

PART 145 AIRCRAFT MAINTENANCE ORGANISATION CERTIFICATION PROCESS

1. PURPOSE

This Guidance Pamphlet is a shortened addition of AMO Certification Guidance Material (CAA-AMO-001) to provide a simplified guidance to individuals and companies that would like to make application to be issued an Approved Maintenance Organization Certificate (AMO) to perform maintenance and inspection functions on aircraft and components.

2. GENERAL INFORMATION.

2.1 Contact the Airworthiness Inspectorate First

Contacting the Airworthiness Inspectorate to discuss the requirements for certification as an approved maintenance organization should be done early in the planning stages of starting a maintenance organization. This action will save the individual or company a significant amount of money and time. The Inspectorate will discuss the required process and requirements. The Inspectorate will send you a package of forms to apply for an AMO Certificate. The first form in the package is the "Prospective Maintenance Organisation's Pre-assessment Statement (POPS form number)." They will give you sample documents which may be adapted for your operation.

The processes outlined in this Guidance Pamphlet may seem complex at first reading. But in actual fact it is dependent on the size of the proposed application, especially for organisation with a smaller scope of approval, it is greatly simplified as compared to the processes and time required for becoming a certificate holder in years past. The would-be applicant is encouraged to contact the Inspectorate as early as possible to discuss and understand the requirements.

3. CERTIFICATION PROCESS:

This process provides for interaction between the applicant and the SACAA from initial inquiry to certificate issuance or denial. It ensures that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The certification process consists of five phases:

- Pre-application Phase
- Formal Application Phase
- Document Compliance Phase
- Demonstration and Inspection Phase
- Certification Phase

3.1 PRE-APPLICATION PHASE

The **Pre-Application Phase** is the period between the filing of your Prospective Maintenance Organisation's Pre-assessment Statement and the filing of your formal application. During that phase you will be assigned an Airworthiness Inspector to follow your process and assist you on getting your formal package together. You will be termed an "applicant."

The process for the certification an applicant has to complete to be issued an AMO certificate has more steps and specific evaluations. You will need a personal briefing from the team that will be making these evaluations. This is through a step called "Pre-Application."

3.1.1 Prospective Maintenance Organisation's Pre-assessment Statement (POPS)

It is a two-page form that provides the Inspectorate advance notice of your intentions. You should send this form to the Inspectorate at least 3 months before you would like to make your formal application. (If you need help understanding the form, you may schedule an informal meeting with the Inspectorate for assistance in its completion.)

This form is simply a general statement of your intentions. It does not commit you to hire any persons or buy any equipment. If your POPS form is acceptable, a Pre-Application meeting will be arranged and the applicant will be allocated with pre-certification AMO number.

3.1.2 Pre-Application Meeting

After the Inspectorate has reviewed your Prospective Maintenance Organisation's Pre-assessment Statement, a meeting will be scheduled to personally brief your organisation, or any other person of your choice, on the certification process and requirements. We will advise you on how to make a formal application, including which documents, contracts and proposed records you will have to provide. We will discuss the timelines that will be associated with the certification.

3.2 FORMAL APPLICATION PHASE

3.2.1 Assembling Your Formal Application Package

The **Formal Application Phase** is the period of time between the filing of your formal application package. The formal application phase includes the application form (CA 145-01) supported by documentation as required in block 2.3. The Inspectorate team determines if the package is complete. If not, the package is returned to you for additional work or documents. If your formal application package is acceptable for further review, a Formal Application meeting will be arranged. In that meeting, an agreeable Schedule of Events will be worked out.

After the Pre-Application Phase, you will want to put together the manuals, contracts, and other documents that the Inspectorate indicated in writing that would be needed with your formal application. The actual list of items that must be submitted in the formal application is included in block 2.3 of the application form (CA 145.01).

This is the point where knowledge about aircraft maintenance safety certification could be of assistance to you. Your staff at this point may be limited to those persons necessary to get the procedures, policies and records into print.

3.2.2 Completing the Application Form.

Complete the Application form (CA 145-01) for Approved Maintenance Organization Certificate and/or rating. This is the checklist that advises the Inspectorate that you have included the required items in the formal application package.

Application Form Description

Complete all applicable sections

- Indicate that it is an “APPLICATION FOR ISSUE OF AN AMO APPROVAL”
- **Block 1:** Include details of the applicant particulars,
- **Block 2:** Details of the application like post holders, ratings and supporting documentation for the issue of an AMO approval,
- **Block 3:** Details of the proposed application for the amendment of an AMO approval (This block is only applicable to current certificate holders).
- **Block 4:** Application for the renewal of an AMO approval. (This block is only applicable to current certificate holders),

3.2.3 Resumes of Management Post holders

The resumes of management personnel must be included in the formal application package for the required management listed in the application form. It must be clear from the resume that the person is holding which post.

3.2.4 Statement of Compliance

Check that a Statement of Compliance is included in your formal application package. For initial certification, a Statement of Compliance must be submitted.

The Inspectorate provides this Statement of Compliance in Microsoft Word forms to assist in their proper completion. They are included in the forms package provided at the Pre-Application meeting. They may be submitted in legible hand-printed form, typed or computer entries. The following instructions for completion apply:

REGULATORY REQUIREMENT		METHOD OF COMPLIANCE	AIRWORTHINESS INSPECTOR			
1. CAR 145.01.1 (1)	2. This part shall apply to the approval and operation of organisations for the maintenance of aircraft and aircraft components.	3. MOP Part 4, Paragraph 4.7, Page 20	4.	5.	6.	7.

- **Column 1:** The specific CAR number requirement reference listed
- **Column 2:** The CAR paragraph is listed.
- **Column 3:** The applicant/certificate holder will insert the company manual page/paragraph meeting this requirement or may insert comments on their methods of meeting the requirement.
- **Column 4 thru 7 –** For Airworthiness Inspectorate entry.

The following instructions are applicable to the completion of the Statement of Compliance.

- The applicant will have an entry in either Column 3 for each line requirement within the Statement of Compliance.
- The specific manual reference (manual title, page, paragraph) will be inserted in Column 3 where the requirement is addressed in the applicant’s manuals.
- The phrase “NA” [capital letters) will be inserted in Column 3 where the requirement is not applicable to the AMO activities conducted by the applicant. .
- Where the requirement is met by a method other than the Procedures Manual, the specific method should be outlined in Column 3. If it is a document or record, a copy should be attached to the report.
- If the applicant proposes to apply for an exemption or has been exempted from the applicable requirement, the phrase “*applying for exemption*” or the relevant exemption will be inserted or referenced in Column 3.
- Where the requirement is met by the use of a form, contract, or other document, that document will be referenced in Column 3.
- An applicant may use the phrase “*We understand that this requirement and will comply*” in Column 3 if it is believed that no manual or other document reference is necessary for conformance.
- On those requirements which state that an action by the Authority is necessary, such as “approval” or “acceptance,” the applicant’s answer must show that they understand the need for compliance with the requirement, such as, “*we understand that we must have the written approval of the Airworthiness Inspectorate before beginning any training*” or “*we understand that we must have the written acceptance of the Airworthiness Inspectorate before using this procedure*” or “*we understand that we must complete demonstrations for the Airworthiness Inspectorate before we will be issued a rating or revised operations specifications.*”

The applicant should complete the Statement of Compliance as its personnel are putting together its system of policies and procedures for operations and maintenance to ensure that the proper safety standards have been addressed.

3.2.5 Manual of Procedures (MOP) / Manual of Exposition(MOE):

Those manuals, documents and records that provide the general policies and procedures and forms the applicant intends their personnel to use in the organization.

3.2.6 Training Program:

The training program may be documented in the Manual of Procedures (MOP) or it may be in a separate manual. The purpose of the AMO’s initial and recurrent training

program is to ensure AMO employees performing maintenance (including inspection); preventive maintenance and alteration are capable of performing assigned tasks as required by SACAR Part 145.01.12, based on its individual operation and needs.

Each approved maintenance organisation's training program should address the following procedures:

- Indoctrination (initial and recurrent) training for new and existing employees covering the regulations and the AMO's operations, policies, and procedures;
- Initial technical requirements for new and existing employees taking on new tasks to ensure appropriate technical skills training are provided
- Recurrent technical training for specific tasks or functions to ensure currency in existing or added capabilities);
- Specialized technical training or advanced training requirements for specific tasks or functions to ensure all employees accomplishing maintenance remain capable of performing assigned tasks; and
- Remedial technical training requirements to correct demonstrated lack of skill or knowledge deficiencies.

3.2.7 Equipment Specific:

A list of those manuals, documents and records that provide the maintenance procedures the applicant intends their personnel to use during maintenance of aircraft and/or components.

3.2.8 Individual Aircraft: Those manuals, documents and records that must be available for the individual aircraft make and models.

Manuals and documents required by number 3.2.7 and 3.2.8 above will be reviewed during the facility inspection discussed later in this Guidance Pamphlet

3.2.9 Proposed Schedule of Events

The Schedule of Events is a method of quantifying the progress of certification. It allows both you and the Inspectorate to have a track record of the progress of the certification.

Schedule of Events Explained:

An excerpt of the instructions included is included below. Note that it will be your representative's responsibility to complete the non-shaded areas on the sample Schedule of Events included in the formal application package. After that, the assigned Inspectorate will update it.

1. PRE-APPLICATION PHASE	2. Applicant's Proposed Schedule of Events	3. Date Received At CAA	4. Date Returned for Changes	5. Date Accomplished	6. Responsible Person.
<i>Conduct Pre-application meeting</i>					

- **Column 1: Certification process events.**
- **Column 2: Applicant's Proposed Schedule of Events.**
The document submitted, event that is to take place or action expected of either the applicant or inspectorate will be entered in this block.
- **Column 3: Date Received at CAA.**
The date the applicant has made the necessary documents, equipment, personnel and/or records available to the Inspectorate will be entered in this block.
- **Column 4: Date Returned for Changes.**
The date when the documentation where returned to the organisation for corrections will be included in this column, if applicable
- **Column 5: Date Accomplished.**
On the completion of such event, the date when the material was found to satisfactory by the Inspectorate or the date the Inspectorate completes their evaluation work and officially advises the AMO applicant of the outcome.
- **Column 6: Responsible Person.**
Insert the name of the person assigned by the applicant or inspectorate that will be responsible for completing the action, event or document review.

Perform a Cursory Review of Application Package.

Your submission of the formal application and the required documents to the Airworthiness Inspectorate marks the beginning of the Initial Application Phase. The Inspectorate now has 15 days to decide if your application is adequate to continue past this point. If not, your entire package will be returned to you, pending your completion of the necessary corrections and resubmission. If it is satisfactory, the Inspectorate will have a formal meeting with you to address any outstanding scheduling issues before initiating the ***Document Evaluation Phase***.

3.3. DOCUMENT EVALUATION PHASE

The next phase is the ***Document Evaluation Phase***. Now the Inspectorate will be actively reviewing your manuals, documents and proposed records for acceptability. You will probably have to act on a priority basis to revise these documents so that they are acceptable to the Inspectorate.

3.3.1 Un-submitted Manuals, Documents, or Records

There is a 30-day limitation period for all required to be submitted for review of submitted, manuals, documents or records . If you failed to submit any document in a timely manner that failure may result in adverse delays in completing the certification of the applicant as an AMO. We suggest that you obtain a receipt for any document that you submit to the Inspectorate that was not included at the time of your formal application submission.

From the moment that document is "stamped" in to our office, the Inspectorate has 30 days to act on that document.

3.3.2 Document Revision Turnaround

The 30-day review limitation period also applies to manuals, document or records that are reviewed and returned to you for correction/revision. Your failure to act on the requested correction/revision may result in significant delays to your certification process. Again, we suggest that you obtain a receipt upon resubmission of the document.

3.4. DEMONSTRATION AND INSPECTION CONSIDERATIONS

When that phase is complete, next comes the **Demonstration and Inspection Phase**. During this period, the Inspectorate will visit you to inspect your facilities, technical documents, equipment, and training and participate in actual demonstration of your capability.

The following inspections and demonstrations should be expected be required for the different groupings of the organisation during the inspection and demonstration phase. These inspections must be judged satisfactory in order to complete the certification process.

3.4.1 Interim (Pre-Inspection Phase) Observations and Inspection

The following observations and inspections may happen at any point after the Inspectorate has approved the supportive documents for the applicant's training and maintenance arrangements, even though the **Document Evaluation Phase** has not yet been completed for all documents requiring Inspectorate review.

Description

- Training Facilities & Equipment Inspections
- Maintenance Training-in-Progress Inspections

3.4.2 Inspection of Facilities and Support Arrangements

After completion of the Document Evaluation Phase, the following observations and inspections will be conducted to assess that infrastructure and support arrangements are acceptable to the Inspectorate.

Description

- Maintenance Hangar & Shop Facility Inspections
- Equipment Manufactures Manuals and other Technical Data
- Evaluation of Precision Tools and Test Equipment
- Records of Precision tools and Test Equipment Calibration.

3.5 CERTIFICATION PHASE CONSIDERATIONS

The final phase in the one in which the Inspectorate completes their paperwork and issuance of approvals, including the Operations Specifications and the AMO Certificate. It is called the **Certification Phase**. After that, you are an "Approved Maintenance Organization" (AMO). While this sounds like a long process that will depend on you and your responses to the Inspectorate. We expect that most organizations will be handled in a short period of 30 to 45 days.

3.5.1 AMO Certificate and Operations Specifications

The following documents are the primary evidence to international civil aviation authorities that a Maintenance Organization has completed the safety certification process and on-going surveillance is being conducted. These must be received by the applicant before conducting any functions as an AMO. No maintenance functions other than those listed in these documents are authorized for an AMO.

3.5.2 Other Approvals

There are other methods used by the Inspectorate to indicate the issuance of approvals and acceptances that are required by ICAO and the Civil Aviation Regulations (CAR). It is important that an AMO certificate holder understand that any revision to the following information, documents, manuals or records must have the written approval of the Inspectorate before use.

The current method of indicating approvals include:

- AMO certificate,
- Operations Specification (OPSPECS) page signed by Authorized Inspector and Certificate holder manager.
- Approved documents will be accompanied by an Approval Certificate and a Signature, Stamp and Date on the list of effective pages.

4. REQUIREMENT FOR ON-GOING AND PROGRAMMED SURVEILLANCE

The South African Civil Aviation Authority is required by ICAO Standards to have a system of surveillance for its Certificate holders. AMO certificate approvals are valid for a period of 12 months from the date of issue and annual full audits are conducted on the organisation before renewal of the approval.

The minimum numbers of these inspections that must be completed on a quarterly or annual basis are included in Inspectorate surveillance plan and frequencies are dependent on the size of the organisation. All safety issues identified during the inspections must be resolved before the annual re-issuance of the AMO.

5. OTHER AUTHORIZATIONS REQUIRING A FORMAL CERTIFICATION PROCESS

Each of the following authorizations will require a formal certification process as outlined in this Guidance Pamphlet—

Description

- Adding a New Rating
- A Change of Facility Location

Issued by: