

1. Regulation Reference

- Arrêté N° 00730/MINT du 07 juin 2005 portant agrément des unités d'entretien des aéronefs.
- Arrêté N° 00729/MINT du 07 juin 2005 portant agrément des organismes de maintenance des aéronefs.
- Arrêté n° 00221a/MINT du 07 juin 2005 relatif à la navigabilité des aéronefs.
- Instruction n° 000291/CCAA/DG/DSA/SDNV du 06 juillet 2009 relative au manuel des procédures d'organismes de maintenance
- Instruction n° 000518/CCAA/DNA/SDNA/NMA du 07 septembre 2006 relative aux procédures d'agrément des organismes de maintenance.
- Circulaire n° 00149/CCAA/DNA/SDNV du 29 aout 2002 relative à la certification des organismes de maintenance
- Circulaire n° 000448/CCAA/DNA/SDNA/ETA du 22 aout 2006 relative au système qualité.
- Instruction n° 000418/CCAA/DNA/SDNA/NMA du 07 aout 2009 relative aux manuels de gestion de la sécurité.
- Circulaire n° 00151/CCAA/DNA/SDNV du 09 décembre 2002 relative aux approbations pour remise en service

2. CCAA Forms/Checklists

2.1. Forms

- CCAA CMR/form 1
- CMR/form 2
- CMR/form 4

2.2. Checklists

- DSA.AMO.CHL.0303 Vérification Manuel Procédures
- DSA.AMO.CHL.0304 Maintenance Policy Manual
- DSA.AMO.CHL.0305 Personne Responsable for Maintenance
- DSA.AMO.CHL.0306 Personne Responsable for Assurance Quality Management

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- DSA.AMO.CHL.0307 Personne Responsable for Production Management
- DSA.AMO.CHL.0308 Facilities
- DSA.AMO.CHL.0309 Technical Regulatory Publications
- DSA.AMO.CHL.0310 Maintenance Records
- DSA.AMO.CHL.0311 Maintenance Procedures
- DSA.AMO.CHL.0312 Quality Program
- DSA.AMO.CHL.0313 Maintenance Release
- DSA.AMO.CHL.0314 Qualifications Training Program
- DSA.AMO.CHL.0317 Certification of maintenance
- DSA.AMO.CHL.0318 Support Overhaul Shops
- DSA.AMO.CHL.0319 Test Measuring Equipment
- DSA.AMO.CHL.0320 Maintenance Arrangements
- DSA.AMO.CHL.0321 Service Difficulty Reporting
- DSA.AMO.CHL.0322 NDT Inspection

3. Guidance Material References: -

4. Jobs Task Description

To evaluate an applicant for certification of a domestic or satellite AMO in accordance with the Civil Aviation Regulations

5. Job Performance Subtasks

5.1. Receive initial inquiry for certification of AMO/satellite station.

- 5.1.1. Provide Pre-application Statement of Intent (PASI) form to applicant.
- 5.1.2. Open Work Tracking Record. **CMR/form 1**

5.2. Initiate certification process.

- 5.2.1. Review submitted PASI for content.
- 5.2.2. Return PASI to applicant, with letter stating deficiencies, if found unacceptable.

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- 5.2.3. If corrective actions are satisfactory, Civil Aviation Authority designates a Certification Team.
- 5.2.4. Obtain pre-certification/certification number.
- 5.2.5. Forward PASI to Regional Civil Aviation Authority Office, if required.
- 5.3. Conduct a pre-application meeting with Certification Team and applicant.**
 - 5.3.1. Inform applicant of contents required in formal application package to be submitted by applicant.
- 5.4. Receive formal application package.**
 - 5.4.1. Evaluate formal application package.
 - 5.4.2. Return unacceptable documents to applicant with a letter stating deficiencies.
- 5.5. Conduct formal application meeting.**
 - 5.5.1. Review application package for regulatory requirements.
 - 5.5.2. Return any documents found unacceptable with a letter stating deficiencies.
 - 5.5.3. Schedule facility inspection after determining all documents are submitted and correct.
- 5.6. Perform housing and facility inspection.**
- 5.7. Evaluate maintenance organization.**
- 5.8. Analyze results of evaluation.**
- 5.9. When all regulatory requirements have been met.**
 - 5.9.1. Issue operations specifications.
- 5.10. Document task.**
 - 5.10.1. Prepare and distribute Certification Report.
 - 5.10.2. File all supporting paperwork in the certificate holder/applicant's office file.
 - 5.10.3. Close Work Tracking Record.
- 5.11. Future activities.**
 - 5.11.1. Civil Aviation Authority must ensure orderly transformation from certification process to certificate management.