



ADVISORY CIRCULAR

CAA-AC-AWS006
November 2022

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 prospective Domestic Approved Maintenance Organisation (AMO) applicant is fully aware of the applicable Regulations, has satisfied all the requirements and is capable of fulfilling and maintaining the approval standards.

2.0 REFERENCES

- a) The Civil Aviation (Approved Maintenance Organisation) Regulations, 2022.
- b) In addition, approval of maintenance organisation makes reference to:
- c) Part V of the Civil Aviation (Airworthiness of Aircraft) Regulations, 2022.
- d) Part III of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2022.
- e) Regulations 76, 77, 78, 79 and 80 of the Civil Aviation (Operation of Aircraft (General Aviation)(Aeroplanes) Regulations, 2022
- f) Regulations 56, 57, 58, 59, 60, 61, 62 and 63 of the Civil Aviation (Operation of Aircraft (Commercial Air Transport)(General Aviation) (Helicopter) Regulations, 2022
- g) Regulations 164, 166, 167, 168, 169 and 171 the Civil Aviation (Personnel Licensing) Regulations, 2022.

3.0 GUIDANCE AND PROCEDURE

3.1 General Information

- 3.1.1 Regulation 4 of the Civil Aviation (Approved Maintenance Organisation) Regulations requires a person not to operate as an approved maintenance organisation (AMO) without or in violation of an approved maintenance organisation certificate issued under the Regulations.

- 3.1.2 Regulation 71 of the Civil Aviation (Air Operator Certification and Administration) Regulations requires that maintenance work on aircraft certified in commercial air transport category, is performed by a maintenance organisation approved by the Authority.
- 3.1.3 The AMO certification is carried out in compliance with the Five Phase Certification and Approval Process which is explained in Advisory Circular No. CAA-AC-GEN003.
- 3.1.4 The five (5) Phases are:
- a) Pre-application;
 - b) Formal Application;
 - c) Document Evaluation;
 - d) Demonstration and Inspection; and
 - e) Certification.
- 3.1.5 The phases describe in sufficient 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

- 3.2.1.1 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.
- 3.2.1.2 A pre-application meeting is arranged between the applicant and the Authority to discuss the application requirements and certification process.
- 3.2.1.3 The Authority issues **Form: AC-GEN012** - Pre Application Statement of Intent (PASI) Appendix 1 to the intending holder of an AMO certificate.

3.2.2 Formal Application Phase

- 3.2.2.1 Regulation 5 of the Civil Aviation (Approved Maintenance Organisation) Regulations requires that:
- 3.2.2.2 An applicant for a Maintenance Organisation (AMO) certificate submits the following to the Authority at least ninety days before the intended day of operations
- a) an application on a form and in a manner prescribed by the Authority;
 - b) the applicant's maintenance Organisation procedures manual in duplicate;
 - c) Safety Management Manual

- d) Quality Management Manual
- e) Training Manual
- f) List of the maintenance functions to be performed for it, under contract, by another AMO
- g) Initial Statement of compliance
- h) Management Personnel Biographical Data
- i) Job aid and schedule of events
- j) a list of all AMO certificates and ratings pertinent to those certificates issued by any Contracting State other than Uganda; and
- k) Any additional information the Authority requires the applicant to submit.

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

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

3.2.2.4 A proposed schedule of events will be drawn up by the applicant and shall be reviewed 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

3.2.3.1 The certification team will 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.

3.2.3.2 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 Certification team will 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

3.2.5.1 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) .

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

- a) The completed PASI Form;
- b) The Formal Application Letter for Approved Maintenance Organisations;
- c) A completed Statement of Compliance;
- d) The Certification Job Aid and Schedule of Events;
- e) All correspondence between the applicant and the Authority;
- f) Minutes of the meetings held with the applicant;
- g) Copies of the Lease / Contract Agreements (as applicable);
- h) A list of maintenance functions under contract;
- i) Copy of the certification process summary report;
- j) Copy of the Approval Certificate;
- k) Copies of other States Authority Approval Certificates (if applicable); and
- l) The proposed post certification surveillance schedule.

4.0 APPLICATION FOR ADDITIONAL RATING TO THE EXISTING AMO APPROVAL

4.1 An approved maintenance organisation may apply for:

4.1.1 Extension of the AMO ratings;

4.1.2 Inclusion of additional capability; or

4.1.3 Major change to the facility.

4.2 It is required to submit to the Authority an application for AMO rating up grade or variation together with the proposed amendment / variation. Depending on the rating or up-grade applied for, the Authority shall evaluate the application and advise whether there is need to carry out a full or partial certification and payment inspection facilitation and approval fee.

4.3 Other Changes to the AMO

4.3.1 When the AMO wishes to make changes like the name, address and location it is necessary to notify the Authority of such changes in writing within fourteen days of the change and submit the amendments to the Maintenance Organisation Procedures Manual (MOPM) including the Accountable Manager's revised commitment statement for approval.

4.3.2 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.

5.0 CONTRACTING AND SUB-CONTRACTING MAINTENANCE WORK

- 5.1 An Approved Maintenance Organisation, according to Regulation 11 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2022 may sub-contract its maintenance functions to another Approved Maintenance Organisation.
- 5.2 If however the sub-contracted AMO is not approved by the Authority it is required that at least the following are met:
- 5.2.1 The contracted AMO must hold a local Authority approval for the work which is being sub-contracted;
- 5.2.2 The contracting AMO must retain responsibility for quality control of the sub-contracted activities, including the appropriate airworthiness Regulatory requirements; and
- 5.2.3 Have necessary procedures (i.e. Maintenance Agreement) for the control of the sub-contracted activities.
- 5.3 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.

6.0 CORRESPONDENCE TO THE AUTHORITY

Any correspondence to the Authority should be addressed as follows:

Director Safety, Security And Economic Regulation (DSSER)
Uganda Civil Aviation Authority
P.O. Box 5536
KAMPALA
Uganda.

Tel: 256- 41- 352000, 31-2352000.

Fax: 256-41 – 321401, 256-41-320571

E-mail: dat@caa.co.ug

www.caa.co.ug



Uganda Civil Aviation Authority

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. <input type="checkbox"/> Air Operator intends to perform maintenance as an AMO. <input type="checkbox"/> Air Operator intends to arrange for maintenance and inspections of aircraft and associated equipment to be performed by others. <input type="checkbox"/> Air Operator intends to perform maintenance under an equivalent system. <input type="checkbox"/> Approved Maintenance Organisation. <input type="checkbox"/> Approved Training Organisation			
7. Proposed type of operation (Tick as many as applicable). Air Operator Certificate – No. 2/3. <input type="checkbox"/> Passengers and Cargo. <input type="checkbox"/> Cargo Only. <input type="checkbox"/> Scheduled Operations. <input type="checkbox"/> Charter Flight Operations <input type="checkbox"/> Aerial Work			
8. Proposed type of Approved Maintenance Organisation Rating(s). Regulation 6, 7, 8 & 9 of AMO Regulations (Tick as many as applicable)			
Airframe	Power-plant	Components	Specialize

<input type="checkbox"/> (a) (i)	<input type="checkbox"/> (b) (i)	<input type="checkbox"/> (c) (i)	<input type="checkbox"/> (e)	<input type="checkbox"/> (f) (ii)	<input type="checkbox"/> (g)	d Services <input type="checkbox"/> (3) (a) <input type="checkbox"/> (3) (b)
<input type="checkbox"/> (a) (ii)	<input type="checkbox"/> (b) (ii)	<input type="checkbox"/> (c)	<input type="checkbox"/> (i)	<input type="checkbox"/> (f)	<input type="checkbox"/> (iv)	
<input type="checkbox"/> (a) (iii)	<input type="checkbox"/> (b) (iii)	<input type="checkbox"/> (ii)	<input type="checkbox"/> (e)	<input type="checkbox"/> (iii)		
<input type="checkbox"/> (a) (iv)		<input type="checkbox"/> (d) (i)	<input type="checkbox"/> (ii)	<input type="checkbox"/> (g) (i)		
		<input type="checkbox"/> (d)	<input type="checkbox"/> (e)	<input type="checkbox"/> (g)		
		<input type="checkbox"/> (ii)	<input type="checkbox"/> (iii)	<input type="checkbox"/> (ii)		
		<input type="checkbox"/> (d)	<input type="checkbox"/> (e)	<input type="checkbox"/> (c)		
		<input type="checkbox"/> (iii)	<input type="checkbox"/> (iv)	<input type="checkbox"/> (iii)		
			<input type="checkbox"/> (f)			
			<input type="checkbox"/> (i)			

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 Series (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

6.1 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).
6.2 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: <input type="checkbox"/> Action <input type="checkbox"/> Information only.	
Remarks:		
Section 3. To be completed by the Manager Flight Operations.		
Received by:	Date (day/month/year):	
Pre-application Number:	Assigned Certification Number:	
Assigned FOI:	Date:	
Remarks:		

APPENDIX 3

Sample Statement of Compliance

STATEMENT OF COMPLIANCE				
AMO CAR Reg. No.	TITLE	APPL Y	MOPM 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	MOPM Sect. xx, Ch. yy, Pg zz	
22	AMO personnel training requirements	Y	MOPM Sect.xx Ch. yy, Pg.zz	
30	AMO maintenance procedure manual	Y	MOPM Doc. No.000	

APPENDIX 4 - Form: AC-AWS006-1

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: <input type="checkbox"/> Permanent <input type="checkbox"/> Contracted - Full Time <input type="checkbox"/> 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)		
(d)		
(e)		
(f)		
(g)		
(h)		
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 UCAA 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-AWS006-1	