



CIVIL AVIATION SAFETY AUTHORITY OF PNG

PNG

Civil Aviation Rules

Part 144

Supply Organisations - Certification

Original Rule Effective 1 January 2004, incorporates Amendment 1 dated 1 October 2010 and effective 1 January 2011

Schedule of Rules

Subpart A — General	3
144.1 Purpose	3
144.3 Definitions	3
144.5 Requirement for certificate	3
144.7 Application for certificate	3
144.9 Issue of certificate	3
144.11 Privileges of certificate holder	4
144.13 Duration of certificate	4
144.15 Notification of ceasing supply	5
144.17 Renewal of certificate	5
 Subpart B — Acceptance of Foreign Supply Organisations	 5
144.51 Purpose	5
144.53 Acceptable Foreign Certifications	5
 Subpart C — Certification of Supply Organisations	 6
144.101 Purpose	6
144.103 General	6
144.105 Personnel requirements	6
144.107 Facility requirements	7
144.109 Supply control procedures	7
144.111 Records	8
144.113 Internal quality assurance	9
144.115 Supply organisation exposition	9
 Subpart D — Operating Requirements	 10
144.201 Continued compliance	10
144.203 Changes to certificate holder's organisation	11
144.205 Safety audits and inspections	12

Subpart A — General

144.1 Purpose

This Part prescribes rules governing the certification of organisations who supply or distribute aeronautical products.

144.3 Definitions

In this Part—

Authority, when the context requires, means the national aviation regulatory body responsible for issuing a foreign supply organisation certificate or approval.

144.5 Requirement for certificate

Any person who supplies, and issues a release note for—

- (1) an aeronautical product broken from a batch of aeronautical products conforming to airworthiness standards acceptable to the Director; or
- (2) an aeronautical product, material or item of equipment whose design requires it to be held under specially controlled storage conditions to ensure that the product continues to conform to airworthiness standards acceptable to the Director; or
- (3) an aeronautical product, material or item of equipment that, in the absence of documentation specified in 144.109(a)(3)(i), requires inspection or testing to determine its conformity to airworthiness standards acceptable to the Director—

shall hold a supply organisation certificate issued under this Subpart.

144.7 Application for certificate

An applicant for the grant of a supply organisation certificate must complete form CAA 144/01 and submit it to the Director with—

- (1) the exposition required by 144.53 or 144.115 as applicable; and
- (2) a payment of the appropriate application fee prescribed by regulations made under the Act, such further particulars relating to the applicant as may be required by the Director.

144.9 Issue of certificate

(a) An applicant is entitled to a supply organisation certificate if the Director is satisfied in accordance with section 49 of the Act that—

- (1) the applicant meets the applicable acceptance requirements in Subpart B or the certification requirements in Subpart C; and
- (2) in the case of an application for certification under Subpart C, the applicant's senior persons required by 144.53(b)(3) and 144.105(a) are fit and proper persons; and
- (3) the granting of the certificate is not contrary to the interests of aviation safety.

(b) The Director may impose conditions and limitations on a supply organisation certificate granted under this Part.

144.11 Privileges and limitations

A supply organisation certificate specifies one or more of the following supply ratings:

- (1) S1 for the issue of release notes for aircraft parts:
- (2) S2 for the issue of release notes for aeronautical materials:
- (3) S3 for the issue of release notes for specialised services equipment and tooling:
- (4) S4 for the issue of release notes for fluids.

144.13 Operating Specifications

(a) A supply organisation certificate issued in accordance with this Part must be accompanied by the operating specifications specified in paragraph (b).

(b) The operating specifications must contain-

- (1) the certificate holder's address for service in Papua New Guinea; and
- (2) other business names under which the certificate holder may operate; and
- (3) the type of product and material that the certificate holder is authorised to supply; and
- (4) details of the physical location of the certificate holder's principal base of supply activity; and
- (5) details of other locations where supply activity is authorised to be conducted; and
- (6) details of any external service provider contracted to provide any service or function in regard to supply; and
- (7) the exposition reference (manual, section, procedure or page as applicable), including revision status and issue date, for the following:
 - (i) the senior persons required by rule 144.105:
 - (ii) the certificate holder's quality management system:
 - (iii) the certificate holder's procedures for granting authorisations; and
- (8) any exemption granted from any requirement of this or any other Part; and
- (9) any other item the Director determines is necessary to cover a particular situation.

144.15 Duration of certificate

(a) A supply organisation certificate may be granted or renewed for a period of up to five years.

- (b) A supply organisation certificate remains in force until it expires or is suspended or revoked by the Director.
- (c) The holder of a supply organisation certificate that expires or is revoked must immediately surrender the certificate to the Director.
- (d) The holder of a supply organisation certificate of approval that is suspended, must immediately produce the certificate to the Director for appropriate endorsement.

144.17 Notification of ceasing supply

A holder of a supply organisation certificate who ceases supply activity must notify the Director in writing within 30 days of the date of cessation and request revocation of the supply organisation certificate.

144.19 Renewal of certificate

- (a) An application for the renewal of a supply organisation certificate must be made on form CAA 144/01.
- (b) The application must be submitted to the Director by the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

Subpart B — Acceptance of Foreign Supply Organisations

144.51 Purpose

This Subpart prescribes the rules for the grant of a supply organisation certificate to a foreign organisation which the Director finds acceptable on the basis of an approval issued by the national aviation authority of a recognised country.

144.53 Recognised Foreign Certifications

- (a) Subject to the requirements of paragraphs (b) and (c), a supply or distribution organisation certificate issued by any of the following authorities will be accepted by the Director for the issue of a supply organisation certificate under this Part
 - (1) the Civil Aviation Safety Authority of Australia:
 - (2) the Civil Aviation Authority of New Zealand.
- (b) An applicant for a supply organisation certificate seeking acceptance of a foreign approval under paragraph (a) must provide the Director with:
 - (1) a copy of the foreign organisation certificate:
 - (2) a copy of the exposition required by the foreign Authority:
 - (3) the names of the Chief Executive and those senior persons who have responsibility for dealing directly with the Director on the following matters—
 - (i) product acceptance and dispatch:

- (ii) issue of release documentation:
 - (iii) internal quality assurance.
 - (4) any information the Director may require regarding continuing validity of the foreign certificate.
- (c) The Director may impose conditions and limitations on a supply organisation certificate issued under paragraph (a).

Subpart C — Certification of Supply Organisations

144.101 Purpose

This Subpart prescribes the rules for the grant of a supply organisation certificate to an organisation which is not otherwise eligible for acceptance by the Director in accordance with Subpart B.

144.103 General

An applicant for a supply organisation certificate may demonstrate compliance with the rules in this Subpart by submitting to the Director, documentation and data that is either:

- (1) accepted by a foreign national aviation authority for the grant of a foreign supply or distribution organisation approval; or
- (2) produced specifically for certification under this Part; or
- (3) a combination of (a) and (b).

144.105 Personnel requirements

- (a) An applicant for the grant of a supply organisation certificate must engage, employ, or contract:
- (1) a senior person identified as the Chief Executive who has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by this Subpart:
 - (2) a senior person or group of senior persons who are responsible for ensuring that the applicant's organisation complies with the requirements of this Subpart. Such nominated person or persons shall be ultimately responsible to the Chief Executive for the following functions:
 - (i) aeronautical product acceptance:
 - (ii) inspection and testing:
 - (iii) dispatch of aeronautical products and issue of the associated release documents:
 - (iv) management of the quality management system; and
 - (3) sufficient personnel to plan, perform, supervise, inspect, and certify the supply activities listed in the applicant's exposition.

- (b) In regard to personnel involved in supervising, inspecting, or certifying the supply activities performed by the applicant's organisation, the applicant must—
- (1) establish qualification and experience standards for appointment; and
 - (2) establish procedures for maintaining competence; and
 - (3) provide supervisory and certification personnel with written evidence of the scope of their authorisation; and
 - (4) establish procedures for the transfer of functions in the absence of senior persons.

144.107 Facility requirements

- (a) An applicant for the grant of a supply organisation certificate must provide facilities appropriate for all supply activities performed by the applicant's organisation including—
- (1) office accommodation for the administration of its supply activities; and
 - (2) inspection, and if applicable, testing facilities; and
 - (3) acceptance and dispatch facilities; and
 - (4) storage facilities.
- (b) An applicant must ensure that the environment it provides is appropriate for the tasks to be performed and, in particular, meets any special requirements specified by applicable inspection, testing, or storage specifications.

144.109 Supply control procedures

- (a) An applicant for the grant of a supply organisation certificate must establish supply control procedures for—
- (1) for the identification of each aeronautical product by-
 - (i) determining the correct description of the aeronautical product; and
 - (ii) ensuring that the product is identical to the description determined under paragraph (a)(2)(i); and
 - (2) to inspect and, if applicable, test an aeronautical product to determine that it conforms to airworthiness standards acceptable to the Director, has no unsafe features, and is fit for use; and
 - (3) for determining that each aeronautical product other than a standard part, conforms with acceptable airworthiness standards that are identified from-
 - (i) the documentation accompanying the product if the documentation is acceptable to the Director; or
 - (ii) another means that is acceptable to the Director; and

- (4) to ensure that each aeronautical product or batch of aeronautical products consigned by the supply organisation is—
 - (i) issued with a CAA Form Two - Release Note; or
 - (ii) accompanied by the original documents specified in paragraph (3)(i); and
 - (5) to ensure that every aeronautical product dispatched by the supply organisation is in a good state of preservation and is free from apparent defect or malfunction; and
 - (6) to prevent deterioration of, and damage to, stored items; and
 - (7) to segregate items for which acceptance procedures have not been completed; and
 - (8) to segregate and dispose of items that do not conform to airworthiness standards acceptable to the Director; and
 - (9) for the notification, investigation and reporting of defect incidents under Part 12.
- (b) The procedures for the issue of a release note must ensure that each release note—
- (1) is identified as a CAA Form Two; and
 - (2) is uniquely numbered; and
 - (3) is accompanied by supporting evidence from the aeronautical product manufacturer if the aeronautical product is an authorised alternative to another aeronautical product; and
 - (4) contains the following information:
 - (i) the name and certificate number of the supply organisation issuing it:
 - (ii) the date of issue:
 - (iii) an identification of the aeronautical product by description and, as applicable, part, drawing, specification, serial, and batch number:
 - (iv) the eligibility and any limitations relating to the use of the aeronautical product, including shelf life and finite life:
 - (v) the quantity involved:
 - (vi) details of any modifications incorporated during manufacture; and
 - (5) is certified by an appropriate authorised person listed in the supply organisation's exposition; and
 - (6) is issued in the form of a separate document suitable for attachment to an aeronautical product or batch of aeronautical products.

144.111 Records

- (a) An applicant for the grant of a supply organisation certificate must establish procedures to identify, collect, maintain, and dispose of the records that are necessary to ensure that each

aeronautical product, material or item of equipment conforms to airworthiness standards acceptable to the Director.

- (b) An applicant for the grant of a supply organisation certificate must establish procedures to—
- (1) record details of the experience, qualifications, training, and current authorisations of each person who exercises management, supervisory or certification privileges on the organisation's behalf; and
 - (2) record all confirmations that each special storage facility is functioning within the appropriate specification; and
 - (3) record all deficiencies associated with aeronautical products, material or items of equipment received; and
 - (4) record all aeronautical products, material or items of equipment that are supplied by the organisation and to whom they were supplied; and
 - (5) retain copies of all release notes issued by the organisation and copies of the documents required by 144.109(a)(2)(ii); and
 - (6) ensure that every required record is—
 - (i) accurate, legible and of a permanent nature; and
 - (ii) retained for a period of 7 years from the date of entry.

144.113 Quality Management System

An applicant for the grant of a supply organisation certificate must establish and implement a quality management system which meets the requirements of Part 100 Subpart C.

144.115 Supply organisation exposition

- (a) An applicant for the grant of supply organisation certificate must provide the Director with an exposition that contains:
- (1) a statement signed by the Chief Executive, on behalf of the applicant's organisation, confirming that the exposition and any included manuals—
 - (i) define the supply organisation and demonstrate its means and methods for ensuring ongoing compliance with this Subpart; and
 - (ii) will be complied with; and
 - (2) the titles and names of the senior person or persons required by rule 144.105; and
 - (3) the duties and responsibilities of the person or persons specified in paragraph (2), including matters for which they have the responsibility to deal directly with the Director on behalf of the supply organisation; and
 - (4) an organisation chart showing lines of responsibility of the senior persons specified in paragraph (a)(2); and

- (5) the detailed description of the scope and limitations of the certificate, including a listing of the types of products the organisation is approved to supply; and
 - (6) details of every location where the applicant conducts supply activities, and the facilities at that location; and
 - (7) details of the applicant's provision of satisfactory environmental conditions at each of the locations listed under paragraph (a)(6); and
 - (8) details of the applicant's staffing structure at each of the locations listed under paragraph (a)(6); and
 - (9) details of any authorisations made by the applicant to other persons for supply functions; and
 - (10) details of the applicant's procedures required by—
 - (i) rule 144.105(b) regarding assessing initial competence of personnel; and
 - (ii) rule 144.105(b) regarding maintaining competence of personnel; and
 - (iii) rule 144.109 regarding control of supply activities, including a copy of the proposed release note, if applicable; and
 - (iv) rule 144.111(a) regarding the identification, collection, indexing, storage, maintenance and disposal of records; and
 - (v) rule 144.111(b) regarding the content and retention of records; and
 - (vi) rule 144.109(b) regarding the notification, investigation and reporting of defect incidents; and
 - (11) details of the quality managements system required by rule 144.113; and
 - (12) procedures to control, amend, and distribute the exposition.
- (b) The exposition must be accepted by the Director before the operations specifications document required by rule 144.13 is issued.

Subpart D — Operating Requirements

144.201 Continued compliance

- (a) A holder of a supply organisation certificate must comply with the operations specifications required by rule 144.13.
- (b) A holder of a supply organisation certificate must—
 - (1) continue to meet the standards and comply with the requirements of Subpart B:
 - (2) comply with every procedure and system detailed in the certificate holder's exposition; and

- (3) hold at least one current copy of the operating specifications and the relevant sections of the certificate holder's exposition applicable to the activity being conducted at the location in hard copy or electronic copy at every supply location specified in its exposition; and
 - (4) determine that every aeronautical product complies with the applicable airworthiness requirements, has no unsafe features, and is fit for use; and
 - (5) make records available to the Director upon request; and
 - (6) notify the Director of any change of contact details or address for service.
- (c) Continued compliance of a supply organisation certificate issued under Subpart B is conditional upon-
- (1) the foreign supply certificate accepted by the Director continuing to be valid; and
 - (2) where required by the Director, the supply of audit and inspection reports produced by, or on behalf of, the national aviation authority in respect of the foreign supply certificate accepted under Subpart B.

144.203 Changes to certificate holder's organisation

- (a) A holder of a supply organisation certificate must-
- (1) ensure that the exposition is amended to reflect changes to the organisation and changes to the procedures for conducting supply activities; and
 - (2) provide the Director with a copy of every amendment to its exposition as soon as practicable after the amendment has been incorporated in the exposition.
- (b) If the holder of a supply organisation certificate proposes to make a change to any of the following, prior notification to, and acceptance by, the Director is required:
- (1) the chief executive:
 - (2) the senior persons required by 144.53(b)(3) or 144.105(a)(2):
 - (3) the scope of the supply activities the certificate holder undertakes:
 - (4) the locations at which supply activity is carried out:
 - (5) the quality management system.
- (c) Changes to any of the subjects listed in paragraph (b) must be approved by the Director through the issue of revised operating specifications issued in accordance with rule 144.13 prior to the effective date of changes to the exposition.
- (d) The Director may specify in writing conditions under which the certificate holder may operate during or following any of the changes specified in paragraph (b).
- (e) A certificate holder must comply with the conditions specified by the Director under paragraph (d).

(f) The certificate holder must amend the exposition for the holder's organisation as the Director may consider necessary in the interest of aviation safety.

Subpart E – Transition Provisions

144.301 Transition

Transition provisions detailed in Part 20 apply to this Part.