



Department of National Defense
PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION
MAINTENANCE PROCEDURE MANUAL



SECTION NO

Rev.
No.

Rev.
Date

Chapter

Page
No.

06

MAINTENANCE PROCEDURES MANUAL

FOR

CAAP APPROVED MAINTENANCE ORGANIZATION NO. 01-76

PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION

DOMESTIC ROAD, PASAYCITY, METRO MANILA

PHILIPPINES 1300

MANUAL CONTROL NO. 1

ASSIGNMENT: CAAP-FSIS



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1.2 INTRODUCTION

This Maintenance Procedure Manual has been prepared in accordance with the Civil Aviation Regulations (CAR) and the policies of Philippine Aerospace Development Corporation (PADC).

This manual explains the internal inspection system in detail, including the continuity of inspection responsibility. It gives samples of inspection forms used and their method of execution. The manual gives a detailed explanation of the following portions of the inspection system: incoming materials, preliminary inspection, hidden damage, inspection continuity and final inspection of the article being maintained or altered at this facility.

The general repair, overhaul or alteration of products will be performed in accordance with the current Civil Air Regulations, manufacturer's data, drawings, specifications and bulletins, or other technical data approved by the Civil Aviation Authority of the Philippines (CAAP) Director General for the particular ratings as follows:

- Airframe - Limited to Cessna 150, 152, 172, 206, 206T, 207 & 421 Series, Socata TB9C, Piper Seneca, Cherokee, Aztec, Tomahawk Series and BN-Islander 2A, 2B & 2T - Repair, Alteration of Structure, Fabrication, Components & Systems.
- Powerplant - Limited to Avco Lycoming and Teledyne Continental Motors – Repair/Alteration/Overhaul - Disassembly and Build-Up.
- Propeller - Limited to Hartzell and McCauley, Sensenich Type of Propellers
- Instrument - Limited to Cessna 150, 152, 172, 206, 206T, 207 & 421 Series, Socata TB9C, Piper Seneca, Cherokee, Aztec & Tomahawk Series, and BN-Islander 2A, 2B & 2T Aircraft



1.2 INTRODUCTION

Ratings continued:

- Accessory - Limited to the above engines
- Specialized Services - NDT (Limited to Magnetic Particle, Dye Penetrant Inspection, Fluorescent Penetrant Inspection, Eddy Current Inspection & Ultrasonic Inspection)
- Aircraft Weigh and Balance up to 150,000 lbs
- Calibration - Calibration of Torque Wrench, Pressure Gauge, Caliper, Micrometer and Dial Gauge
- Machine Shop - Rework of any mechanical on airframe and engine parts

This Approved Maintenance Organization will not maintain or alter any item for which it is not rated, and will not maintain or alter any article for which it is rated if it requires technical data, equipment, materials, facilities or trained personnel that are not available.

The Quality Assurance Department and this inspection procedures manual, required for operation of this Approved Maintenance Organization, will be maintained in a current status at all times.

Each supervisor and inspector working for this repair station will have a current copy of this manual and should thoroughly understand its contents. It will also be available to other repair station personnel.

This Approved Maintenance Organization will allow the Authority to inspect that approved maintenance organization and any of its contract maintenance facilities at any time to determine compliance with this part. Arrangements for maintenance, preventive maintenance or modifications by a contractor shall include provisions for inspections of the contractor by the Authority.



1.2 INTRODUCTION

REPUBLIC OF THE PHILIPPINES, CIVIL AVIATION REGULATIONS (CAR) PART 6 Approved Maintenance Organization, act of 23 June 2008

Part 6 prescribes the requirements for issuing approvals to organization for the maintenance, preventive maintenance, and modification of aircraft and aeronautical products and prescribes the general operating rules for an Approved Maintenance Organization (AMO). The approval, when granted, shall apply to the whole organization and shall be headed by the Accountable Manager.

as stated in 6.1.1.1 page 6-3

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Accountable Manager. The manager who has corporate authority for ensuring that all maintenance, preventive maintenance, and modification required by the aircraft owner/operator can be finance and carried out to the standard required by the Authority. The Accountable Manager may delegate to another person in the organization, in writing, to become the Accountable Manager, when authorized by the Authority.

6.1.1.2, 6.1.1.2a, 6.1.1.2.1. page 6-3 PCAR Part 6 act of 23 June 2008, as defined.

RAYMOND L. MITRA

Acting President & CEO/Accountable Manager
Philippine Aerospace Development Corporation

MARC ANDREW B. LINA

Officer-In-Charge, Maintenance & Engineering Dept.

FLORDELINO V. FAHIGAL

Officer-In-Charge, Quality Assurance Dept.



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PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION
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1.3 CERTIFICATION

23 February 2021

We certify that this Maintenance Procedures Manual was thoroughly reviewed and found to be in accordance with the generally accepted aviation maintenance and engineering practices and procedures.

Furthermore, the Maintenance & Engineering Department with the concurrence of Quality Assurance Department and as duly approved by the Civil Aviation Authority of the Philippines Chief of Airworthiness Division, Flight Standards Inspectorate Service, agreed that the contents and context of the Maintenance Procedures Manual conform to the International Standard of Maintenance and Engineering practice.

MARC ANDREW B. LINA

Officer-In-Charge
Maintenance & Engineering Department

FLORDELINO V. FAHIGAL

Officer-In-Charge
Quality Assurance Department



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1.4 AMMENDMENT RECORD SHEET

NO.	INSERTION DATE	SIGNATURE	NO.	INSERTION DATE	SIGNATURE
00	MPM 2 nd issue				
01	23 March 2012				
01	18 January 2013				
02	18 January 2013				
01	08 August 2013				
02	08 August 2013				
03	08 August 2013				
01	11 January 2016				
02	11 January 2016				
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03	04 February 2019				
04	04 February 2019				
05	04 February 2019				
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02	31 January 2020				
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01	24 Sept 2020				
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04	16 May 2021				
05	01 July 2021				
05	16 May 2021				
06	01 July 2021				
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08	01 July 2021				



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	Statement of Compliance	1.8	1-13	01	31 Jan '20
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3	HOUSING AND FACILITIES				
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	Inspection Personnel	4.6	1	07	16 May '21
	Authority and Delegation	4.7	1	02	31 Jan '20

FOR PADC:

FOR CAAP:

FLORDELINO V. FAHIGAL

Officer-In-Charge – Quality Assurance

Date : _____

CAAP INSPECTOR

Date: _____



Department of National Defense
PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION
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	List of Technical Personnel – M&E	5.3	1	06	23 Feb '21
	List of Technical Personnel – Man Dept	5.4	1	04	16 May '21
	List of Authorized Inspection Personnel-QA/QC	5.5	1	07	16 May '21
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	List of Maintenance Personnel Assigned to AOC Holders	5.7	1	07	16 May '20
	Duties and Responsibilities	5.7.0	1	03	31 Jan '20
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	Executive Vice President	5.7.2	1	01	31 Jan '20
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	Officer-In-charge – Marketing Dept	5.7.5	1	02	31 Jan '20
	Division Manager- Sales & Admin Div	5.7.6	1	02	31 Jan '20
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	Officer - In - Charge – Aircraft Repair & Overhaul Division	5.7.9	1-3	03	31 Jan '20
	Sr. Property Officer (Storekeeper)	5.7.10	1	01	31 Jan '20
	Supervisor- Engine Overhaul & Accessories Section	5.7.11	1	01	31 Jan '20
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APPROVALS:

FOR PADC

FLORDELINO V. FAHIGAL

Officer-In-Charge – Quality Assurance

Date : _____

FOR CAAP:

CAAP INSPECTOR

Date: _____



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APPROVALS:

FOR PADC

FLORDELINO V. FAHIGAL

Officer-In-Charge – Quality Assurance

Date : _____

Date 2nd Issue : 01 March 2011

FOR CAAP:

CAAP INSPECTOR

Date: _____

CAAP Approved Maintenance Organization No. 01-10



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1.7 RECORD OF REVISION

Manual Copy No. 4 Manual Holder PADC MASTER COPY

Retain this record in the manual. Upon receipt of revision, insert revised pages in the manual and enter the revision number, revision date, insertion date and initials of the person incorporating the revision, in the appropriate block on the record of revisions. Return acknowledgment from to the Officer-In-Charge, Quality Assurance. All personnel are expected to suggest revision requirements, when the need is apparent, to the Acting Head, Quality Assurance Department.

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06, 05, 04	16 May 2021	Table of Contents Sec. 1.1 Pages 1, 2 & 7	F. Fahigal	16 May 2021
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04	23 Feb. 2021	List of Technical Personnel Maintenance & Engineering Sec. 5.3 Page 1	F. Fahigal	23 Feb. 2021
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REFERENCE	TOPICS	CONTROL NO.	STATEMENT OF COMPLIANCE
PCAR PART 6			
6.3	HOUSING, FACILITIES, EQUIPMENT and MATERIALS		
6.3.1.1	GENERAL A certificated approved maintenance organization must provide personnel, facilities, equipment, and materials in quantity and quality that meet the standards required for the issuance of the certificate and ratings that the approved maintenance organization holds.	MPM 3.1, 3.2	PADC is aware of this regulation and will comply fully.
6.3.1.2	HOUSING AND FACILITY REQUIREMENTS (a) Housing and facilities shall be provided appropriate for all planned work	MPM 3.2 (5,	PADC has available

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	<p>ensuring, in particular, protection from weather.</p> <p>(b) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.</p> <p>(c) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.</p> <p>(d) Specialized workshops and bays shall be segregated, as appropriate; to insure that environmental and work area contamination is unlikely to occur.</p> <p>(e) Storage facilities shall be provided for parts, equipment, tools and material.</p> <p>(f) Storage conditions shall be provided security for serviceable parts; segregation of serviceable from unserviceable parts, and prevent deterioration of and damage to stored items.</p>	<p>7)</p> <p>MPM 3.2 (a,b)</p> <p>MPM 3.2 (a, c)</p> <p>MPM 3.2 (a, b)</p> <p>MPM 3.2 (h)</p> <p>MPM 3.2 (f)</p>	<p>housing & facilities, segregated specialized workshops and bays, appropriate work environments, storage facilities.</p>
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PCAR PART 6			
6.3.1.3	<p>EQUIPMENT, TOOLS, AND MATERIAL</p> <p>(a) The AMO shall have available the necessary equipment, tools, and material to perform the approved scope of work and these items shall be under full control of the AMO. The availability of equipment and tools means permanent availability except in the case of any tool or equipment that is so rarely needed that its permanent availability is not necessary.</p> <p>(b) The Authority may exempt an AMO from possessing specific tools and equipment for</p>	<p>MPM 6.14</p> <p>MPM</p>	<p>PADC have available equipment, tools and materials to perform the approved scope of work and insure that these items are fully controlled.</p>



I.S. 6.5.1.2	<p>maintenance or repair of an aircraft or aeronautical product specified in the AMO's approval, if these items can be acquired temporarily, by prior arrangement, and is under full control of the AMO when needed to perform required maintenance or repairs.</p>	6.14..2	<p>PADC has procedures for the calibration of tools and equipment and ensure that all are followed. All records of calibrations and procedures & standards used for calibration are in place.</p>
	<p>(c) The AMO shall control all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness.</p>	MPM 6.14.4	
	<p>(d) The AMO shall ensure that all applicable tools, equipment, and test equipment used for product acceptance and/or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the Authority and traceable to the State National Standards</p>	MPM 6.14.3	
	<p>(e) The AMO shall keep all records of calibrations and the standards used for calibration.</p>	MPM 6.14.6	

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PCAR PART 6			
6..4	ADMINISTRATION		
6.4.1.1	<p>PERSONNEL AND TRAINING REQUIREMENTS</p> <p>(a) A management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the AMO is in compliance with these regulations, shall be nominated.</p> <p>(b) The person or persons nominated as manager shall represent the maintenance management structure of the AMO, and be responsible for all functions specified in Part 6.</p> <p>(c) Nominated managers shall be directly</p>	<p>MPM 2.1</p> <p>MPM 2.1</p>	PADC has all its management structure in place.



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	<p>responsible to an accountable manager who shall be acceptable to the Authority.</p> <p>(d) The AMO shall employ sufficient personnel to plan, perform, supervise and inspect and release the work in accordance with the approval.</p> <p>(e) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.</p> <p>(f) The person signing maintenance release or an approval for return to service shall be qualified in accordance with CAR Part 2, as appropriate to the work performed, and is acceptable to the Authority.</p> <p>(g) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority. The training program established by the AMO shall include training in knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew.</p>	<p>MPM 5.1</p> <p>MPM 5</p> <p>MPM 5.3, 5.5</p> <p>MPM 5.4, 5.5</p> <p>MPM 9.1 & 9.2</p>	<p>PADC has all its Technical management and personnel in place</p> <p>Maintenance personnel and certifying staff meets the qualification and training requirements.</p>
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6.4.1.2	<p>REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS IN AN AMO</p> <p>(a) No person may assign, nor shall any person perform maintenance functions for aircraft, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.</p> <p>(b) No person may schedule a person performing maintenance functions for aircraft for more than 12 consecutive hours of duty.</p> <p>(c) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft may be continued on duty for</p> <p>(1) Up to 16 consecutive hours; or</p> <p>(2) 20 hours in 24 consecutive hours.</p> <p>(d) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of 10 hours.</p> <p>(e) The AMO shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day periods.</p>	<p>MPM 5.8 (1)</p> <p>MPM 5.8 (2)</p> <p>MPM 5.8 (2)</p> <p>MPM 5.8 (2)</p> <p>MPM 5.8 (3)</p>	<p>PADC personnel observed the regular working hours days and working hours as prescribed by the CSC and PADC. PADC is aware of the regulations and will comply depending on PADC's maintenance workload.</p>
6.4.1.3	<p>RECORD OF CERTIFYING STAFF</p> <p>(a) The AMO shall maintain a roster of all certifying staff, which includes details of the scope of their authorization.</p> <p>(b) Certifying staff shall be notified in writing of the scope of their authorization.</p> <p><i>Implementing Standard: See IS: 6.4.1.3 for detailed requirements pertaining to records of certifying staff.</i></p>	<p>MPM 4.4</p>	<p>PADC maintain a roster of all certifying staff, which includes details of the scope of their authorization. PADC will continuously comply with this regulation</p>

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PCAR PART 6			
6..5	AMO OPERATING RULES		
6.5.1.1/ I.S. 6.5.1.1	<p>APPROVED MAINTENANCE ORGANIZATION PROCEDURES MANUAL</p> <p>(a) An AMO Maintenance Procedure Manual and any subsequent amendments thereto shall be approved by the Authority prior to use.</p> <p>(b) The AMO Maintenance Procedures Manual shall specify the scope of work required of the AMO in order to satisfy the relevant requirements needed for an approval of an aircraft or aeronautical product for return to service.</p> <p>(c) The procedures manual and any other manual it identifies must: comply</p> <p>(1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;</p> <p>(2) Be in a form that is easy to revise and contains a system which allows personnel to determine current revision status;</p> <p>(3) Have the date of the last revision printed on each page containing the revision;</p> <p>(4) Not be contrary to any applicable Republic of the Philippines regulation or the AMO's specific operating provisions; and</p> <p>(5) Include a reference to appropriate civil aviation regulations.</p> <p>(d) The AMO shall provide an Approved Maintenance Procedures Manual for use by the organization, containing the following information</p> <p>(1) A statement signed by the accountable manager confirming that the maintenance organization Procedures Manual and any associated manuals define the AMO's compliance with this regulation and will be complied with at all times</p>	<p>MPM 6.3</p> <p>MPM 6.12.1</p> <p>MPM 6.4</p> <p>MPM 1.7</p> <p>MPM 1.7</p> <p>MPM 1.2</p> <p>MPM 2.1</p> <p>1.8</p>	<p>All the necessary information and procedures as required by PCAR are included in MPM for full implementation /compliance.</p> <p>All updates, revisions will be recorded.</p> <p>MPM contains all the required information in compliance with the regulations contain in PCAR Part 6</p>

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PCAR PART 6			
6.5.1.1	<p>APPROVED MAINTENANCE ORGANIZATION PROCEDURES MANUAL</p> <p>(2) A procedure to establish and maintain a current list of the titles and names of the management personnel accepted by the Authority. The list of personnel may be separate from the Procedures Manual but must be kept current and available for review by the Authority when requested;</p> <p>(3) A list which describes the duties and responsibility of the management personnel and which matters on which they may deal directly with the Authority on behalf of the AMO;</p> <p>(4) An organization chart showing associated chains of responsibility of the management personnel.</p> <p>(5) A procedure to establish and maintain a current roster of certifying personnel; <i>Note: The list of certifying personnel may be separate from the procedures manual but must be kept current and available for review by the Authority when requested.</i></p> <p>(6) A description of the procedures used to establish the competence of maintenance personnel;</p> <p>(7) A general description of manpower resources;</p> <p>(8) A description of the method used for the completion and retention of the maintenance records;</p> <p>(9) A description of the procedure for preparing the maintenance release and the circumstances under which the release is to be signed;</p>	<p>MPM 5.1</p> <p>MPM 5.7</p> <p>MPM 4.1, 4.2, 4.3</p> <p>MPM 4.4</p> <p>MPM 6.4</p> <p>MPM 2.4</p> <p>MPM 6.12</p> <p>MPM 6.11.14</p>	<p>PADC will see to it that the list is updated</p> <p>All the procedures contained in the MPM will be fully implemented and followed .</p>

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PCAR PART 6			
6.5.1..1	APPROVED MAINTENANCE ORGANIZATION PROCEDURES MANUAL (10) A description, when applicable, of additional procedures for complying with an AOC holder's maintenance procedures and requirements; (11) A description of the procedures for complying with the service information reporting requirement contained in 6.5.1.9; (12) A description of the procedure for receiving, amending and distributing within the maintenance organization all necessary airworthiness data from the type certificate holder or the type design organization; (13) A general description of the facilities located at each address specified in the AMO's approval certificate; (14) A general description of the AMO's scope of work relevant to the extent of approval; (15) The notification procedure for AMO to use when requesting the approval of changes to the organization of the AMO from the Authority; (16) The amendment procedure for the AMO procedures manual, including the submission to the Authority, and the method and procedures to ensure that all amendments are furnished promptly to all organizations and persons to whom the manual has been issued; (17) The AMO's procedures, acceptable to the Authority, to ensure good maintenance practices and compliance with all relevant requirements in this subsection;	MPM 6.11.8 MPM 6.11.16 MPM 6.12.2 MPM 3.1 MPM 6.8 MPM 6.1 MPM 6.3 MPM 8.1	PADC has submitted 2 copies of the MPM that fully complies with 6.5.1.1 (a), (b), and (c) 1 through 22 All procedures pertaining to the inspection and maintenance are in its MPM provided in Sec. 6. PADC will comply with all the procedures .
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PCAR PART 6			
6.5.1..1	<p>APPROVED MAINTENANCE ORGANIZATION PROCEDURES MANUAL</p> <p>(18) The AMO's procedures to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aeronautical products. Compliance monitoring must include a feedback system to the person or group of persons specified in 6.4.1.1 and ultimately to the accountable manager to ensure, as necessary, corrective action. Such a system shall be acceptable to the Authority;</p> <p>(19) The AMO procedures for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the accountable manager for review and action:</p> <p>(20) A list of operators, if appropriate, to which the AMO provides an aircraft maintenance service:</p> <p>(21) A list of organizations performing maintenance on behalf of the AMO; and</p> <p>(22) A list of the AMO's line maintenance locations and procedures, if applicable.</p>	<p>MPM 8.1</p> <p>MPM 6.9</p> <p>MPM 6.11.2</p> <p>MPM 6.11.19</p> <p>MPM 6.17</p>	<p>PADC has submitted 2 copies of the MPM that fully complies with 6.5.1.1 (a), (b), and (c) 1 through 22</p> <p>All procedures pertaining to the inspection and maintenance are in its MPM provided in Sec. 6</p>

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REFERENCE	TOPICS	CONTROL NO.	STATEMENT OF COMPLIANCE
PCAR PART 6			
6.5.1.2	MAINTENANCE PROCEDURES AND INDEPENDENT QUALITY ASSURANCE SYSTEM (a) The AMO shall establish procedures acceptable to the Authority to insure good maintenance practices and compliance with all relevant requirements in these regulations such that aircraft and aeronautical products may be properly returned to service. (b) The AMO shall establish an independent quality assurance system, acceptable to the Authority, to monitor compliance with and adequacy of the procedures and by providing a system of inspection to ensure that all maintenance is properly performed. (c) The maintenance procedures should address the provisions and limitations of Part 6. (d) The AMO's quality system shall be sufficient to review all maintenance procedures as described in the Procedures Manual in accordance with an approved program once a year for each aircraft type maintained. (e) The AMO's quality system shall indicate when audits are due, when completed, and establish a system of audit reports, which can be seen by visiting Authority staff on request. The audit system shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager	MPM 8.1 MPM 8.2 MPM 8.0 MPM 8.1 (4) MPM 8.2.1	PADC Quality Assurance Department is responsible in assuring that quality system of the company are followed are in place. Quality manual was established to address the importance of quality system. A periodic Facility Quality Audit is conducted o evaluate and ensure the effectiveness of PADC Quality control system.

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6.5.1.3	CAPABILITY LIST	MPM 10	PADC
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PCAR PART 6			
6.5.1.7	MAINTENANCE RECORDS <ul style="list-style-type: none"> (a) The AMO shall record, in a form acceptable to the Authority, all details for maintenance work performed. (b) The AMO shall provide a copy of each certificate of return to service to the aircraft operator, together with a copy of any specific airworthiness data used for repairs/modifications performed. (c) The AMO shall retain a copy of all detailed maintenance records and any associated airworthiness data for two years from the date the aircraft or aeronautical product to which the work relates was released from the AMO. d) Each person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft/aeronautical product shall make an entry in the maintenance record of that equipment: 	MPM 6.12 MPM 6.12.1 P.2 MPM 6.12.1 P.2 MPM 6.12.1	PADC has a complete set of forms to record all details of maintenance work performed . A complete procedure in its MPM that addresses all this regulation on maintenance records.
6.5.1.8	AIRWORTHINESS DATA <ul style="list-style-type: none"> (a) The AMO shall be in receipt of all airworthiness data appropriate to support the work performed from the Authority, the aircraft/aeronautical product design organization, and any other approved design organization in the State of Manufacture or State of Design, as appropriate. <i>Note: The Authority may classify data from another authority or organization as mandatory and may require the AMO to hold such data.</i> (b) Where the AMO modifies airworthiness data specified in paragraph (a) to a format or presentation more useful for its maintenance activities, the AMO shall submit to the Authority an amendment to the maintenance procedure manual for any such proposed modifications for acceptance. (c) All airworthiness data used by the AMO shall be kept current and made available to all personnel who require access to that data to perform their duties. <i>Implementing Standard: See IS: 6.5.1.8 for detailed requirements concerning airworthiness data.</i> 	MPM 6.12.3 MPM 6.12.3 MPM 6.12.3 1.8	PADC will comply with all this regulation by having a current technical data library, and will retain all CAAP acceptable and approved data

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6.5.1.9

REPORTING OF UNAIRWORTHY CONDITION

MPM

PADC is aware

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REFERENCE	TOPICS	CONTROL NO,	STATEMENT Of COMPLIANCE
IS: 6.4.1.1	PERSONNEL REQUIREMENTS	MPM 5	
IS: 6.4.1.3	RECORDS OF CERTIFYING STAFF	MPM 5.2	
IS: 6.5.1.1	MAINTENANCE ORGANIZATION PROCEDURES MANUAL	MPM 6	
IS: 6.5.1.2	MAINTENANCE PROCEDURES AND INDEPENDENT QUALITY ASSURANCE SYSTEM	MPM 8	
IS: 6.5.1.6	CERTIFICATION OF RETURN TO SERVICE	MPM 6.11.13	
IS: 6.5.1.8	AIRWORTHINESS DATA	MPM 6.12.2	
PCAR PART 5	AIRWORTHINESS		
5.6.1.6	PERFORMANCE RULES : MAINTENANCE	MPM 6.11.1	PADC will comply fully with the performance regulation
5.6.1.7	PERFORMANCE RULES: INSPECTIONS	MPM 6.10.6	PADC will comply fully with the performance regulation
5.6.1.8	PERFORMANCE RULES: AIRWORTHINESS LIMITATIONS	MPM 6.13	PADC will comply fully with the performance regulation
5.7	MAINTENANCE RECORDS AND ENTRIES	MPM 6.12	PADC will comply fully with the performance regulation



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2.1 CORPORATE COMMITMENT BY THE ACTING PRESIDENT, PADC

This Maintenance Procedure Manual and any associated reference manuals define the organization and procedures upon which the Civil Aviation Authority of the Philippines (CAAP) approval is based as required by the Civil Air Regulation Part 6 Series of June 23, 2008. These procedures are approved by the undersigned and must be complied with, as applicable, when work orders are being progressed under the terms of the Civil Aviation Regulation.

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

It is understood that the CAAP will approve this organization if satisfied that the procedures are being followed and work standards are maintained. It is further understood that CAAP reserves the right to suspend, limit or revoke the Civil Aviation Regulation Part 6 approval of the organization if CAAP has evidence that procedures are not followed or standards not upheld.

Signed _____

Dated _____

RAYMOND L. MITRA

Accountable Manager / Acting President & CEO, PADC

For and on behalf of Philippine Aerospace Development Corporation (PADC)



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MANAGEMENT

2.2 COMPANY DESCRIPTION

BACKGROUND INFORMATION

1. MANDATE

The corporation, by itself or through its subsidiary (ies), shall undertake all manner of activity, business or development projects towards the establishment of a reliable aviation and aerospace industry

2. VISION


To lead in the aviation industry & aerospace development

3. MISSION

To provide quality support services in maintenance, repair and overhaul and research for aerospace development.

4. OBJECTIVES

1. Positive government involvement and initiative in the development and improvement of air transport services and facilities.
- 2 The development of local capacity for design, assembly and manufacture of aircraft and aerospace related devices.
- 3 The development and improvement of the technical, maintenance and engineering services required to support air transport services and local capacity for design, assembly and manufacture of aircraft.

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MANAGEMENT

2.2 COMPANY DESCRIPTION

BACKGROUND INFORMATION

5. FUNCTIONS

1. The assembly, manufacture and sale of all forms of aircraft and aerospace devices, equipment or contraptions, and the studies or researches for innovations and improvement thereon.
2. The development of local capabilities in the maintenance, repair and overhaul and modification of aerospace and associated flight and ground equipment and components thereof in order to provide technical services and overhaul support to government agencies owning aerospace equipment, the Philippine Air Force, the National Airline and Foreign Airline companies and Air Forces; and to the aviation industry in general.
3. The operation and provision of air transport services, whether for cargo or passenger on a scheduled, non-scheduled or charter basis on domestic and/or international scale.



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MANAGEMENT

2.3 QUALITY AND SAFETY

Compliance with the various rules, regulations, directives and related safety requirements by the Aviation Authority and Customer requirement is a must for our organization.

These requirements include Maintenance Release, Inspection, Signatory Responsibilities, Reports, Aircraft technical Records and Maintenance programs on the customer's aircraft, engines, electrical and electronic appliances and related accessories.

Only by providing the standard of Quality and Service demanded by our customers and constantly striving to maintain and improve standard, can we continue to be a respected provider of service. The basic quality requirements to achieve the standard are laid down in this organization procedures manual.

Quality and Safety standards are the responsibility of all personnel and it is the duty of all personnel to comply with this policy, to strive to both maintain and improve quality standards at every opportunity.

The Officer-In-Charge - Quality Assurance Department is responsible for the full compliance of all procedures established in this system, the airworthiness of all aircraft components and part thereof are produced by an inspection system which enables Philippine Aerospace Development Corporation to effectively deliver its services to the aviation Quality Standard in the most economical manner.

To promote the Quality and Safety policy to PADC Personnel, Manager of all departments must:

- a) Consider human factors in job planning and when accomplishing work.
- b) Encourage personnel to report maintenance related errors/incidents so that safety can be enhanced and have preventive measures to prevent the recurrence.
- c) Recognize that compliance with procedures, quality standards, safety standards and regulation is the duty of all personnel.
- d) Identify the needs for training, continuous learning facility resources and effective communication among all levels to ensure safe and healthy working environment.

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- e) Support and encourage all personnel to work together to improve the quality and safety system.
- f) Develop an Integrated Safety Management System.

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2.4 SAFETY MANAGEMENT SYSTEM PROGRAM

As per CAAP Memorandum Circular dated 8 May 2008, regarding the Implementation of Safety Management System (SMS) to all Airlines, Aircraft/Aerodrome Operators, Aviation Maintenance Organization and Flying Schools

2.4.1 PURPOSE

To confirm that the main components of the SMS are in place and documented, and that SMS is being implemented across the whole organization.

2.4.2 METHOD OF USE

This basic evaluation follows the SMS requirements in the Republic of the Philippines, which are ICAO compliant.

These checklists are intended for use by the CAAP. They can also be used by operators and service providers to assist in monitoring implementation of their SMS.

Auditing by the CAAP can be accomplished using the same questions to verify the organization's own responses. The findings will serve to inform the CAAP, and to assist the operator in guiding future action. Depending on the findings, either a follow-up basic SMS evaluation or an advanced SMS evaluation should be planned.

2.4.3 EVALUATING SAFETY MANAGEMENT SYSTEMS

When evaluating a safety management system it is important to keep in mind that the purpose of the SMS is to make continuous improvement in the overall level of safety.

As the SMS must be appropriate to the size and complexity of the operation, it follows that no two systems will be identical. However, common features can be

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recognized that allow the SMS to be described in terms that indicate the state of development of the systems.

It may be helpful to think of SMS development as a life-cycle. Before the SMS can be considered to exist, there must have been an implementation plan.

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2.4.4 Three stages in the life of an SMS

2.4.4.1 Foundational Stage

When the main components of the system have been out in place the SMS will be considered "FOUNDATIONAL".

2.4.4.2 Functional Stage

When it can be demonstrated that the system is being used, proactively, for the management of safety, it will be considered "FUNCTIONAL"

2.4.4.3 Cultural Stage

Finally, evidence of active processes of improvement and refinement, with commitment from all involved, will indicate that the SMS has matured to the fully effective "CULTURAL" stage

2.4.5 DEVELOPMENT AND SUCCESS OF THE SMS

It should also be noted that the growth and success of the SMS is wholly dependent on continuing confidence in the SMS processes at all levels in the organization. The possibility always exists that growth of the SMS will stagnate and may go backward, for example where an active safety culture is not encouraged and sustained.

Safety policy shall convey a positive commitment to involve all managers and staff in proactive safety management. It is linked to the organization's objectives for safety improvement and should be communicated effectively to all those affected.

Even the most effective SMS will need to be reviewed and rejuvenated is the benefits are to be sustained.

Since a developing SMS must grow from one stage to the next, it is likely that there will be some overlap and characteristics of more than one stage will be seen. The

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evaluation should help to identify the stage that most generally describes the state of development, even though some features of a more advanced SMS may be evident in some areas. Excellence should also be recognized where it has been achieved.

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2.5 MANPOWER RESOURCES

(NOTE: Philippine Aerospace Development Corporation (PADC) updated and completed its Manpower list is attached in the Appendices 11-C). List can be verified in the Administrative and Services Department)



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CHAPTER 3

HOUSING AND FACILITIES



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HOUSING AND FACILITIES

3.0 DESCRIPTION

The Philippine Aerospace Development Corporation, CAAP Certificated Approved Maintenance Organization No. 01-76 is completely housed in an all steel semi-cantilever six-bay hangar with attached offices, stockrooms, and shops with the following:

Hangar Floor space	:	18,700 ft ² (1,738 m ²)
Office space	:	1,800 ft ² (167 m ²)
Shop space	:	14,079 ft ² (1,308 m ²)
Stockroom floor space	:	2,400 ft ² (223 m ²)

All floors are constructed of reinforced concrete in the shops and with vinyl tiles overlay in the offices and stockrooms.

All office, shop and stockroom spaces are lighted with fluorescent light fixtures. All hangar bays are adequately lighted with mercury lamps. Both 110 and 220 volts circuits are available in the hangar and shop areas. Additionally, the shop and test block area has a 440 volt circuits. The ramp in front of the hangar is concrete with asphalt overlay and is lighted by floodlights at night. The ramp area is available for parking and aircraft preparation for run-up and test flights.

A transportable engine crane of 1-ton capacity is available for removal and installation of engines.

All offices, stockrooms and shops that require controlled temperature are equipped with air conditioning units.

A 175 psi working pressure, electric-driven air compressor supplies filtered compressed air to wall outlets equipped with moisture traps at convenient locations in hangar and shop areas. Three (3) stand-by air compressors with electrically driven motors ranging from 1 to 3 horsepower are also available.

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Portable fire extinguishers are strategically placed in the entire Approve Maintenance Organization.

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HOUSING AND FACILITIES

3.0 DESCRIPTION

Housing and facilities shall be provided appropriate for all planned work ensuring, in particular, protection from weather.

- (b) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.
- (c) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.
- (d) Specialized workshops and bays shall be segregated, as appropriate; to insure that environmental and work area contamination is unlikely to occur.
- (e) Storage facilities shall be provided for parts, equipment, tools and material.
- (f) Storage conditions shall be provided security for serviceable parts; segregation of serviceable from unserviceable parts, and prevents deterioration of and damage to stored items.



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HOUSING AND FACILITIES

3.1 PADC HANGAR NO. 3 LAY –OUT

ADDRESS: PADC Hangar No. 3, General Aviation Area,
Domestic Road, Pasay City

PADC HANGAR NO.3

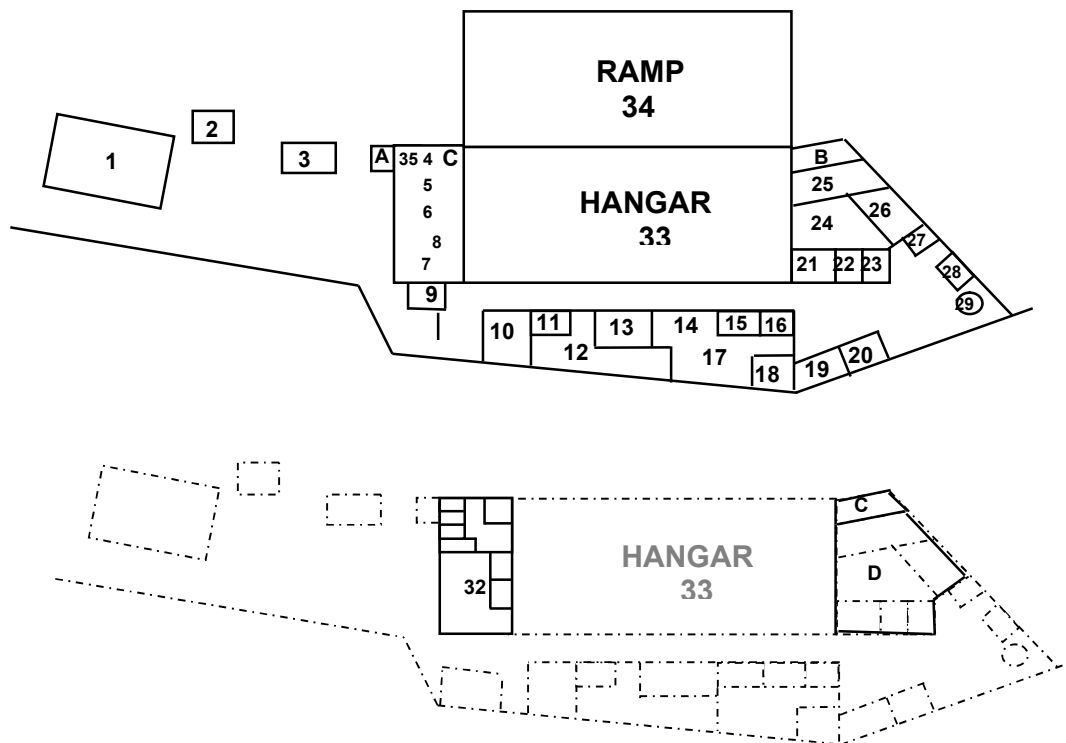


Fig 2. PADC Hangar #3 – Floor Plan (2nd Floor)

1. TEST CELL AREA (3,765 ft²) 15. DARK ROOM (100 ft²) 29. WATER STORAGE TANK

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2. POL AREA (1,000 ft ²)	16. DIRECTOR – MROS OFFICE (---- ft ²)	30. VACANT (850 ft ²)
3. CANTEEN (1,000 ft ²)		31. VACANT (850 ft ²)
4. FLIGHT LINE SHOP (100 ft ²)	17. PISTON REWORK AREA (1,000 ft ²)	32. OFFICE SPACE (2,300 ft ²)
5. FLIGHT LINE SHOP (800 ft ²)	18. NDT SHOP (500 ft ²)	33. HANGAR AREA (18,700 ft ²)
6. STORE #3 (800 ft ²)	19. SAND BLASTING AREA (600 ft ²)	34. RAMP (20,000 ft ²)
7. STORE #3 (800 ft ²)	20. BATTERY SHOP (400 ft ²)	35. FLIGHT LINE SHOP (---- ft ²)
8. COMMUNICATIONS (500 ft ²)	21. REI/AVIONICS SHOP (600 ft ²)	36. FLIGHT LINE SHOP (---- ft ²)
9. FIBERGLASS SHOP (---- ft ²)	22. ACCESSORY SHOP (250 ft ²)	
10. ELECTRICAL SHOP (120 ft ²)	23. LOCKER ROOM (290 ft ²)	TENANTS: 3.2
11. TOOL CRIB (100 ft ²)	24. PROPELLER & HYDRAULIC SHOP (1,200 ft ²)	A. VACANT
12. STORE 3 (1,000 ft ²)	25. MACHINE SHOP (1,000 ft ²)	B. SPACE OCCUPIED (PSI)
13. VACANT (500 ft ²)	26. TRAINING ROOM (600 ft ²)	C. SPACE OCCUPIED (SAFER)
14. DEMOLISHED (200 ft ²)	27. TRAINING ROOM (100 ft ²)	D.
	28. AIR COMPRESSOR ROOM (200 ft ²)	

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HOUSING AND FACILITIES

3.2 PROCEDURE FOR CLEANLINESS STANDARDS OF MAINTENANCE FACILITIES

- (a) For ongoing maintenance of aircraft. Aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.
- (b) Hangars used to house aircraft together with office accommodation shall be such as to insure a clean, effective and conformable working environment.
 - (1) Temperatures should be maintained at a comfortable level.
 - (2) Dust and any other airborne contamination should be kept to a minimum and not permitted to reach a level in the work task area where visible aircraft/component surface contamination is evident.
 - (3) Lighting should be such as to insure each inspection and maintenance task can be carried out.

Noise levels should not be permitted to rise to the point of distracting personnel from carrying out inspection tasks. Where it is impractical to control the noise source, such personnel should be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.

- (c) Where a particular maintenance task requires the application of specific environmental conditions different to the foregoing, then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions.)
- (d) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust/other airborne contamination; the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.



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HOUSING AND FACILITIES

3.2 PROCEDURE FOR CLEANLINESS STANDARDS OF MAINTENANCE FACILITIES

- (e) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.
- (f) Storage facilities for serviceable aircraft components shall be clean, well ventilated and maintained at an even dry temperature to minimize the effects of condensation.
- (g) Manufacturer and standards recommendations shall be followed for specific aircraft components.
- (h) Storage racks shall provide sufficient support for large aircraft components such that the component is not distorted.
- (i) All aircraft components, wherever practicable, shall remain packaged in protective material to minimize damage and corrosion during storage.



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CHAPTER 4

COMPANY ORGANIZATION



4.1

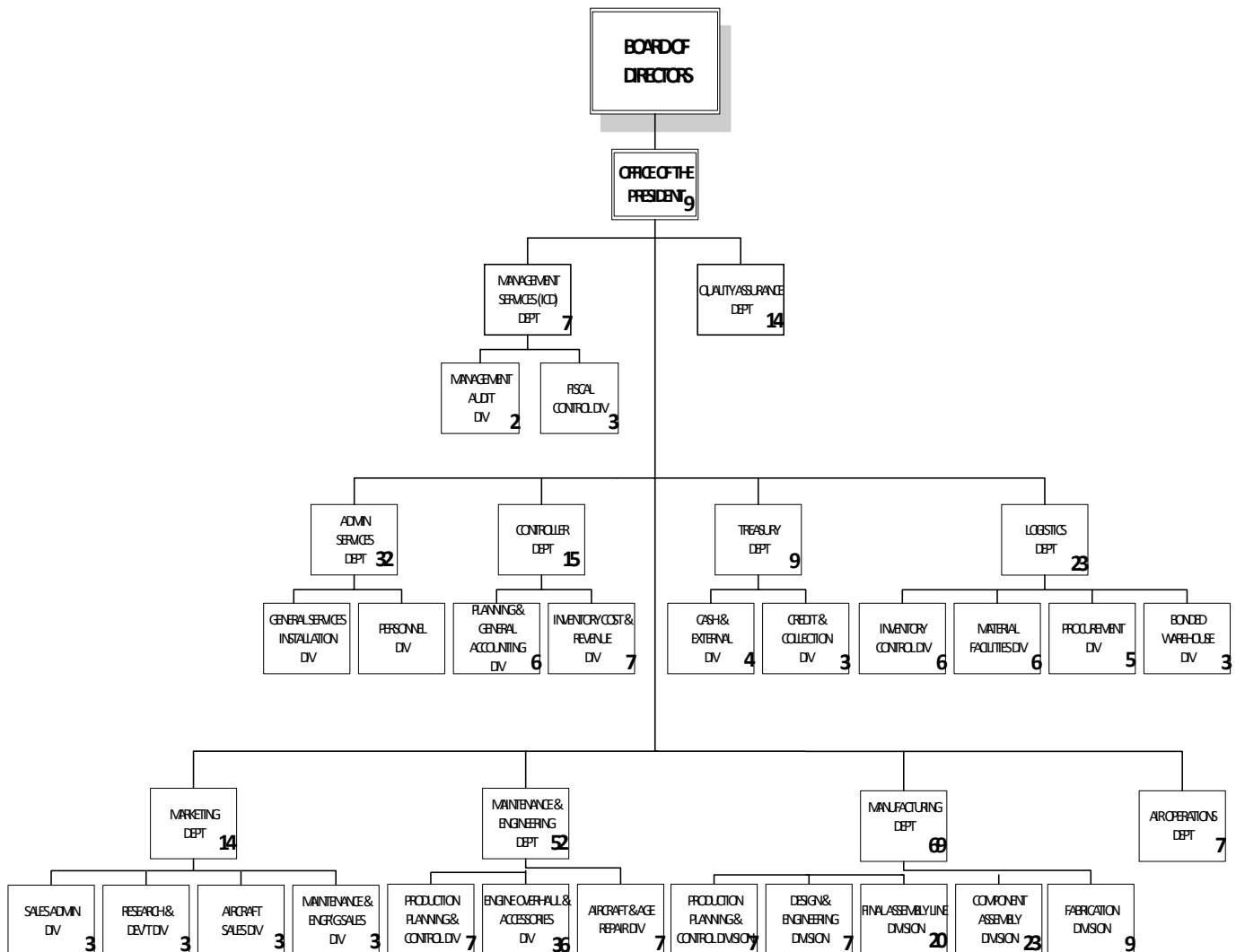
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COMPANY ORGANIZATION

4.1 PADC ORGANIZATIONAL CHART





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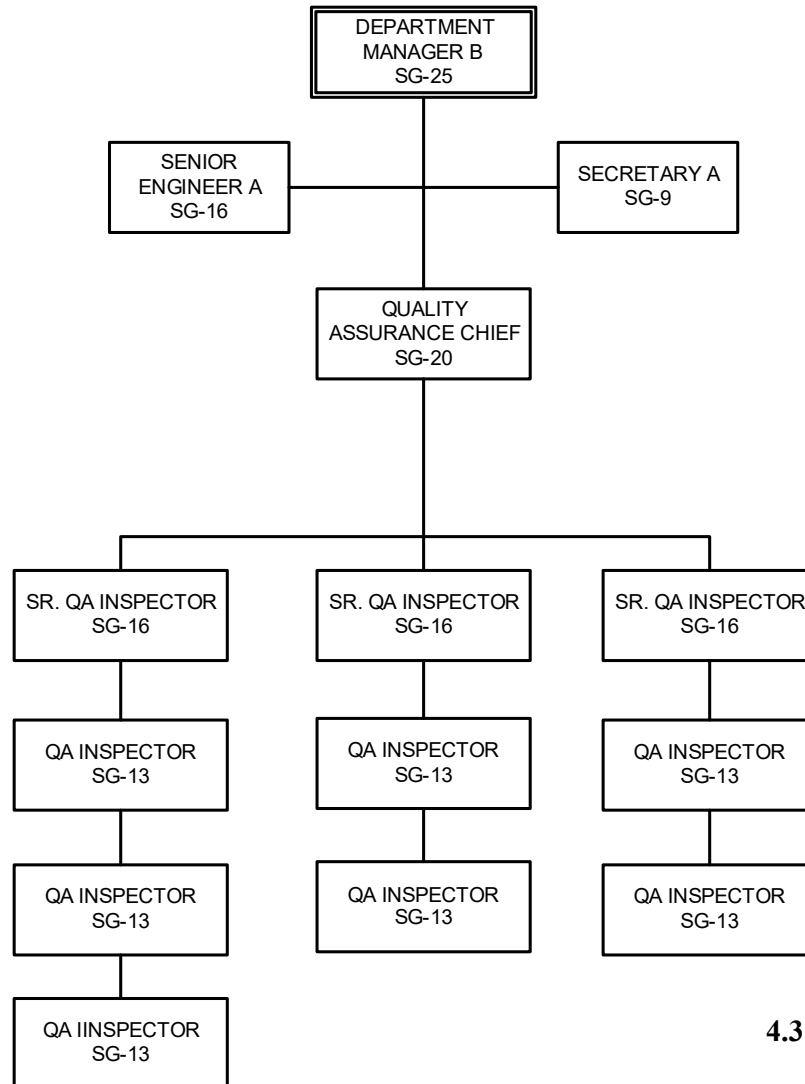
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COMPANY ORGANIZATION

4.2 Organization Chart – Quality Assurance Division



QUALITY ASSURANCE DEPARTMENT

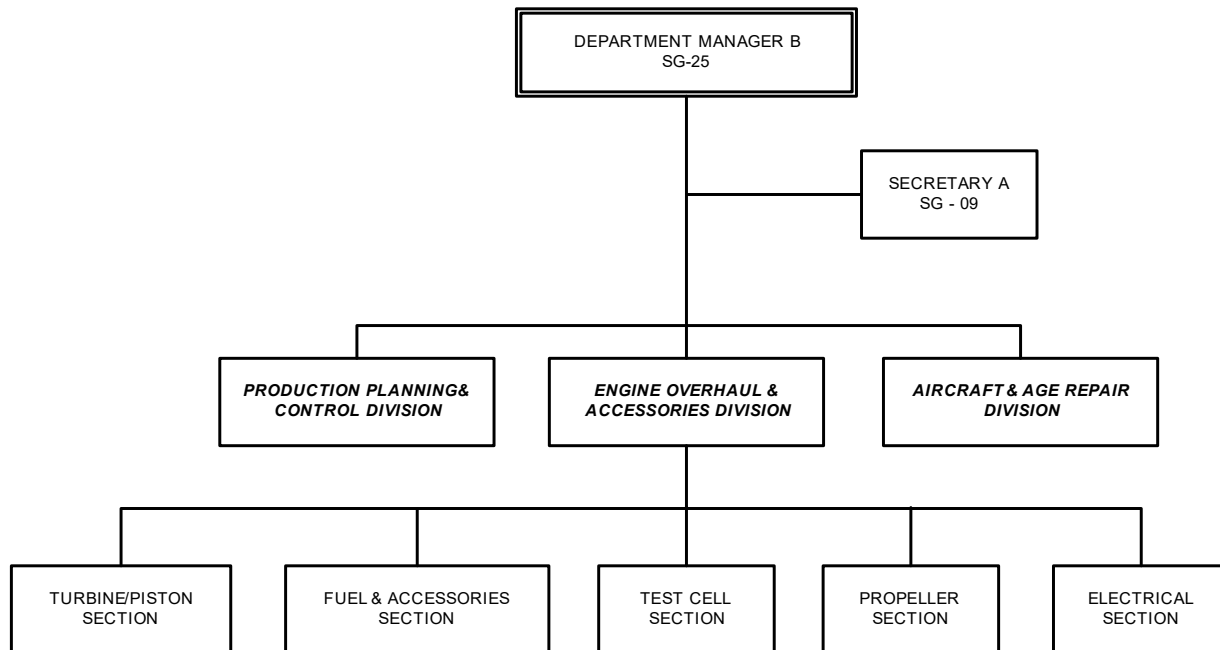


COMPANY ORGANIZATION

4.3 Organization Chart – Maintenance & Engineering Department



MAINTENANCE & ENGINEERING DEPARTMENT



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02

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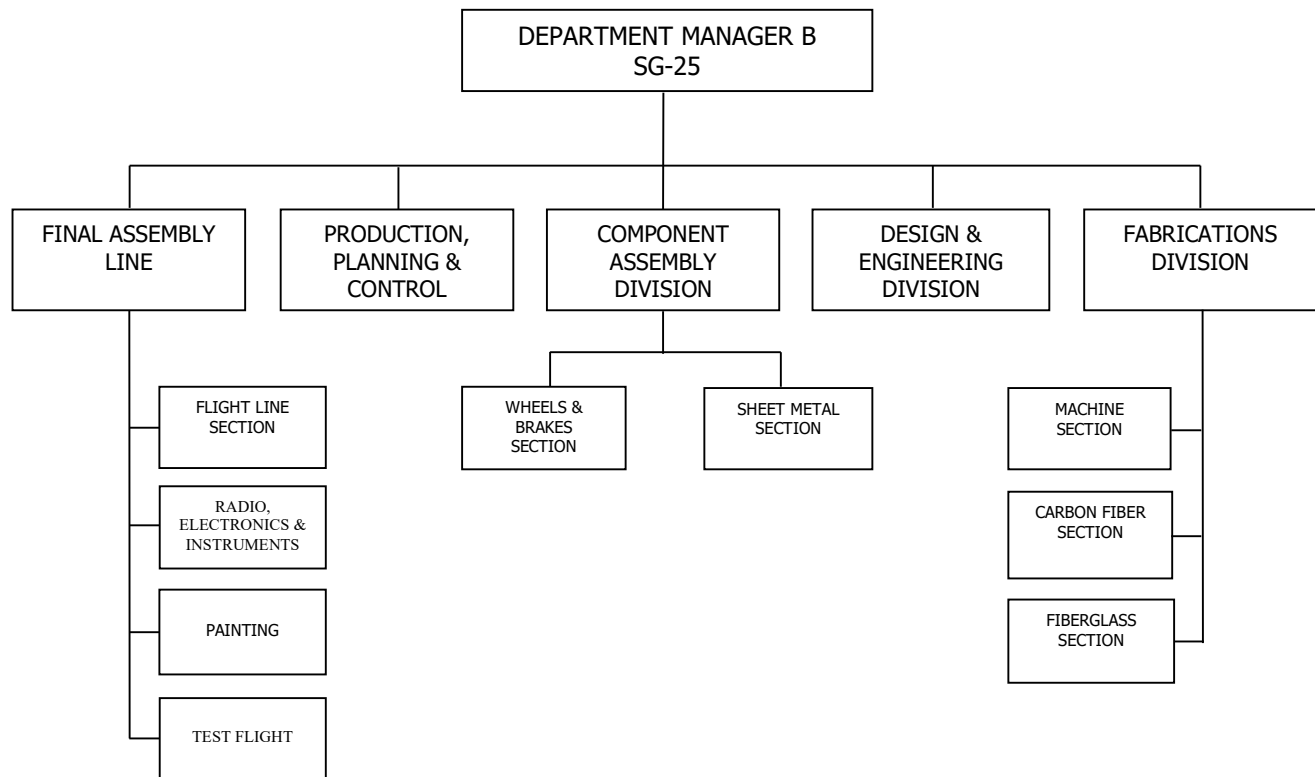
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COMPANY ORGANIZATION

4.4 Organization Chart – Manufacturing Department



MANUFACTURING DEPARTMENT



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COMPANY ORGANIZATION

4.5 Authority and Roster of Authorized Inspection Personnel



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Name and Title	Certification Type and Number	Inspector's Identification		
		Signature	Initial	Stamp
FLORDELINO V. FAHIGAL Officer-In-Charge Quality Assurance Department Aircraft/Structural/Piston Engine/Line Maintenance/REI/Calibration & Accessory/Propeller & Undercarriage/Machine& Store 3	CAAP A&P 116342-AMT			
RICARDO T. MAGBANUA Senior Inspector Quality Assurance Department Aircraft/Structural/Calibration & Accessory/Line Maintenance/ REI/Machine/Test Cell/Propeller & Undercarriage/NDT/Store Inspector	CAAP A&P 119257-AMT			

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4.6 INSPECTION PERSONNEL



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Name and Title	Certification Type and Number	Inspector's Identification		
		Signature	Initial	Stamp
ROGER B. SISIK Line Maintenance Inspector	CAAP A&P 119256-AMT			
ELMER T. ECLARINAL Line Maintenance Inspector	CAAP A&P 111344-AMT			
TEODORICO M. HICBAN Line Maintenance Inspector	CAAP A&P 106581-AMT			
FRANCIS ERICK R. EBASCO Line Maintenance Inspector	CAAP A&P 108288-AMT CAAP NDT 108288-AMS			
ANGELINA M. OLIQUIANO NDT Inspector	CAAP A&P 110531-AMT CAAP NDT 110531-AMS			
MARC ANDREW B LINA Line Maintenance Inspector	CAAP A&P 126267-AMT			

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4.7 AUTHORITY DELEGATION

Date 2nd Issue : 07 March 2011

CAAP Approved Maintenance Organization No. 01-76



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For a complete list of duties, see Officer-In-Charge - QA duties.

The inspector will signify acceptance of work performed by stamping the appropriate box on the work order or inspection form along with the date the work is accepted.

Logbook entries, inspection forms, and CAAP forms must be signed using full name and in ink by the inspector completing the inspection.

A master list shall be maintained with each inspector's full name, initials and stamp in this section of the Approved Maintenance Organization manual. A stamp issued to inspector will be destroyed when an inspector no longer acts as a member of the inspection department, and that number will not be re-issued.

An inspector is authorized to return to service aircraft and/or component, for which he is, and the Approved Maintenance Organization is rated after annual inspection, major alteration or major repairs have been completed.