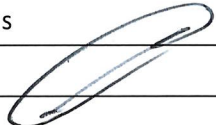


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**Policy and Procedures Supplement  
PT. Avia Technics Dirgantara**

**1. Company Details**

Organisation Name	PT. Avia Technics Dirgantara
National Aviation Authority Approval Reference	FAA 47DY377D
Date of Original Issue	18-Jul-18
Address	GEDUNG HANGAR ANGKASA PURA II SOEKARNO-HATTA INTERNATIONAL AIRPORT TANGERANG, BANTEN, 19120, INDONESIA
Date of Supplement:	28-Nov-23
Supplement Reference	
Name of Accountable Manager	Martynas Grigas
Accountable Manager Signature	
Date of Signature	30-Nov-23

**2. Record of Amendments**

Date	Issue	Details
28 Nov 2023	1	

### **3. General**

- (a) This Supplement is provided to meet the requirements of the Overseas Territories Aviation Requirements (OTAR) Part 145 Approval issued by the Civil Aviation Authority of the Cayman Islands (CAACI).
- (b) The OTAR Part 145 approval is based on a valid FAA approval reference, 47DY377D, associated OTAR Supplement, and the approved RS&QC Manual Revision 3 Date 13 Dec 2021.
- (c) This maintenance organisation will perform and certify maintenance on Cayman Islands registered aircraft in accordance with the procedures defined in the approved RS&QC Manual. together with this Supplement.
- (d) When maintenance is performed and certified in accordance with the referenced RS&QC Manual. and this Supplement, it is accepted this meets the requirements of CAACI OTAR Part 145, relevant requirements of OTAR Part 43 and associated OTARs.

### **4. Applicability**

- (a) This Supplement stipulates the conditions under which PT. Avia Technics Dirgantara undertakes maintenance of aircraft registered in the Cayman Islands.

### **5. Standards**

- (a) The standards and procedures used are based on FAA approval together with this Supplement.

### **6. Company Exposition (MOE/RSM/MPM)**

- (a) A copy of PT. Avia Technics Dirgantara approved RSM together with this Supplement are supplied to the CAACI in the English language to demonstrate compliance with OTAR Part 145.9.

### **7. Changes to the approved Maintenance Organisation**

- (a) PT. Avia Technics Dirgantara shall notify the CAACI of any proposal to carry out any of the following changes before such change takes place to enable the CAACI to determine continued compliance with OTAR Part 145.
  - (1) The name of the organisation
  - (2) The location of the organisation
  - (3) Additional sites of the organisation
  - (4) Any of the nominated senior persons specified in the Exposition/Manual

- (b) Any amendments made to the Organisation's primary approval Certificates on which the CAACI approval is based upon. Copies shall be furnished to the CAACI. The procedures for amendments are specified in the RSM reference Part 0 Section 9.

## **8. Duration of Approval**

- (a) CAACI approval is valid for a period up to 12 months from date of issuance providing the FAA approval reference, 47DY377D, remains in force in respect to the specific approved capability.
- (b) This approval will be reviewed on an annual basis with a certificate renewal. A CAACI survey may be carried out to ensure compliance.
- (c) Should the CAACI have cause to revoke this approval, the Approval Certificate will be returned to the CAACI.

## **9. Notification of Ceasing Maintenance**

- (a) Should PT. Avia Technics Dirgantara cease to offer maintenance services, notification of cessation shall be made in writing to the CAACI within 30 days of the date in which services ceased. This notification shall include a request for revocation of the maintenance approval.

## **10. Re-Issue of Approval**

- (a) PT. Avia Technics Dirgantara shall make an application to CAACI for the renewal of the maintenance organisation approval not less than 30 days before the approval expires.

## **11. Safety Management Systems**

- (a) PT. Avia Technics Dirgantara has established a Safety Management System for the proactive management of safety, that integrates the management of operations and technical systems with financial and human resource management which reflects quality assurance principles. (details by reference to: SMS Revision 1-2 Date 18 Jul 2023)

Note: This OTAR approval does not override the implementation criteria promulgated by EASA, UK CAA, FAA or TCCA, as applicable.

## **12. Continued Compliance and Validity**

- (a) Continued validity of the approval is dependent upon;
  - (1) Remaining in compliance with FAA requirements as applicable, Part 145 and this Supplement;
  - (2) CAACI being granted access to the organisation at a mutually agreed time;

- (3) The Approval Certificate not being surrendered or revoked;
- (4) Appropriate training on the applicable requirements of OTARs is provided to Certifying Staff, reference Section 20; and
- (5) The Quality System has reportable provisions for maintaining compliance to the applicable requirements of OTARs.

### **13. Major and Minor Repairs**

- (a) PT. Avia Technics Dirgantara will carry out all repairs in accordance with the requirements of OTAR Part 21 Subpart M. Liaison shall be accomplished with the assigned OTAR Part 39 organisation for any required airworthiness data, and for receipt of an acceptable Work Order.

### **14. Major and Minor Modifications**

- (a) PT. Avia Technics Dirgantara will install all modifications in accordance with OTAR Part 21 Subpart C. Liaison shall be accomplished with the assigned OTAR Part 39 organisation for any required airworthiness data, and for receipt of an acceptable Work Order.

### **15. Certificate of Release to Service – Procedure**

- (a) PT. Avia Technics Dirgantara will only issue a Certificate of Release to Service (CRS) following the performance of maintenance on Cayman Islands registered aircraft within the CAACI Approved Capability and associated Scope.
- (b) All Components fitted or installed to Cayman registered aircraft by PT. Avia Technics Dirgantara will be supported by a suitable serviceable release certificate in accordance with OTAR 21 Subpart K, following an assessment for eligibility for fitment.
- (c) The requirements for issuing a Certificate of Release to Service are contained in RSM part Part 3 Section 7 and as varied by OTAR Part 43.105.
- (d) PT. Avia Technics Dirgantara recognises that the regulation for this OTAR Approval is the Air Navigation (Overseas Territories) Order as amended (AN(OT)O), Articles 32 and 34.
- (e) The wording of the Certificate of Release to Service shall be (equivalent to; 'The work recorded has been carried out in accordance with the Air Navigation (Overseas Territories) Order as amended and in respect of that work the aircraft is fit for release to service').

## **16. Maintenance Records**

- (a) Maintenance records shall be recorded and maintained in compliance with OTAR Part 39 Subpart D, and OTAR Part 43.57.
- (b) Liaison shall be accomplished with the assigned OTAR Part 39 Organisation for the specific aircraft to ensure receipt of clear Work Orders and subsequent transmittal of maintenance records including any specific findings.

## **17. Operators Specific Maintenance Requirements**

- (a) Operators specific maintenance requirements shall be catered for through liaison with the assigned aircraft Continuing Airworthiness Management Organisation to ensure any specific requirements are adequately catered for.
- (b) By example these may be specific Maintenance Programme task card instructions, special operation approvals, furnishing inspection findings, liaising with manufactures, etc.

## **18. Mandatory Occurrence Reporting**

- (a) PT. Avia Technics Dirgantara has established a Mandatory Occurrence Reporting system in compliance with OTAR Part 13 reference RSM part Part 2 Section 7 and will report to the Operator, Type Certificate Holder and CAACI any condition affecting the safety of the operator's aircraft.

## **19. Independent Inspection**

- (a) The requirement for Independent Inspection or Required Inspection Items as detailed in OTAR 43 Subpart C shall be complied with see MPM reference Part 1 Chapter 21.
- (b) Refer to 27 for guidance.

## **20. Initial and Continuation Training**

- (a) PT. Avia Technics Dirgantara will ensure certifying staff receive initial and continuation training in each 2 year period to ensure they have up to date knowledge of the relevant technology and organisation procedures including the contents of this Supplement, associated OTARs and the applicable Articles of the Air Navigation (Overseas Territories) Order as amended.

**21. Parts Removed from Serviceable Aircraft**

- (a) Serviceable aircraft parts removed from an aircraft may be issued with an acceptable release certificate by this Organisation subject to compliance with OTAR Part 145.115 and associated OTAR guidance documentation. In all cases the CAACI shall be notified for approval of the activity.

**22. Communications with CAA Cayman Islands**

- (a) The responsible person for communicating with CAACI within the approved maintenance organisation is; Zoran Filimonovic.

**23. Remote Aircraft Return to Service**

- (a) For the unforeseen case of an aircraft grounded at a location not having an appropriately approved Part 145 maintenance PT. Avia Technics Dirgantara organisation, may issue a one-off authorisation in accordance with OTAR Part 145.105(k).

**24. CAACI Requirements and Aircraft Product Audits**

- (a) PT. Avia Technics Dirgantara will include the requirements of this Supplement, associated requirements of OTARs, and accomplished Work Orders for Cayman Islands registered aircraft in its quality oversight programme contained in RSM part Part 2 Section 7 & 8. Significant adverse findings to be reported to the CAACI.

**25. Additional Capability and Scope**

- (a) As applicable and approved by the CAACI, use this Section to record any **additional** capability or state 'None'

Capability	Scope
None	None

## **26. Certificate of Release to service – Document**

- (a) Use this section to insert sample release to service document compliant with OTA Part 43.105 and section 15 of this supplement.

## **27. OTAR 43.111 - Independent Inspection**

- (a) A person shall not certify an aircraft or component for release to service after the initial assembly, subsequent disturbance or adjustment of:

- (1) an engine control system; or
- (2) a flight control system; or
- (3) a vital point; or
- (4) any task identified in the aircraft maintenance programme requiring such inspections unless an independent maintenance inspection has been performed.

- (b) The independent maintenance inspection required by paragraph 43.111(a) shall include:

- (1) an inspection first made by an authorised person signing the maintenance release who assumes full responsibility for the satisfactory completion of the work; and
- (2) a subsequent inspection by a second, independent, competent person who attests to the satisfactory completion of the work recorded and that no deficiencies have been found.

Note: The second independent competent person is not issuing a maintenance release and therefore is not required to hold certification privileges, but shall be suitably qualified to carry out the inspection.

- (c) When work is being done under the control of an approved maintenance organisation, that organisation shall have procedures to demonstrate that the signatories have been trained and have gained experience on the specific control systems being inspected. It is not acceptable for the certifying staff signing the release to show the person performing the independent inspection how to perform the inspection at the time the work is completed.

- (d) The authorised person who certifies an independent maintenance inspection required by paragraph 43.111(a) shall enter in the aircraft logbook or other maintenance record required by paragraph 43.57(b)(1):

- (3) a statement that indicates that the disturbed aircraft control system or critical task performed is in compliance with the approved maintenance data including, where appropriate, safety locking and the system has full and free movement and operates in the correct sense; and
- (4) beside that statement:
  - (i) their signature; and
  - (ii) their OTAR Part 66 licence or validation number and/or authorisation number; and
  - (iii) the date and time of entry.