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**FOREIGN MAINTENANCE
ORGANISATIONS**

**MAINTENANCE ORGANISATION
EXPOSITION (MOE) GUIDE**

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APPROVED BY



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Agence Nationale de l'Aviation
Civile du Togo


FOREIGN MAINTENANCE ORGANISATIONS

RANT 08 PART 145 MOE GUIDE

Page: 3 de 14
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TABLE OF CONTENT

LIST OF EFFECTIVE PAGES	2
REVISIONS RECORD	2
TCHAMDJA	2
LIST OF AMENDMENTS	2
TABLE OF CONTENT	3
1. PURPOSE	4
2. APPLICABILITY	4
3. REFERENCE DOCUMENTS	4
4. DEFINITIONS AND ABBREVIATIONS	4
5. BACKGROUND	4
6. PREPARING THE MOE	5
6.1. MOE of categories 1 and 2 organizations	5
6.2. MOE of category 3 organizations	5
ANNEX 1 : SUPPLEMENT TO THE MOE/MPM PREPARATION GUIDE	6
1. BACKGROUND	6
2. MOE SUPPLEMENT STRUCTURE	7
3. GUIDANCE ON THE CONTENT OF THE MOE SUPPLEMENT	8
General format of the document	8
Supplement's cover page	8
Part 1: Introduction	8
Part 2: Generalities	9
Part 3: Maintenance procedures	9
Part 4: Quality system procedures	11
Part 5: Appendix	11
ANNEX 2 : SUPPLEMENT TO THE MOE/MPM PREPARATION GUIDE	12

 <p>Agence Nationale de l'Aviation Civile du Togo</p>	<p>FOREIGN MAINTENANCE ORGANISATIONS</p> <p>-----</p> <p>RANT 08 PART 145 MOE GUIDE</p>	<p>Page: 4 de 14 Revision 00 Date: 09/02/2017 Edition 01</p>
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1. PURPOSE

This guide has been prepared for the guidance of foreign maintenance organization while preparing their Maintenance Organization Exposition (MOE) in order to obtain RANT 08 Part 145 approval. It contains guidelines for the presentation and the information to include in the MOE.

2. APPLICABILITY

This guide applies to all foreign maintenance organizations approved or applying for RANT 08 Part 145 approval to perform maintenance on aircraft registered in Togo.

3. REFERENCE DOCUMENTS

- ICAO annex 6, part 1, 2 and 3;
- ICAO annex 8;
- ICAO DOC 9760;
- RANT 08 Part 145 ;
- RANT 19.
- *Guide de rédaction du MOE*;

4. DEFINITIONS AND ABBREVIATIONS


- **ANAC:** *Agence National de l'Aviation Civile du TOGO*, National Civil Aviation Agency of TOGO.
- **Authority:** National Civil Aviation Agency of TOGO, unless otherwise stated.
- **Civil aviation authority:** National Civil Aviation Agency of TOGO, unless otherwise stated.
- **MOE :** Maintenance Organization Exposition.
- **MPM :** Maintenance Procedure Manual.
- **RANT :** *Règlement Aéronautique National du Togo*, Civil Aviation regulation of Togo.

5. BACKGROUND

According to RANT 08 Part 145, every maintenance organization is required to prepare and submit to ANAC, an MOE while requesting an approval or change of an approval under RANT 08 Part 145.

Foreign maintenance organizations are grouped into three (03) categories:

- Category 1: maintenance organizations approved by EASA; FAA; TCCA or EASA member State;
- Category 2: maintenance organizations approved by other civil aviation authorities under a maintenance organization regulation similar to RANT 8 Part 145.
- Category 3: maintenance organizations not covered by categories 1 and 2

 Agence Nationale de l'Aviation Civile du Togo	FOREIGN MAINTENANCE ORGANISATIONS ----- RANT 08 PART 145 MOE GUIDE	Page: 5 de 14 Revision 00 Date: 09/02/2017 Edition 01
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6. PREPARING THE MOE

6.1. MOE of categories 1 and 2 organizations

Organizations of categories 1 and 2 shall submit to ANAC:

- A cross-reference table between the MOE / MPM (approved by the primary oversight authority of the applicant) and the MOE format defined in Appendix 5 to RANT 08 Part 145 (presented in annex 2 of this guide);
- An MOE / MPM supplement (which must be approved by ANAC-Togo).

Guidelines for the preparation of the MOE / MPM Supplement are given in annex 1.


For organizations of category 2, the similarity between RANT 08 Part 145 and the third countries regulation must be proved by the maintenance organization and accepted by ANAC-TOGO.

Those organizations shall include ANAC-Togo in the distribution loop or the distribution list of the MOE.

6.2. MOE of category 3 organizations

If the organization cannot justify that it belongs to none of categories 1 and 2, the organization shall submit to ANAC-Togo, an MOE consistent with the format of Appendix 5 to RANT 08 Part 145.

In that case the applicant must use the “*Guide de rédaction du MOE des organismes de maintenance*” (available only in French) as guidance material.

 Agence Nationale de l'Aviation Civile du Togo	FOREIGN MAINTENANCE ORGANISATIONS ----- RANT 08 PART 145 MOE GUIDE	Page: 6 de 14 Revision 00 Date: 09/02/2017 Edition 01
--	--	--

ANNEX 1 : SUPPLEMENT TO THE MOE/MPM PREPARATION GUIDE

1. BACKGROUND


The aim of the Supplement to the Maintenance Organization Exposition is to establish the complementary procedures, means and methods of the organization necessary to meet the specific provisions of the Togolese regulations that are not taken into account in the basic MOE of the foreign organization (approved by the primary oversight authority of the maintenance organization). The content of this part reflects the differences between RANT 08 Part 145 and the applicable regulations of the third country.

This guide must not be considered as exhaustive or limiting and the subjects addressed herein must be adapted in every case to the situation of the organization (size, domain of activity, technology level, experience of the organization...).

The organization must prepare and control the MOE / MPM Supplement by systematically verifying the compliance and accuracy of the information with regard to the requirements of RANT 08 Part 145.

The document must be written with clarity and must be regularly updated to describe the actual operating rules of the maintenance organization in accordance with RANT 08 Part 145 and therefore be a true training and working tool for the staff of the maintenance organization.

This section provides guidance on the content of a supplement to an MOE / MPM in the frame of a Foreign Maintenance Organization approval. The organization may use a different format, may modify the structure or the titles, provided that all applicable provisions of RANT 08 Part 145 are taken into account.

 <p>Agence Nationale de l'Aviation Civile du Togo</p>	<p>FOREIGN MAINTENANCE ORGANISATIONS</p> <p>-----</p> <p>RANT 08 PART 145 MOE GUIDE</p>	<p>Page: 7 de 14 Revision 00 Date: 09/02/2017 Edition 01</p>
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2. MOE SUPPLEMENT STRUCTURE

Part 1: Introduction

- 1.1. Foreword
- 1.2. Table of contents
- 1.3. List of effective pages
- 1.4. Revisions record
- 1.5. Distribution list
- 1.6. Definitions and acronyms

Part 2: Generalities

- 2.1. Compliance with RANT
- 2.2. Modification and renewal of the approval
- 2.3. Approved stations and approval limitation
- 2.4. Supplement amendment procedure and notification to ANAC-TOGO


Part 3: Maintenance procedures

- 3.1. Maintenance data
- 3.2. Release to service procedure
- 3.3. Modification and repair procedure
- 3.4. Reporting of defects to the competent authority/operator/manufacturer
- 3.5. Maintenance documents of contracted Togolese operators
- 3.6. Access to the maintenance organization facilities

Part 4: Quality system procedures

- 4.1. Quality system
- 4.2. Aircraft or aircraft component maintenance tasks exemption process control
- 4.3. Concession control for deviation from organisations' procedures
- 4.4. Certifying staff and support staff qualification and training procedures

Part 5: Appendix

 Agence Nationale de l'Aviation Civile du Togo	FOREIGN MAINTENANCE ORGANISATIONS ----- RANT 08 PART 145 MOE GUIDE	Page: 8 de 14 Revision 00 Date: 09/02/2017 Edition 01
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3. GUIDANCE ON THE CONTENT OF THE MOE SUPPLEMENT

While writing the supplement, the organization may refer to sections of its basic MOE (approved by the local/primary civil aviation authority) if they cover the information required in the supplement.

General format of the document

For all the formats (soft or hard), each page of the manual must have a page heading containing the information bellow:

- The name of the organization (official name as written on the certificate) ;
- Document designation ;
- Page number ;
- Page revision number and date.

Supplement's cover page

The cover page should at least contain the information below:

- Name of the foreign maintenance organization;
- Supplement name (ANAC-TOGO MOE Supplement);
- Supplement's reference number;
- Primary AMO approval reference number (foreign approval);
- Reference number of the Togolese AMO approval;
- The supplement revision number and date;
- Address of the main base ;
- Copy number.

Part 1: Introduction

1.1. Foreword

This section contains the information concerning the object the supplement.

1.2. Table of contents

The supplement's table of content

1.3. List of effective pages


Contains the supplement's list of effective pages

1.4. Revisions record

Record of the supplement's revisions

1.5. Distribution list

In the frame of controlling the document distribution, the distribution list provides the list of the manuals recipients with the delivered copies control numbers.

 Agence Nationale de l'Aviation Civile du Togo	FOREIGN MAINTENANCE ORGANISATIONS ----- RANT 08 PART 145 MOE GUIDE	Page: 9 de 14 Revision: 00 Date: 09/02/2017 Edition: 01
--	--	--

1.6. Definitions and acronyms

Gives the acronyms and definitions used in the supplement.

Part 2: Generalities

2.1. Compliance with RANT

This section must contain the declaration according to which the supplement has been established in accordance with the RANT and that it contains the policies and additional dispositions to the MOE (approved by the local authority of the applicant), to ensure the compliance of the maintenance of aircrafts registered in Togo with the applicable regulation. Precision should be made that ANAC-TOGO Supplement and the MOE contain the policies and procedures to be followed by the staff to ensure the compliance with the Togolese regulation.

2.2. Modification and renewal of the approval

This section should contain the elements to consider concerning the modifications of the organization and the notification to ANAC-TOGO as soon as possible, in accordance with the provisions RANT 08 Part 145.B.085.

This section should also describe the principles of application for issuance, modification, and renewal of the approval as specified in §B.015 and B.090 (a) (2) of RANT 08 Part 145.

2.3. Approved stations and approval limitation

This section contains the description of the approved maintenance stations of Togo aircrafts. The necessary requirements in terms of facilities and maintenance staff availability for base maintenance should be described.

This section also describes the extent of the activity scope of the Part 145 maintenance organization. It should be limited to works performed on Togo aircrafts.

See appendix 2 and 6 of RANT 08 Part 145 for details on Class and Ratings system used for the definition of the approval scope.

2.4. Supplement amendment procedure and notification to ANAC-TOGO


This section describes the amendment procedure of the supplement. The responsible of the amendments of the supplement should be specified in this section. This section must specify also how the main MOE amendments will be notified to ANAC.

Part 3: Maintenance procedures

3.1. Maintenance data

This section should describe how the organization has access to and provides its staff with maintenance data required by RANT 08 Part 145.B.045, namely:

- The technical data published by the authority responsible of the control of the aircraft or aircraft component (ADs, requirements, procedures, operational instructions...), by the holder of the type certificate, STC, Part 21 Organizations (

 <p>Agence Nationale de l'Aviation Civile du Togo</p>	<p>FOREIGN MAINTENANCE ORGANISATIONS</p> <p>-----</p> <p>RANT 08 PART 145 MOE GUIDE</p>	<p>Page: 10 de 14 Revision 00 Date: 09/02/2017 Edition 01</p>
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AMM, CMM, SRM, IPC, WDM, NDT Manual, SB, SIL,...) and by recognized organizations (standards,...) ;

- The documentation provided by a customer for a punctual work (reference of the data to be used in the work order and written evidences from customers about the correct revision of the provided data...).

3.2. Release to service Procedure

This paragraph concerns the procedure of release to service of an aircraft or an equipment as described in §145.B.50. The additional instructions for the establishment of the release to service procedure are contained in the advisory circular (in french) giving instructions for the implementation of §145.B.050 (b) of RANT 08 Part 145.

3.3. Modification and repair procedure

This section must describe the procedure of the maintenance organization to ensure that ANAC-Togo has accepted a modification or a repair, as required by RANT 08 Part 21 / Section B /Chapter D and Chapter M, before releasing the aircrafts registered in Togo.

3.4. Reporting of defects to the competent authority/operator/manufacturer

This section must describe the procedure of notification to the concerned external organizations of the state of aircraft or aircraft component endangering the safety of the flights.

Those notifications are part of the whole internal system of management of events, as described in §145.B.60.

This section must take into account the provisions contained in the ministerial order N°10/MTPT/CAB/SG/ANAC-TOGO of June 4th, 2009 establishing the mechanism of notification, management and sharing of the civil aviation event reports (in French only).


This section should also consider the necessity to notify ANAC-Togo the discovery of Suspected Unapproved Pieces (SUP).

3.5. Maintenance documents of Togolese owners under contract

Reference RANT 145.B.70 (a) 13

This section must contain:

- The list of contracted Togolese operators;
- For each operator, the list of the maintenance services provided by the Part 145 organization and the associate general technical conditions (transmission of approved data, material, technical defaults management...)
- The maintenance data, of each customer under contract, to be used by the organization as well as the related procedures (basic principles and operator procedures references).

 Agence Nationale de l'Aviation Civile du Togo	FOREIGN MAINTENANCE ORGANISATIONS ----- RANT 08 PART 145 MOE GUIDE	Page: 11 de 14 Revision: 00 Date: 09/02/2017 Edition: 01
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3.6. Access to the maintenance organization facilities

Reference RANT 145.B.090 (b)

Description of the process and the authority of ANAC-Togo to carry out, scheduled and unscheduled audits/inspections of base and line stations.

Part 4: Quality system procedures

4.1. Quality system

This section should integrate specific aspects of ANAC-Togo in the organization's quality system, especially audits about the implementation of the provision of ANAC-Togo MOE supplement.

4.2. Aircraft or aircraft component maintenance tasks exemption process control.

This section must describe the procedures of the organization in regard with the exceptional authorizations related to maintenance tasks, especially the verification of ANAC-Togo approval/acceptance for such exemption, for aircrafts registered in Togo.

4.3. Concession control for deviation from organizations' procedures

This paragraph must describe the procedures of the organization in regard with the deviation authorizations related to the procedures of the organization, especially concerning:

- The presentation of the deviation request to ANAC-Togo (object, the concerned procedures, justifications, compensatory conditions, validity period...);
- The consideration of additional conditions required by ANAC-Togo.

4.4. Certifying staff and support staff qualification and training procedures


This section is related to §145.B.30 and §145.B.35, and is limited to the qualification of certifying and support staff who will work on Togo aircrafts. The supplement procedures may contain only the additional elements to the procedures developed in the basic MOE approved by the local authority.

This paragraph should take into account the obligation for the certifying and the support staff to have RANT 01 Part 66 License. However, the applicant may use certifying staff qualified in accordance to RANT 08 Part 145.B.030 (j) (1) (2). It is important to note that the provision (RANT 08 Part 145.B.030 (j) (1) (2) is applicable only for stations outside of Togo. The staff of the installations located in Togo must hold the RANT 01 Part 66 Licenses.

Note 1: The validation conditions of foreign licenses are contained in RANT 01 Part 66.A.080 and in Appendix VI.

Part 5: Appendix

Example of forms / documents specific to the maintenance of Togo aircrafts.

 <p>Agence Nationale de l'Aviation Civile du Togo</p>	<p>FOREIGN MAINTENANCE ORGANISATIONS</p> <p>-----</p> <p>RANT 08 PART 145 MOE GUIDE</p>	<p>Page: 12 de 14 Revision 00 Date: 09/02/2017 Edition 01</p>
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ANNEX 2 : SUPPLEMENT TO THE MOE/MPM PREPARATION GUIDE


This section is the English translation of the APPENDICE 5 of the RANT 08 Part 145.

PART 1 MANAGEMENT

- 1.1. Corporate commitment by the accountable manager
- 1.2. Safety and quality policy
- 1.3. Management personnel
- 1.4. Duties and responsibilities of the management personnel
- 1.5. Management organisation chart
- 1.6. List of certifying staff, support staff
- 1.7. Manpower resources
- 1.8. General description of the facilities at each address intended to be approved
- 1.9. Organisations intended scope of work
- 1.10. Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
- 1.11. Exposition amendment procedures including, if applicable, delegated procedures

PART 2 MAINTENANCE PROCEDURES

- 2.1. Supplier evaluation and subcontract control procedure
- 2.2. Acceptance/inspection of aircraft components and material from outside contractors
- 2.3. Storage, tagging and release of aircraft components and material to aircraft maintenance
- 2.4. Acceptance of tools and equipment
- 2.5. Calibration of tools and equipment
- 2.6. Use of tooling and equipment by staff (including alternate tools)
- 2.7. Cleanliness standards of maintenance facilities
- 2.8. Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
- 2.9. Repair procedure
- 2.10. Aircraft maintenance programme compliance
- 2.11. Airworthiness directives procedure
- 2.12. Optional modification procedure
- 2.13. Maintenance documentation in use and its completion
- 2.14. Technical record control
- 2.15. Rectification of defects arising during base maintenance
- 2.16. Release to service procedure
- 2.17. Records for the operator
- 2.18. Reporting of defects to the competent authority/operator/manufacturere
- 2.19. Return of defective aircraft components to store
- 2.20. Defective components to outside contractors
- 2.21. Control of computer maintenance record systems
- 2.22. Control of manhour planning versus scheduled maintenance work
- 2.23. Critical maintenance control
- 2.24. Reference to specific maintenance procedures such as -
 - Engine running procedures

 <p>Agence Nationale de l'Aviation Civile du Togo</p>	<p>FOREIGN MAINTENANCE ORGANISATIONS</p> <p>-----</p> <p>RANT 08 PART 145 MOE GUIDE</p>	<p>Page: 13 de 14 Revision 00 Date: 09/02/2017 Edition 01</p>
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- Aircraft pressure run procedures
 - Aircraft towing procedures
 - Aircraft taxiing procedures
- 2.25. Procedures to detect and rectify maintenance errors.
- 2.26. Shift/task handover procedures
- 2.27. Procedures for notification of maintenance data inaccuracies and ambiguities, to the type certificate holder
- 2.28. Production planning procedures

PART L2 ADDITIONAL LINE MAINTENANCE PROCEDURES


- L2.1 Line maintenance control of aircraft components, tools, equipment.
- L2.2 Line maintenance procedures related to servicing/fuelling/de-icing, including inspection for/removal of de-icing/anti-icing fluid residues, etc.
- L2.3 Line maintenance control of defects and repetitive defects
- L2.4 Line procedure for completion of technical log
- L2.5 Line procedure for pooled parts and loan parts
- L2.6 Line procedure for return of defective parts removed from aircraft
- L2.7 Line procedure for critical maintenance control

PART 3 QUALITY SYSTEM PROCEDURES

- 3.1. Quality audit of organisation procedures
- 3.2. Quality audit of aircraft
- 3.3. Quality audit remedial action procedure
- 3.4. Certifying staff and support staff qualification and training procedures
- 3.5. Certifying staff and support staff records
- 3.6. Quality audit personnel
- 3.7. Qualifying inspectors
- 3.8. Qualifying mechanics
- 3.9. Aircraft or aircraft component maintenance tasks exemption process control
- 3.10. Concession control for deviation from organisations' procedures
- 3.11. Qualification procedure for specialised activities such as NDT welding, etc.
- 3.12. Control of manufacturers' and other maintenance working teams
- 3.13. Human factors training procedure
- 3.14. Competence assessment of personnel
- 3.15. Training procedures for on-the-job training as per Section 6 of Appendix III to the RANT 01 Part-66 (limited to the case where ANAC-Togo is the competent authority for the Part-145 approval and for the Part-66 licence).
- 3.16. Procedure for the issue of a recommendation to the competent authority for the issue of a RANT 01 Part-66 licence (limited to the case where ANAC-Togo is the competent authority for the Part-145 approval and for the Part-66 licence)

PART 4

- 4.1. Contracting operators
- 4.2. Operator procedures and paperwork
- 4.3. Operator record completion

 <p>Agence Nationale de l'Aviation Civile du Togo</p>	<p>FOREIGN MAINTENANCE ORGANISATIONS</p> <p>-----</p> <p>RANT 08 PART 145 MOE GUIDE</p>	<p>Page: 14 de 14 Revision 00 Date: 09/02/2017 Edition 01</p>
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PART 5

- 5.1. Sample of documents
- 5.2. List of Subcontractors
- 5.3. List of Line maintenance locations
- 5.4. List of contracted organisations as per RANT 08 Part 145.A.70(a)(16)

PART 6 SUPPLEMENT

Procedures relating to the differences between the RANT 08 PART 145 and the regulation of the third country