Order
CAA-O-AWS016A
July 2008

RE-CERTIFICATION OF APPROVED MAINTENANCE ORGANIZATION UNDER THE NEW REGULATIONS

1.0 PURPOSE

1.1 This Order is issued to provide guidance to the Authority inspectors when re-certifying Maintenance Organisations that hold valid (AMO) certificates issued under the old Regulations.

1.2 The process is designed to ensure that the AMO certificate holder understands the new Regulations and makes the necessary organisation restructuring to comply with the new regulatory requirements as applicable.

2.0 REFERENCES

2.1 The Civil Aviation (Approved Maintenance Organization) Regulations;
2.2 Part V of the Civil Aviation (Airworthiness) Regulations;
2.3 Part V of the Civil Aviation (Air Operator Certification and Administration) Regulations;
2.4 Part III of the Civil Aviation (Operation of Aircraft) Regulations;
2.5 CAA-AC-AWS006 -Approved Maintenance Organisations Certification;
2.6 CAA-AC-AWS007 - Foreign Approved Maintenance Organisation Certification;
2.7 CAA-AC-GEN003 - Five Phase Certification Procedure.

3.0 INFORMATION AND GUIDANCE

3.1 General Information
3.1.1 Maintenance Organisations that hold valid certificates issued under Air Navigation Regulations shall be re-certified under the Civil Aviation Regulations.

3.1.1 Where an application for re-certification is made after the expiry of the AMO certificate outside the grace period allocated to implement the Civil Aviation Regulations, the applicant shall be subjected to the full AMO Certification requirements provided for in the Civil Aviation Regulations.

3.1.3 The AMO re-certification process may not entail the full application of the Five Phase Process as described in AC No. CAA-O-GEN003 because the AMO has already demonstrated operational competency under the Regulations, the applicant however is required to:

3.1.4 A duly completed prescribed original Authority application Form: AC-AWS 006B for certification of AMO’s should be submitted to the Authority within the transition period.

3.2 AMO Re-Certification Process

It is required that the Inspectors use the relevant evaluation check lists and the AMO certification Job Aid and Schedule of Events Form: AC-AWS 006E. The AMO certification checklists include:

a) AMO approval Checklist;
b) MPM Evaluation Checklist;
c) Maintenance contract Arrangement Check list;
d) Maintenance Program Evaluation Checklist

3.2.1 Pre-application Phase: Applicant is required to –

a) Have copies and to be conversant with the Civil Aviation Regulations and all relevant Advisory Circulars.
b) Be issued with the following:-
   (i) The application form for issue of AMO certificate;
   (ii) The Pre-Application Statement of Intent (PASI) Form;
   (iii) Management Team Biographical Data Forms;
   (iv) Notification of the Certification fee and inspection facilitation that may be needed.

3.2.2 Application Phase:

a) The following should have been submitted –
   (i) Original prescribed AMO re-certification application form;
   (ii) A duly completed PASI form;
(iii) A proposed certification schedule of events form;
(iv) A statement of compliance;
(v) Two copies of revised MPM; and
(vi) Proof of re-certification fee payment.

b) A cursory review is carried out on the application and the required attachments. If acceptable, agree on the planned re-certification process Schedule of events.

c) Application is rejected if the application package is incomplete or unsatisfactory.

Note: The applicant should be provided a letter identifying the discrepancies in the incomplete or/and unsatisfactory application package.

3.2.3 Document Evaluation – Evaluate the application package to ensure that:

a) The statement of compliance showing where all relevant regulations have been addressed.

b) The PASI and MPM clearly explains the entire organisation structure, functions, activities and programs for the ratings applied for on the application form. It is important to establish that they show how the organisation shall comply with the new Regulations.

3.2.4 Demonstration and Inspection

a) Identify and be satisfied that the AMO can demonstrate compliance and capability of all the functions for the ratings applied for as required by the new Regulations.

b) Areas normally inspected should include but are not limited to:

(i) Management Team Structure and Qualification requirements;

(ii) Functioning of the independent quality system;

(iii) Technical personnel assessment, training programme and records;

(iv) Contracted maintenance management;

(v) Sufficient numbers of qualified personnel.

3.2.5 Re-certification

a) When satisfied that all requirements for certification of an AMO under the Civil Aviation (Approved Maintenance) Regulations have been met, the AMO should be recommended for issue of approval Certificate, Specific Operating Provisions (SOP) and Limitations.
b) The AMO Certificate is valid for twelve (12) calendar months as provided under Regulation 8 of the Civil Aviation (Approved Maintenance Organization) Regulations unless otherwise specified by the Authority.

3.2.6 Records:

a) A new file is required for the Approved Maintenance Organisation (AMO) to keep records of the documents generated during the re-certification process.

b) The re-certification report should include:

(i) The completed PASI Form.
(ii) The Application Form for Approved Maintenance Organisations.
(iii) A completed Statement of Compliance.
(iv) The Certification Job Aid and Schedule of Events
(v) All correspondence between the applicant and the Authority.
(vi) Minutes of the meetings held with the applicant (as applicable).
(vii) A summary of all discrepancies encountered during the inspection and corrective actions taken by the applicant.
(viii) Copies of the Lease / Contract Agreements (as applicable).
(ix) A list of maintenance functions under contract (as applicable).
(x) Copy of the certification process summary report (as applicable).
(xi) Copy of the Specific Operating Provisions.
(xii) Copy of the Approval Certificate.
(xiii) The proposed post certification surveillance schedule.
(xiv) Proof of payment of the approval fee (as applicable).

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Civil Aviation Authority