

# JOB TASK ANALYSIS

## AIR 2.302: Evaluate AMO Facilities and Equipment



### 1. Regulation References:

- 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

### 2. CCAA Checklists:

- DSA.AMO.CHKL.0318 Support Overhaul Shops
- DSA.AMO.CHKL.0319 Test Measuring Equipment

### 3. Job Task Description:

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

### 4. Job Performance Subtasks:

#### 4.1. *Receive initial inquiry for certification of AMO /satellite station.*

4.1.1. Provide Pre-application Statement of Intent (PASI) form to applicant.

4.1.2. Open Work Tracking Record.

#### 4.2. *Initiate certification process.*

4.2.1. Review submitted PASI for content.

4.2.2. Return PASI to applicant, with letter stating deficiencies, if found unacceptable.

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- 4.2.3. If corrective actions are satisfactory, Civil Aviation Authority designates a Certification Team.
- 4.2.4. Obtain pre-certification/certification number.
- 4.2.5. Forward PASI to Regional Civil Aviation Authority Office, if required.

#### **4.3. Conduct a pre-application meeting with Certification Team and applicant.**

- 4.3.1. Inform applicant of contents required in formal application package to be submitted by applicant.

#### **4.4. Receive formal application package.**

- 4.4.1. Evaluate formal application package.
- 4.4.2. Return unacceptable documents to applicant with a letter stating deficiencies.

#### **4.5. Conduct formal application meeting.**

#### **4.6. Review application package for regulatory requirements.**

- 4.6.1. Return any documents found unacceptable with a letter stating deficiencies.
- 4.6.2. Schedule facility inspection after determining all documents are submitted and correct.

#### **4.7. Perform housing and facility inspection.**

#### **4.8. Evaluate maintenance organization.**

#### **4.9. Analyze results of evaluation.**

#### **4.10. When all regulatory requirements have been met.**

- 4.10.1. Issue operations specifications.

#### **4.11. Document task.**

- 4.11.1. Prepare and distribute Certification Report.
- 4.11.2. File all supporting paperwork in the certificate holder/applicant's office file.
- 4.11.3. Close Work Tracking Record.

#### **4.12. Future activities.**

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4.12.1. Civil Aviation Authority must ensure orderly transformation from certification process to certificate management.