AUTORITATEA AERONAUTICĂ CIVILĂ
REPUBLICA MOLDOVA

CIVIL AVIATION AUTHORITY
REPUBLIC OF MOLDOVA

Nr. 383 din 20.02.2025

To: **Mihail STOLEARENCO**
Accountable Manager
"SKY TECHNICS" S.R.L.

Subject: Approval of MOE Revision.

Dear Sir,

Hereby, with reference to your letter no. 021 dated 14 of February 2025, please be informed that according to Part-145.A.70(a), Section A of Anex II (Part-145) of the GD RM No. 641/2019 requirements, the Civil Aviation Authority of the Republic of Moldova has approved the Revision 06 to Edition 08 of "SKY TECHNICS" S.R.L. Maintenance Organization Exposition, reference: **STH.MOE-08.06.**

NOTE: Previously approved Revisions:

STH.MOE-08.00	Letter of approval No. 1134	dated	25.04.2024;
STH.MOE-08.01	Letter of approval No. 1964	dated	29.07.2024;
STH.MOE-08.02	Letter of approval No. 2382	dated	23.09.2024;
STH.MOE-08.03	Letter of approval No. 2766	dated	06.11.2024;
STH.MOE-08.04	Letter of approval No. 2993	dated	29.11.2024;
STH.MOE-08.05	Letter of approval No. 62	dated	14.01.2025.

Best regards,

Vasile SARAMET
Director

ex. Vitalii MELNIC
tel.: +(373) 22 82 36 16
e-mail.: vitalii.melnic@caa.gov.md

Digitally signed by Şaramet Vasile
Date: 2025.02.20 12:36:48 EET
Reason: MoldSign Signature
Location: Moldova
MOLDOVA EUROPEANĂ

MAINTENANCE ORGANISATION EXPOSITION

“SKY TECHNICS” S.R.L.
Part-145 Maintenance Organisation

Edition 08, Revision 06
from 14 February 2025

Ref. cod: STH.MOE-08.06

Approval Certificate Ref. MD.145.0029

Technical Management Location:

Chisinau,
Independenței str. 40
Moldova,
MD-2072

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maintenance@skytechnics.md

Copy № 1

LIST OF INTERNAL COORDINATION

APPROVED BY

AMO "Sky Technics"
Accountable Manager

Mihail Stolearenco

14.02. **2025**

	Position Title	Name, Surname	Signature	Date
Coordinated with:	AMO "Sky Technics" Maintenance Manager	**Pavel Ixari**		14.02.2025
Coordinated with:	AMO "Sky Technics" Quality Manager	**Mihail Pantea**		14.02.2025
Developed by:	AMO "Sky Technics" Engineering Manager	**Mihail Graur**		14.02.2025

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0.1 TABLE OF CONTENTS

0.2 FOREWORD

The intent of this exposition is to demonstrate the way of compliance AMO “Sky Technics” with Part -145 requirements.

This manual is divided as follows:

PART 0 - INTRODUCTION

PART 1 - MANAGEMENT

PART 2 - MAINTENANCE PROCEDURES

PART L2 - ADDITIONAL LINE MAINTENANCE PROCEDURES

PART 3 – QUALITY SYSTEM PROCEDURES

PART 4 - CONTRACTED OPERATORS

PART 5 – SAMPLE OF DOCUMENTS

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0.3 LIST OF EFFECTIVE PAGES

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APPROVAL BY CAA RM

Name: Vitalii Melnic Function: AW Inspector

Signature: Date: 20.02.2025

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APPROVAL BY CAA RM

Name: V. Helnic Function: AW inspector

Signature: Date: 20.02.2025

DIRECTIA NAVIGABILITATE

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APPROVAL BY CAA RM

Name: V. Melnic Function: AW Inspector

Signature: Date: 20.02.2025

DIRECȚIA NAVIGABILITATE

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APPROVAL BY CAA RM

Name: V. Melnic Function: AW inspector

Signature: Date: 20.02.2025

DIRECTIA NAVIGABILITATE

0.4 LIST OF HOLDERS

Copy №	Holder	Type of document
1.	Accountable Manager Part-145 “Sky Technics”	Master Copy № 1 (paper)
2.	CAA RM	Master Copy № 2 Paper + electronic format
3.	Department of Civil Aviation ARUBA	Master Copy № 3 (paper)
4.	Maintenance Manager Part-145 “Sky Technics”	Working Copy (electronic format)
5.	Engineering Manager Part-145 “Sky Technics”	Working Copy (electronic format)
6.	Quality Manager Part-145 “Sky Technics”	Working Copy (electronic format)
7.	Line Station Manager at Chisinau a/p	Working Copy (electronic format)
8.	Line Station Manager at Sharjah a/p	Working Copy (electronic format)
9.	Line Station Manager at Bishkek a/p	Working Copy (electronic format)
10.	Base Maintenance Manager at Sharjah a/p	Working Copy (electronic format)
11.	Line Station Manager (B747-200/300, A300-600) at Sharjah a/p	Working Copy (electronic format)
12.	Line Station Manager at Baku a/p	Working Copy (electronic format)
13.	CAMO “FLY PRO”	Working Copy (electronic format)
14.	CAMO “TERRA AVIA”	Working Copy (electronic format)
15.	CAMO “PECOTOX-AIR”	Working Copy (electronic format)

The electronic version of the AMO Part-145 “Sky Technics” MOE is placed in the internal server as a PDF file for the access of the AMO personnel. The file is protected against unauthorized changes by password.

0.5 LIST OF REVISION

Log of issues					
Nr.	**Edition, Revision**	**Date of change**	**Letter of Approval by CAA RM**	**CAA RM Approval Reference**	**Name of Author**
1.	Edition 08, Revision 00	01 March 2024	Nr. 1134 25.04.2024	STH.MOE-08.00	Coroleţchi V.
2.	Edition 08, Revision 01	10 July 2024	Nr. 1964 29.07.2024	STH.MOE-08.01	Coroleţchi V.
3.	Edition 08, Revision 02	10 September 2024	Nr. 2382 23.09.2024	STH.MOE-08.02	Coroleţchi V.
4.	Edition 08, Revision 03	25 October 2024	Nr. 2766 06.11.2024	STH.MOE-08.03	Coroleţchi V.
5.	Edition 08, Revision 04	11 November 2024	Nr. 2993 29.11.2024	STH.MOE-08.04	Coroleţchi V.
6.	Edition 08, Revision **05**	20 December 2024	Nr. 62 14.01.2025	STH.MOE-08.05	Ixari P.
6.	Edition 08, Revision **06**	14 February 2025	Nr. 383 20.02.2025	STH.MOE-08.06	Ixari P.

0.6 SUMMARY OF CHANGES

Edition/ Revision	Modified pages	Description
08.00	All	New Edition
08.01	0-4	In point 0.1 added A320NEO, B747-400, B747-200/300
	0-21	In point 0.4 added a new Line Station Manager B747-200/300 at Sharjah a/p.
	1-7	In point 1.3.2 added a new Line Station Manager.
	1-7	In point 1.3.3 added the QM and Mr. A. Tsariuk.
	1-7	In point 1.3.4 Engineering Manager has been replaced.
	1-10	In point 1.4.3 deputy Maintenance Manager has been replaced.
	1-11	In point 1.4.4 added a new L.S. Manager and his deputy in Sharjah a/p.
	1-12	In point 1.4.6 Engineering Manager has been replaced.
	1-14	In point 1.4.7 deputy of Store Man has been replaced. In point 1.4.8 deputy of SMS Manager has been replaced
	1-16	In point 1.5 added a new Line Station in Sharjah Airport.
	1-19	In point 1.7.2 and 1.7.4 Total staff has been corrected.
	1-20	In point 1.7.6 ref. STH.BSI-01.02* and ref.STH.NDT-01.00* has been corrected.
	1-23	In point 1.8.4. added A319/A320/A321 (CFM LEAP-1A)
	1-24	In point 1.8.4.4 added a new Line Station Maintenance facility B747-200/300 in Sharjah.
	1-25	In point 1.9.1 In Kishinev a/p added A319/A320/A321 (CFM LEAP-1A)
	1-25	In point 1.9.1 added a new Line Station in Sharjah Airport.
	1-27	In point 1.9.4.1 ref. STH.NDT-01.00* has been corrected.
	1-28	In point 1.9.4.3 ref. STH.BSI-01.02* has been corrected.
	1-32	In point 1.11.2.1 ref. STH.BSI-01.02* and ref. STH.CTP-02.00* has been corrected.
	1-33	In point 1.11.4 the number of the Circular CAA RM has been added.
	2-35	In point 2.13.3 the procedure for using a personal seal has been added.
	2-44	In point 2.16.1.6 added information for certifying staff on board the aircraft.
	4-3	In point 4.1 added a new maintenance location – Sharjah Airport. In point 4.1 added Contracted Operator – My Freighter.
	5-4	In Appendix 5.3.1 added A320NEO
	5-4	In Appendix 5.3.4 added a new Line Station in Sharjah Airport.
	5-20	In Form STH/MOE-0216-01 (Block 23) added Time (XX:XX Z)
	5-78	In point 5.3 added a new Line Station in Sharjah Airport. In point 5.4 added Address and AMO Certificate: EASA.145.1022
08.02		
	0-9	In point 0.1 (Table of Contents – L2.4.6) excluded N/A
	0-12	In point 0.1 added: 4.2.3 Operator ETOPS Procedures; 4.2.3.1 ETOPS Definition; 4.2.3.2 Maintenance Training
	0-13	added point 4.3.1; 4.3.2; 4.3.3

Edition/ Revision	Modified pages	Description
	0-23	added description of all changes STH.MOE-08.02
	0-25	In point 0.7 added ETOPS
	1-19	In point 1.7.2 Total staff has been corrected
	1-21	In point 1.8.1 replaced the Head office (PPB)
	1-22	In point 1.8.2 replaced address of Head Office
	1-25	In point 1.9.1 corrected Limitation and Level up to A321NEO
	1-26	In point 1.9.1 added Note 1.1 and corrected Note 2 and Note 3
	2-66	In point 2.24.1 added link to form of Maintenance Away from Approved Location
	L2-13	In point L2.4.6 added text
	4-3	In point 4.1 corrected List of contracted Operators
	4-4	In point 4.2.1 corrected the text
	4-5	In Part 4 added: point 4.2.3 – Operator ETOPS Procedures; point 4.2.3.1 – ETOPS Definition; point 4.2.3.2 – Maintenance Training.
	4-6	In point 4.3.2 corrected the text
	5-3	In paragraph 5.1.1 the form number has been corrected
	5-7	In Approved Suppliers List the form number has been corrected
	5-10	In Discrepancy Report the form number has been corrected
	5-80	In Appendix 5.3.1 replaced e-mail (maintenance@skytechnics.md)
08.03		
	0-23	In point 06. added number of Revision and Date of change
	0-24	added Description of all changes STH.MOE-08.03
	1-7, 1-14	replaced SMS Manager
	1-19	In point 1.7.2 Total staff has been corrected
	1-23	In point 1.8.3 added the text
	1-29	In point 1.10.1 added text
	2-8	In point 2.2.2 added text
	2-20	In point 2.6.1 added text
	2-65	In point 2.24.1 c) - added Maintenance Manager
	5-3, 5-13	The name of the Form STH/MOE-0204-01 has been changed
	5-4	In point 5.1.1 added Form STH/MOE-0202-25
	5-8	added INCOMING INSPECTION STAMP - Form STH/MOE-0202-25
	5-21	Added column (13. Remarks) to Form STH/MOE-0202-07
	5-24	Excluded AM (Accountable Manager) in Form STH/MOE-0213-03
08.04		
	0-13	In Appendix 5.3.1 added AN-72-100 (D-36); In Appendix 5.3.4 added A300-600 (PW 4000)
	0-23	In point 06. added number of Revision and Date of change
	0-24	added Description of all changes STH.MOE-08.04
	1-7	In point 1.3.3 added A300-600
	1-9	In point 1.4.2 deputy of Quality Manager has been replaced
	1-14, 1-15	In point 1.4.8 SMS Manager has been replaced and corrected the text
	1-19	Total staff has been corrected
	1-23	In point 1.8.4.1 added ANTONOV AN-72-100 (D-36)
	1-24	I n point 1.8.4.4 added Airbus A300-600
	1-25	In point 1.9.1 in Kishinev a/p added ANTONOV AN-72-100 (D-36); In point 1.9.1 in Sharjah a/p added AIRBUS A300-600 (PW 4000)
	1-27	In point 1.9.1 added Note 8
	2-26	In point 2.8.2.4 added address of the ANTONOV web portal
	2-28	In point 2.10.2 added the text
	2-44	In point 2.16.1.6 added the text
	2-75	In point 2.27 added address of the ANTONOV web portal
	3-22	In point 3.3.4.4 corrected the text
	3-25	In point 3.4.1.1 added the text
	5-4	In point 5.1.1 added Forms: STH/MOE-0202-26, STH/MOE-0202-27, STH/MOE-0202-28; In Appendix 5.3.1 added aircraft Antonov AN-72-100 In Appendix 5.3.4 added Airbus A300-600
	5-78	In point 5.3 added A300-600; In point 5.4 added Contracted Organisation „MALAGA AERO" S.R.L.
	5-79	In Appendix 5.3.1 added A319/A320/A321 (CFM LEAP-1) and AN-72-100 (D-36)
	5-84	In Appendix 5.3.4 added Airbus A300-600 (PW 4000)

Edition/ Revision	Modified pages	Description
	5-88	Added STH/MOE-0202-26
	5-89	Added STH/MOE-0202-27
	5-90	Added STH/MOE-0202-28
08.05	0-1	Maintenance Manager and Quality Manager have been replaced
	0-3	Number of page was corrected
	0-4÷0-24	The page editing has been changed.
	0-4	Added point 1.8.4.5.
	0-13	In chapter 0.1 “TABLE OF CONTENTS” the names of the Line Stations have been clarified
	0-14	In chapter 0.1 “TABLE OF CONTENTS” added Appendix 5.3.6.
	0-21	In chapter 0.4 “LIST OF HOLDERS” added copy #12 of the MOE.
	0-29, 0-30	The pages have been added.
	1-5	In chapter 1.2 corrected text
	1-6	Chapter 1.2 has been supplemented with text describing the main elements of the organisation’s quality system.
	1-7	Points 1.3.2 and 1.3.3 has been amended to accommodate the replacement of Nominated personnel and a new position of Baku Line Station Manager has been added.
	1-7	Section 1.3.3 has been amended to include changes related to the replacement of Deputy Nominated personnel: - Mr. Pavel Ixari is the Maintenance Manager (MM). - Mr. Mihail Pantea is the Quality Manager (QM). - Mr. Aleksandr Tsariuk is the Line Station Manager (LSM), and Mr. A. Grabchak - Deputy Managers of the three Line Stations.
	1-7	In point 1.3.3 the deadline for mandatory reporting to the CAA RM on changes in nominated personnel has been change.
	1-8	In point 1.4.1 states that Mr. Pavel Ixari is the deputy of the Accountable Manager (AM) during his absence.
	1-9	In point 1.4.2 it is stated that Mr. Mihail Pantea is the QM, and the reference to requirements EASA was removed from the QM's duties.
	1-10	In point 1.4.3 it is stated that Mr. Pavel Ixari is the MM.
	1-11	In point 1.4.4 added a new L.S. Manager and his deputy at Baku a/p.
	1-12	In point 1.4.6 states that Mr. Pavel Ixari is the deputy of the Engineering Manager (EM) during his absence.
	1-16	In chapter 1.5 added a new Line Station at Baku Airport.
	1-19	In point 1.7.3 administration staff has been corrected.
	1-23, 1-24	In points 1.8.3 and 1.8.4, the references to Chapter 5.3 have been corrected.
	1-24	Added point 1.8.4.5 describing the new Line Station at Baku Airport.
	1-25÷1-30	The page editing has been changed.
	1-25	In point 1.9.1 added a new Line Station at Baku Airport.
	2-35	In point 2.13.2.2. added cards used for maintenance the An-72-100 aircraft.
	2-47	In point 2.16.1.8. ref. Form STH/MOE-0216-01 has been corrected.
	2-65	In point 3.24.1 corrected (remove) the text.
	4-3	In chapter 4.1, agreements No. STH-GEO-15/MAR 24 and No. ST-MF 24 have been excluded from the LIST OF CONTRACT OPERATORS.
	4-3	In chapter 4.1, the date of the last revision of Agreement No. ST-FP 01/18 has been corrected.
	5-3	In point 5.1.1, the Form STH/MOE-0202-25 has been added
	5-3	In point 5.1.1 the number of the form "Temporarily Removed Part TAG" has been changed.
	5-4	In point 5.1.1, page numbers have been changed for items No. 59, 60, 61 of the "LIST OF FORMS AND DOCUMENTS" table.
	5-9	In point 5.1.1 of the Form STH/MOE-0202-03 “INSPECTION CHECKLIST OF THE COMPONENT”, item 1.1.2 was removed.
	5-76÷5-90	The page editing has been changed.
	5-83	In point 5.3 added a new Line Station in Baku Airport.
	5-85	In point 5.4, the number and expiration date of the "ATESTAT" of the "METROCEPT umitemp" SRL has been corrected.
	5-91÷5-98	The pages have been added.
	5-96	The Appendix 5.3.6 has been added.
08.06	0-1	Maintenance Manager and Quality Manager have been replaced
	0-13	In chapter 0.1 “TABLE OF CONTENTS” correction of typo in text
	0-17÷0-19	Chapter 0.3 “List of effective pages” has been updated.

Edition/ Revision	Modified pages	Description
	0-21	In chapter 0.4 added a new Holders of MOE.
	0-22	Chapter 0.3 “List of Revision” has been updated.
	0-24÷0-25	A new description of change No. 06 of the MOE has been added to point 0.4.
	1-7	In section 1.3.3 the Deputy of the Maintenance Manager has been changed. In section 1.3.4 the Engineering Manager has been changed.
	1-10	In point 1.4.3 deputy Maintenance Manager has been replaced.
	1-10÷1-11	In point 1.4.4 responsibility of Line Maintenance Manager has been updated.
	1-12	In point 1.4.6 the Engineering Manager and his deputy have been replaced.
	1-16	In chapter 1.5 new positions have been added: ENGINEERING PLANNING Manager and MAINTENANCE RECORDS Manager.
	1-19	In point 1.7.3 administration staff has been corrected.
	1-25	In point 1.9.1 have been made following changes: 1. In the " Aircraft Type/Groupe Rating" column, in Kishinev a/p added ANTONOV AN-74 (D-36) and AIRBUS A319/A320/A321 with engine IAE PW1100G. 2. In the "Limitation" column, the aircraft models have been adjusted in accordance with the “List of aircraft type ratings for Appendix I to AMC to Part-66”.
	1-27	In point 1.9.1 added Note 9
	2-35	Point 2.13.2.2 specifies which documentation should be used during technical maintenance of the An-74 aircraft.
	2-44	Point 2.16.1.6. The text has been added due to the technical maintenance of the An-74 aircraft.
	2-78	Point 2.28.3. The storage location of originals and copies of maintenance documents has been clarified.
	4-6	Chapter 4.3. The storage location of originals and copies of maintenance documents has been clarified.
	5-83	Chapter 5.3.The names of the maintenance line stations have been changed.

0.7 ABBREVIATIONS

A/C	Aircraft
AD	Airworthiness Directive
AIDS	Aircraft Integrated Data System
AM	Accountable Manager
AMC	Acceptable Means of Compliance
AMM	Aircraft Maintenance Manual
AMO	Approved Maintenance Organization
AMP	Aircraft Maintenance Program
BM	Base Maintenance
CRS	Certificate of Release to Service
CT	Technical requirements
C/S	Certifying Staff
D	Deferred
DMI	Deferred Maintenance Item
DVI	Detail Visual Inspection
EASA	European Aviation Safety Agency
ETOPS	Extended Range Twin-Engine Operational Performance Standards
EWIS	Electrical Wiring Interconnection System
ECM	Engine Condition Monitoring
EU	European Union
FAA	Federal Aviation Administration
FCOM	Flight Crew Operating Manual
FDR	Flight Data Recorder
FTS	Fuel Tank Safety
GMT	Greenwich Mean Time
GSE	Ground Support Equipment
IPC	Illustrated Parts Catalogue
LCS	List of Certifying Staff
LM	Line Maintenance
LMEM	Line maintenance engineer - mechanic
LMEA	Line maintenance engineer - avionic
LMP	List of Modification Performed
MEL	Minimum Equipment List
MH	Man Hour
MJC	Maintenance Job Card
MJO	Maintenance Job Order
MME	Maintenance Management Exposition
MOE	Maintenance Organization Exposition
MS	Maintenance Schedule
MCS	Maintenance Certifying Staff
NAA	National Aviation Authority
PF	Pre-flight Check
PFR	Post Flight Report
QA	Quality Assurance
QAM	Quality Assurance Manager
S/N	Serial Number
SB	Service Bulletin
SM	Safety Manager
SRM	Structural Repair Manual
TD	Technical Documentation
TLB	Technical Logbook
TCH	Type-Certificate Holder
UTC	Coordinated Universal Time
WH	Working Hours
SMS	Safety Management System

0.8 DEFINITIONS

The following definitions are given to assist in the interpretation of this manual:

Accountable manager - means the manager who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by competent authorities.

Aircraft - Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

Aircraft component - means any assembly/item/component/part of an aircraft up to and including a complete power plant and/or any operational/ emergency equipment.

Approved data - means any information necessary to ensure that aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft, or serviceability of operational and emergency equipment as appropriate, is assured.

Approved by the Authority - means any approved by the Authority directly or in accordance with the procedure approved by the Authority.

Briefing - means getting acquainted the flight crew with the aircraft system's condition in order to facilitate preparing the crew for the flight.

Certifying staff - means those personnel who are authorized by the approved maintenance organization in accordance with a procedure acceptable to the authority to certify aircraft or aircraft components for release to service.

Debriefing - means receiving the information from the flight crew in details about systems operated within every flight bases.

Engine - a unit used or intended to be used for aircraft propulsion. It consists of at least those components and equipment necessary for functioning and control, but excludes the propeller (if applicable).

Inspected - the examination by visual / test procedures of a part / component / assembly to establish conformity with an approved standard.

Human Factors principles - Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

Human performance - Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

Maintenance -The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

Manufactured - the production of a new part/component/assembly in conformity with an approved standard.

MOE - Maintenance Organization Exposition

Modification - means the alteration of an aircraft/aircraft component in conformity with an approved standard.

Modified - the alteration of a part/component/assembly in conformity with an approved standard.

Preflight inspection - means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight. It does not include defect rectification.

Post flight report - means automatic print out recorded faults during flight by onboard printer.

Repair - The restoration of an aeronautical product to an airworthy condition as defined by the appropriate airworthiness requirements.

Repaired - the restoration of a part/component/assembly to a serviceable condition in conformity with an approved standard.

Rejected - means components or expendables which are not accepted during incoming inspection and placed in quarantine area until final decision.

Scrapped - means components or expendables which are determined by inspection personnel as condemned for destruction.

Secondary educational level - means completion of aviation technical (mechanic or avionics).

Supplier - any company receiving an order from “Sky Technics” for supply is termed a supplier. Various types of suppliers exist, depending on whether or not they are the proprietors of the definition of their product (co-operator, vendor, manufacturer, subcontractor, repair agent, etc.).

State of Design - The State having jurisdiction over the organization responsible for the type design.

Type Certificate - A document issued by a Contracting State to define the design of an aircraft type and to certify that this design meets the appropriate airworthiness requirements of that State.

0.9 LIST OF DIRECTIVE AND GUIDANCE DOCUMENTS

This MOE has been developed in accordance with the requirements of the following guidance documents and directives:

- Aviation Code of the Republic of Moldova no. 301 dated 21.12.2017.
- Government Decision for the approval of the Regulation on the continuing airworthiness of aircraft and aeronautical products, parts and appliances and authorization enterprises and staff with responsibilities in the field, nr. 641 from 17.12.2019. (Parts requirements: Part-M, Part-145, Part-66, Part-147)
- Circular CAA RM no. 02-22/04/2019 from 22.04.2019.
- CT - Conditions for maintenance staff certifications from companies located outside the Republic of Moldova nr. 04 GEN from 09.02.2021.
- UG.CAO.00024-008 - User Guide for Maintenance Organization Exposition from 05.03.2020
- AMC&GM-145 - Acceptable means of compliance and guidance materials to Regulation on continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organizations and personnel involved in these tasks, approved through Government decision no. 641/2019.

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PART 1

MANAGEMENT

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1.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

(Ref. 145.A.70 (a)1, GM 145.A.70(a), 145.A.90 (a)).

This exposition defines the organization and procedures upon which the CAA RM approval of "Sky Technics" S.R.L. Maintenance Organization under Section A of Annex II (Part-145) of Government Decision No. 641/2019 is based.

These procedures are approved by the undersigned Accountable Manager and must be complied with, as applicable in order to ensure that all the maintenance activities are carried out on time to an approved standard.

Personnel of the approved organization shall adhere to this Exposition, applicable regulations, related Company's processes and the safety standards as main principles and will respect the Human Factors aspects and limitations.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the CAA RM from time to time where these new or amended regulations are in conflict with these procedures. Documentation amendment system ensures exposition updating so that it every time complies with the legislation and with the real work performed.

The CAA RM will approve this organization whilst CAA RM is satisfied that the procedures are being followed and work standards maintained. It is further understood that CAA RM reserves the right to suspend, limit or revoke the approval of the organization, as applicable if CAA RM has evidence that procedures are not followed, and the standards not upheld.

Signed: ..... Dated: 23.04.2024

Mr. Mihail Stolearenco
Accountable Manager / Director
For and on behalf of "Sky Technics" S.R.L.

NOTE 1: In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity. Whenever the Accountable manager is changed it is important to ensure that the new Accountable Manager signs this statement at the earliest opportunity as part of his' acceptance by the approving competent authority. Failure to carry out this action invalidates the Company's approval.

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1.2 SAFETY AND QUALITY POLICY

(Ref. 145.A.30(a)2, 145.A.65(a), AMC 145.A.65(a), AMC 145.A.65(b), 145.A.70(a)2)

Part-145 AMO “Sky Technics” The Safety and Quality Policy of AMO "Sky Technics" includes a provision obliging the organisation to:

- Apply human factors principles.
- Encourage personnel to report maintenance related errors/incidents to meet Part-145 requirements.
- Recognize safety as a prime consideration at all times for all the staff.
- Recognize that compliance with procedures, quality standards and regulations is the duty of all personnel.
- Recognize the need for all personnel to cooperate with the quality auditors.
- Ensure that safety standards are not reduced by commercial imperatives.
- Ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt.
- Train all organization staff to be aware of human factors and set a continuous training program in this field.

All staff is advised that “Sky Technics” will not initiate disciplinary actions against an employee who discloses an incident or occurrence involving flight safety. This policy cannot apply to criminal, international or regulatory infractions.
It is the company's policy that an unpremeditated or inadvertent lapse should not incur any punitive action, but a breach of professionalism may do so. It may be necessary to stand down (suspended) an individual pending investigation. This should not be interpreted as punitive action but, rather, as a precautionary safety measure.
As a guideline, individuals should not attract punitive action unless:

a) The act was intended to cause deliberate harm or damage.
b) The person concerned does not have a constructive attitude towards complying with safe operating procedures.
c) The person concerned knowingly violated procedures that were readily available, workable, intelligible and correct.
d) The person concerned has been involved previously in similar lapses.
e) The person concerned has attempted to hide their lapse or part in a mishap.
f) The act was the result of a substantial disregard for safety.

This does not mean to say that individuals will incur punitive action if they meet one of the above conditions; each case will be considered on its merits.
If it is deemed appropriate to take action concerning an individual, this need not necessarily be punitive, nor should be considered as such. The action shall always be whatever is appropriate to try to prevent a re-occurrence of the problem. Action may take the form of additional training, monitoring by a supervisor, an interview with a manager to ensure that the individual is fully aware of the implications of their actions, etc. Only in the worst case would dismissal be considered as appropriate action.

The above disciplinary actions do not contradict but supplement qualifications and conditions for company authorizations issue as exposed in Part 3 of this manual.

Maintenance procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all organisation’s employees to report any differences via their organisation’s internal occurrence reporting mechanisms.

All procedures, and changes to those procedures, should be verified and validated before use where practicable.

The organisation has created a quality system that includes the following:

1. Independent audits in order to monitor compliance with required aircraft/aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components. In the smallest organisations the independent audit part of the quality system may be contracted to another organisation approved under this Part or a person with appropriate technical knowledge and proven satisfactory audit experience; and

2. A quality feedback reporting system to the person or group of persons specified in point 145.A.30(b) and ultimately to the accountable manager that ensures proper and timely corrective action is taken in response to reports resulting from the independent audits established to meet point (1).

1.3 MANAGEMENT PERSONNEL

(Ref. GM 145.A.10, 145.A.70 (a)3, 145.A.30(a), AMC 145.A.30(a), 145.A.30(b)1, 145.A.30(b)2, 145.A.30(b)4, AMC 145.A.30 (b), 145.A.30(f), AMC 145.A.30(f))

The management personnel carry out the supervision of the processes of aircraft (a/c components) maintenance and ensure the functionality of Quality System within the aircraft maintenance operations in PART-145 AMO. The management personnel bear full responsibility for the compliance with the requirements laid in this MOE.

1.3.1 Accountable Manager

Mr. Mihail Stolearenco - Accountable Manager / Director AMO "Sky Technics"

1.3.2 Nominated Personnel

Mr. Pavel Ixari	- Maintenance Manager (MM);
Mr. Mihail Pantea	- Quality Manager (QM);
Mr. Aleksei Loginov	- Base/Line Maintenance Manager (BMM/LMM);
Mr. Vasile Iuzifovici	- Line Maintenance Manager (LMM);
Mr. Andriy Zadiran	- Line Maintenance Manager (LMM);
Mr. Kostiantyn Ponomarenko	- Line Maintenance Manager (LMM);
Mr. Tsariuk Aleksandr	- Line Maintenance Manager (LMM).

1.3.3 Deputy Nominated Personnel

n order to ensure continuity of supervision of its operations AMO "Sky Technics" appoint deputy of nominated post holders in case of temporary absence, as listed below:

Management personnel list	Nominated Managers	Deputies
Accountable Manager/Director	Mr. Mihail Stolearenco	Maintenance Manager
Maintenance Manager	Mr. Pavel Ixari	Mr. M. Graur
Quality Manager	Mr. Mihail Pantea	SMS Manager
SMS Manager	Mr. Oleg Coroi	Quality Manager
Line Station Manager in Chisinau a/p	Mr. Vasile Iuzifovici	Maintenance Manager
Base Maintenance/Line Station Manager B747-400 Sharjah a/p	Mr. Aleksei Loginov	Mr. R. Yoldashov
Line Station Manager B747-200/300, A300-600 in Bishkek a/p	Mr. Andriy Zadiran	Mr. A. Grabchak
Line Station Manager B747-200/300, A300-600 in Sharjah a/p	Mr. Kostiantyn Ponomarenko	Mr. A. Grabchak
Line Station Manager B747-200/300, A300-600 in Baku a/p	Mr. Aleksandr Tsariuk	Mr. A. Grabchak
Responsible NDT Level 3	Mr. Tesfaye Deneke Woldeyes	n/a

* In case of post holder's absence for more than 14 days, the Organisation issues an order for replacement in accordance with paragraph 1.3.3 of the MOE.

1.3.4 Managers

Mr. Mihail Graur - Engineering Manager
Mr. Dumitru Noroc - Logistic Manager - Store Man

1.3.5 Responsible NDT Level 3

Mr. Tesfaye Deneke Woldeyes - Authorized NDT Level 3

1.4 DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT PERSONNEL

(Ref. 145.A.70(a)4, 145.A.30(a)1, 145.A.30(a)2, 145.A.30(b)1, AMC 145.A.10, AMC 145.A.30(b), AMC 145.A.30(c), AMC 145.A.30(d), 145.A.65(c)1, 145.A.65(c)2, AMC 145.A.65 (c)1, AMC 145.A.65(c)2, 145.A.30(c), AMC145.A.30(a), GM145.A.70(a), AMC 145.A.30 (f) 145.A.35(i),145.A.90(b))

1.4.1 Accountable Manager

The Accountable Manager is to organize and administer the company to ensure that the Part-145 AMO is of the highest possible technical standards. His major responsibilities and duties are:

- ensure that maintenance carried out by the approved organization meets the standards required by CAA RM;
- he is responsible for establishing and promoting the safety and quality policy specified in 145.A.65 (a);
- nominate the management staff;
- ensure that the necessary finance, manpower resources and facilities are available to enable the organisation to perform the maintenance to which it is committed for contracted operators and any additional work which may be undertaken;
- supervise of the progress of the corrective actions/review of the overall results in terms of quality;
- ensure the competence of all personnel including management personnel has been assessed;
- responsible to return the Approval to the competent authority in case of surrender or revocation;
- in case of absence for 3 days or more, deputy will be in charge.

The duties and responsibilities associated with this post are held by: ***Mr. Mihail Stolearenco.***
In case of his absence**,** ***Mr. Pavel Ixari*****,** will be in charge.

1.4.2 Quality Manager (QM)

The Quality Manager (QM) is responsible for establishing of an independent quality system to monitor compliance with the requirements and keep the Accountable Manager always informed on the compliance status of the Organization. Monitoring the Quality System includes requesting remedial action as necessary by the Accountable Manager and the nominated persons. The (QM) reports directly to the Accountable Manager in order to ensure that the "independence" of the quality monitoring function of the Organization is maintained. The Quality Manager (QM) reports directly to the Accountable Manager in the event of any reported discrepancy not being adequately attended to by the relevant person or in respect of any disagreement over the nature of a discrepancy.

With specific reference to the Part-145 approval, the Quality Manager (QM) is responsible for:

- establishing an independent quality assurance system to monitor compliance of the Part-145 organisation with CAA RM requirements;
- he shall have direct access to the Accountable Manager on matters concerning the quality system;
- defines the human factors and safety principles to be implemented within the organization;
- responsible for implementing a quality audit program in which compliance with all maintenance procedures is reviewed at regular intervals in relation to each type of aircraft (or component) maintained (including the management and completion of audits and production of audit reports).He should ensure that any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her manager;
- He/she is responsible for follow-up and closure of any non-conformance;
- Quality Manager should establish regular meetings with the Accountable Manager to appraise the effectiveness of the quality system. This will include details of any reported discrepancy not being adequately addressed by the relevant person or in respect of any disagreement concerning the nature of a discrepancy;

- responsible for monitoring the amendment of the organisation's procedures and standard practices (MOE, including the associated procedure(s)) and their compliance with the current revision of Part-145 plus any other applicable regulatory requirement and guidance material issued by CAA RM;
- responsible for submission of the MOE and any associated amendments, to the competent authority for approval (which includes completion of and submission of CAA Form 2, CAA Form 4 or equivalent);
- responsible for assessing contractors and suppliers of new and used components and materials for satisfactory product quality in relation to the needs of the organization;
- responsible for issue /renewal/cancellation of Part-145 certifying staff authorizations;
- responsible for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity (145.A.60, AMC M.A.202(a));
- responsible for establishing feedback from maintenance incidents/issues and feeding this back into the continuation training program;
- responsible for assessing Subcontractors working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of CAA RM. He is also responsible for assessing external specialist services required to be used by the organization in the performance of maintenance;
- responsible for acceptance on temporary or occasional cases base maintenance tasks (AD's, SB's) to be performed by a line maintenance station.
- responsible for the notification to the competent authority, as applicable according to the procedures established in the MOE, of maintenance activities conducted outside the approved locations.
- collecting and analyzing feedback from continuation training courses in order to find out deficiencies in organization's procedures and instructions;
  In case of absence for 3 days or more, deputy will be in charge.

The duties and responsibilities associated with this post are held by: ***Mr. Mihail Pantea.***
In case of his absence, ***Mr. Oleg Coroi*** will be in charge.

1.4.3 Maintenance Manager

The Maintenance Manager is to administer and control the maintenance organisation and organize all maintenance activities including the supervision and management of the Stores & Tool Crib Sections. Maintenance Manager reports directly to the Accountable Manager.
His responsibilities are:

- responsible for the satisfactory completion and certification of all work required by contracted operators/customers in accordance with the work specification (Work Order and approved MOE procedures);
- responsible for ensuring that the organization's procedures and standards are complied with when carrying out maintenance;
- responsible for ensuring the competence of all personnel engaged in maintenance;
- responsible of establishing a program of training and continuation training using interval and/or external sources;
- responsible for ensuring that all sub-contract orders are correctly detailed and that the requirements of the contract/order are fulfilled in respect of inspection and quality control;
- is responsible for providing feedback to the Quality System about the services provided by contracted Organizations, Subcontractors;
- responsible for responding to quality deficiencies in the area of activity for which he/she is responsible, which arise from independent quality audits;
- responsible for ensuring, through the workforce under his control, that the quality of workmanship in the final product is to a standard acceptable to the organization and CAA RM;
- responsible for the implementation of the safety policy and human factor issues;
- responsible for availability of facilities appropriate to the planned work including hangars, workshops office accommodation, stores as applicable for the planned work;

- responsible for availability of a working environment appropriate to the tasks being undertaken;
- responsible for the incoming inspection of components, materials, tools and equipment, the related classification, segregation and storage according to the manufacturer's recommendations;
- responsible to develop a production planning system appropriate to the amount and complexity of the maintenance scope of work;
- responsible for availability of tools, equipment and materials to perform the planned tasks;
- responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed;
- responsible for availability of all necessary maintenance data as required by 145.A.45;
- responsible to record and notify any inaccurate, incomplete or ambiguous procedure, practice information or maintenance instruction contained in the maintenance data used by maintenance personnel to the author of maintenance data;
- responsible to provide a common work card or worksheet system to be used throughout of the organisation and ensure such documents comply with 145.A.45 (e);
- responsible for notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and the acceptability of standards (Accountable Manager to be officially informed of any lack of 25% of available Man-Hours over a calendar month);
- responsible for supplying the necessary technical documents for customers and storage of the organization's technical records;

In case of absence for 3 days or more, deputy will be in charge.
The duties and responsibilities associated with this post are held by: ***Mr. Pavel Ixari***
In case of his absence, ***Mr. Mihail Graur*** will be in charge.

1.4.4 Line Maintenance Manager

The Line Maintenance Manager is responsible for:

- compliance with this duty regulations, organisation's procedures and standards for maintenance, compliance with the requirements of present MOE;
- the administration, supervision, efficiency and discipline of all personnel under his control for ensuring that health and safety standards are maintained.
- line station activity in accordance with the requirements of Part-145, the CAA RM, Accountable Manager Orders, instructions and guidance of Maintenance Manager;
- ensuring notification to the Maintenance Manager and Quality Manager of any serious defect (in accordance with MOE, Part 2.18).
- all Line maintenance, plus the elimination of any defect is made in full and according to the maintenance instructions;
- ensuring that all necessary corrective actions resulting from audits are taken timely to fix findings and are efficient.
- implementation of the policy and safety issues in the field of human factors, as well as providing messages about the current state of the A/C in relation to airworthiness;
- Maintenance Manager deficiencies with regard to safety, completeness of maintenance performance, change of the terms and availability of resources for its implementation;
- all necessary operational data for maintenance and storage of technical records of the Organisation, providing the necessary technical documentation to the Maintenance Manager;
- the availability of maintenance facilities and means appropriate to the proposed work, including offices, workshops, warehouses, if it is necessary to carry out planned activities;
- maintaining an appropriate working environment for performed tasks;

- availability of tools, equipment and materials to perform routine tasks;
- a sufficient number of competent personnel for the planning, execution control, completion and certification of the work performed;
- ensuring the competence of all personnel engaged in maintenance by participating in the program of initial and continuing education, using internal and external sources;
- arranging maintenance at non-maintenance stations.
- satisfactory completion and certification of works performed according to the requirements of regulatory documents in accordance with the specification of works;
- organising and maintaining procedures for entering / saving maintenance records, accounting failures and faults on A/C at the place of line station activity;
- ensuring safe conditions for carrying out activities of maintenance of aircraft.

Cary out other duties as may be requested by the AMO Maintenance Manager.

The duties and responsibilities associated with this post are held by:

1. Mr. **Vasile Iuzifovici** – L.S. Chisinau a/p.

In case of his absence, Mr. **P. Ixari** will be in charge.

2. Mr. **Aleksei Loginov** – L.S. Sharjah a/p.

In case of his absence, Mr. **R. Yoldashov** will be in charge.

3. Mr. **Andriy Zadiran** – L.S. Bishkek a/p

In case of his absence, Mr. **A. Grabchak** will be in charge.

4. Mr. **Kostiantyn Ponomarenko** – L.S. Sharjah a/p (B747-200/300/ A300-600).

In case of his absence, Mr. **A. Grabchak** will be in charge.

5. Mr. **Aleksandr Tsariuk** – L.S. Baku a/p

In case of his absence, Mr. **A. Grabchak** will be in charge.

1.4.5 Base Maintenance Manager

Head of Base Maintenance reports to the Accountable Manager.
The Base Maintenance Manager is responsible for ensuring that all maintenance required to be carried out in the hangar, plus any defect rectification carried out during base maintenance, is carried out to the design and quality standards specified in 145.A.65(b). The Base Maintenance Manager is also responsible for any corrective action resulting from the quality compliance monitoring of 145.A.65(c).
He/She is responsible are:

- responsible for the satisfactory completion and certification of all work required by contracted operators/customers in accordance with the work specification;
- responsible for ensuring that the organization's procedures and standards are complied with when carrying out base maintenance;
- responsible for ensuring that all sub-contract orders are correctly detailed and that the requirements of the contract/order are fulfilled in respect of inspection and quality control;
- responsible for responding to quality deficiencies in the area of activity for which he/she is responsible, which arise from independent quality audits;
- responsible for ensuring, through the workforce under his control, that the quality of workmanship in the final product is to a standard acceptable to the organization and CAA RM;

- responsible for the implementation of the safety policy and human factor issues;
- responsible for availability of facilities appropriate to the planned work including hangars, workshops office accommodation, stores as applicable for the planned work;
- responsible for the incoming inspection of components, materials, tools and equipment, the related classification, segregation and storage according to the manufacturer's recommendations;
- responsible to develop a production planning system appropriate to the amount and complexity of the maintenance scope of work;
- responsible for availability of tools, equipment and materials to perform the planned tasks;
- responsible for availability of sufficient competent personnel to plan, perform, supervise, inspect and certify the work being performed;
- responsible for availability of all necessary maintenance data as required by 145.A.45;
- ensure that all maintenance activities and defect correction is done in respect and accordance with Part-145, approved data and organization's procedures;
- responsible that all maintenance of the aircraft performed on time and completed;
- perform corrective action requested by Quality Manager.

The duties and responsibilities associated with this post are held by: ***Mr. A. Loginov***
In case of his absence, ***Mr. R. Yoldashov*** will be in charge.

1.4.6 Engineering Manager

Engineering Manager is responsible for day-to-day running of engineering department, production planning and maintenance coordination. His main function is to organize an effective coordination and control on activity between engineering department and Line Maintenance department in order to ensure that all engineering and planning activities have been performed in respect of CAA RM requirements, aircraft/component manufacturer requirements and this MOE.

The duties of engineering manager are:

- ensuring the availability of all necessary data as required by 145.A.45;
- definition of the approved data required for the scope of activity, checking of availability of current maintenance data;
- supplying the necessary technical documents for customers and storage of the organization's technical records;
- recording and notifying any inaccurate, incomplete or ambiguous procedure, practice information or maintenance instruction contained in the maintenance data used by maintenance personnel to the author of maintenance data;
- providing a common work card or worksheet system to be used throughout of the organization and ensuring such documents comply with 145.A.45 (e);
- preparation and launching of the tasks according to the work order/contract, checking that the maintenance operations required by contract with the operator or the customer are carried out and certified in accordance with the current rules and procedures;
- storage of all maintenance documents;
- keeps and maintains the technical libraries with all external and internal Maintenance Data;
- reviews and implements actions in response of AD, SB and Service Letters;

The duties associated with this post are held by: ***Ms. Mihail Graur.***

In case of her absence, ***Mr. Pavel Ixari*** will be in charge.

1.4.7 Logistics Manager-Store Man

Logistic Manager-Store Man responsible for:

- Issuing of Purchase Orders for all Engineering and Maintenance associated Material inclusive of commercial items, related to engineering equipment.
- Ensure Purchase Orders (inclusive of Loan, Exchange and Repair Orders) for aircraft parts and material shall be issued to acceptable and appropriately approved sources of supply as requested by an authorized aircraft maintenance/engineering person.
- Ensure that all Purchase Orders for aircraft parts and/or material clearly state full and complete details of the Parts and materials requested, including but not limited the full Part Number with the “Dash” number for components and the full specification for material inclusive of the Illustrated Parts Catalogue reference.
- Ensure that all Purchase Orders for parts identified by the Aircraft or Engine manufacturer as Standard parts specify that they must be supplied together with a Statement of Conformity unless they are the subject of Specific Product Approvals such as a TSO (Technical Standing Order).
- Maintain the level of Component and Material Inventory to that defined by the Engineering Department and verified by the Line Maintenance Manager.
- Ensure customs clearance of all Imports/ Exports. Liaise with the clearing agency for customs clearance. Provide catalogues for correct application of duty. Certify Bills of Clearing Agency for Receipt / Export of materials and attend any other matters pertaining to customs clearance
- Liaise with Customs for requisite permissions related to Imports / Exports pertaining to Engineering.
- Maintain Maintenance Tool stores, storage of test and measuring equipment in accordance with rules.
- Maintain a Control Register of the engineering assets of the AMO.
- Verify the shelf life of components and material in accordance with the manufacturers’ recommendations and those of the QM.
- Ensure the storage environment is suitable and in compliance with the Regulatory Requirements for the storage of aircraft parts and materials.
- Manage an accepted stores system with a quarantine store for the segregation of unserviceable items and those recently received items awaiting inspection for transit damage and conformity with the Purchase Order, from items proven to be serviceable.
- Maintain records of all material and aircraft parts received including their release Certification to ensure traceability.
- Ensure rapid dispatch of unserviceable components for repair, test or overhaul suitably packed in accordance with ATA 300.
- Ensure that all items proven serviceable by stores inspection have an Issue Label to enable traceability in the system.
- Ensure the appropriate training of all staff is undertaken, and that specialist training and regulatory approvals are in place with regard to the packing and dispatch of energy stored bottles including but not limited to CO2/O2 bottles, Aircraft Battery’s and Explosives i.e. Fire Extinguishers, and parts sensitive to static charge.
- Provide suitable storage of flammable materials like paints, thinners, solvents etc. in accordance with the Regulatory Requirements for the storage of such material.
- Ensure that all staff under his control are trained in respect to the Dangerous goods manual and established procedures, and in respect thereof, are enforced.

Logistics Manager - Store Man should be performed incoming inspection of components, parts, materials, tools and equipment, the related classification, segregation and storage according to the manufacture’s recommendations.

The duties and responsibilities associated with this post are held by: ***Mr. Dumitru Noroc.*** In case of his absence, ***Mr. Vasile Iuzifovici*** replaces him.

1.4.8 SMS Manager

The Safety Manager (SMS) reports directly to the Accountable Manager.
The function of the Safety Manager is to maintain Safety Management System, monitor and to promote flight safety.

The Safety Manager Authority consists in to:

- Has direct access to the Accountable Manager;
- Has direct access to all departments at all levels;
- Must not be one of the nominated Head of Departments;
- Request/ conduct audits in connection with any aspect of the operation.

The Safety Manager Accountability is to:

- Provides advice and assurance relating to safety issues and performance; internal, external and international safety initiatives and requirements;
- Maintaining and continuous improving Safety Management System and developing Safety Policy;
- Establishes safety standards;
- Establishes a system for safety management education and safety awareness;
- Establishes a safety audit and surveillance system;
- Establishes industry liaison on safety matters; and Establishes safety relations with international bodies including ICAO.

The Safety Manager is responsible for:

- Managing the SMS implementation on behalf of the Accountable Manager;
- Developing and maintaining a safety management policy;
- Establishing and maintaining a safety management system including arrangements for identifying, reporting, tracking and correcting safety issues and for the initiation of preventive action where necessary;
- Providing guidance and direction for the planning, implementation and operation of the organization's safety management system;
- Undertaking safety audits of all operational and maintenance units and corporate aspects of safety management;
- Undertaking ongoing review of the safety management system to evaluate its effectiveness and ensuring that improvements are made where required;
- Overseeing the performance of “Sky Technics” safety management activities and providing advice on potential improvements to safety performance;
- Reviewing and reporting on compliance with safety management policies, plans, systems and procedures and regulatory requirements and standards;
- Ensuring safety issues are reported in a timely manner to the Accountable Manager;
- Designing, developing and managing an effective audit program directed toward the highest risk exposures to the safe operation of the Company;
- Designing, developing and managing an effective safety surveillance program;

- Ensuring that Safety Department managers and staff are aware of and held accountable for their safety performance;
- Ensuring that Safety Department staff members are trained, qualified and competent to discharge their safety related obligations;
- Developing and promoting safety management training across "Sky Technics";
- Recognizing and reporting hazards and promotes effective safety reporting;
- Providing information regarding safety issues within the organization;
- Performing/facilitating hazard identification and safety risk analysis;
- overseeing hazard identification systems;
- Be involved in occurrence/accident investigations;
- Monitoring corrective actions and evaluating their results
- Promoting safety throughout at the SKY TECHNICS:
- Chairing the Safety Committee (SC) and performing secretariat functions related thereto;
- Participating in various committees to provide advice and to monitor the alignment of activities with the policy and safety targets;
- Identifying resources needed for effective implementation of the SMS;
- Identifying and proposing the suspension of all work process or activity which presents an imminent and serious danger to life and / or property risk;
- leading or participating in the conduct of occurrence investigation, as appropriate;
- Providing periodic reports on the organization's safety performance;
- Maintaining records and safety documentation;
- Providing independent advice on safety matters
- Conducting safety audits, surveys and inspections of any aspects of the operation;
- Developing and promoting safety management training across SKY TECHNICS.
- Performing Risk Assessment for any maintenance activity.

The duties and responsibilities associated with this post are held by: ***Mr. Oleg Coroi***
In case of his absence, ***Mr. Mihail Pantea*** will be in charge.

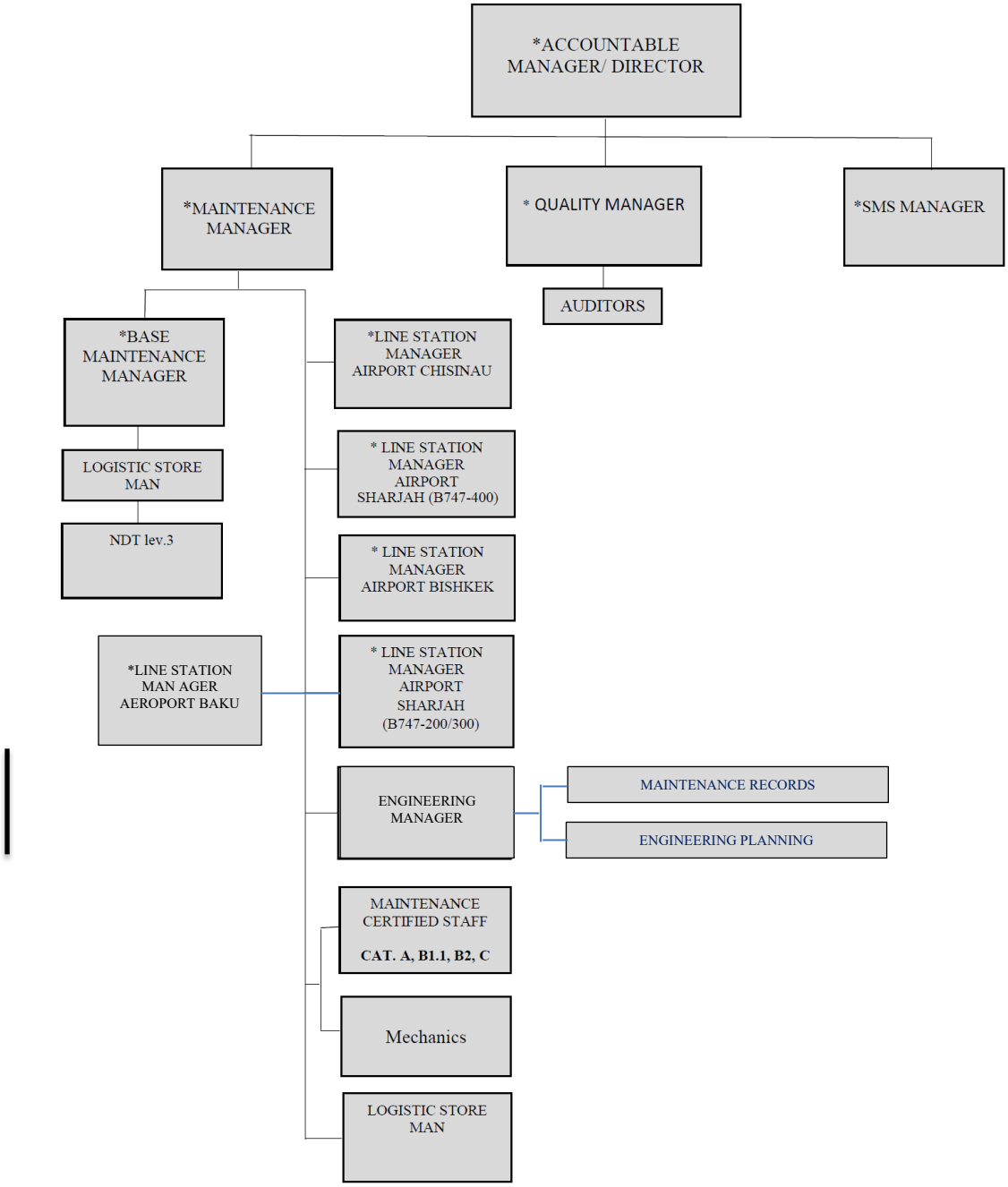
1.4.9 Responsible NDT Level 3 - duties and responsibilities

- He is responsible to ensure that the applicable NDT requirements (e.g.145.A.30(e), EN 4179) are met and to act on behalf of the organization in this area;
- He is responsible to develop the procedures describing the specific technique(s) within each NDT method in use by the Organisation.
- He is responsible to develop and approve the NDT – Testing Manual (Ref.STH.NDT-01.00)
- He is responsible to develop the procedures for the qualification and certification of NDT personnel.

The duties and responsibilities associated with this post are held by ***Mr***. ***Tesfaye Deneke Woldeyes.***

1.5 MANAGEMENT ORGANISATION CHART

(Ref. 145.A.70 (a) 5)



***CAA Form 4 POST HOLDERs.**

NOTE: The responsibilities of a Nominated person cannot be delegated to other Manager, unless such Manager is identified as “Deputy Nominated Person” for the related function. The duties of any Nominated Person may be delegated to other Managers who are reporting to him. In absence of the Nominated
person the Deputy of Nominated Person is responsible to fulfil all obligations and responsibilities of the Nominated Person.

Accountable Manager is responsible for candidates’ nomination to postholder position. He organizes a meeting with candidates and checks how they meet the qualification requirements for appropriate position. Before the meeting candidates must provide documents with evidence of qualification (copies of diploma, attended courses certificates, etc.). During the meeting Accountable manager verifies how the candidate knows the appropriate procedures and requirements. If the candidate is acceptable, his nomination is submitted to CAA RM by sending filled CAA Form 4 for CAA RM approval.

1.6 LIST OF CERTIFYING STAFF, SUPPORT AND AIRWORTHNESS STAFF

(Ref. 145.A.30 (g), 145.A.30 (h)1, 145.A.30 (h)2, 145.A.30 (j)1, 145.A.30 (j)2, 145.A.30 (i), 145.A.30 (k), 145.A.35 (a), 145.A.36, AMC 145.A.30(g), AMC 145.A.30(h), AMC 145.A.36, 145.A.70 (a) 6, Appendix IV, 145.A.75 (f))

1.6.1 Certifying Staff (C/S) and Support Staff (S/S)

1.6.1.1 Scope of the National License Part-66 (CAA Republic of Moldova) by Comparison to EASA Certifying Staff Categories

Part-66 licenses, held by "Sky Technics" certifying staff, are recognized and validated by the CAA RM, and CAA RM recognize all specified therein ratings, categories and restrictions for performance of maintenance works, which are relevant to categories and limitations specified in item 1.9 of present MOE.

The Aircraft Maintenance Licenses Part-66, issuing by the CAA of Republic of Moldova in accordance to Moldavian national licensing standards, fully comply with Chapter 4.2 and Chapter 5 of Annex I to ICAO Chicago convention.

1.6.2 Categories of Certifying Staff and Support Staff

Categories of Certifying and Support staff related to AMO "Sky Technics" scope of approval are listed in approved LIST OF CERTIFYING STAFF. Certifying Staff is authorized personnel who have been appointed by AMO "Sky Technics" Quality System to return A/C to operation after maintenance, to perform preventive maintenance and modifications for which the organization is approved.
The privileges to be granted under the AMO approval for all Certifying staff and support staff categories:

- Aircraft Line maintenance certifying staff:
  - Category A;
  - Category B1;
  - Category B2.
- Aircraft Base maintenance certifying staff:
  - Category C;
- Specialized Service staff is described in MOE 3.4 together with the whole process of assessment and authorisation.

This appointment is based on individuals experience, education and training as described in Section 3.4 of this MOE.

"Certifying Staff" (C/S) means staff authorized by AMO "Sky Technics" to release an A/C to service, under the Part-145 approval, following line maintenance.

Category "A" Support Staff means personnel authorized by the Part-145 organization to support the Category B1 or B2 in managing and releasing the A/C to service after maintenance while not necessarily holding certification privileges as B1 / B2 staff.
The **MAINTENANCE CERTIFYING STAFF LIST** (Form STH/MOE-0106-04) is kept in separate document by Quality Manager together with the certifying staff records specified in Section 3.5 of this MOE.

1.6.3 Content of the Maintenance Certifying Staff list

List of Maintenance Certifying Staff is presented in document by QM and based on the requirements of Part-145 approvals Aircraft certifying staff and support staff (UG.CAO.00121-00* in the last revision).

In List of Maintenance Certifying Staff contains the following enrollments:

- No. per list;
- Surname, name;
- Part-66 AML No.& Expiry date;
- Part-145 Authorisation No.& Expiry date
- Sample of the signature;
- Scope of the authorisation;

- Aircraft types;
- Engines types;
- Category (B1.1, B2, A, C);
- Scope/Limitations of the authorisations;
- Number of stamps.

Sample signatures of the Certifying Staff are contained in the Training Participation **Form STH/MOE-0202-19** (Familiarization with MOE Procedures), which is attached to the MOE.

1.6.4 Management of the Maintenance Certifying Staff List

Quality System Manager is responsible for management and relevance keeping of the Maintenance Certifying Staff List. This procedure shall detail the following:

- Identification and management of the list;
- Approval of the list in conjunction with MOE chapter 1.10 and 1.11.
- Retention of records:
- Duration/ location;
- Type of documents (evidences).

The Maintenance Certifying Staff List "Sky Technics" is managed as a separate associated list. Different categories of Certifying Staff and qualification requirements are described in Section 3.4 of this MOE.
Maintenance Certifying Staff List (**Form STH/MOE-0106-04**) can be approved in two ways:

1. Direct Approval (formal approval of CAA RM required). Direct Approval of List of Certifying Staff required in case of **MAJOR changes** – revision of List of Certifying Staff may impact to the AMO "Sky Technics" Capabilities and Approved Scope of Work. (e.g.: Rating A1 – New Aircraft Type, New Scope of Work for existing Aircraft Type; – New Rating, Scope of Work changes for existing Rating).

2. Indirect Approval, such way can be used only in case of **MINOR** (no impact to the "Sky Technics" AMO Capabilities and Approved Scope of Work) revisions of Maintenance Certifying Staff List – in this case CAA delegate rights of Approval to STH Quality Manager. Before Approval revision of Certifying Staff List of "Sky Technics" Quality manager shall review qualification of every candidate I.A.W. Section 3.4 of this MOE, result of such review shall be documented and recorded in Personal Qualification File in accordance with Sections 3.4 and 3.5 of this MOE. Only in case of positive results of qualification review STH Quality Manager will approve revision of Maintenance Certifying Staff List. For traceability and control purposes historical revisions Maintenance Certifying Staff List should be stored in STH Quality Unit for at least three years from the date of approval, current revision of Maintenance Certifying Staff List should be sent to CAA RM in maximum 7 days.

The List must be reviewed periodic in order to maintain it up-to-date. All records pertaining to List of certifying staff as copies of Part-145 authorizations aircraft engineer licenses, training and experience records must be kept in Maintenance Organization office for 3 years, after the persons has left "Sky Technics" AMO (3.5.3).

1.7 MANPOWER RESOURCES

(Ref.: 145.A.70(a)7, 145.A.30(d))

To establish the human resources available to “Sky Technics” AMO for the purpose of planning - and the subsequent performance and supervision of maintenance and inspection activities applicable to the company's approval. The staffing levels contained in this chapter shall be revised twice per year.

1.7.1 Base maintenance

“Sky Technics” AMO ensures employment of sufficient maintenance, planning, engineering, and quality personnel to carry out work on aircraft in accordance with the scope of work and the planned work program. The Maintenance Manager shall continually evaluate manpower resource in accordance with the work loading that the company has sufficient quantity of staff.

1.7.2 Line maintenance

Number of productive staff is determined based on aircraft’s Maintenance Planning Document and intended Line Maintenance activity. Maintenance staffs that have additional privilege to issue the certificates of release to service following maintenance are listed as Certifying Maintenance Staff List. Manpower review is performed at regular period – twice per year.

Function	Full Time Staff	PART/Time Staff	Total Staff
Maintenance certifying staff	66	-	66**
Total: ** Approval separate document Form STH/MOE-0106-04			

1.7.3 Administrative, Quality and Safety activities

To ensure general administration and management of Quality and Safety activities “Sky Technics” AMO has the following personnel:

Function	Full Time Staff	PART/Time Staff	Total Staff
Administration (AM, MM, LSM, BMM*)	8	-	8
Quality System (QM)	1	-	1
Safety Management System (SMS)	1	-	1
Total:			10

1.7.4 Technical support staff

The number of employees dedicated to the performance of the Technical support staff is the following:

Function	Full Time Staff	PART/Time Staff	Total Staff
Engineering Manager	1	1	2
Logistic Manager- Store Man	1	-	1
Total			3

1.7.5 Subcontracted services

"Sky Technics" AMO will involve personnel of subcontracted organizations in performance of specialized works in case of necessity. Subcontracted organizations will provide personnel with required qualification upon demand.
All subcontracted organizations or persons activities shall be conducted under "Sky Technics" AMO Quality system monitoring.

1.7.6 Specialized activities

"Sky Technics" AMO has personnel trained to perform the work for some non-destructive inspections as a borescope inspection training (Ref. STH.BSI-01.02*), Ultrasonic testing (UT), Eddy Current testing (ET), Magnetic particle testing (MT), Liquid Penetrant testing (PT) (Ref. NDT Manual STH.NDT-01.00*). It does not require any special authorisation from the Aviation Authorities and may be performed by one of the licensed B1.1 category personnel and may be performed under the terms and conditions described in item 3.4 of the present MOE.

1.7.7 Contracted staff

"Sky Technics" AMO do not have contracted staff per long term.

1.8 FACILITIES

(Ref.: 145.A.70 (a)8, 145.A.25(a)1, 145.A.25(a)2, AMC 145.A.25(a), 145.A.25(b), AMC 145.A.25(b), 145.A.25(c)1, 145.A.25(c)2, 145.A.25(c)3, 145.A.25(c)4, 145.A.25(c)5, 145.A.25(c)6, 145.A.75(d), 145.A.40(a)iii, Appendix III)

Facilities such a store, line stations, component, base maintenance, or subcontractors' workshops that are not located together with the main facilities of the organization may be covered by the organization approval without being identified on the organization certificate, provided that MOE identifies these facilities and contains procedures to control such facilities, and the competent authority is satisfied that they form an integral part of the approved maintenance organization.

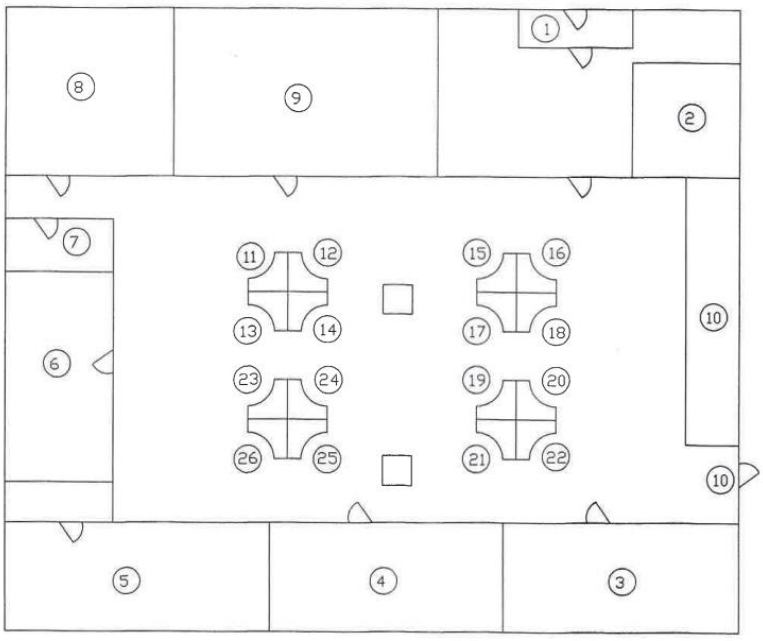
All maintenance facilities are protected against weather elements (such as rain, hail, ice, snow, wind, etc.), dust and airborne contaminants (paint, smoke, etc.). During work in maintenance facilities various noise sources can disturb maintenance personnel. If excessive noise level distracts personnel from carrying out inspection tasks and where is impractical to control those sources – personnel will be supported by personal equipment (headphones) that helps to decrease noise level to the normal. Access to the storage facilities limited to authorized personnel.

The conditions for performing Line maintenance must ensure that work is carried out without excessive stress and fatigue. In this regard, if operating conditions deteriorate to an unacceptable level in terms of temperature, humidity, fog, ice, rain, snow, wind, light, dust or other air pollution, the specific work or type of maintenance must be postponed until acceptable operating conditions are restored. In the case of occurring dust/airborne contamination all the vulnerable systems must be sealing.

Dust and any other airborne contamination are kept to a minimum and not be permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident. Where dust/other airborne contamination results in visible surface contamination, all susceptible systems are sealed until acceptable conditions are re-established.

1.8.1 Principal Place of Business (PPB)

AMO "Sky Technics" S.R.L. is registered in the State Register of Republic of Moldova. Management and Operational control of AMO "Sky Technics" activities are carried out in head office. The head office is equipped with work places for nominated personnel, computers and means of communication (phone, fax, internet, etc.). Office rooms are located in the first floor of the building. Office get natural lighting through the windows, as well as they are furnished with diodes lamps. There are following such rooms in PPB office:



1 – Main entrance
2 – Reception
3 – Office: Accountable Manager
Maintenance Manager
6 – Rest/eating room
7 – WC
9 – Training class
19,20,21,22 – Working places:
Quality Manager
Engineering Manager
SMS Manager
23,24,25,26 – Working places

(Contract de Locațiune N 2-105 Date 09.09.2024)

1.8.2 Postal PPB (surface mail and e-mail) address

All formal communications with “Sky Technics” AMO organization should be addressed to:

Head office:

Independence Street, 40
Kishinev,
Republic of Moldova,
MD-2072
Phone: +373 22 999 803
Fax: +373 22 566-550
E-Mail: office@skytechnics.md
maintenance@skytechnics.md

1.8.3 Base maintenance facilities

“Sky Technics” AMO is based in Sharjah International Airport

The “Sky Technics” AMO may use facilities at the approved location other than a base maintenance hangar for certain aircraft base maintenance tasks, provided that those facilities offer levels of weather and environmental protection that are equivalent to those of a base maintenance hangar, as well as a suitable working environment for the particular work package.
This means that for the executions of the limited Base Maintenance tasks, being for example tasks with limited disassembly, inspection, repair, etc., facilities other than an enclosed hangar could be acceptable subject to a risk assessment, considering the probability and the consequences of the presence of the different hazards, such as local environmental conditions, etc.
This possibility, however, does not exempt an organisation from the requirement to have a base maintenance hangar in order to be approved to conduct base maintenance at a given location. Furthermore, this clarifies that for Aircraft Base Maintenance tasks which requires extensive disassembly, inspection, repair, etc., proper facilities are those that enclose the whole aircraft (being equipped with doors, roof, lateral walls, etc. conforming to a “closed building structure”). Closed facilities are indeed the only means to fully mitigate the risks presented by hazards such as the ingress of rain, hail, ice, snow, dust, and the effects of wind, presence of wildlife such as birds, rodents, etc.

The Sky Technics AMO, is renting space, special tools, GSE and facilities from Gulf Aircraft and Engineering Services (GAES) in accordance with General Terms Agreement for Hangar Rental with its principal place of business at Sharjah International Airport Free Zone, P.O. Box 8353,
Office 04-004, Sharjah, UAE ("GAES").

Aerial view of SSH station / offices - *located in ECAM Maintenance Hangar close to airport apron*

For all planned works production facilities including hangar are provided to assure protection against weather, dust and other airborne contaminants (paint, smoke, dust, etc.), ground water protection, heating/air conditioning, lighting, noise protection, safety system (controlled accesses, fire protection, staff & property security, etc.).
The working environment is appropriate to the task carried out in the hangar, offices, stores and workshops and, if necessary, special requirements are observed to ensure efficiency of personnel is not impaired. All maintenance staff is provided with an area where they may study maintenance instructions and complete maintenance records in a proper manner.
An organisation approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms/docking as required for the proper inspection of the aircraft.
Locations of offices permit the personnel to perform determined tasks as administrating, planning, technical recording, compliance.
The "hangar visit plan" ensures that adequate space and capacity is maintained as needed to maintain the standards.
Description of the line maintenance station Sharjah is shown in the general plan of line station, see Appendix 5.3.5 Part 5.

1.8.4. Line Maintenance Facilities

1.8.4.1 Line maintenance facilities in Chisinau (RMO) airport

The types Airbus A318/A319/A320/A321 (GE CFM56), A319/A320/A321 (IAE V2500), A319/A320/A321 (CFM LEAP-1A), Boeing B737-300/400/500 (CFM56) and ANTONOV AN-72-100 (D-36) are approved in scope of works “Sky Technics” for Chisinau (RMO) airport, Republic of Moldova Line Maintenance, see Appendix 5.3.1 Part 5.

The Line maintenance facilities are located at International Airport Chișinău (LUKK), east sector, Stands 6M (coordinates N46 56.0 E028 56.7), 7M (coordinates N46 56.0 E028 56.6)

The technical facilities and staff available by «Sky Technics» AMO are sufficient to cover the scope of work in accordance with the Part-145 terms of approval.
It is the responsibility of the Maintenance Manager to control the efficient use of the facilities in order to accomplish the maintenance visit plan.

1.8.4.2. Line Station maintenance facilities in Sharjah airport

he Line Station maintenance facilities are located at Sharjah International Airport (UAE). On line maintenance station performs for BOEING B737-300/400/500 (CFM56), BOEING B747-400 (GE CF6, PW 4000, RR RB211) and BOEING B777-200ER (RR TRENT 800). Description of the line maintenance station Sharjah is shown in the Appendix 5.3.2 Part 5.

1.8.4.3. Line Station maintenance facilities in Bishkek airport

The Line Station maintenance facilities are located at “MANAS” International Airport (FRU) Bishkek Republic of Kirgizstan. Online maintenance station performs for BOEING B747-200/300 (GE CF6), BOEING B747-400 (GE CF6, PW 4000, RR RB211), Airbus A320 Family (CFM56, IAE V2500) and Airbus A300-600 (PW 4000). Description of the line maintenance station Bishkek is shown in the general plan of line station, see Appendix 5.3.3 Part 5.

1.8.4.4. Line Station maintenance facilities (B747-200/300, A300-600) in Sharjah airport

The Line Station maintenance facilities are located at Sharjah International Airport (UAE). On line maintenance station, perform for BOEING B747-200/300 (GE CF6) and Airbus A300-600 (PW 4000). Description of the line maintenance station Sharjah is shown in the general plan of line station, see App. 5.3.4 Part 5.

1.8.4.5. Line Station maintenance facilities in Baku airport

The Line Station maintenance facilities are located at Baku International Airport (GYD). On line maintenance station, perform for BOEING B747-200/300 (GE CF6) and Airbus A300-600 (PW 4000). Description of the line maintenance station Baku is shown in the general plan of line station, see App. 5.3.6 Part 5.

1.8.5 Engines / APU and Component maintenance facilities

N/A

1.9 SCOPE OF WORK

(Ref.: 145.A.70.(a)9, 145.A.10, AMC 145.A.10, GM 145.A.10, 145.A.20, AMC 145.A.20, (d), 145.A.75 (e), 145.A.75 (f), Appendix II, Appendix III)

1.9.1. Aircraft Maintenance

«Sky Technics» AMO under the scope of work its Part-145 approval undertakes Line Maintenance activities only. The organisation will perform all its privileges in accordance with its approval certificate **MD.145.0029**, taking into account the limitations enforced by CAA RM in the approval schedule. The work is accomplished in accordance with the procedures set out in present Manual.

RATING	Type Certificate Holder	Aircraft Type/ Groupe Rating	Limitation (Aircraft Model)	Maintenance Level up to and including the following:	Base	Line
Chisinau a/p, Republic of Moldova Line Maintenance Station						
A1	AIRBUS	AIRBUS A318/A319/A320/A321 (CFM56) A319/A320/A321 (IAE V2500)	A320 Family	A-Check Line Maintenance. **(See Note 1)**	No	*Yes
A1	AIRBUS	AIRBUS A319/A320/A321 (CFM LEAP-1A), (IAE PW1100G)	A321-251N	A-Check Line Maintenance. **(See Note 1.1)**		
A1	THE BOEING COMPANY	BOEING B737-300/400/500 (CFM56)	B737-300, B737-400	A-check Line Maintenance. (**See Note 4**)	No	*Yes
A1	AO AHTOHOB	AHTOHOB AN-72/74 (D-36)	AN-72-100, An-74	Line Maintenance. **(See Note 8 & Note 9)**	No	*Yes
Sharjah a/p, UAE Line / Base Maintenance Station						
A1	THE BOEING COMPANY	BOEING B737-300/400/500 (CFM56)	B737-300, B737-400	A-check Line Maintenance. **(See Note 4)**	No	*Yes
A1	THE BOEING COMPANY	B747- 400 (GE CF6), (PW 4000), (RR RB211)	B747-400, B747-400F B747-400BCF	A-check Line Maintenance. 4C-Check Base Maintenance. **(See Note 3 & Note 5)**	Yes*	*Yes
A1	THE BOEING COMPANY	B777- 200ER (RR TRENT 800)	B777-200	Line Maintenance **(See Note 7)**	No	*Yes
Bishkek a/p, Republic of Kirgizstan Line Maintenance Station						
A1	THE BOEING COMPANY	BOEING B747-200/300 (GE CF6)	B747-200, B747-200C, B747-200F	A-check Line Maintenance. **(See Note 2)**	No	*Yes
A1	THE BOEING COMPANY	BOEING B747- 400 (GE CF6), (PW 4000), (RR RB211)	B747-400, B747-400F B747-400BCF	A-check Line Maintenance. **(See Note 3)**	No	*Yes
A1	AIRBUS	AIRBUS A 318/A319/A320/A321 (CFM56) A319/A320/A321 (IAE V2500)	A320 Family	A-check Line Maintenance. **(See Note 1)**	No	*Yes
A1	AIRBUS	AIRBUS A300-600 (PW 4000)	A300 B4-622R	A-check Line Maintenance. **(See Note 6)**	No	*Yes
Sharjah a/p, UAE Line Maintenance Station (B747-200/300, A300-600)						
A1	THE BOEING COMPANY	BOEING B747-200/300 (GE CF6)	B747-200, B747-200C, B747-200F	A-Check Line Maintenance. (**See Note 2**)	No	*Yes
A1	AIRBUS	AIRBUS A300-600 (PW 4000)	A300 B4-622R	A-check Line Maintenance. **(See Note 6)**	No	*Yes
Baku a/p, Azerbaijani, Line Maintenance Station						
A1	THE BOEING COMPANY	BOEING B747-200/300 (GE CF6)	B747-200, B747-200C, B747-200F	A-Check Line Maintenance. (**See Note 2**)	No	*Yes
A1	AIRBUS	AIRBUS A300-600 (PW 4000)	A300 B4-622R	A-check Line Maintenance. **(See Note 6)**	No	*Yes

NOTE: **Category A1 class rating** - means that "Sky Technics" may carry out maintenance on any airplane and/or its components for which it is approved (including engines/APU) whilst such components are fitted to the aircraft as well as such components can be temporarily removed for maintenance when such removal is expressly permitted by the aircraft maintenance manual to improve access for maintenance, except when such removal generates the need for additional maintenance not eligible for the provisions of this chapter. Such component maintenance is limited only for LUBRICATION / GREASING, CLEANING, VISUAL INSPECTION / TESTING.

*** Line Maintenance** is limited to the activities as follows:

- Trouble shooting and/or defect rectification not requiring special ground support usually relevant to base maintenance (e.g.: special equipment, structured production planning, complex and lengthy maintenance).
- Scheduled or unscheduled component replacement, excluding any major components, where the related maintenance procedures clearly address the need of a hangar environment requiring special ground support equipment and/or structured production planning and/or complex and lengthy maintenance, such as for example a full landing gear replacement, simultaneous replacement of two engines, etc.
- Minor repairs and modifications, which do not require extensive disassembly and can be accomplished by simple means.
- Minor scheduled line maintenance (are those scheduled tasks not exceeding the weekly check as specified in the aircraft MP).

- SB/AD incorporations.
- Single request of "out of phase" tasks exceeding maintenance level 750 FH, 750 FC, 4 months (A320). This task may be carried out provided it complies with the decision-making process. This means that the task is verified to be within the capability of the "Sky Technics" organization in terms of maintenance e data, tools, materials, personnel competence, etc. and their level of complexity remains within the limit of line maintenance (in case the activity is done under a line maintenance scope of approval).

NOTE: For occasional cases, Quality Manager may accept individual tasks to be performed by "Sky Technics", provided that such tasks do not require extensive disassembly of the aircraft and/or extensive in-depth inspection. It may also include internal structure, systems and power-plant items which are visible through quick opening access panels/doors.
Maintenance tasks falling outside these criteria are considered to be Base Maintenance.
Procedure exposed in p. 2.28.1 of this MOE helps to ensure that any maintenance performed by "Sky Technics" does not exceed the approved scope of work.

***Note 1:**

1.1 Pre-flight / Post flight - Transit check;
1.2 Line Maintenance (Daily, Weekly);
1.3 Scheduled maintenance including A-Check (every 750 FH; 750 FC, 4 mounts), They are mainly comprised of A+Out of Phase Tasks A-multiples based on the A-Interval are 1A, 2A, 3A, 4A.
1.4 Troubleshooting;
1.5 Unscheduled Works;
1.6 Processing for Storage;
1.7 Minor modifications and AD incorporations;
1.8 Component replacement.

***Note 1.1:**

1.1.1 Pre-flight / Transit Check-After arrival/ Transit Check-Before departure;
1.1.2 Line Maintenance (Daily Check, Weekly Check);
1.1.3 Scheduled maintenance A-Check (1000 FH, 1000 FC, 6 months);
1.1.4 Troubleshooting;
1.1.5 Unscheduled Works;
1.1.6 Processing for Storage;
1.1.7 Minor modifications and AD incorporations;
1.1.8 Component replacement.

***Note 2:**

2.1 Transit Check;
2.2 Daily check (48 hours);
2.3 Scheduled maintenance A-Check (every 300 FH). They are mainly comprised of A+Out of Phase Tasks A-multiples based on the A-Interval are 1A,2A,3A,4A.
2.4 Troubleshooting;
2.5 Unscheduled Works;
2.6 Processing for Storage;
2.7 Minor modifications and AD incorporations;
2.8 Component replacement.

***Note 3:**

3.1 Transit Check;
3.2 Line Maintenance (Daily - 24 clock hours, Weekly - 8 calendar days);
3.3 Scheduled maintenance A-Check, (every 1000 FH); A+Out of Phase Tasks A-multiples based on the A-Interval are 1A, 2A, 3A, 4A.
3.4 Troubleshooting;
3.5 Unscheduled Works;
3.6 Processing for Storage;
3.7 Minor modifications and AD incorporations;
3.8 Component replacement

***Note 4:**

4.1 Preflight / post flight / transit check;
4.2 Line Maintenance (Daily check (48 Hours) have to be performed with "A" check or higher check.
4.3 Scheduled maintenance A-Check, (every 250 FH); A-Check is scheduled at each of the 16 cycles, 2A check in additional to A check at every second cycle, 4A check as well as A and 2A Check at every 4th cycle and so on. All checks may be performed independently of higher or lesser check.
4.4 Troubleshooting;
4.5 Unscheduled Works;
4.6 Processing for Storage;
4.7 Minor modifications and AD incorporations;
4.8 Component replacement.

***Note 5:**

5.1 Up to and including all MPD tasks; incl. defect rectification, modification and repairs
5.2 Scheduled maintenance up to 4C-Check. (every 10 000 FH or 2 calendars years)
5.3 Troubleshooting;
5.4 Unscheduled Works;
5.5 Minor modifications and AD/SB incorporations;
5.6 Component replacement.

***Note 6:**

6.1 Pre-flight check/ transit check;
6.2 Line Maintenance (Daily Check, Weekly Check);
6.3 Scheduled maintenance A-Check (every 500 FH; 30-650 FC, 4 mounts);
6.4 Defects rectification and troubleshooting;
6.5 Unscheduled Works;
6.6 Storage;
6.7 Minor modifications and AD incorporations;
6.8 Component replacement

***Note 7:**

6.1 Pre-flight check;
6.2 Line Maintenance (Daily Check – every 48 clock hours);
6.3 Scheduled maintenance A-Check - every 750 flight hours or 3 months (whichever comes first);
6.4 Defects rectification and troubleshooting;
6.5 Unscheduled Works;
6.6 Storage;
6.7 Minor modifications and AD incorporations;
6.8 Component replacement.

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***Note 8:** In accordance with the Maintenance Schedule Part 1 for the aircraft AN-72-100 Nr. 72.26.0000.000.000 РО-ЛУ - Line maintenance (BC, OC, OB, A1, A2, Б); - Periodic maintenance – (every 300 flight hours, 6 mounts); - Specialized Maintenance; - Maintenance in store; - Replacement of units, engines; - Seasonal maintenance; - Defects rectification and troubleshooting; - Maintenance and repair in accordance with the operational and technical documentation.	***Note 9:** In accordance with the Maintenance Schedule Part 1 for the aircraft AN-74 Line maintenance (BC, OC, OB, A1, A2, Б); - Periodic maintenance – (every 300 flight hours, 4 mounts); - Specialized Maintenance; - Maintenance in store; - Replacement of units, engines; - Seasonal maintenance; - Defects rectification and troubleshooting; - Maintenance and repair in accordance with the operational and technical documentation.

As a rule, all of the above-mentioned types of Line Maintenance are performed outside hangar area on the apron area. If required “Sky Technics” AMO will use hangar and its facilities according to 145.A.25 requirements.

1.9.2 Engine Maintenance

Rating	Engine/APU model	Limitation	Maintenance level
B1	NOT APPLICABLE		

1.9.3 Component Maintenance

Rating	ATA	P/N	Designation	Reference of the CMM	Level of maintenance	Work Shop
C1 – C22	NOT APPLICABLE					

1.9.4 Specialised Services Maintenance

1.9.4.1. NDT with D1 rating

Rating	Limitation	Detail of limitation
D1	Ultrasonic testing (UT)	Techniques in accordance to the Ref. STH.NDT-01.00* Approved by Lev.3
	Eddy Current testing (ET)	Techniques in accordance to the Ref. STH.NDT-01.00* Approved by Lev.3
	Magnetic particle testing (MT)	Techniques in accordance to the Ref. STH.NDT-01.00* Approved by Lev.3
	Liquid Penetrant testing (PT)	Techniques in accordance to the Ref. STH.NDT-01.00* Approved by Lev.3

1.9.4.2 NDT without D1 rating (“in the course of maintenance”)

N/A

1.9.4.3 Other Specialised Activities. Borescope inspection.

Engine/APU Model	Limitation	Maintenance Level
CFM56	CFM56-5A series CFM56-5B series	Borescoping technique
IAE V2500	V2500-A5 series	Borescoping technique
GE CF6	CF6 series	Borescoping technique
PW 4000	PW 4000 series	Borescoping technique
RR RB211	RR RB211 series	Borescoping technique
RR TRENT 800	RR TRENT 892-17	Borescoping technique

Requirements for performing borescope inspection personnel are described ref. AMC 145.A.30(f)(8). In “Sky Technics” AMO personnel should be pass theoretical and practical training I.A.W. ‘Borescope inspection training Program” approval number **STH.BSI-01.02*** at the last revision.

1.9.5 Maintenance Away from the Approved Location as per 145.A.75 (c)

The “Sky Technics AMO”, in accordance with 145.A.75 (c) may maintain the aircraft at any approved locations or, any non-approved locations subject to the necessity of such maintenance arisen either from the unserviceability of the aircraft, or from the necessity of supporting occasional line maintenance, subject to the conditions specified in this exposition Part 2.24.

1.9.6 Parts Fabrication as per 145.A.42 (c)

N/A

1.10 NOTIFICATION PROCEDURE TO THE AUTHORITY REGARDING CHANGES TO THE ORGANISATION'S ACTIVITIES / APPROVAL / LOCATION / PERSONNEL

(Ref: 145.A.70(a)10, AMC 145.A.80, 145.A.85, 145.A.15, AMC 145.A.15, Appendix III to AMC 145.A.15)

When important changes are made within the company, CAA RM should be informed prior to incorporating proposed changes so that approval can be granted.
In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity. Notifications to CAA RM are issued by the QM.

1.10.1 Notification of changes

The procedure shall define the changes to be notified directly to CAA RM using an CAA RM CAA Form 2 and the ones that can be notified directly to the Assigned Inspector, see following table of examples of changes:

Type of change		Example of change	Documentation to be provided to CAA RM To the allocated inspector (may be an CAA RM inspector)
ADDRESSES	Change of Organisation name		● Form 2 + Certificate of Incorporation ● MOE & associated documents as applicable
	Change of postal address of the registered organisation without any change of the maintenance site.		● MOE & associated documents as applicable
	Change to the location/facility of the Maintenance Organisation with or without amendment to the scope or capability.	● PPB address change; ● address change of any maintenance site already approved; ● additional or cancelation of maintenance sites; ● modification, extension, reduction or reorganisation of an approved maintenance location. (i.e. Addition built working areas such as hangar, office or workshop within the approved facility.)	● Form 2 + Certificate of Incorporation in the case of PPB change and change of the legal address. ● MOE & associated documents as applicable
	Expansion or transfer of office / storage facility layout.		MOE & associated documents as applicable
PERSONNEL	Change of the Accountable Manager or CAA Form 4 holders identified in the 1.3 MOE	For examples and guidance on when and CAA RM Form 4 is required, ref. To "Foreign PART/PART 145 Management personnel & CAA RM Form4 instructions"	● Form 2 + Certificate of Incorporation ● MOE & associated documents as applicable ● Form 4
	Reduction or increase of the staff number when the variation: - Is more 10 % of the total staff number declared in the 1.7 MOE or; - Is impacting the fees to be paid to CAA RM, or; - Is affecting the approval Note : Permanent and contracted staff shall be considered .	● Reduction of 11 staff when the staff to maintenance the CAA RM approval was 100; ● All certifying staff for a certain aircraft type approved under A1 rating leave the Organisation;	● Form 2 ● MOE & associated documents as applicable
PROCEDURE	Any change to the procedures that could affect the approval. Change to the MOE and its associated procedures/lists called out in the MOE 1.11 that do not affect the approval.	● C/S & S/S list; ● Capability list; ● List of contracted organisations'; ● List of subcontractors; ● List of internal forms; ● MOE typing errors.	● Form 2 ● MOE & associated documents as applicable ● MOE & associated documents as applicable
CAPABILTY	Any change to the equipment, tools, materials that could affect the approval.		● Form 2 ● MOE & associated documents as applicable
	Reduction or increase of the scope of work or scope of approval under Bx rating	● Addition/removal of a Bx rating; ● Addition of a new engine type to the Bx scope of approval; ● Extension of the maintenance level check from repair to overhaul for an engine already included in the approval;	● Form 2 ● MOE & associated documents as applicable

CAPABILTY	Reduction or increase of the scope of work or scope of approval under Ax rating.	● Addition/removal of an Ax rating; ● Addition of a new aircraft to the Ax scope of approval; ● Extension of the scope of approval from line to base maintenance; ● Extension of the maintenance level check from daily to A check for an aircraft already included in the approval; ● Addition of an engine type associated to an A/C type/model inside a rating Ax already approved.	● Form 2 ● MOE & associated documents as applicable
	Reduction or increase of the scope of work or scope of approval under Cx rating	● Addition of a P/N to the capability which requires a new Cx rating;	● Form 2 ● MOE & associated documents as applicable
	Addition or cancellation to the approved capability list where the CAA RM Part-145 ''C" rating is held and any additional component capability is of similar technology & within existing ATA chapter capability (MOE 1.9 refers).		● MOE & associated documents as applicable
	Addition or cancellation of NDT method under D1 rating		● Form 2 ● MOE & associated documents as applicable
	Addition of any specialised services under any rating in the course of maintenance	● Addition of welding capability under any rating; ● Addition of painting capability under any rating; ● Addition of heat treatment capability; ● Addition of tap test;	● Form 2 ● MOE & associated documents as applicable

According to 145.A.85 changes to the following will be notified to the CAA RM by the Quality (QM) at the earliest opportunity, to enable the Authority to determine continued compliance with Part-145 and to make any necessary amendments to the approval certificate:

- Change in the organisation name;
- Change of principal place of business;
- Addition or cancellation of approved maintenance sites;
- Change of Accountable Manager;
- Change of any of the nominated persons;
- Change of facilities, equipment, tools, material, procedures, work scope or certifying staff that could affect the approval;
- Change of maintenance subcontractor(s) employed to satisfy the requirement of Part-145;
- Audit findings or any other reason that affects the manual's conformity to requirements.

Maintenance Manager (MM), together with the Quality Manager (QM) prepares the appropriate Application for the change. The application is signed by an Accountable Manager (AM), and then sent by mail: info@caa.gov.md and secretariat@caa.gov.md to the CAA RM for approval procedures. AMO «Sky Technics» will submit any change to the CAA RM for assessment and approval before to implement it.

1.10.2 Changes not requiring amendment of the approval

Once the change has been notified, the AMO management personnel take a meeting, where the impact of the change is analysed and required implementation actions are determined.

The Accountable Manager assigns responsible persons for actions implementation and sets target dates. Quality Manager monitors through the use of electronic program the timeliness of actions implementation. In case of significant change Quality Manager performs quality audit of affected Part-145 of organization in order to ensure complete compliance with applicable requirements.

In the case the organisation temporarily does not hold all the necessary tools, equipment, material, maintenance data, etc., the competent authority (CAA RM) shall be informed to determine if a need exists to amend the approval or if it may be maintained subject to further condition.

1.11 EXPOSITION AMENDMENT PROCEDURE (Including Delegated Procedures)

(Ref.: 145.A.70 (a)11, 145.A.70 (a)12, GM 145.A.70(a), 145.A.70(b), 145.A.70(c), 145.A.85, 145.A.65(b)2, AMC 145.A.65(b), AMC 145.A.65(b)(2), Appendix III, AMC to Appendix III)

The Quality Manager is responsible for reviewing the MOE on a regular basis and amending if necessary, this includes the associated procedure manuals, and the submission of proposed amendments to the assigned inspector responsible for oversight.

The MOE and associated documents and lists shall be amended to remain an up-to-date description of the Organisation.

Status of MOE revisions are detailed in MOE Status Report.

The blank form of “MOE Status Report” is available in Part 5, Chapter 5.1 (Nr. 31) of this MOE (Form STH/MOE-0110-01).

1.11.1 MOE Amendment

Maintenance Manager is responsible for keeping this exposition and all information contained herein up to date, adequate and in compliance with any applicable regulation and Company’s internal requirements. Except the Part 3 of this exposition which is under QM responsibility and control.
The contents of this MOE shall be reviewed at intervals not exceeding 12 months or more frequently when significant changes occur which affect the content of the MOE.

Two types of MOE amendments are permitted:

1. **Minor amendments** (for example: spelling and grammar, page numbers or page format.)

   Minor amendments can be submitted under the indirect approval procedure.

2. **Major amendments** are any changes to the established procedures, lists or instructions. In case of major amendment direct approval process applies.

In case if new amendment assumes modification of more than 60% of all pages of the MOE, then new edition of MOE must be issued.

Maintenance Manager prepares draft revision or edition of the MOE and assigns with sequence number, which is recorded in the List of revision and amendments of the MOE. After that Quality Manager coordinates new revision or edition with Maintenance Manager and submits it for approval to «Sky Technics» AMO Accountable Manager. Changed text must be highlighted by vertical line in the outer margin of the page, and the current number of edition and revision as well as date of last revision must be indicated in the header of each page.

After internal approval Quality Manager submits MOE draft revision or edition to the CAA RM for final approval.
When approval has been received from the CAA RM, a copy of the MOE with proper control number will be delivered to all listed in the Distribution List along with an acknowledgement form. Quality Manager distributes the amended Exposition among all affected personnel by locating it in company internet server, for access of the Exposition over the network, with the appropriate security settings for read-only access.

1.11.2 Associated Procedures, Lists and Forms

1.11.2.1 MOE associated summary table associated procedures and lists

Type of Document:	Document reference: (enter a unique identification for each document)	Indirect Approval: (YES/NO)	Approval by: (CAA RM for direct approval/ in case of indirect approval, enter the title of the nominated person in change)	Minor amendments to which the indirect approval is limited (as agreed with the assigned inspector)	remarks
Maintenance Certifying Staff List	STH/MOE-0106-04	NO	CAA RM	n/a	
List of Subcontractors	MOE 5.2	YES	MM/QM	Addition/removal of a subcontractor	
List of Line Maintenance Locations	MOE 5.3	NO	CAA RM	n/a	
Borescope Training Programme	STH.BSI-01.02*	YES	MM/QM	YES	
Practical Training Program B747, B737	STH.TR-03.00*	YES	MM/QM	YES	
Practical Training Program A320	STH.TRA-01.00*	YES	MM/QM	YES	
NDT Manual	STH.NDT-01.00*	YES	MM/QM	YES	
Continuation Training Program	STH.CTP-02.00*	YES	MM/QM	YES	

Note * - at the last revision

1.11.2.2 Definition of criteria for new and/or revision

Each associated document is assigned with unique number and has a specification of last revision date and current revision number. MOE manual status is identified by its Issue and Revision numbers.

- A total or major change in the contents requires a new Issue, to be published.
- A normal confined amendment in the contents requires a Revision change.
- The magnitude of the amendments to be made will determine the category of the change in the status of the manual.

In order to identify revision changes in the manual the following steps are to be followed:

i. Revised pages should be completely retyped and re identified.

ii. Revised paragraph(s) should be identified by vertical line corresponding to the revised text. The date of signature of Accountable Manager is consider the date of issue or revision of MOE.

After completion of all amendments in the manual text the following should be provided:

i. A new revision transmittal sheet highlights page containing revised pages and highlights; describing reason for revision.

ii. A new list of effective pages of revised pages identified by text bolded and revision date.

iii. Revised contents list if required.

iv. Revised manual status page to identify new revision number.

- MOE shall be approved by CAA RM.
- A hard copy of the MOE with proper control number will be delivered to all listed in the Distribution List along with an acknowledgement form. The return of the acknowledgement form will be kept in file within the Organisation.

- the approved revision pages must be distributed to the recipients according to the distribution list within 7 working days;
- MOE will be available accordingly in hard-copy and/or electronic form for Company staff and outside line station; the Master of the MOE is kept in the Quality Department.
- The content of documentation used directly in the conduct or support of maintenance operations shall be readily, clear, simple language understood by maintenance personnel, presented in logical, and finally approved by Authority.

1.11.3 APPROVAL PROCESS

1.11.3.1 Direct approval

In case of major amendment, new revision or edition of the MOE must be submitted to the CAA RM for approval. After detailed analysis of changes in MOE content CAA RM issues Letter of Approval. After final approval «Sky Technics» AMO provides CAA RM with a relevant copy of the MOE for the purpose of document control. No change to the manual will be made or incorporated until formal notification and approval has been received from CAA RM.

1.11.3.2 Indirect approval

Minor amendments to the MOE and associated documents are subject to indirect approval. In case of need of minor amendments Quality Manager makes appropriate changes in text and prepares Revision highlight report with indication of reason of change and number of revised pages. Revision highlight report along with revised pages is provided to CAA RM and all persons specified in Distribution List.

1.11.4 Amendment control of applicable regulations and user guides

The Quality Manager is responsible for assessing any revision of the applicable regulations and user guides for the impact on the organisation's procedures/lists. CAA RM expects that traceable evidence is in place to record the implementation of this process to be confident that the organisation's procedure / list finally company with any applicable requirement.

- UG.CAO.00024-008 - User Guide for Maintenance Organisation Exposition from 05.03.2020 approved by Circular CAA RM nr. 02 – 22/04/2019;
- National CAA RM regulations: PIAC-AW-ACT, PIAC-AW-MG, PIAC-AW-CNV, PIAC-AOAM.145, PIAC-AIR.M/F, CT-SMS, CT;
- AMC&GM - 145 - Acceptable means of compliance and guidance materials to Regulation on continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organizations and personnel involved in these tasks, approved through Government Decision no. 641/2019.

The following guides are used as a recommendation:

- User guide – UG.CAO.00134* (Foreign Part 145 Line maintenance user guide);
- User guide – UG.CAO.00132* (Foreign Part 145 Tools & Equipment);
- User guide – UG.CAO.00120-003* (Definition of maintenance organisation's staff number);
- User guide – UG.CAO.00121-004* (Foreign Part 145 Aircraft certifying staff and support staff);
- User guide – UG.CAO.00122-003* (Foreign Part 145 Aircraft type training (theoretical and practical);
- User guide – UG.CAO.00128* (Foreign Part 145 Demonstration of 6/24 months maintenance experience);
- User guide – UG.CAO.00030-004* (Foreign Part 145 ICAO Annex I check list);
- User guide – UG.CAO.00133-003* (Foreign Part 145 Documentary language);
- User guide – UG.CAO.00161-001* (Foreign Part 145 Approval NDT Qualification).

Note: * - In the last revisions.