**COMPANY NAME**

**Policy & Procedures Supplement**

**Name and address of Approved Organisation:**

**COMPANY NAME**

**Part 145 Maintenance Organization**

**Approval No.:** **APPROVAL NUMBER**

**issued by** **AVIATION AUTHORITY e.g. UKCAA**

**Date of Supplement:**

**01/05/2020**

**Jersey Aircraft Registry**

**Aircraft Maintenance Organisation Approval**

**Validation Number:**

JAR INTERNAL

Table of Contents

[1. List of effective pages 3](#_Toc44496139)

[1. Accountable Manager Statement of Commitment 4](#_Toc44496140)

[2. Organisation & Personnel 5](#_Toc44496141)

[3. Organisation Facilities 5](#_Toc44496142)

[4. Notification of Changes to Organisation 5](#_Toc44496143)

[5. Notification of Changes to Maintenance Organisation Exposition 5](#_Toc44496144)

[6. Standards 6](#_Toc44496145)

[7. Maintenance Organisation Exposition (MOE) 6](#_Toc44496146)

[8. Privileges of validation holder 6](#_Toc44496147)

[9. Duration of Approval 6](#_Toc44496148)

[10. Renewal of approval 6](#_Toc44496149)

[11. Approval Limitations and Privileges 6](#_Toc44496150)

[12. Safety/Quality Management System 7](#_Toc44496151)

[13. Additional Organisations 7](#_Toc44496152)

[14. Training 7](#_Toc44496153)

[15. Audits 7](#_Toc44496154)

# List of effective pages

|  |  |  |  |
| --- | --- | --- | --- |
| Supplement  Page | Supplement  Issue | Supplement  Revision | Supplement Issue/Revision Date |
| 1 | 1 | 0 | 01/05/2020 |
| 2 | 1 | 0 | 01/05/2020 |
| 3 | 1 | 0 | 01/05/2020 |
| 4 | 1 | 0 | 01/05/2020 |
| 5 | 1 | 0 | 01/05/2020 |
| 6 | 1 | 0 | 01/05/2020 |
| 7 | 1 | 0 | 01/05/2020 |
| 8 | 1 | 0 | 01/05/2020 |
| 9 | 1 | 0 | 01/05/2020 |

Name of Accountable Manager: NAME

Signature of Accountable Manager: SIGNATURE

Date: 01/05/2020

# Accountable Manager Statement of Commitment

This supplement is provided to meet the requirements of the Jersey Aviation Requirements Part 145, Options 1 and 2 validations issued by the Bailiwick of Jersey Director of Civil Aviation (hereafter: DCA) and administered by the Jersey Aircraft Registry (hereafter: JAR).

The Aircraft Maintenance Organisation approval validation is based on a valid foreign approval, reference APPROVAL NUMBER (hereafter: host approval) and supplements that approval.

These procedures are approved by the undersigned and should be complied with as applicable, in order to ensure all maintenance tasks of aircraft maintained by COMPANY NAME are completed on time and to an approved standard as outline in Jersey Aviation Requirements Part 145 & Part 43.

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

It is understood that the Bailiwick of Jersey Director of Civil Aviation [hereafter: DCA] will approve this manual supplement and maintenance management arrangements whilst it is satisfied that the procedures are being followed and the work standard is maintained. It is also understood that the DCA reserves the right to suspend, vary or revoke this approval it has evidence that these procedures are not being followed and the standards not upheld.

Name of Accountable Manager: NAME

Signature of Accountable Manager: SIGNATURE

Date: 01/05/2020

# Organisation & Personnel

The accountable manager for the Aircraft Maintenance Organisation is detailed in section 2 above. The duties and responsibilities of all senior staff in the Aircraft Maintenance Organisation is detailed in MOE section number SECTION NUMBER. The organisational chart outlining lines of responsibility can be found in MOE section number SECTION NUMBER. The list of certifying staff can be found in MOE section number SECTION NUMBER. The human resources within the organisation can be found in MOE section number SECTION NUMBER.

# Organisation Facilities

The organisation has facilities at ALL ADDRESSES, the details of these facilities can be found in MOE section number SECTION NUMBER.

# Notification of Changes to Organisation

The organisation shall notify the Director of any proposal to carry out any of the following changes before such changes take place to enable the Director to determine continued compliance with Jersey Aviation Requirement Part 145:

(1) the name of the organisation; or  
(2) the location of the organisation; or  
(3) additional sites of the organisation; or  
(4) the accountable manager; or  
(5) any of the senior persons specified.

The Director may amend the validation certificate and, if necessary, prescribe conditions under which the organisation may operate during such changes or determine that the approval should be suspended.

# Notification of Changes to Maintenance Organisation Exposition

The organisation shall notify the Director of any proposal to change the MOE, details of the process for this can be found in MOE section number SECTION NUMBER, complying with Jersey Aviation Requirements Parts 145 & 43.

# Standards

The standards and procedures used by COMPANY NAME are those of the host approval issuing authority, the Jersey Aviation Requirement Part 145 and this supplement. The details of the maintenance procedures used by the organisation can be found in MOE section number SECTION NUMBER, complying with Jersey Aviation Requirements Parts 145.103 & 145.127. The Safety & Quality Policy is outlined in MOE section SECTION NUMBER, complying with Jersey Aviation Requirements Parts 145 & 43.

# Maintenance Organisation Exposition (MOE)

A copy of COMPANY NAME’s approved MOE together with this supplement are supplied to the JAR in the English language to demonstrate compliance with the Jersey Aviation Requirements, Part 145.9.

# Privileges of validation holder

The capability and scope of approval used by COMPANY NAME for maintaining Jersey registered aircraft are specified in MOE section SECTION NUMBER.

# Duration of Approval

The DCA AMO validation is valid for 24 months from date of issue provided the host approval remains valid.

Should the Jersey approval validation be revoked, or suspended by the DCA, the approval validation certificate will be returned.

# Renewal of approval

COMPANY NAME shall make an application to the JAR for the renewal of the maintenance organisation approval validation not less than 30 days before it expires.

# Approval Limitations and Privileges

COMPANY NAME is approved to maintain Jersey registered aircraft for the aircraft types as referenced in MOE section number SECTION NUMBER, complying with Jersey Aviation Requirements Parts 145 & 43.

# Safety/Quality Management System

The Organisations Safety Management System is detailed in MOE section number SECTION NUMBER, complying with Jersey Aviation Requirements Parts 145 Subpart B.

# Additional Organisations

Details of all additional list of organisations under contract with the Organisation are included in MOE section number SECTION NUMBER, complying with Jersey Aviation Requirements Parts 145.11 (b).

# Training

It is COMPANY NAME’s responsibility to notify staff assigned to Jersey registered aircraft of this supplement during quality manual and continuation training.

# Audits

The Jersey Aircraft Registry auditors have the right to access the COMPANY NAME facility at any reasonable time it is requested in coordination and arrangement with the Quality Manager.