This certificate requires compliance with the procedures specified in the approved MOE/RSM and the SCAA MOE Supplement, and

3. Bu sertifikat təsdiq edilmiş texniki xidmət təşkilatının Azərbaycan Aviasiya Qaydalarına uyğunluğu şərti ilə qüvvədədir.
3. This certificate is valid whilst the recognised maintenance organisation remains in compliance with Azerbaijan Aviation Rules.

4. Yuxarıda qeyd olunan şərtlərə riayət edilməsi və tanınmış sertifikatın qüvvədə qalması şərti ilə bu sertifikat daha əvvəlki tarixdə təslim edilmədikdə, əvəzlənmədikdə, qüvvəsi dayandırılmadıqda və ya ləğv edilmədikdə, qüvvədən düşmə tarixinə qədər etibarlıdır.
4. Subject to compliance with the foregoing conditions and validity of the accepted certificate, this certificate shall remain valid until the expiry date unless the certificate has previously been surrendered, superseded, suspended or revoked.

Verilmə tarixi:
Date of issue

Qüvvədən düşmə tarixi:
Expiry date

İmzalanıb:
Signed

DMAA adından:
For the SCAA

DMAA Forma 3-145R *SCAA Form 3-145R*	Reviziya 3 *Revision 3*	25 İyun 2023 *25 June 2023*	Səhifə 1/1 *Page 1/1*

APPENDIX II – SCAA MOE SUPPLEMENT

SCAA MOE/RSM Supplement
for
[COMPANY NAME]

SCAA AAR-145R Recognition Reference: AZ.145R.XXXX

EASA Part-145 / FAA Part-145 / DGCA SHY-145 Approval Reference: XXXXX

Revision: [XX]

Revision Date: [DAY.MONTH.YEAR]

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1. Revision History

Revision Number	Revision Date	Summary of Revision
[xx]	[date]	[summary]
[xx]	[date]	[summary]
[xx]	[date]	[summary]

2. List of Effective Pages

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5	[xx]	[date]
6	[xx]	[date]
7	[xx]	[date]
8	[xx]	[date]

3. Abbreviations and Acronyms

4. General

This Supplement is provided to meet the requirements of the AAR-145R recognition issued by the SCAA, and supplements the approved [EASA Part-145 / FAA Part-145 / DGCA SHY-145] MOE/RSM.

The AAR-145R recognition is based on a valid [EASA Part-145 / FAA Part-145 / DGCA SHY-145] organisation approval.

This maintenance organisation will perform and certify maintenance on Azerbaijan registered aircraft in accordance with the procedures defined in the approved [EASA Part-145 / FAA Part-145 / DGCA SHY-145] MOE/RSM together with this Supplement, within the scope of approval as stated in the approved [Part-145 / SHY-145] MOE/RSM.

[In addition, the following scope is also approved by the SCAA:

information on additional scope (if applicable)]

When maintenance is performed and certified in accordance with the referenced [EASA Part-145 / FAA Part-145 / DGCA SHY-145] MOE/RSM and this Supplement, it is accepted that it meets the relevant requirements of AAR-145 and AAR-M.

This supplement stipulates the conditions under which the organisation undertakes maintenance of aircraft registered in the Republic of Azerbaijan.

The standards and procedures used are based on the [EASA Part-145 / FAA Part-145 / DGCA SHY-145] maintenance organisation approval together with this Supplement.

Whenever reference is made to the [competent authority] in the [EASA Part-145 / FAA Part-145 / DGCA SHY-145] MOE/RSM, it shall also mean the SCAA, unless otherwise stated in this Supplement.

5. Accountable Manager Statement

This Supplement together with the [EASA Part-145 / FAA Part-145 / DGCA SHY-145] MOE/RSM defines the organisation and procedures upon which the SCAA's recognition is based. These procedures are endorsed by the undersigned and must be complied with, as applicable, when work orders are being progressed under the conditions to the recognition.

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

It is understood that the recognition of the organisation is based on the continuous compliance of the organisation with the applicable requirements of Azerbaijan Aviation Rules and with the organisation's procedures described in this Supplement and the [EASA Part-145 / FAA Part-145 / DGCA SHY-145] MOE/RSM. It is further understood that the SCAA is entitled to limit, suspend, or revoke the recognition if the organisation fails to fulfil the obligations imposed by Azerbaijan Aviation Rules or any conditions according to which the recognition was issued.

The organisation confirms that it complies with measures that the SCAA undertakes for the grant or continuation of the certificate. Payment of fees required by the SCAA and compensation for the costs of any audits or monitoring activities undertaken by the SCAA for validating the organisation's compliance with the conditions of the recognition will be made.

Signed……..

Dated……

Accountable Manager and [position/job title]

For and on behalf of [organisation's name]

6. Procedures for changes requiring prior approval

Changes requiring prior approval include:

- changes to the organisation's name;
- changes to the organisation's principal place of business;
- changes to this Supplement not listed in paragraph 7.

For any changes requiring prior approval, the [manager] applies for and obtains an approval issued by the SCAA.

An application for the amendment of the certificate is submitted at least 30 working days before the date of the intended changes.

The [manager] provides the SCAA with any relevant documentation required to support the above-mentioned changes.

Any changes that would require an amendment to an existing certificate are made on the SCAA Form 2.

Unforeseen changes are notified at the earliest opportunity in order to enable the SCAA to determine whether there is continued compliance with the applicable requirements and to amend, if necessary, the certificate.

The change is only implemented upon receipt of formal approval by the SCAA. The organisation operates under the conditions established by the SCAA during such changes, as applicable.

7. Procedure for changes not requiring prior approval

The [manager] may approve the Supplement revision in case such revision contains any combination of the following minor amendments:

- correction of spelling mistakes and minor changes in the layout of the Supplement;
- incorporation of revised or amended requirements as long as the basic characteristic of the procedure is not affected;
- update of the list of contracting operators.

The [manager] is responsible for recording all changes within this Supplement and annotating such changes as not requiring prior approval. The revised copy of the Supplement must be submitted to the SCAA as soon as possible but not later than 10 days from the revision date.

The [manager] is responsible for submitting the revised copies of the [EASA Part-145 / FAA Part-145 / DGCA SHY-145] maintenance organisation approval and the [EASA Part-145 / FAA Part-145 / DGCA SHY-145] MOE/RSM to the SCAA as soon as possible but not later than 10 days from the revision date.

8. Repairs

The organisation will carry out all repairs in accordance with the requirements of AAR-21.

9. Modifications

The organisation will install all modifications in accordance with the requirements of AAR-21.

10. Certificate of Release to Service

The CRS shall contain the following statement:

"Certifies that the work specified, except as otherwise specified, was carried out in accordance with AAR-145 and in respect to that work, the aircraft is considered ready for release to service".

[EASA Part-145 / FAA Part-145 / DGCA SHY-145] Approval No: **XXXX**

All components fitted or installed on Azerbaijan registered aircraft by this organisation will be supported by a suitable serviceable release certificate in accordance with AAR-21.

11. Technical Records

After completion of maintenance, the organisation submits the original certificate of release to service and all original maintenance records to the Azerbaijani operator, unless stated otherwise in the work order/maintenance contract.

A copy of all maintenance records is kept by the organisation for at least three years.

All certifications and records are completed in the English language.

12. SCAA Requirements and Aircraft Product Audits

The organisation will observe the requirements of this supplement and carry out planned aircraft product audits in accordance with its quality assurance programme.

13. Occurrence Reporting

The [manager] shall submit occurrence reports in accordance with point 145.60 of AAR-145 to air@caa.gov.az.

14. Communication with the SCAA

The focal point for communicating with the SCAA within the organisation is the [manager].

SCAA Contacts:

- Email: air@caa.gov.az
- Phone: (+994 12) 598-33-46
- Address: 11 Azadliq avenue, Baku, Azerbaijan, AZ1000

15. Contracting Azerbaijan operators

Operator	Scope of work

INTENTIONALLY LEFT BLANK