

BAILIWICK OF GUERNSEY

Guernsey Aircraft Registry
GAR Part 145 Option 1 – Supplement for Boca Aircraft Maintenance

Boca Aircraft Maintenance Policy & Procedures Supplement

Boca Aircraft Maintenance
3300 Airport Road, Hangar 2, Suite 121
Boca Raton, Florida 33431 USA

PART 145 Maintenance Organisation
Approval Number: FAA 3BOR535B / EASA.145.6261

Date of Supplement:
15 May 2023

2-REG Maintenance Organisation Approval Validation Number:
2-REG.145.237

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1. List of effective pages

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Name of Accountable Manager:

William Ramon

Signature of Accountable Manager:

William Ramon

Date:

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2. General

This supplement is provided to meet the requirements of the Guernsey Aviation Requirements (GAR) Part 145 Options 1 and 2 Maintenance Organisation approval validation issued by the Bailiwick of Guernsey Director of Civil Aviation (hereafter: DCA) and administered by the Guernsey Aircraft Registry (hereafter: 2-REG).

The Maintenance Organisation approval validation is based on a valid foreign approval, reference FAA#3BOR535B / EASA.145.6261 (hereafter: host approval), and supplements that approval.

Boca Aircraft Maintenance will perform and certify maintenance on Guernsey registered aircraft in accordance with the procedures defined in the host approval, the RSM/QCM, as approved by the foreign authority and with this supplement.

When maintenance is performed and certified in accordance with the referenced RSM/QCM and this supplement, it is accepted this meets the requirements of GAR Part 145 subparts A and C and the relevant requirements of GAR Part 43.

3. Scope

This supplement stipulates the conditions under which **Boca Aircraft Maintenance** undertakes maintenance of Guernsey registered aircraft.

4. Standards

The standards and procedures used by **Boca Aircraft Maintenance** are those of the host approval issuing authority, GAR 145 and this supplement.

5. Maintenance Organisation Exposition (MOE)/Repair Station Manual (RSM)

A copy of Boca Aircraft Maintenance's approved RSM/QCM together with this supplement are supplied to 2-REG in the English language to demonstrate compliance with GAR 145.9(a).

6. Maintenance Control Manual

Boca Aircraft Maintenance will have arrangements to hold copies of any applicable Maintenance Control Manual and has established procedures for ensuring current issue are available to personnel at all locations where they need access to such documentation in RSM section RSM Section F.3.

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7. Privileges of validation holder

The capability and scope of approval used by **Boca Aircraft Maintenance** for maintaining and releasing to service Guernsey registered aircraft are specified in RSM/QCM section RSM Section 3.11.

8. Approved locations

The approved locations used by **Boca Aircraft Maintenance** for maintaining and releasing to service Guernsey registered aircraft are specified [in the host approval] / [in RSM/QCM section RSM Section 2.2.1.2.]

9. Changes to the validated maintenance organisation

Boca Aircraft Maintenance shall apply to 2-REG for acceptance by the DCA any change listed in GAR 145.55(d).

The responsible person within the approved maintenance organisation for notifying 2-REG is Chief Inspector.

The procedures for amendments are specified in RSM/QCM section RSM Section 1.1.

Boca Aircraft Maintenance shall provide the Director with a copy of each amendment of the RSM/QCM as soon as practicable after it has incorporated the amendment.

10. Duration of Approval

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

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

11. Notification of ceasing maintenance

Should Boca Aircraft Maintenance cease to offer maintenance services on Guernsey registered aircraft it will notify 2-REG in writing within 30 days of the date of cessation and request revocation of the maintenance approval validation.

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12. Renewal of approval

Boca Aircraft Maintenance shall make an application to 2-REG for the renewal of the maintenance organisation approval validation not less than 30 days before it expires.

13. Safety Management Systems

[This is optional for Option 1 and 2 organisations]

Boca Aircraft Maintenance has established a safety management system.

Boca Aircraft Maintenance declares that the safety management system with reference SMS Rev #2 meets the standards of GAR Part 145, Subpart B.

14. Continued Compliance

Boca Aircraft Maintenance will ensure that:

- One complete and current copy of Boca Aircraft Maintenance's RSM/QCM and this supplement is located at each work location and is available to personnel who require the documents to carry out their duties;
- All procedures detailed in the RSM/QCM are complied with;
- Each aircraft or component release to service is in an airworthy condition.

15. Repairs

Boca Aircraft Maintenance will only carry out repairs on Guernsey registered aircraft that have been approved in accordance with the requirements of GAR Part 21 Subpart M and RSM/QCM section QCM Section J.

16. Modifications

Boca Aircraft Maintenance will only install modifications on Guernsey registered that have been approved in accordance with GAR Part 21 Subpart C and RSM/QCM section QCM Section J.

17. Release to Service Certificates

Boca Aircraft Maintenance will only issue a Certificate of Release to a Guernsey registered aircraft whose type and model is listed on the relevant schedule or capability list of the host approval. Each release to service will be in accordance with GAR 43 Subpart C and will use the form as reproduced in Appendix A and use the approval validation number 2-REG.145.237.

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18. Aircraft components

All components installed on Guernsey registered aircraft by Boca Aircraft Maintenance will be supported by a suitable release certificate in accordance with GAR 21 Subpart K. When maintaining a component for its 'own aircraft' (as defined in GAR 145.59), the internal component release procedure as described in RSM/QCM section QCM Section D is used.

19. Mandatory Occurrence reporting

Boca Aircraft Maintenance has established a Mandatory Occurrence Reporting system in compliance with GAR 13 in RSM/QCM section QCM Section N and will report to the operator, the Type Certificate holder and 2-REG any condition affecting the safety of aircraft it is maintaining.

Every person listed in GAR 13.51(a) shall report to the Director as soon as practicable any event which constitutes an occurrence described in GAR 13.53 and which comes to that person's attention in the exercise of that person's functions.

An acceptable method of reporting to the Director is by completion of the occurrence reporting forms available on the 2-REG website: <http://www.2-reg.com/services/occurrence-reporting>.

20. Independent Inspections

The requirements for independent inspection as detailed in GAR 43.111 will be complied with in accordance with RSM/QCM section QCM Section E.

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

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

The independent maintenance inspection required by GAR 43.111(a) shall include:

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

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

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

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

21. Initial and Continuation Training

Boca Aircraft Maintenance will ensure certifying staff receive initial and continuation training in each 24-month period to ensure they have up to date knowledge of the relevant technical and organisation procedures, as described in RSM/QCM section RSM Section I.3 including the contents of this supplement.

22. Continued Validity

Continued validity of the approval is dependent upon:

- Boca Aircraft Maintenance remaining in compliance with the host approval, GAR Part 145 and this supplement.
- 2-REG being granted access to the organisation at mutually agreed times.
- The approval validation certificate not being surrendered or revoked.

23. Communications with 2-REG

The responsible person for communicating with 2-REG within the approved maintenance organisation is the Chief Inspector.

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Appendix A - Guernsey Certificate of Release to Service



Airframe Logbook Entry

Boca Aircraft MX
3300 Airport Road
Boca Raton, FL 33431
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REG: xxxxxxxx MODEL: xxxxxxxx S/N: xxxxxx DATE: xxxxxxxx

PERFORMED THE FOLLOWING MAINTENANCE:

1. Maintenance performed xxxxxxxx

THIS CERTIFIES THAT THE WORK RECORDED HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE AIR NAVIGATION (BAILIWICK OF GUERNSEY) LAW 2012 AND IN RESPECT OF THAT WORK THE AIRCRAFT OR COMPONENT IS FIT FOR RELEASE TO SERVICE. DETAILS OF WORK ACCOMPLISHED ARE ON FILE AT BOCA AIRCRAFT MAINTENANCE UNDER WORK ORDER NO. **1234567**

SIGNED:

BOCA AIRCRAFT MAINTENANCE, **SAMPLE PERSON**, CRS #3BOR535B, 2-REG.145.237

TOTAL TIME: xxxxxxxx

TOTAL LDGS: xxxxxxxx

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