



Advisory Circular

CAA-AC-AWS007-1
November 2022

CERTIFICATION OF A FOREIGN APPROVED MAINTENANCE ORGANISATION (AMO)

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide information and guidance to a foreign AMO on acceptable means and process by which the AMO may qualify for the issue of a Maintenance Organization Approval Certificate in accordance with the Civil Aviation Regulations.

2.0 REFERENCES

- 2.1 The Civil Aviation (Approved Maintenance Organisation) Regulations, 2022;
- 2.2 Part V of the Civil Aviation (Airworthiness of Aircraft) Regulations, 2022;
- 2.3 Part III of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2022;
- 2.4 Regulations 76, 77, 78, 79, 80 of the Civil Aviation (Operation of Aircraft) (General Aviation) (Aeroplanes) Regulations, 2022;
- 2.5 Regulations 56, 57, 58, 59, 60, 61, 62 & 63 of the Civil Aviation (Operation of Aircraft) (Commercial Air Transport) (General Aviation) Regulations, 2022 and
- 2.6 Regulations 164, 166, 167, 168, 169 & 171 of the Civil Aviation (Personnel Licensing) Regulations, 2022.

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 Regulation 71 of the Civil Aviation (Air Operator Certification and Administration) Regulations allows an air operator in Uganda to make arrangements with an approved and appropriately rated aircraft maintenance organization for the performance of maintenance of his aircraft and associated aeronautical products as provided in the approved maintenance programme and approved maintenance control manual.

3.1.2 The Authority will issue an approval Certificate to a foreign AMO to conduct maintenance on Uganda registered aircraft and the associated aeronautical products, subject to the AMO being in compliance with the Civil Aviation (Approved Maintenance Organization) Regulations and the Special Conditions Supplement prescribed by the Authority in this Advisory Circular.

3.1.3 The foreign AMO must hold a valid local Authority Approval certificate appropriately rated for the scope of maintenance to be carried out on Uganda registered aircraft. The Authority AMO approval shall be based on and limited to the local Authority approval scope of work.

3.1.4 The Authority will liaise with the State Authority responsible for the oversight of the foreign AMO on the status of its approval and or safety related concerns observed during audit and surveillance which the approval is based. The Foreign Authority will copy UCAA their surveillance reports in respect of the approved foreign AMO.

3.1.5 The AMO shall have an effective working independent quality system to ensure that the AMO remains in compliance with the local approving Authority regulatory requirements and the Special Conditions Supplement (SCS) to a Foreign AMO Maintenance Organisation Procedures Manual (MOPM) Document approved by the Authority in accordance with Regulation 29 of the Civil Aviation (Approved Maintenance Organisation) Regulations. Internal audits must be carried out annually (or be carried out progressively over the one-year period) and must cover the applicable local Authority Regulations and this AC Special Conditions.

3.1.6 The AMO must use authorized aircraft and aeronautical products during maintenance and acceptable Release/Return to service documents. The Authority approval certificate number and the local Authority approval number shall appear on the Release/Return to service certificates.

3.1.7 The return to Service of the aircraft must be in accordance with the procedures approved by the Authority and in compliance with Regulation 34 of the Civil Aviation (Approved Maintenance Organization) Regulations.

3.1.8 The Special Conditions Supplement shall contain the AMO accountable manager signed statement of commitment that, “The AMO shall comply with the Authority Regulations, the special conditions therein and shall recognize the consequences of failure to comply when performing maintenance functions on Uganda registered aircraft” before the document can be approved.

3.1.9 The AMO is required to hold valid maintenance contract with all the operators for which it performs maintenance work. The maintenance agreement shall state the scope of work the AMO has been contracted to perform.

3.2 The Approved Special Condition Supplement

3.2.1 The Special Conditions Supplement (SCS) to a Foreign AMO Maintenance Organisation Procedures Manual (MOPM) Document is prepared and submitted to the Authority together with the approval application form.

3.2.2 The SCS is meant to cater for the specific Authority requirements and differences that might be there between Civil Aviation (Approved Maintenance Organisation) Regulations, 2022 and the foreign Authority Regulations.

3.2.3 The SCS contains civil aircraft maintenance procedures and information approved by the Authority that commits the foreign AMO to carry out maintenance in accordance and in compliance with the Civil Aviation (Approved Maintenance Organisation) Regulations, 2022.

When approved, it also provides the Authority inspectors scope of reference when auditing and/or carrying surveillance functions on a Foreign AMO.

3.2.5 An example of the content structure of a Special Conditions Supplement to the foreign AMO MOPM is included in this AC as **Appendix 1**.

3.3 Contracted / Sub-contracted Maintenance

The AMO should not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance contract with another AMO that is appropriately rated and approved to perform such maintenance work.

The approved maintenance organisation may sub-contract maintenance functions to a maintenance organisation which is not approved by the Authority provided that—

- (a) The approved maintenance organisation is approved for work which is to be sub-contracted and have the capability to assess the competence of the sub-contractor;
- (b) The approved maintenance organisation retains responsibility for quality control and release of the sub-contracted activities, including the appropriate airworthiness requirements; and
- (c) The approved maintenance organisation has necessary procedures for the control of the subcontracted activities, together with the terms for the personnel responsible for the management of the same.

3.4 Application for Approval

3.4.1 The foreign AMO that wishes to be approved in accordance with the Civil Aviation Regulations to carry out maintenance on Uganda registered aircraft shall complete and submit to the Authority application Form AC-AWS007 (Appendix 2) in a manner prescribed in Regulation 5 (1) (a) of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2022.

3.4.2 The Authority shall decide whether the application will be subjected to the full Five Phases Certification Process required by regulation 4(11) of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2022 and as summarized in AC No. CAA-AC-GEN003 or not.

3.4.3 Where it has been decided to apply the complete certification process, the following procedure shall apply:

- a) The AMO should express the need to perform maintenance on Uganda registered aircraft by letter of communication.
- b) A formal application letter and the PASI form shall be completed by the applicant.
- c) The completed formal application letter, together with the AMO MOPM should be submitted to the Authority with the approval fee for the approval process to begin.
- d) The application and attachment are evaluated and if acceptable the Authority shall advise the AMO the necessary facilitation requirement for the Authority inspectors to carry out the pre-approval inspection.
- e) If the inspection is satisfactory the Authority shall:
 - (i) Approve the MOPM.
 - (ii) Issue the AMO Approval Certificate and the Specific Operating Provisions.

3.4.4 Line stations shall be approved only if the parent Foreign (AMO) complies with the requirements of this AC, i.e. it holds a valid local Authority AMO Certificate with ratings for the aircraft type(s) and scope of work relevant to the required line station services or the Foreign AMO has been certified as specified in section 3.4 of this AC.

3.5 Approval Conditions

3.5.1 The foreign AMO must provide right of access to the Authority Inspectors at the AMO facility in compliance with Regulation 43 of the Civil Aviation (Approved Maintenance Organisation) Regulations.

3.5.2 The Authority will not issue or renew an Approval Certificate to an AMO that is under formal investigation by the local approving Authority for suspected non-compliance that could result in revocation of the local approval. The Authority approval shall cease to be effective when the foreign Authority approval is not valid or has been revoked.

3.5.3 Amendments to the approved Special Conditions Supplement require Authority approval before application. The approval process may require an audit to verify the AMO capability for the additional rating.

3.6 Foreign AMO Approval Certificate Renewal

3.6.1 The AMO shall complete a prescribed renewal application Form and submit to the Authority.

3.6.2 The Authority will review the Special Conditions Supplement. Any changes shall require approval.

3.6.3 The renewal application Form and any amendment to the Special Conditions Supplement (if any) should be sent to the Authority at least 60 days prior to expiry of the Approval Certificate.

3.6.4 The AMO shall facilitate the Authority inspectors to carry out the renewal inspection and pay the AMO renewal fee.

3.7 When the Authority is satisfied with the status of the approved Special Conditions Supplement, and the results of the renewal inspection, the Authority will renew the AMO Certificate for a period one year.

3.8 Additional Rating to the Existing AMO Approval

3.8.1 An approved maintenance organization may apply for:

- a) Extension of the AMO ratings.
- b) Inclusion of additional capability.
- c) Major change to the facility.

3.8.2 The AMO shall notify the Authority of the additional ratings and capability to be approved. It shall submit the notification of the rating up-grade or variation together with the proposed amendments to the Special Condition Supplement. Depending on the rating up-grade, the Authority shall advise whether there is a need to carry out an approval inspection and payment of appropriate fees.

3.9 Changes to The AMO Approval Certificate

3.9.1 When the AMO wishes to make changes like the name, address, location, scope and limitations of coverage it is necessary to inform the Authority of such changes in writing and supply an amended revision of the Special Condition Supplement, including the Accountable Manager's revised commitment statement.

3.9.2 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.

3.10 Revocation of the AMO Approval Certificate

3.10.1 Any AMO approved by the Authority in accordance with the Regulations and the conditions specified in this AC could have a complete or partial revocation of the approval, should the Authority establish that there is a significant failure to comply with the conditions of the approval.

3.10.2 It should also be noted that the local Authority AMO certificate expiry or withdrawal automatically invalidates the Authority Approval Certificate.

3.11 Sub-Contracting Maintenance Work

3.11.1 An Approved Maintenance Organisation (AMO) may sub-contract maintenance work to another Approved Maintenance Organisation, however if the sub-contracted AMO is not approved by the Authority it is required that:

- i. The AMO must hold a local Authority approval for the work which is being sub-contracted.
- ii. The approved AMO still remains responsible for the quality of the release to service of the sub-contracted maintenance work, including the appropriate airworthiness requirements.
- iii. Have necessary procedures in SCS for the control of the sub-contracted activities, together with the terms for the personnel responsible the management.

3.11.2 Correspondence to the Authority

Any correspondence to the Authority should be addressed as follows:

Director General
Uganda Civil Aviation Authority
UCAA, HQ EIA
P.O. Box 5536
Kampala, Uganda.
E-mail: dat@caa.co.ug



Uganda Civil Aviation Authority

APPENDIX 1

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

To be completed by an applicant for a Maintenance Organization Approval Certificate.																								
<input type="checkbox"/> Original application for certification and rating <input type="checkbox"/> Change of Class and or rating <input type="checkbox"/> Change in location or facility <input type="checkbox"/> Other (Specify)..... <i>(tick as appropriate)</i>																								
Section 1A: To be completed by all applicants																								
1. Name and mailing address of company (include business name if different from company name).		2. Physical address of the principal (main) base where maintenance will be conducted, include address of the secondary base of operation if applicable (do not use a post office box).																						
3. Proposed Start-up Date:																								
4. 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 All applicants.																								
5. <input type="checkbox"/> Approved Maintenance organization. <input type="checkbox"/> Others (Specify)																								
6. Proposed type of maintenance (Tick as many as applicable). <input type="checkbox"/> Base maintenance. <input type="checkbox"/> Line Maintenance. <input type="checkbox"/> Workshop. <input type="checkbox"/> Specialized maintenance <input type="checkbox"/> Others (specify)																								
7. Proposed type of Approved Maintenance Organization Classes and Rating(s) Regulation 8 & 9 of AMO Regulations (Tick as many as applicable and Attach additional sheets, if necessary)																								
Aircraft Maintenance	Engine Maintenance	Components Maintenances		Specialized Maintenance																				
<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4	<input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C1</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C6</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C11</td> <td style="padding: 2px;"><input type="checkbox"/> C16</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C2</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C7</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C12</td> <td style="padding: 2px;"><input type="checkbox"/> C17</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C3</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C8</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C13</td> <td style="padding: 2px;"><input type="checkbox"/> C18</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C4</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C9</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C14</td> <td style="padding: 2px;"><input type="checkbox"/> C19</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C5</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C10</td> <td style="border-right: 1px solid black; padding: 2px;"><input type="checkbox"/> C15</td> <td style="padding: 2px;"><input type="checkbox"/> C20</td> </tr> </table>		<input type="checkbox"/> C1	<input type="checkbox"/> C6	<input type="checkbox"/> C11	<input type="checkbox"/> C16	<input type="checkbox"/> C2	<input type="checkbox"/> C7	<input type="checkbox"/> C12	<input type="checkbox"/> C17	<input type="checkbox"/> C3	<input type="checkbox"/> C8	<input type="checkbox"/> C13	<input type="checkbox"/> C18	<input type="checkbox"/> C4	<input type="checkbox"/> C9	<input type="checkbox"/> C14	<input type="checkbox"/> C19	<input type="checkbox"/> C5	<input type="checkbox"/> C10	<input type="checkbox"/> C15	<input type="checkbox"/> C20	<input type="checkbox"/> D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> D4 <input type="checkbox"/> D5
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Section 1C.																								
8. Data for Aircraft, engine, components and specialized maintenance intended to be maintained.																								
Manufacturer.	Make/Model/Series	Part number	Specialized																					

SECTION 1D

9. Additional information that provides a better understanding of the proposed maintenance.
(Attach additional sheets, if necessary).

10. Proposed Training on (Aircraft, Engine, Component, specialized maintenance and/or Simulator).

11. The statement and information contained on this form denotes an intent to seek for Authority certification as an approved maintenance organization.

Type of organization: (Individual/partnership/company/cooperation/association e.tc)

Specify.

I declare that the above particulars and documents submitted with this application are true in every respect

Authorized Signature.

Date (day/month/year).

Name and Title (Block Letters).

SECTION 2: TO BE COMPLETED BY MANAGER AIRWORTHINESS.

Name and signature.

Date received (day/month/year).

Assigned certification team members.

Assigned Certification Project Manager:

Date forwarded to the Certification Project Manager (CPM)
(day/month/year):

Remarks:

Section 3. To be completed by the Certification project manager.

Received by:

Date (day/month/year):

File Reference Number:

Assigned Certificate Number:

For: Action Information only.

Remarks:

USER INSTRUCTIONS AND GUIDELINES

SECTION 1A. All applicants shall complete this section.

1. Enter the company's official name and mailing address. Include any other business name if different from the company name.
2. This address shall be the physical location where maintenance activities are based. It is where the offices of management required by regulation are located. If the address is the same as item 1, enter "same." Include secondary business addresses of operation and identify the type of operation conducted.
3. Enter the estimated date when maintenance or services will begin.
 - Should not be less than 90 days from the intended day of operation.
4. Enter the names, titles, and telephone numbers of required management and key staff personnel. This shall include the accountable executive, base maintenance manager, line maintenance manager, workshop manager, quality manager and Safety Manager.

SECTION 1B. All applicants shall complete this section, as appropriate.

5. Indicate if the applicant intends to perform maintenance as an Approved Maintenance Organisation (AMO) or other maintenance activity.
6. The proposed type of maintenance shall be indicated. Check as many boxes as apply.
7. The proposed class and ratings applied for by the maintenance organisation shall be indicated. Check as many boxes as apply. For Class C- components maintenance see appendix 3

SECTION 1C.

8. Data is to be provided here to Indicate Aircraft, engine, components and specialized maintenance intended to be maintained by manufacturer, make/model/series, type number and specialized maintenance.

Appendix 1

SECTION 1D. All applicants shall complete this section.

9. Show any information that would assist CAA personnel in understanding the type and scope of operation or services to be performed by the applicant. Also provide all written contracts with this form, if applicable.

10. Identify the Proposed Training.

Identify the type of training on Aircraft, Engine, Component, specialized maintenance and/or Simulator that the management personnel, certifying staff and other personnel will receive based on the ratings requested.

11. The PASI denotes an intent to seek the Authorities certification as an approved maintenance organization and must be signed as follows:

Type of Organisation	Authorised Signature
Individual	Owner or Accountable Executive
Partnership	At least one partner or Accountable Executive
Company, corporation, association, etc.	At least one authorised Officer or Accountable Executive

**SPECIAL CONDITIONS SUPPLEMENT (SCS) TO A FOREIGN AMO
MAINTENANCE ORGANIZATION PROCEDURES MANUAL (MOPM)**

SCS Ref. No. ...*(Insert reference number, revision status and date)*

AMO MOPM..*(Insert approved MOPM Ref. number, revision status and date)*..

(Insert AMO Name and Address)

AMO Authority Approval No....*(Insert AMO certificate approval number)*.....

This Special Conditions Supplement (SCS) forms part of the *(Name of the organization)* AMO Maintenance Organization Procedures Manual (MOPM).

This SCS together with the *(Name of the organization)* approved Maintenance Organization Procedures Manual (MOPM) form the basis of approval of the AMO to carry out maintenance on aircraft, engine, components and/or specialised maintenance in accordance with The Civil Aviation (Approved Maintenance Organization) Regulations, 2022.

MANUAL FORMAT

1.0 Introduction or Preface.

The first page of a manual requiring approval by the Authority shall contain a description introducing the philosophy, goals and a preface page containing a brief statement of the manual's purpose and intended users.

2.0 Amendment and Revision Control Procedure

The Special Condition Supplement (SCS) should be easy to revise and must contain a revision control page or section including the procedure for amendment.

The control date of the most recent revision of each individual page must appear on each page.

3.0 Table of Contents.

SCS shall have a table of contents containing lists of major topics with their respective page numbers.

4.0 List of Effective pages.

SCS shall have a list of effective pages with provision for the Authority approval.

5.0 Definitions/Abbreviation/Acronyms.

Significant terms used in manuals should be defined. Any acronym or abbreviation not in common use should also be defined.

6.0 References.

SCS shall include references to other manual material.

7.0 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

7.1 This paragraph represents the statement by the Accountable Manager that the organization will comply with the conditions specified in the SCS and operate in accordance with the Civil Aviation (Approved Maintenance Organisation) Regulations, 2022.

7.2 An acceptable statement for this paragraph would be:

7.2.1 This Supplement in conjunction with the *(Name of the organization)* approved MOPM Ref. defines the organization and procedures upon which the Authority approval has been granted.

7.2.2 These procedures are endorsed by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the conditions of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2022.

7.2.3 It is accepted that the AMO’s procedures do not override the necessity of complying with any additional requirements formally published by the Authority and notified to this organization from time to time.

7.2.4 It is understood that the Authority AMO Approval Certificate will be valid whilst the Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Authority reserves the right to revoke the Approval Certificate if it considers that procedures are not followed or standards not upheld.

.....
Signed by the Accountable Executive
For and on behalf of the AMO

Note: Whenever the Accountable Executive is replaced, the new Accountable Executive must sign the statement to ensure continuous Authority Acceptance.

8.0 ORGANIZATION’S INTENDED SCOPE OF WORK

The Authority approval is limited to the work scope stated in this section. The intended scope of work must not exceed that permitted by the foreign local Authority as indicated on the approval document.

9.0 ACCESS BY THE AUTHORITY

It should be stated that the Authority will have unrestricted access to the AMO for the purpose of ascertaining compliance with procedures and standards as required by the Civil Aviation (Approved Maintenance Organisation) Regulations, 2022

8.0 WORK ORDERS

Procedure for raising, completing and control of work orders for maintenance,

9.0 TECHNICAL DATA.

Procedure on how to access, control and ensure that the maintenance data are correctly transcribed into work instructions.

10.0 MAJOR REPAIRS / MODIFICATIONS

The procedure for performing repair/modification on aircraft, engine. Components and specialized maintenance according to available maintenance data and how to manage repair/modification not described in the manufacturers manual.

11.0 MAINTENANCE RELEASE

This procedure must describe how the AMO shall control and issue a maintenance release related to the aircraft, engine, component and specialized maintenance activities, in conjunction with the operator and regulatory requirement.

12.0 REPORTING OF UN AIRWORTHY CONDITIONS

The procedure of collecting and reporting major defects to the Authority, operator and manufacturer/state of design as required by the regulations including mandatory reportable occurrence

13.0 QUALITY MONITORING (QM) SYSTEM

Procedure for monitoring of quality system including internal audit in accordance with regulatory requirements.

14.0 FACILITY REQUIREMENTS FOR AIRCRAFT/COMPONENT/SPECIALIZED MAINTENANCE

A description of the facilities utilized at each location to provide evidence that facilities are sufficient and appropriate for intended scope of work.

15.0 CONTRACTED MAINTENANCE

A procedure on how contracted maintenance shall be carried out within the intended scope of work.

APPENDIX 3 FORM: AC-AWS007-2

As illustrated in a typical AMO regulations compliance statement below the format shall include the Regulation number, the regulation subject, an indication of whether the Regulation is applicable or not, the relevant manual chapter, section, sub-section and page where the Regulation application has been addressed and/or a brief description of the method of compliance.

AMO - STATEMENT OF COMPLIANCE				
AMO CARs 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
20	Housing and Facilities requirements	Y	MPM Sect. xx, Ch. yy, Pg zz	
25	Man hours (1) A person shall not—		MPM Sect.xx Ch. yy, Pg.zz	
	(a) assign maintenance functions for aircraft unless the assignee has had a minimum rest period of eight hours prior to the beginning of duty;			
	(b) schedule a person performing maintenance functions on an aircraft for more than twelve consecutive hours of duty.			
	(2) A person shall not— (a) perform maintenance functions on an aircraft unless that person has had a minimum rest period of eight hours prior to the beginning of duty; or (b) perform maintenance functions on an aircraft for			

	<p>more than twelve consecutive hours of duty; and (c) perform maintenance functions for aircraft for more than twelve consecutive hours of duty.</p> <p>(3) In situations involving unscheduled aircraft unavailability, persons performing maintenance functions for aircraft may be continued on duty for— (a) up to sixteen consecutive hours; or (b) twenty hours in twenty-four consecutive hours. (4) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of ten hours. (5) An AMO shall relieve the person performing maintenance functions from all duties for twenty-four consecutive hours during any seven consecutive day period.</p>			
26	Assessment of personnel		MPM Sect.xx Ch. yy, Pg.zz	
27	Training of certifying staff		MPM Sect.xx Ch. yy, Pg.zz	Being Developed
28	Rest and duty limitations		MPM Sect.xx Ch. yy, Pg.zz	
29	Record of certifying staff	Y	MPM Sect.xx Ch. yy, Pg.zz	
30	AMO maintenance procedures manual	Y	MPM Doc. No.000	

Appendix 4 FORM: AC-AWS007-1

MAINTENANCE ORGANISATIONS CLASS AND RATING SYSTEM

The scope of maintenance that an AMO is approved to carry shall be classified into the following classes:

- a) aircraft
- b) engine maintenance;
- c) component maintenance;
- d) specialized maintenance

Within the approval class(es) and rating(s) granted by the Authority, the limitation specified in the scope of approval define the exact limits of approval as described below:

1. Class A rating

a) An approval in aircraft maintenance class should allow an AMO to perform maintenance on an aircraft and any component of the aircraft while such component is installed in the aircraft. However, maintenance performed on a component that has been temporarily removed from an aircraft to facilitate the performance of maintenance (for example, to improve access to the component) should be considered aircraft maintenance provided the relevant maintenance data requires the removal of the component. The following ratings should be used to define the scope for aircraft maintenance:

1. Large aeroplane — aeroplanes with maximum take-off mass over 12 500 lbs/5 700 kg;
2. Small aeroplane — aeroplanes with maximum take-off mass up to 12 500 lbs/5 700 kg, except light sport aeroplanes;
3. Helicopter — for all kinds of helicopters; and
4. Other kind of aircraft — all aircraft other than aeroplanes and helicopters (such as glider, balloon, airship, light sport aircraft etc.).

b) The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.

c) Class A ratings are subdivided into 'Base' or 'Line' maintenance. An approved maintenance organization may be approved for either 'Base' or 'Line' maintenance or both. It should be noted that a 'Line' facility located at a main base facility requires a 'Line' maintenance approval.

d) The scope of approval should also include location, ratings, aircraft / engine type and capability eg. Line and / or base maintenance if applicable.

2. Class B rating

a) The approved maintenance organization may carry out maintenance on the uninstalled Engine/APU and engine/APU components only whilst such components are fitted to the Engine/APU except that such components can be temporarily removed for maintenance when such removal is expressly permitted by the engine/APU manual to improve access for Maintenance.

b) The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.

c) An approved maintenance organization with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control Procedure in the maintenance organization procedures manual approved by the Authority. The maintenance organization procedures manual scope of approval should reflect such activity where permitted by the Authority.

d) The scope of approval should also include ratings, engine type and capability eg. Inspection, repair, overhaul etc.

3. Class C Rating

a) An approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU.

b) The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.

c) Table 2 identifies the ATA specification Standard Numbering System (SNS) Codes for the category C component rating.

d) An approved maintenance organization with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance organization procedures manual approved by the Authority. The maintenance organization exposition scope of approval should reflect such activity where permitted by the Authority.

e) The scope of approval should also include ratings, part number, nomenclature and capability eg. Inspection, repair, overhaul etc.

4. Class D Rating

a) This is a self-contained class rating not necessarily related to a specific aircraft, engine or other component.

b) The D1 - Non Destructive Testing (NDT) and D2 – Other Specialized Services ratings are only necessary for approved maintenance organisation that carries out NDT or other specialized services as a particular task for another organisation.

c) An approved maintenance organisation with a class rating in A or B or C category may carry out NDT or other specialized services on products it is maintaining subject to the maintenance organisation procedures manual containing relevant procedures, without the need for a D class rating.

5. The 'limitation' section is intended to give the Authority maximum flexibility to customize the approval to a particular organization. Table 1 specifies the types of limitation possible and whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organization. An example could be avionics systems installations and maintenance.

6. Table 1 makes reference to series, type and group in the limitation section of class A and B. Series means a specific type series such as Airbus 300 or 310 or 319 or Boeing 737-300 series or RB211-524 series etc. Type means a specific type or model such as Airbus 310-240 type or RB

211-524 B4 type etc. Any number of series or types may be quoted. Group means for example Cessna single piston engined aircraft or Lycoming non-supercharged piston engines etc.

TABLE 1

Class	Rating	Limitation	Base	Line
AIRCRAFT MAINTENANCE	A1 Aeroplanes above 12500 lbs/ 5,700kg MTOM	state aeroplane series or type and/or type and/or the maintenance task(s)		
	A2 Aeroplanes 12500lbs/5,700 kg MTOM and below except light sport aeroplanes	state aeroplane manufacturer or group or series or type and/or the maintenance task(s)		
	A3 Helicopters	state helicopter manufacturer or group or series or type and/or the maintenance task(s)		
	A4 Other Kind of aircraft (Glider, Balloon, Airship, Light sport Aircraft, etc.)	State aircraft manufacturer or group or series or type and/or the maintenance task(s)		
ENGINES MAINTENANCE	B1 Turbine	state engine series or type and/or the maintenance task(s)		
	B2 Piston	state engine manufacturer or group or series or type and/or the maintenance task(s)		
	B3 Auxiliary Power Unit	state engine manufacturer or series or type and/or the maintenance task(s)		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APU	C1 Air cond & press	state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s)		
	C2 Auto flight			
	C3 Comms & navigation			
	C4 Doors – hatches			
	C5 Electrical Power & Lights			
	C6 Equipment			
	C7 Engine / APU			
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter - rotors			
	C11 Helicopter - trans			
	C12 Hydraulic Power			
	C13 Indicating/Recording Systems			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic & Vacuum			
	C18 Protection ice/rain/fire			
	C19 Windows			
	C20 Structural			
SPECIALISED SERVICES	D1 Non Destructive Testing	<i>State particular NDT method(s)</i>		
	D2 Welding	<i>State particular specialised service(s)</i>		
	D3 Composite maintenance	<i>State particular specialised service(s)</i>		
	D4 Surface treatment	<i>State particular specialised service(s)</i>		
	D5 Other unique processes	<i>State particular specialised service(s)</i>		

TABLE 2
CLASSIFICATION OF CLASS C – COMPONENT MAINTENANCE

CLASS	RATING	ATA CHAPTERS
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & press	21
	C2 Auto flight	22
	C3 Comms & navigation	23, 34
	C4 Doors – hatches	52
	C5 Electrical Power & Lights	24, 33, 85
	C6 Equipment	25, 38, 44, 45, 50
	C7 Engine / APU	49, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83
	C8 Flight Controls	27, 55, 57.40, 57.50, 57.60, 57.70
	C9 Fuel	28, 47
	C10 Helicopter - rotors	62, 64, 66, 67
	C11 Helicopter - trans	63, 65
	C12 Hydraulic Power	29
	C13 Indicating/Recording Systems	31, 42, 46
	C14 Landing Gear	32
	C15 Oxygen	35
	C16 Propellers	61
	C17 Pneumatic & Vacuum	36, 37
	C18 Protection ice/rain/fire	26, 30
	C19 Windows	56
	C20 Structural	53, 54, 57.10, 57.20, 57.30

APPENDIX 5

Form: AC-AWS007-1

**APPLICATION FOR RENEWAL OF FOREIGN MAINTENANCE ORGANISATION
APPROVAL CERTIFICATE**

1. Maintenance Organisation Details		2. Reasons for Submission				
a. Official Name of Maintenance Organisation:		<input type="checkbox"/> Application for AMO Certificate Renewal <input type="checkbox"/> Change of Name <input type="checkbox"/> Change of Address <input type="checkbox"/> Change of Contact <input type="checkbox"/> Removal of Class and/or Rating/Capability				
b. AMO Approval Certificate Number:						
c. AMO Approval Certificate Expiry Date:						
d. Physical address of the principal (main) base where business is conducted:						
e. Official Mailing Address of Maintenance Organisation:						
f. Line Maintenance Location(s)(if applicable):						
3. Class and Ratings Applied for renewal: Ref: AMO Reg.11 (Tick as many as applicable and Attach additional sheets, if necessary)						
Aircraft Maintenance	Engine Maintenance	Components Maintenances			Specialized Maintenance	
<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4	<input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3	<input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3 <input type="checkbox"/> C4 <input type="checkbox"/> C5	<input type="checkbox"/> C6 <input type="checkbox"/> C7 <input type="checkbox"/> C8 <input type="checkbox"/> C9 <input type="checkbox"/> C10	<input type="checkbox"/> C11 <input type="checkbox"/> C12 <input type="checkbox"/> C13 <input type="checkbox"/> C14 <input type="checkbox"/> C15	<input type="checkbox"/> C16 <input type="checkbox"/> C17 <input type="checkbox"/> C18 <input type="checkbox"/> C19 <input type="checkbox"/> C20	<input type="checkbox"/> D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> D4 <input type="checkbox"/> D5
4. List of Maintenance Functions contracted to other AMO's:						
5. Detailed Information of Changes/Amendments						
I declare that the above particulars and documents submitted with this application are true in every respect.						
Date:	Authorised Signature:	Print Name of Authorised Signature:	Title:			

USER INSTRUCTIONS AND GUIDLINES

ITEM 1. All applicants shall complete this section.

1. Enter the Official Name of Maintenance Organisation as per the document of incorporation
2. Enter the AMO Approval Certificate Number issued by the Authority
3. Enter the AMO Approval Certificate Expiry Date (DD/MM/YYYY).
4. This address shall be the physical location where maintenance activities are based. It is where the offices of management required by regulation are located include secondary business addresses of operation and identify the type of operation conducted (if applicable).
5. Enter the company's official mailing address.
6. This address shall be the physical location where Line maintenance activities are carried out. (if applicable):

ITEM 2: Reasons for Submission

Tick appropriate item.

ITEM 3: Class and Ratings Applied for renewal:

- a) The appropriate class and ratings applied for by the approved maintenance organisation shall be indicated. Check boxes as applicable.

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

- a) List maintenance functions contracted to other approved maintenance organizations.

ITEM 5: Detailed Information of Changes/Amendments

Describe in detail the proposed changes or amendments selected on item 2.

ITEM 6: Declaration

To be signed by either of the below persons or delegated persons in writing by the Authorised person

Type of Organisation

Individual

Partnership

Company, corporation, association, etc.

Authorised Signature

Owner or Accountable Executive

At least one partner or Accountable Executive

At least one authorised Officer or Accountable Executive

APPENDIX 6

**Form: AC-AWS007-xx
July 2022**

AMO SCOPE OF APPROVAL (SOA)

<i>Name of Organisation:</i>				
<i>Organization address:</i>				
Certificate No.			Expiry Date:	
The Certificate Holder is approved in the following Class, Ratings and Limitations				
1. CLASS, RATINGS AND LIMITATIONS (AMO Reg. 8 & 9)				
<u>Class</u>	<u>Ratings</u>	<u>Limitation</u>	<u>Base</u>	<u>Line</u>
Class A-Aircraft Maintenance	A1 Aeroplanes above 5,700 kg	<i>State aeroplane series or type and/or type and/or the maintenance task(s)</i>	YES or NO	
	A2 Aeroplanes 5,700 kg and below	<i>State aeroplane manufacturer or group or series or type and/or the maintenance task(s)</i>		
	A3 Helicopters	<i>State helicopter manufacturer or group or series or type and/or the maintenance task(s)</i>		
	A4 Other Kind of aircraft (Glider, Balloon, Airship , Light sport Aircraft, etc.)	<i>State aircraft manufacturer or group or series or type and/or the maintenance task(s)</i>		
Class B-Engines Maintenance	B1 Turbine	<i>State engine manufacturer or group or series or type and/or the maintenance task(s)</i>		
	B2 Piston	<i>State engine manufacturer or group or series or type and/or the maintenance task(s)</i>		
	B3 Auxiliary Power Unit	<i>State engine manufacturer or series or type and/or the maintenance task(s)</i>		
Class C-Components Other Than Complete Engines Or APU	Insert applicable codes e.g C1,C10 etc	<i>State aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s)</i>		
Class D-Specialized Maintenance	D1 Non Destructive Testing	<i>State particular NDT method(s)</i>		
	D2 Welding	<i>State particular specialized service(s)</i>		
	D3 Composite maintenance	<i>State particular specialized service(s)</i>		
	D4 Surface treatment	<i>State particular specialized service(s)</i>		

	D5 Other unique processes	<i>State particular specialized service(s)</i>
2. AMO LOCATION		
State Additional Physical address of the AMO Line stations		
3. Condition of approval		
This Scope of Approval is limited to those products, parts and appliances and to the activities specified in the scope of work section of the (insert company name) approved maintenance organization procedures manual.		
AMO Authorized:		CAA Authorized:
Signature:		Signature:
Name:		Name:
Designation:		Designation:
Date:		Date: