Advisory Circular

CAA-AC-AWS006D

July 2018

CERTIFICATION OF DOMESTIC APPROVED MAINTENANCE ORGANISATION

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide guidance and information to organisations and operators on the certification process of maintenance organisations. The process is designed to ensure that the prospective domestic holder of an Approved Maintenance Organisation (AMO) Certificate is informed of the applicable regulatory requirements.

2.0 REFERENCES

2.1.1 The Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.
2.1.2 Part V of the Civil Aviation (Airworthiness) Regulations, 2018.
2.1.3 Part V of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2018.
2.1.4 Part III of the Civil Aviation (Operation of Aircraft) Regulations, 2018.
2.1.5 The Civil Aviation (Personnel Licensing) Regulations, 2018.
2.1.6 Form: AC-AWS006-1
2.1.7 Form: AC-AWS006-2
2.1.8 Form: AC-AWS006-3
2.1.9 Form: AC-AWS006-4
2.1.10 Form: AC-AWS006-5

3.0 GUIDANCE AND PROCEDURE

3.1 General Information

3.1.1 A person shall not operate as an AMO or in violation of an AMO certificate pursuant to the Regulation 4 (1) of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.

3.1.2 An AMO may according to Regulation 14 of the Civil Aviation| (Approved Maintenance Organisation) Regulations, 2018 sub-contract its maintenance functions to another AMO provided that the sub-contracted AMO shall be appropriately rated and capable of performing the work contracted for. The AMO shall enter into a written maintenance contract detailing the required maintenance functions and defining the support of quality functions approved or accepted by the Authority.

3.1.3 If however, the sub-contracted AMO is not approved by the Authority it is required that at least the following are meet:

a) The contracted AMO must hold a local Authority approval for the work which is being sub-contracted;
b) The contracting AMO must retain responsibility for quality control of sub-contracted activities, including the appropriate airworthiness Regulatory requirements; and
c) Have necessary procedures (i.e. Maintenance Agreement) for the control of the sub-contracted activities.

3.1.4 Whatever the case, it is emphasised that the sub-contracting AMO remains responsible for the quality and safety of maintenance released to service by the sub-contracted AMO.

3.1.5 A person may apply for an inclusion or extension of ratings and capability, and a major change to the facility by an application to the Authority for approval by filling Form: AC-AWS006-3. An AMO wishing to make changes to its name, address and location, shall inform the Authority in writing of such changes and submit the amendments to the Maintenance Procedures Manual (MPM) and the Accountable Manager's revised commitment statement for approval.

3.1.6 An inclusion of a rating as stated in Regulation 11 of the Civil Aviation (Approved Maintenance Organization), 2018 by way of procedure requires an AMO to undergo a full certification process and payment of approval fee.

3.1.7 Amendments to the Approval Certificates will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.

3.1.8 The AMO certification is carried out in compliance with the Five Phase Certification Process explained in Advisory Circular No. CAA-AC-GEN003C as follows:

a) Pre-application;

b) Formal Application;

c) Document Evaluation;

d) Demonstration and Inspection; and

e) Certification.

3.1.9 The phases describe in detail, the certification activities to enable general understanding of the complete process.

Note: *Where the guidance and suggested sequence of events in this Advisory Circular may not be entirely applicable, the Authority and the applicant may proceed in a manner that considers existing conditions and circumstances. The applicant however should be aware that the maintenance organisation shall not be approved until the Authority is satisfied that all relevant requirements have been complied with and shall be maintained in an appropriate and continuing manner.*

3.2 Application, Certification and Approval Process

3.2.1 Pre-Application Phase

a) The intending applicant for maintenance organisation approval expresses the intention to the Authority. This can be in telephone, writing, or a visit to the Authority.

b) A pre-application meeting is arranged between the applicant and the Authority to discuss the application requirements and certification process.

c) The Authority issues **Form: AC-AWS006-1,** Pre-Application Statement of Intent (PASI) **Appendix 1** to the intending holder of an AMO certificate.

3.2.2 Formal Application Phase

a) Regulation 6 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018 requires that an applicant for a AMO certificate submits the following to the Authority at least ninety days before the intended day of operations

i) an application on a form and in a manner prescribed by the Authority;
ii) the applicant's maintenance procedures manual in duplicate;
iii) a list of the maintenance functions to be performed for it, under contract, by another AMO;
iv) a list of all AMO certificates and ratings pertinent to those certificates issued by any Contracting State other than Kenya; and
v) any additional information the Authority requires the applicant to submit, e.g. PASI, Statement of Compliance and Management Personnel Biographical Data}. **Appendix 3**

Note: The *certification process starts only after the Application package has been accepted.*

b) To accept the application package the Authority carries out a cursory review on the application package.

c) The Authority shall draw up a certification a schedule of events in consultation with the applicant in a formal application meeting, giving the sequence of activities to be done and the agreed time frame of accomplishment to be followed in the certification process.

3.2.3 Document Evaluation Phase

a) The Authority Inspectors carry out an in depth review of the contents of each document submitted for regulatory compliance, relevance and scope. It is required that all the documents contain a **Statement of Compliance** indicating where in the document the relevant Regulation has been complied with. **Appendix 2** illustrates how a Statement of Compliance is developed.

b) In general, the documents are required to explain, define and illustrate the entire organisation structure, functions, activities and programs. It is required they show how the organisation shall comply with the Regulations, and how the terms of approval shall be continually maintained after certification and approval has been granted, i.e. Internal audits and findings corrective action procedures.

3.2.4 Demonstration and Inspection Phase

The Authority Shall carry out an inspection of the organisation facility, stations, programs, systems and processes to ensure that the organisation declarations and commitments stated in the documents are actually available, functional, are of the recommended standard and that there are qualified persons in the recommended numbers to perform the aircraft maintenance related activities in the organisation different departments and sections.

3.2.5 Certification Phase

a) When all regulatory requirements for approval of a maintenance organisation have been satisfactorily met, the Authority shall prepare and issue to the applicant the **Approval**

Certificate that shall be valid for a period of twelve calendar months (12 months) and the **Specific Operating (SOPs) Provisions** which indicate the approval scope and limitations.

b) The Authority shall open a file for the approved AMO to keep record of the documents generated during the certification process. These shall include:

i) The completed PASI Form;
ii) The Formal Application Letter 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;
vii) Copies of the Lease / Contract Agreements (as applicable);
viii) A list of maintenance functions under contract;
ix) Copy of the certification process summary report;
x) Copy of the Specific Operating Provisions;
xi) Copy of the Approval Certificate;
xii) Copies of other States Authority Approval Certificates (if applicable); and
xiii) The proposed post certification surveillance schedule.

6.0 CORRESPONDENCE TO THE AUTHORITY

Any correspondence to the Authority should be addressed as follows:

Director General
Kenya Civil Aviation Authority
P.O. Box 30163-00100
Nairobi
Kenya.

Tel: +254 020 827470-5
Fax: +254 020 827 808, 822 300
E-mail: info@kcaa.or.ke
www.kcaa.or.ke

Kenya Civil Aviation Authority

APPENDIX - 1 **Form: AC-AWS006-1**

PRE-APPLICATION STATEMENT OF INTENT (PASI)/ APPLICATION FORM

To be completed by an applicant for an Air Operator Certificate or Approved Maintenance Organisation or ATO.

Section 1A: To be completed by all applicants

1. Name and mailing address of company (include business name if different from company name).	2. Address of the principal (main) base where operations will be conducted.

3. Proposed Start-up Date:	4. Requested company (3 letters ICAO) identifier in order of preference. (1). (2). (3).

5. Management and Key Staff Personnel.

Name (Surname/First/Middle).	Title.	Telephone (include mobile) & address (if different from company) include country code.

Section 1B. To be completed by Air Operator and/or Approved Maintenance Organisation.

6.
- ☐ Air Operator intends to perform maintenance as an AMO.
- ☐ Air Operator intends to arrange for maintenance and inspections of aircraft and associated equipment to be performed by others.
- ☐ Air Operator intends to perform maintenance under an equivalent system.
- ☐ Approved Maintenance Organisation.
- ☐ Approved Training Organisation

7. Proposed type of operation (Tick as many as applicable). Air Operator Certificate – No. 2/3.
☐ Passengers and Cargo. ☐ Cargo Only. ☐ Scheduled Operations. ☐ Charter Flight Operations
☐ Aerial Work

8. Proposed type of Approved Maintenance Organisation Rating(s). Regulation 11 & 12 of AMO Regulations (Tick as many as applicable)

Airframe	Power-plant	Components				Specialized Services
☐ (a) (i) ☐ (a) (ii) ☐ (a) (iii) ☐ (a) (iv)	☐ (b) (i) ☐ (b) (ii) ☐ (b) (iii)	☐ (c) (i) ☐ (c) (ii) ☐ (d) (i) ☐ (d) (ii) ☐ (d) (iii)	☐ (e) (i) ☐ (e) (ii) ☐ (e) (iii) ☐ (e) (iv) ☐ (f) (i)	☐ (f) (ii) ☐ (f) (iii) ☐ (g) (i) ☐ (g) (ii) ☐ (c) (iii)	☐ (g) (iv)	☐ (3 (a) ☐ (3) (b)

9. Proposed courses to be conducted by ATO (Tick as applicable)
- ☐ Pilot Training
- ☐ Flight Operations Officer Training
- ☐ Air Traffic Services Training
- ☐ Cabin Crew Training
- ☐ Aviation Security Personnel Training
- ☐ Aircraft Maintenance Engineers Training
- ☐ Other Training (Specify type of training)

Section 1C. Training, Aircraft and Simulator Information (to be completed by Prospective Operator Prospective, Pilot Training ATO and Prospective Air Traffic Control Training ATO).			
10. Training Aircraft Data.		Simulator Information [Authority Assigned ID] :	
Aircraft Type Make, Model and Serie (M/M/S).	Number of Aircraft Type	Make, Model and Series (M/M/S) of Aircraft being Simulated	Qualification Level Assigned

Section 1D. Blocks 11 and 12 to be completed by Air Operator.		
11. Data for Aircraft used for operations (For foreign registered aircraft, please provide a copy of the lease agreement).		12. Geographic areas of intended operations and proposed route structure.
Numbers and types of aircraft (By make, model, and series).	Number of passenger seats or cargo payload capacity.	

PRE-ASSESSMENT STATEMENT OF INTENT (PASI)/ APPLICATION FORM

SECTION 1E TO BE COMPLETED BY ALL APPLICANTS		
11. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary).		
12. Proposed Training (Aircraft and/or Simulator).		
13. The statement and information contained on this form denotes an intention to apply for the Authority Certificate.		
Type of Organisation:		
Signature.	Date (day/month/year).	Name and Title (Block Letters).

SECTION 2: TO BE COMPLETED BY THE AUTHORITY.	
Received by (Name and Office):	Date received (day/month/year).
Assigned Certification Project Manager:	
Date forwarded to the Certification Project Manager (CPM) (day/month/year):	For: ☐ Action ☐ Information only.
Remarks:	

Section 3. To be completed by the Manager Airworthiness.	
Received by:	Date (day/month/year):
Pre-application Number:	Assigned Certification Number:
Assigned AWI:	Date:
Remarks:	

APPENDIX 2

Sample Statement of Compliance

STATEMENT OF COMPLIANCE				
AMO CAR Reg. No.	**TITLE**	**APPLY**	**MPM REF.**	**REMARKS**
1	Citation	N	N/A	N/A
2	Interpretation	N	N/A	N/A
3	Application	N	N/A	N/A
4	Requirement for Application	N	NA	NA
6:5(1)	Prohibition on the performance of maintenance			
20	Housing and Facilities requirements	Y	MPM Sect. xx, Ch. yy, Pg zz	
22	AMO personnel training requirements	Y	MPM Sect.xx Ch. yy, Pg.zz	
30	AMO maintenance procedure manual	Y	MPM Doc. No.000	

APPENDIX 3 - Form: AC-AWS006-2

Biographical Data

MANAGEMENT PERSONNEL BIOGRAPHICAL DATA (To be completed by the Nominee)	
1. Company name:	1. Company address:
3. Name of nominee:	4. Position:

5. Status: ☐ Permanent ☐ Contracted - Full Time ☐ Contracted - Part Time

6. Qualifications relevant to item (4) position:	Date From	Date to
(a)		Present
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
7. Work experience relevant to item (4) position:	Date From	Date to
(a)		Present
(b)		
(c)		

8. I,…… hereby confirm that
(Print Name)

(1) I have not

(a) held a certificate or aviation document issued by a civil aviation authority that was revoked or terminated within the previous five years by reason of criminal, fraudulent, improper action or insanity on my part; nor

(b) contributed materially to the revocation or suspension of an aviation document issued by a civil aviation authority

(2) The information provided on this form is true and correct to the best of my knowledge.

Signature:…….. Date:……

9. **For CAA Official Use Only**

Received by:

Signature:……..... Date:……

Name: …… Position: …….

Attach copies of certificates/proof of experience to this form in support of information supplied.

CAA Form: **AC-AWS006-2**

APPENDIX IV

Form: AC-AWS006-3

APPLICATION FOR LOCAL APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND RATINGS AND RENEWAL

1. Maintenance Organisation Name, Number, Location and Address		2. Reasons for Submission
a. Official Name of Maintenance Organisation:	Number:	☐ Application for AMO Certificate and Rating Issue ☐ Change in Rating ☐ Change in Location or Housing and Facilities ☐ Change in Ownership ☐ Re-Certification / Renewal
b. Location where business is conducted:		
c. Official Mailing Address of Maintenance Organisation		
d. Line Maintenance Location		

3. Ratings Applied for: Ref: AMO Regs.11 & 12.

Aircraft	Engine – Propellers	Equipment & Instruments	Accessories
☐ Class 1 Composite Small Aircraft ☐ Class 2 Composite Large Aircraft ☐ Class 3 Metal Small Aircraft ☐ Class 4 Metal Large Aircraft	☐Class1Piston <400hp ☐Class2 Piston>400hp ☐Class3Turbine Engine ☐Class1Fix Pitch Props ☐Class2All other Props	☐Class1Comm Equip. ☐Class2 Nav. Equip ☐Class3 Rader Equip. ☐Class1 Instr. Mech. ☐Class2 Electrical ☐Class3 Gyroscopic ☐Class4 Electronic	☐ Class1 Mech. Acc. ☐ Class2 Electrical Acc. ☐ Class3 Electronic Acc. ☐ Class4 APU.

☐ Specialised Service{List Process Specification(s)}

Scope of Ratings Applied for:

4. List of Maintenance Functions contracted to other AMO's:

5. AMO Ownership and Incorporation Confirmation

Name of AMO Owner, {Include name(s) of all Owners, partners, or corporation name. State date of AMO incorporation}

I hereby certify that I have been authorised by the maintenance organisation named in Item 1 above to make this application and that the information given and the statements in the attachments hereto are true and correct to the best of my knowledge.

Date:	Authorised Signature:	Print Name of Authorised Signature:	Title:

Appendix V

Form: AC-AWS006-4

ORGANISATION ASSESSMENT STATEMENT (OAS)

To be completed by an applicant for CERTIFICATION, CERTIFICATE RENEWAL of Maintenance Organisation (To be Submitted with the Application)

Section 1A: To be completed by all applicants

3. Name and mailing address of company (include business name if different from company name)	**4. Address of the principal (main) base where operations will be conducted**

3. Certificate Expiry Date if Application is for Re-certification or Renewal:

Management and Key Staff Personnel. (Attach Personnel Data Form: Form: AC-AWS006-1 if application is for Certification and Re-Certification)

Name (Surname/First/Middle)	**Title**	**Telephone & address**

Section 1B:

5. ☐ **Air Operators Maintenance Support - AMO**
☐ **Maintenance Organisation**

6. Type of operation if AMO is Air Operators Maintenance Support
☐ **Passengers and Cargo** ☐ **Cargo Only** ☐ **Scheduled Operations** ☐ **Charter Flight Operations**

7. Approved Maintenance Organisation Rating(s) Ref: AMO Regs. 11 & 12

Aircraft	**Engine**	**Components**	**Accessories**
☐ Class 1 Composite Small Aircraft ☐ Class 2 Composite Large Aircraft ☐ Class 3 Metal Small Aircraft ☐ Class 4 Metal Large Aircraft	☐Class1Piston <400hp ☐Class2 Piston>400hp ☐Class3Turbine Engine ☐Class1Fix Pitch Props ☐Class2All other Props	☐Class1Comm Equip. ☐Class2 Nav. Equip ☐Class3 Rader Equip. ☐Class1 Instr. Mech. ☐Class2 Electrical ☐Class3 Gyroscopic ☐Class4 Electronic	☐ Class1 Mech. Acc. ☐ Class2 Electrical Acc. ☐ Class3 Electronic Acc. ☐ Class4 APU.

Scope and Limitation of Rating Applied for:

Specialised Services Applied for (State Scope and Limitation):

Section 1C: Blocks 8 & 9 to be completed if AMO is AOC Maintenance Support

8. AOC Aircraft Data		**9 Geographic areas of operations and route structure**
Numbers and types of aircraft (By make, model, and series)	**Passenger, Training or Cargo Operation**	

6.1.1.1 **SECTION 1D: TO BE COMPLETED BY ALL APPLICANTS**	
10. Additional information that provides a better understanding of the operation or business –	**Indicate attachments:** **(i) Statement of Compliance** **(ii) Maintenance Procedures Manual (MPM)** **(iii) Contracted Maintenance Agreements** (iv) **AMO Training Programme**

11. Declaration by AMO authorized person		
Signature	**Date (day/month/year).**	**Name and Title (Block Letters).**

6.1.1.2 **SECTION 2: FOR OFFICIAL USE AUTHORITY - TO BE COMPLETED BY THE MANAGER AIRWORTHINESS**	
Received by (Name and Office):	**Date received (day/month/year)**
Date forwarded to Manager Airworthiness (day/month/year):	**For:** ☐ **Action** ☐ **Information only**

Section 3. To be completed by the Airworthiness office	
Date Received by Manager Airworthiness :	
Assigned Task Number and Team Leader (TL): /	
Date Received by Assigned Team Leader:	
Manager Airworthiness Remarks:	

APPENDIX VI

Form: AC-AWS006-5

MAINTENANCE ORGANIZATION PROPOSED CERTIFICATION SCHEDULE OF EVENTS

This form should be submitted in duplicate to the Authority as part of the AMO Certification Package. After Evaluation one of the copies is returned to the applicant advising Approval or a need to amend and re-submit.

Office Name of Company	**Location Address**
Mailing Address (if different from location)	

Reg. Reference	**I. Pre-application Phase**	**Scheduled Date**
	A. Initial inquiry: Inspector Contacted: _____ **1. Certification Advisory Circular provided.** **2. Pre-application Meeting Scheduled date**	

	B. Pre-application Meeting **1. ☐ Focus on OAS Form Information** **2. ☐ Overview of Certification Process and need to submit a proposed certification schedule of events** **3. The Certification Package:** **☐ Application Form** **☐ OAS Form** **☐ Proposed Schedule of Events Form** **3. Formal Application Submission Requirements and The Certification Process**	

CAA Remarks on the Pre-application Phase	

Reg. Reference	**II. Formal Application Phase**	**Scheduled Date**
	A. Review Applicant's Submission **1. Formal Application Form: AC-AWS006B** **a. Application Form (Approved Maintenance Organization)**	
	2. Formal Application Attachments **a. Two completed maintenance procedure manuals**	
	b. Completed Quality Assurance Programme	

	c. Completed initial training programme	
	d. Completed compliance statement	
	e. Completed schedule of events two copies (Form: AC-AWS006E)	
	f. Roster, records and qualifications of certifying staff	
	g. Qualifications of management personnel (and Form: AC-OPS001B)	
	h. Completed capability list	
	i. Completed training programme	
	j. Purchase, Lease, and/or contract agreement	
	B. Evaluate CAA Resources Needs Based on Required Approval Process.	

	C. Formal Application Meeting **1. Schedule of Events** **Date: _____ Time _____** **2. Discuss each Submission** **3. Resolve Discrepancies/ open Items** **4. Review Certification Process** **5. Review impact if Schedule of Events are not met**	
	D. Issue letter accepting/rejecting Formal Application	

CAA Remarks on the Proposed Scheduled Dates for the Formal Application Phase	

Reg. Reference	III. Document Evaluation Phase	Scheduled Date
	A. Evaluate Applicable Training Programmes **1. Training Maintenance Personnel** **a. Initial, appropriate to assigned tasks**	
	b. Knowledge and skills related in human performance	
	2. Training Certifying Staff **a. Pre-qualification standards identified**	
	b. Basic engineering theory relevant to the airframe structure and systems to the class of aircraft	
	c. Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects	
	d. Company procedures relevant to the tasks	
	e. Knowledge and skills related in human performance	
	3. Continuation Training **a. Changes in Approved Maintenance Organization procedures**	
	b. Changes to aircraft types	
	c. Changes to aeronautical product types	

	B. Evaluate Personnel Qualifications **1. Management Personnel** **a. Base Maintenance Manager** **b. Line Maintenance Manager** **c. Workshop manager** **d. Quality Manager** **e. Other management personnel as assigned**	
	2. Certifying Staff	
	3. Maintenance Personnel	
	4. Instructor(s)	
	C. Evaluate Applicable Training Programmes **4. Training Maintenance Personnel** **c. Initial, appropriate to assigned tasks**	
	d. Knowledge and skills related in human performance	
	5. Training Certifying Staff **f. Pre-qualification standards identified**	
	g. Basic engineering theory relevant to the airframe structure and systems to the class of aircraft	
	h. Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects	
	i. Company procedures relevant to the tasks (MPM)	
	j. Knowledge and skills related in human performance	
	6. Continuation Training **d. Changes in Approved Maintenance Organization procedures**	
	e. Changes to aircraft types	
	f. Changes to aeronautical product types	
	D. Evaluate Personnel Qualifications **5. Management Personnel** **f. Base Maintenance Manager** **g. Line Maintenance Manager** **h. Workshop manager** **i. Quality Manager** **j. Other management personnel as assigned**	
	6. Certifying Staff	
	7. Maintenance Personnel	
	8. Instructor(s)	

CAA Remarks on the Proposed Scheduled Dates for the Documents Evaluation Phase	

Reg. Reference	IV. **Demonstration and Inspection Phase**	Scheduled Date
	A. Evaluate Organization Conducting Training **1. Training Facilities**	
	2. Training Schedules	
	3. Instructor Qualification/Training	
	4. Management Personnel	
	5. Training Evaluation	
	6. Certifying Staff Training	

	7. Evaluation **a. Basic engineering relevant to type of aircraft structure and systems Approved Maintenance Organization intends to maintain**	
	b. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects	
	c. Approved Maintenance	
	d. Organization procedures related to the task (MPM)	
	e. Assigned tasks and responsibilities	
	f. Knowledge and skills related to human performance	
	g. Co-ordination with other maintenance personnel and flight crew	
	h. Curriculum and standards for training	
	i. Pre-qualification Evaluation for Certifying Staff	
	j. Initial Training	
	k. Continuation Training	
	l. Other	
	8. Maintenance Personnel Training Evaluation **a. Assigned tasks and responsibilities**	
	b. Knowledge and skills related to human performance	
	B. Evaluate Organization Conducting Training **9. Training Facilities**	
	10. Training Schedules	
	11. Instructor Qualification/Training	
	12. Management Personnel	
	13. Training Evaluation	
	14. Certifying Staff Training	
	a. Evaluation **b. Basic engineering relevant to type of aircraft structure and systems Approved Maintenance Organization intends to maintain**	
	c. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects	
	d. Approved Maintenance	
	e. Organization procedures related to the task (MPM)	
	f. Assigned tasks and responsibilities	
	g. Knowledge and skills related to human performance	
	h. Co-ordination with other maintenance personnel and flight crew	
	i. Curriculum and standards for training	
	j. Pre-qualification Evaluation for Certifying Staff	
	k. Initial Training	
	l. Continuation Training	
	m. Other	
	15. Maintenance Personnel Training Evaluation **c. Assigned tasks and responsibilities**	
	d. Knowledge and skills related to human performance	
CAA Remarks on the Proposed Scheduled Dates for the Demonstration and Inspection Phase		

Reg. Reference	V. Certification Phase	Scheduled Date
	A. Complete Form (Approved Maintenance Organization)	
	B. Prepare Approved Maintenance Organization Certificate	
	C. Prepare Approved Maintenance Organization Operations Specifications	
	D. Present signed Approved Maintenance Organization Certificate and Operations Specifications to Approved Maintenance Organization	
	E. Prepare Certification Report **1. Assemble Report/Attachments** **a. Completed POPS**	
	b. Completed Formal Application Form (Approved Maintenance Organization)	
	c. Completed Compliance Statement	
	d. Copy lease/contract agreement(s)	
	e. Copy of signed Approved Maintenance Organization Certificate	
	f. Copy of signed Approved Maintenance Organization Operations Specifications	
	g. Copy of completed Capability List	
	h. Copy of other Contracting States Certificate(s) and Operations Specifications	
	i. Copy of maintenance functions under contract	
	j. Copy of approved specification(s) if issued a Specialized Service Rating	
	k. Certification Checklist/Schedule of Events	
	l. Certification report (Summary of difficulties)	
	m. All correspondence between the applicant and Authority.	
	n. Suggestions to improve certification process	
	o. Distribute Report	
	F. Complete Form (Approved Maintenance Organization)	
	G. Prepare Approved Maintenance Organization Certificate	
	H. Prepare Approved Maintenance Organization Operations Specifications	

	I. Present signed Approved Maintenance Organization Certificate and Operations Specifications to Approved Maintenance Organization	
	J. Prepare Certification Report **2. Assemble Report/Attachments** **a. Completed POPS**	
	b. Completed Formal Application Form (Approved Maintenance Organization)	
	c. Completed Compliance Statement	
	d. Copy lease/contract agreement(s)	
	e. Copy of signed Approved Maintenance Organization Certificate	
	f. Copy of signed Approved Maintenance Organization Operation Specifications	
	g. Copy of completed Capability List	
	h. Copy of other Contracting States Certificate(s) and Operations Specifications	

CAA Remarks on the Proposed Scheduled Dates for the Certification Phase	

Recommendations
The Certification schedule of events has been evaluated and found acceptable / not as noted in the Remark columns
Name of Inspector_____ Signature_____ Date_____

Manager Airworthiness Remarks and Recommendation
Remarks:
I hereby **Approve / do not Approve** the Certification Schedule of Events.
Signature …… Date _____ *Airworthiness in-charge*