

APPROVED MAINTENANCE ORGANISATION

Certification of An Approved Maintenance Organisation

AMO-AP-001



**Subject: CERTIFICATION OF AN APPROVED MAINTENANCE ORGANISATION
GCAA Document AMO-AP-001**

1. PURPOSE.

- A. This Advisory Pamphlet (AP) describes the process of applying for and obtaining an Approved Maintenance Organisation Certificate to conduct maintenance operations under Ghana Civil Aviation Regulations. The certification process may appear to be a complex undertaking, particularly to a first time applicant. This AP provides basic information applicable to the certification process.
- B. Because there is a variety of acceptable methods for preparing manuals, a detailed discussion of acceptable methods for preparing these documents is not in this AP. Applicants will be briefed in as much detail as necessary regarding the preparation of manuals and other documents during meetings with CAA personnel. The information in this AP and the material referenced in this AP will assist the applicant in completing the process with minimal delays and complications.

2. RELATED REGULATIONS.

The Civil Aviation Act (Law) and the Ghana Civil Regulations Parts 1 to 10 inclusive.

3. RELATED READING MATERIAL.

Airworthiness notices

4. BACKGROUND.

- A. The certification process is designed to ensure that prospective AMO Certificate holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the applicant is able to comply with the Ghana Civil Aviation Act, the Ghana Civil Aviation Regulations and ICAO standards pertaining to the operation of an AMO.

- B. There are five (5) phases in the certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) are:
- (1) Pre-application
 - (2) Formal Application
 - (3) Document Evaluation
 - (4) Demonstration and Inspection
 - (5) Certification
- C. In some cases, the guidance and suggested sequence of events in this AP may not be entirely appropriate. In such situations, the CAA and the applicant should proceed in a manner that considers existing conditions and circumstances. The applicant, however should not expect to be certificated until the CAA is assured that the Ghana Civil Aviation Act and the Ghana Civil Aviation Regulations will be complied with in an appropriate and continuing manner.

5. PRE-APPLICATION PHASE.

- A. As far in advance as possible of an anticipated start of operations, the applicant should contact the Safety Regulations Department, KIA – Accra and inform the CAA of its intent to apply for an AMO Certificate. The applicant will be invited to meet briefly with CAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the applicant intends to proceed with certification, GCAA Form 13 - Prospective Operators Pre-assessment Statement (POPS) will be furnished. A sample of this form with instructions for completing it is in appendix 1. The POPS should be completed, signed by the applicant, and returned to the Safety Regulations Department.
- B. CAA personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the applicant with the reasons for its return noted in section 2. If the information is complete and acceptable, the CAA will determine which personnel will be assigned to the certification project and schedule a pre-application meeting with the applicant and the selected CAA certification team members.
- C. The CAA office will designate one certification team member as the Project Manager (PM).
- D. The purpose of the pre-application meeting is to confirm the information on the POPS and to provide critical certification information to the applicant. It is recommended that the applicant's key management personnel and staff attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an Approved Maintenance Organisation. Besides verifying the POPS information at the meeting, the CAA team should:
1. ensure the applicant is aware of what is expected and all applicable GCARs.
 2. provide an overview of the certification process and the formal application.
 3. answer any applicant's questions.
 4. evaluate the results of the meeting and take appropriate action.
 5. Provide the applicant with an Application Information Package.

- E. It is important to establish good working relationships and clear understandings between the CAA and the applicant's representatives. The CAA recognises that a wide range of capabilities and expertise exist among operators. This background experience will be considered by the CAA and adjusted to during these initial meetings
- F. To help promote understanding throughout the certification process, the Application Information Package includes the following:
 - (1) The applicable certification job aids which will be used by the CAA inspector during the certification project.
 - (2) A schedule of events which must be completed and submitted with the formal application.
 - (3) A standard set of Specific Operating Provisions (SOPs), an SOP development worksheet and blank SOP development forms (See Appendix 5).
 - (4) Other publications or documents the PM believes will be useful to the inspector.
- G. During the pre-application meeting participating inspectors will assist the applicant in identifying from the worksheet, all statements that accurately describe the applicant's intended operation. The applicant will then use the worksheet information to develop its draft SOPs. The applicant's draft SOPs will be submitted as a part of its formal application package.
- H. GCARs Part 6.2.1.1(a) and (b) specifies that an application for an AMO certificate shall be made on a form and in a manner acceptable to the Authority, and containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made on a form provided by the Authority, as outlined in GCAR 6.2.2.1. The applicant must complete an Application for Approved Maintenance Organisation Certificate and/or Rating (See Appendix 4). The Accountable Manager must sign the form. Certain documents (attachments) should be provided with the application and are briefly described in paragraphs 5(I) through 5 (O).
- I. Draft Specific Operating Provisions Attachment describes the applicant's intended authorisations, limitations, provisions and privileges specific to the organisation.
- J. Approved Maintenance Certification Job Aid and Schedule of Events Attachment

The Schedule of Events (See Appendix 3) is a key document that lists activities, programs, and required facility and tool acquisitions that must be accomplished or made ready for the CAA's inspection before certification. These estimated dates must be logical in terms of sequence. Reasonable time for the Authority to review, inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the applicant finds it necessary to revise the schedule of events, the PM should be notified as soon as possible.

K. Ghana Civil Aviation Regulation Part 6.4 and Implementing Standards part 6.4.1.1 and 6.4.1.3 establish basic management positions and the minimum qualifications for Approved Maintenance Organisations. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator's Maintenance Procedures Manual, operating provisions, and the Civil Aviation Regulations. The managers specified in GCAR part 6 shall be identified and their credentials submitted to the CAA.

L. Documents of Purchase, Leases, Contracts, or Letters of Intent, Capability List Attachment.

These attachments should provide evidence that the applicant is in process of actively procuring facilities, tools, and equipment. Aircraft manuals and services appropriate to the type ratings requested. If formal contracts are not completed letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. The tools, facilities, and equipment have to be of such type that support the ratings requested. These documents may be attachments to the Maintenance Procedures Manual (MPM).

M. Statement of Compliance.

- (1) Preparation of the compliance statement benefits the applicant by systematically ensuring that all applicable regulatory aspects are appropriately addressed during the certification process. The compliance statement shall be in a form of a complete listing of all appropriate Ghana Civil Aviation Regulation Sections pertinent to the operation the applicant is proposing. The list should reference any applicable subpart and each related section of the subpart. Next to each sub paragraph, the applicant must provide a specific reference to a manual or other documents and may provide a brief narrative description that describes how the applicant will comply with each Regulation. This statement also serves as a master index to the applicant's manual system to expedite the CAAs review and approval of the operation and manual system. The compliance statement is an important source document during the certification process. After the certification process is completed, the compliance statement should be kept current as changes are incorporated in the applicant's system.
- (2) Where the compliance information has been developed (for example, the manual material submitted with the formal application), a manual reference or a description of the method of compliance must be entered next to the applicable regulatory section.

N. Maintenance Procedure Manual in duplicate.

This attachment should be a complete listing of all Ghana Civil Aviation Regulations applicable to the proposed operation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable, and accepted by the Authority.

O. Resumes of key management personnel noted on accepted or corrected POPS form.

6. FORMAL APPLICATION PHASE.

A. It is recommended that the formal application be submitted at least 90 days before maintenance operations begin, although the application should be submitted to the CAA Authority as far in advance of the proposed start-up date as possible.

- B. The Authority will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, or open question to be resolved during the formal application meeting.
- C. The formal application meeting should reinforce open communication and working relationships. The operator's key management personnel should attend the formal application meeting. The purpose of this meeting is to discuss the formal application and resolve omissions, deficiencies, or open questions. Date conflicts must be resolved. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event that is not clearly understood. The CAA should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the CAA team will determine the package's acceptability, but the PM will not formally accept the application during the meeting. This delay allows the operator time to resolve any omissions or any deficiencies discussed during the meeting.
- D. The operator will be notified by letter stating whether the formal application is accepted or rejected. The Authority's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

7. DOCUMENT COMPLIANCE PHASE

- A. After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the Authority. The CAA Authority will endeavour to complete these evaluations in accordance with the operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manual or documents are satisfactory, they will be approved or accepted, as required by the Civil Aviation Regulations. Approvals will be indicated by letter or by approval of the specific operating provisions. Acceptance of information that does not require formal approval will be indicated by letter or by lack of the Authority's objection to the information.

- B. The complexity of the information must be addressed in the operator's manual and other documents depending on the complexity of the planned operation. The fully completed Statement of Compliance is the final evolution of the Statement of Compliance initially submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manual programs, and/or procedures.

8. DEMONSTRATION AND INSPECTION PHASE.

Ghana Civil Aviation Regulations require an operator to demonstrate its ability to comply fully with the regulations before beginning operations. These demonstrations include actual performance of activities and/or operations while being observed by CAA Inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, The CAA evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the operator's manual and other documents. Emphasis is placed on the operator's management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before a certificate is issued.

9. CERTIFICATION PHASE.

- A. After the document compliance, and demonstration and inspection phases have been completed satisfactorily, the CAA will prepare the Maintenance Organisation Certificate and approve the Specific Operating Provisions. The Specific Operating Provisions contain authorisations, limitations, and provisions specific to the operator's operation. The operator must acknowledge receipt of these documents.
- B. The certificate holder is responsible for continued compliance with the Ghana Civil Aviation regulations and the approved specific operating provisions. As a certificate holder's operation changes, the operating provisions will be amended accordingly. The process for amending operating provisions is similar to certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The CAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the Ghana Civil Aviation Regulations and safe operating practices.

10. EXPLANATION OF APPENDIXES IN THIS ADVISORY PAMPHLET

Appendix 1 provides instructions on how CAA Form Prospective Operators Pre-assessment Statement (POPS) should be completed.

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 primary operating 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 operations or services will begin.
 - Should not be less than 90 days.
4. This information will be used to assign a company identification number. You may indicate up to three, three-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or approved maintenance organisations, a randomly selected number will be assigned.
5. Enter the names, titles, and telephone numbers of required management and key staff personnel. This shall include the accountable manager, base maintenance manager, line maintenance manager, workshop manager and quality manager (GCAR 6.4.1.1).

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

6. Indicate if the air operator intends to perform maintenance as an Approved Maintenance Organisation (AMO) or intends to contract out all or part of its maintenance, or perform its own maintenance using an equivalent system.
7. The proposed type of operation shall be indicated. Check as many boxes as apply.
8. The proposed type of maintenance organisation and ratings shall be indicated. Check as many boxes as apply.

SECTION 1C. Air Operators shall complete Blocks 9, 10.

9. Aircraft Data is to be provided here. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For foreign registered aircraft, provide a copy of the lease agreement.

10. Indicate geographic areas of intended operation and proposed route structure.

SECTION 1D. All applicants shall complete this section.

11. Show any information that would assist CAA personnel in understanding the type and scope of operation or services to be performed by the applicant. If an air operator intends to arrange for maintenance and inspections of its aircraft and/or associated equipment identify the approved maintenance organisation selected and a list of the maintenance or inspections it proposes to perform. Also provide all written contracts with this form, if applicable.

12. Identify the Proposed Training.

For AOCs identify the type of aircraft and/or simulators intended to be used. For AMOs, identify the type of aircraft by make and model. In addition identify the type of training that the Quality Assurance staff, certifying staff and maintenance personnel will receive based on the ratings requested.

13. The Prospective Operator Pre-assessment Statement (POPS) denotes an intent to seek CAA certification as an air operator or approved maintenance organisation. It must be signed as follows:

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

Sections 2 and 3: For CAA Use

Instructions For Completing CAA Form 13 – Prospective Operator’s Pre-Assessment Statement (Pops). Portions Of This Form Are To Be Completed By A Prospective Approved Maintenance Organisation.

Prospective Operator’s Pre-assessment Statement (POPS) (To be completed by Air Operator or Approved Maintenance Organisation)		
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, include address of secondary base of operation, if appropriate (do not use a post office box).	
3. Proposed Start-up Date:	4. Requested company identifier in order of preference 1. 2. 3.	
5. Management and Key Staff Personnel		
Name (Surname) (First Name/s)	Title	Telephone & 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 its maintenance as an AMO (Complete Block 7 & 8) <input type="checkbox"/> Air Operator intends to arrange for maintenance and inspections of aircraft and associated equipment to be performed by others (Complete Blocks 7 & 11) <input type="checkbox"/> Air Operator intends to perform maintenance under an equivalent system (Complete Blocks 7 & 11) <input type="checkbox"/> Approved Maintenance Organisation (Complete Block 8)		
7. Proposed type of operation (Check as many as applicable)	8. Proposed type of Approved Maintenance Organisation Rating(s)	
Air Operator Certificate – Part 8/9 <input type="checkbox"/> Passengers and Cargo <input type="checkbox"/> Cargo Only <input type="checkbox"/> Scheduled Operations <input type="checkbox"/> Charter Flight Operations	Approved Maintenance Organisation <input type="checkbox"/> Airframe <input type="checkbox"/> Powerplant <input type="checkbox"/> Propeller <input type="checkbox"/> Avionics	Part 6 <input type="checkbox"/> Computers <input type="checkbox"/> Instrument <input type="checkbox"/> Accessory <input type="checkbox"/> Specialised Service
Section 1C. Blocks 9 and 10 to be completed by Air Operator.		
9. Aircraft Data (For foreign registered aircraft, please provide a copy of the lease agreement)	10. Geographic areas of intended operations and proposed route structure	
Numbers and types of aircraft (By make, model, and series)	Number of passengers seats or cargo payload capacity	

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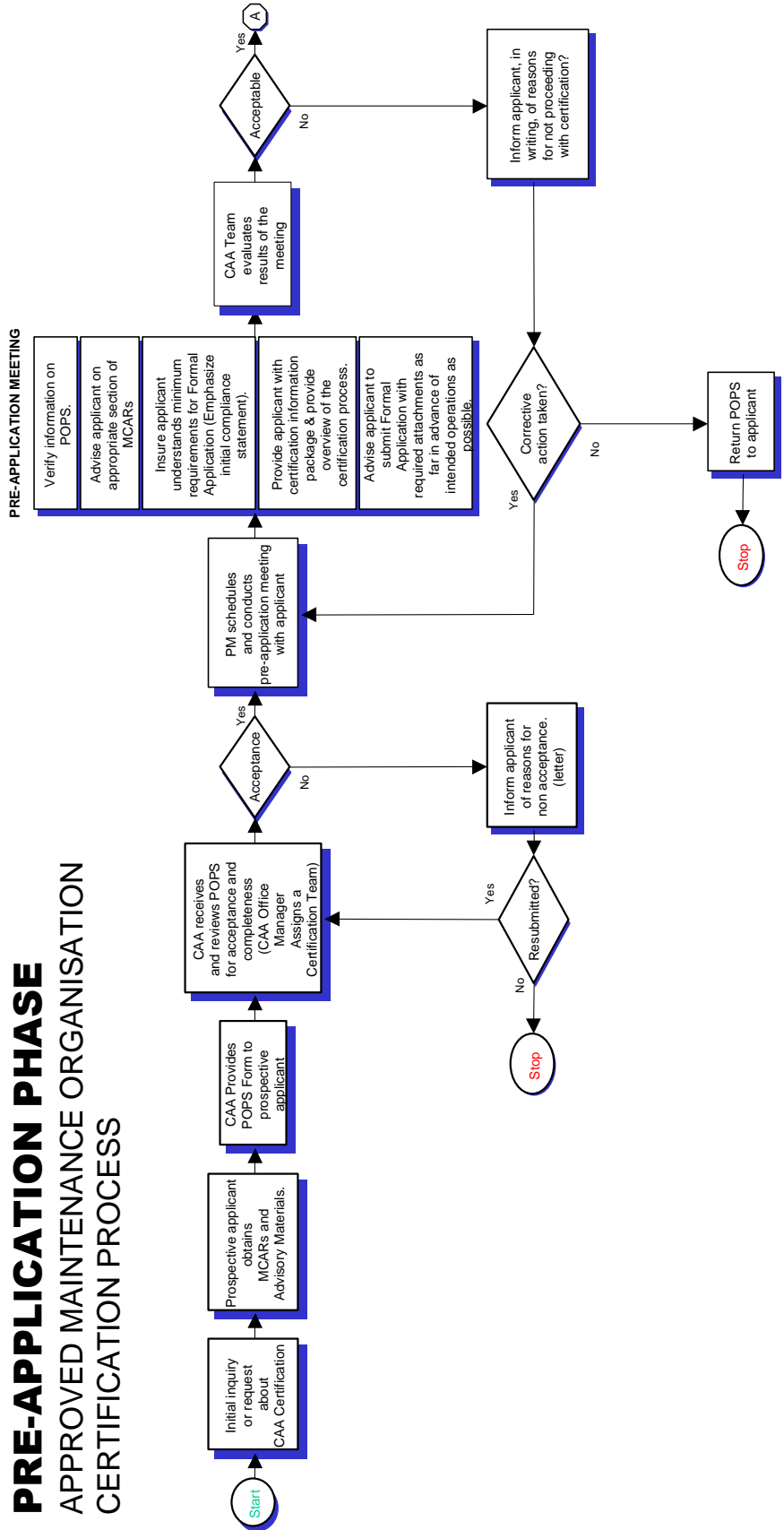
Section 1D. To be completed by all applicants		
11. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary)		
12. Proposed Training (Aircraft and/or Simulator)		
13. The statement and information contained on this form denotes an intent to apply for a CAA certificate.		
Type of Organisation:		
Signature	Date (day/month/year)	Name and Title
Section 2. To be completed by the CAA Official		
Received by (Name and Office):		Date received (day/month/year)
Date forwarded to Director Civil Aviation (DCA) (day/month/year):	For: <input type="checkbox"/> Action <input type="checkbox"/> Information only	
Remarks:		
Section 3. To be completed by the Office of the Director Civil Aviation		
Received by:	Pre-application Number:	
Date (day/month/year):	Assigned Certification Number:	
Local office assigned responsibility:	Date forwarded to local office: (day/month/year)	
Remarks:		

**Appendix 2 -
Certification Process
Flow Chart.**

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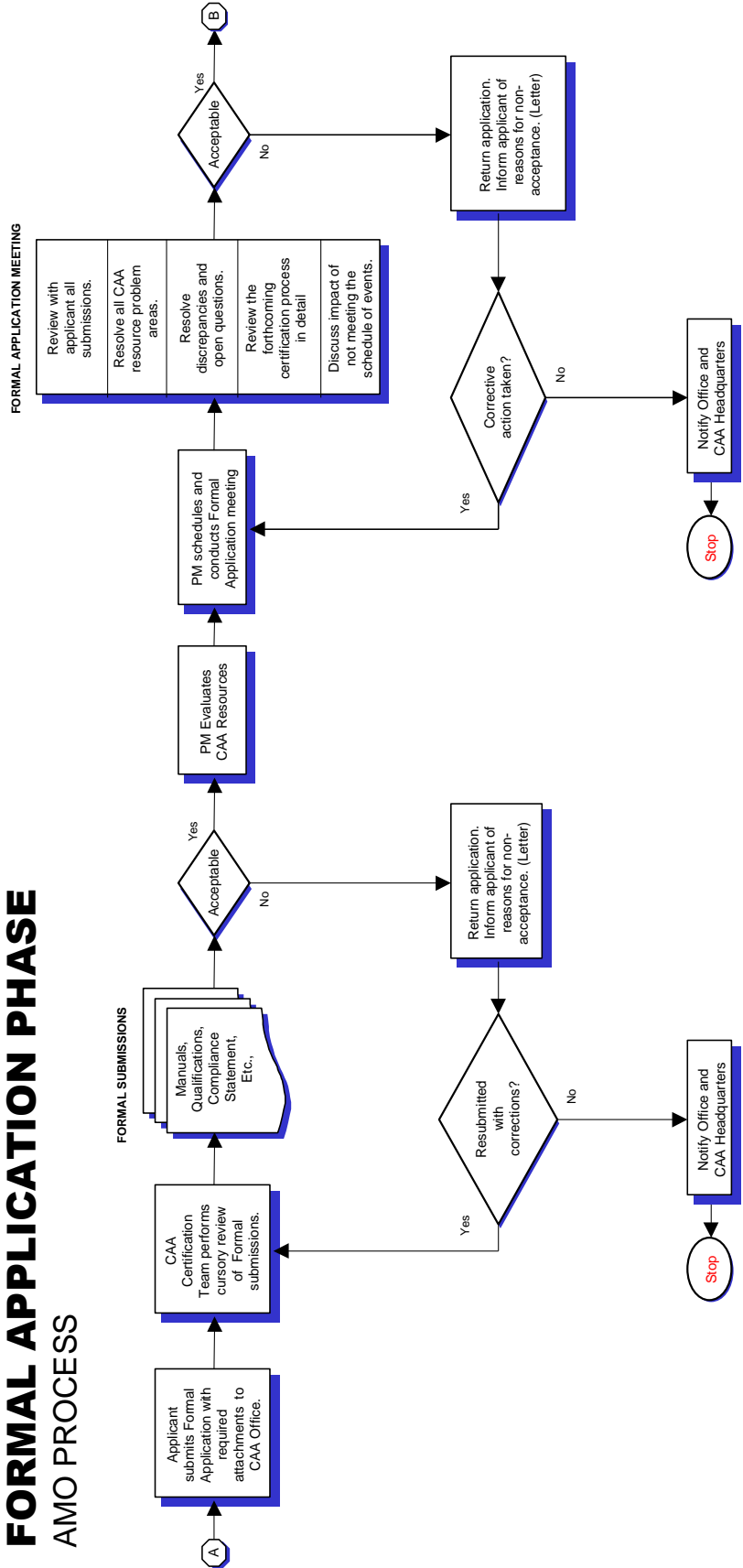
The flow charts on the following pages are representative of the AMO Certification Process. This chart also represents the process for the certification of an Approved Maintenance Organisation.

**PRE-APPLICATION PHASE
APPROVED MAINTENANCE ORGANISATION
CERTIFICATION PROCESS**



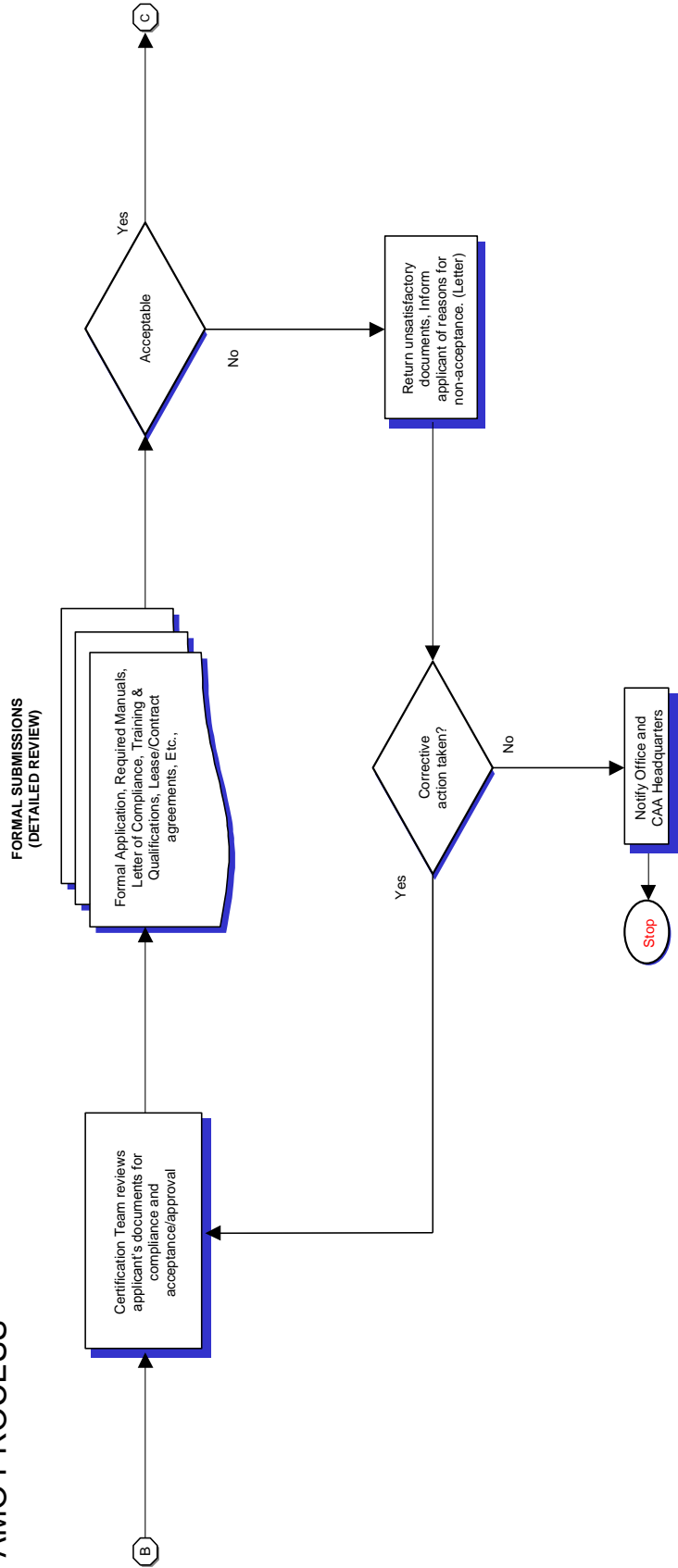
**Appendix 2 -
Certification Process
Flow Chart.
Page 2 Of 5**

**FORMAL APPLICATION PHASE
AMO PROCESS**



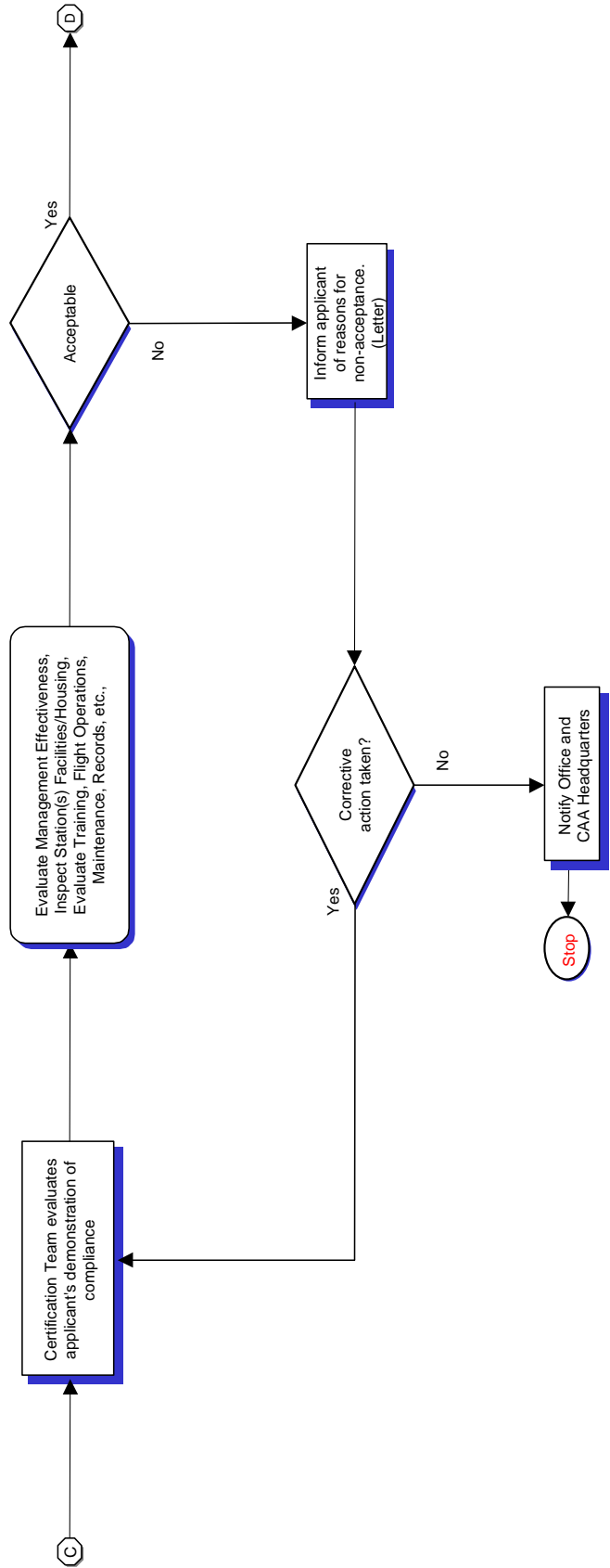
**Appendix 2 -
Certification Process
Flow Chart.
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**DOCUMENT COMPLIANCE PHASE
AMO PROCESS**



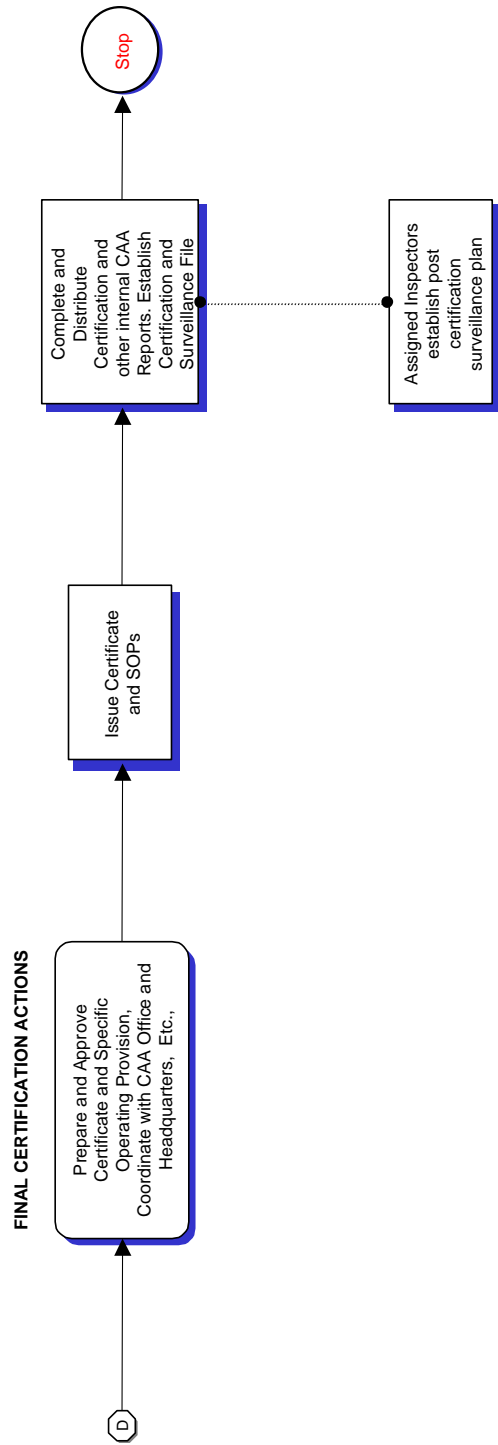
**Appendix 2 -
Certification Process
Flow Chart.
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**DEMONSTRATION AND
INSPECTION PHASE
AMO PROCESS**



**Appendix 2 -
Certification Process
Flow Chart.
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**CERTIFICATION PHASE
AMO PROCESS**



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Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Ghana Civil Aviation Regulations Part 6

Office Name of Company			Location Address			
Mailing Address (if different from location)			Pre-certification Number:			
			Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
CAA Reference	Maintenance Inspector	Avionics Inspector				
I. Pre-application Phase						
A. Initial Orientation: Inspector:						
1. Certification Advisory Pamphlet provided to prospective approved maintenance organisation. 2. Prospective Operator's Pre-assessment statement						
B. Certification Team Designated						
	CPM	Name	Speciality			
C. Conduct Pre-application Meeting						
1. <input type="checkbox"/> Verify POPS Information						
2. <input type="checkbox"/> Overview of Certification Process						
3. <input type="checkbox"/> Provide Certification Package:						
<input type="checkbox"/> Certification Job Aid <input type="checkbox"/> Schedule of Events <input type="checkbox"/> Application Form <input type="checkbox"/> Other applicable publications and documents						
4. Explain Formal Application Submissions						
Remarks:						

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Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Ghana Civil Aviation Regulations Part 6

CAA Reference	II. Formal Application Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Review Applicant's Submission <ul style="list-style-type: none"> a. Formal Application Form 				
	1. Formal Application Attachments <ul style="list-style-type: none"> a. Two completed maintenance procedure manuals b. Completed Quality Assurance Program c. Completed initial training program d. Completed compliance statement e. Completed schedule of events f. Roster, records and qualifications of certifying staff g. Qualifications of management personnel h. Completed capability list i. Completed training program j. Purchase, Lease, and/or contract agreement 				
	B. Evaluation of CAA Resources Capability Based on Schedule of Events				
Remarks:					
	C. Formal Application Meeting <ul style="list-style-type: none"> 1. Schedule of Events Date: 15/8/2000: Time 8:00 AM 2. Discuss each Submission 3. Resolve Discrepancies/ open Items 4. Review Certification Process 5. Review impact if Schedule of Events are not met 				
	D. Issue letter accepting/rejecting Formal Application				
Remarks:					

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Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Ghana Civil Aviation Regulations Part 6

CAA Reference	III. Document Evaluation Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Evaluate Applicable Training Programs 1. Training Maintenance Personnel a. Initial, appropriate to assigned tasks b. Knowledge and skills related in human performance				
	2. Training Certifying Staff a. Pre-qualification standards identified b. Basic engineering theory relevant to the airframe structure and systems to the class of aircraft c. Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects d. Company procedures relevant to the tasks e. Knowledge and skills related in human performance				
	3. Continuation Training a. Changes in AMO procedures b. Changes to aircraft types c. Changes to aeronautical product types				
Remarks:					
	B. Evaluate Personnel Qualifications 1. Management Personnel a. Base Maintenance Manager b. Line Maintenance Manager c. Workshop manager d. Quality Manager e. Other management personnel as assigned 2. Certifying Staff 3. Maintenance Personnel 4. Instructor(s)				
Remarks:					

Appendix 3 Page 5 of 8
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Ghana Civil Aviation Regulations Part 6

CAA Reference	III. Document Evaluation Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	C. Evaluate Applicable Manual(s) <ol style="list-style-type: none"> 1. Completed Maintenance Procedure Manual 2. Completed Quality Assurance System 3. Completed Training Program 4. Other 				
Remarks:					
	D. Other Document Evaluations <ol style="list-style-type: none"> 1. Completed Application Form 2. Schedule of Events 3. Completed Compliance Statement 4. Completed Capability List 5. Purchase, Contract, Lease Agreements 6. Test Equipment/Precision Tool Certificate of Calibrations 7. Copy of approved specification(s) for Specialised Service Rating 8. Revised POPS, if appropriate 9. Training Contracts, if appropriate 10. Maintenance Contracts/Agreements 11. Exemption/Deviation Requests/Justification 				
Remarks:					

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Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Ghana Civil Aviation Regulations Part 6

CAA Reference	IV. Demonstration and Inspection Phase	Inspector Initial	Date Received/Accomplished	Date Returned for Changes	Applicant Proposed Date
	<p>A. Evaluate Organisation Conducting Training</p> <ol style="list-style-type: none"> 1. Training Facilities 2. Training Schedules 3. Instructor Qualification/Training 4. Management Personnel Training Evaluation 5. Certifying Staff Training Evaluation <ol style="list-style-type: none"> a. Basic engineering relevant to type of aircraft structure and systems AMO intends to maintain b. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects c. AMO procedures related to the task d. Assigned tasks and responsibilities e. Knowledge and skills related to human performance f. Co-ordination with other maintenance personnel and flight crew g. Curriculum and standards for training h. Pre-qualification Evaluation for Certifying Staff i. Initial Training j. Continuation Training k. Other 6. Maintenance Personnel Training Evaluation <ol style="list-style-type: none"> a. Assigned tasks and responsibilities b. Knowledge and skills related to human performance 				
Remarks:					
	<p>B. Inspect Maintenance Base</p> <ol style="list-style-type: none"> 1. Works Areas 2. Tools 3. Equipment 4. Technical Data 5. Stores (parts, equipment, materials) 6. Test Equipment/Precision tools 7. Test Stands 				

Appendix 3 Page 7 of 8
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Ghana Civil Aviation Regulations Part 6

CAA Reference	IV. Demonstration and Inspection Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Record keeping location/system 1. Personnel records 2. Test Equipment/Precision Tool Certificate of Calibrations/Data Sheets 3. Maintenance Records 4. Other				
Remarks:					

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Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Ghana Civil Aviation Regulations Part 6

CAA Reference	V. Certification Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Complete Application Form B. Prepare Approved Maintenance Organisation Certificate C. Prepare Approved Maintenance Organisation Specific Operating Provisions D. Present signed Approved Maintenance Organisation Certificate and Specific Operating Provisions to applicant.				
Remarks:					
	E. Prepare Certification Report 1. Assemble Report/Attachments a. Completed POPS b. Completed Formal Application Form c. Completed Compliance Statement d. Copy lease/contract agreement(s) e. Copy of signed AMO Certificate f. Copy of signed AMO Specific Operating Provisions g. Copy of completed Capability List h. Copy of other Contracting States Certificate(s) and Specific Operating Provision(s) i. Copy of maintenance functions under contract j. Copy of approved specification(s) if issued a Specialised Service Rating k. Certification Job Aid/Schedule of Events l. Certification report (Summary of difficulties) m. All correspondence between the applicant and CAA n. Suggestions to improve certification process o. Distribute Report				
Remarks:					
	F. Develop Post Certificate Surveillance Program 1. With Geographic Area 2. Outside Geographic Area				
Remarks:					

**Appendix 5 Page 1 of 10
Sample Specific Operating Provisions (SOPs)**

GCAA LOGO HERE

Ghana Civil Aviation Authority

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TABLE OF CONTENTS

APPROVED MAINTENANCE ORGANISATION

PART A GENERAL

	EFFECTIVE DATE
A 1 Issuance and Applicability	00/00/00
A 2 Definitions and Abbreviations	00/00/00
A 3 Ratings and Limitations	00/00/00
A 4 To Be Developed	00/00/00
A 5 Deviations	00/00/00
A 6 To Be Developed	00/00/00
A 7 Designated Persons	00/00/00

Effective Date _____

Approved Maintenance Organisation Certificate
No. _____

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Sample Specific Operating Provisions (SOPs)**

logo	Ghana Civil Aviation Authority	Page 1 of 1								
APPROVED MAINTENANCE ORGANISATION										
PART A 1- Issuance and Applicability										
<p>a. These specific operating provisions are issued to _____, an Approved Maintenance Organisation. The approved maintenance organisation certificate holder shall conduct operations in accordance with MCAR Part 6 and these specific operating provisions.</p> <p>The certificates holder's address:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Fixed Location</td> <td style="width: 50%; text-align: center;">Mailing Address</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>			Fixed Location	Mailing Address	_____	_____	_____	_____	_____	_____
Fixed Location	Mailing Address									
_____	_____									
_____	_____									
_____	_____									
<p>b. The holder of these specific operating provisions is the holder of Certificate Number _____ and shall hereafter be referred to as the certificate holder.</p>										
<p>c. These specific operating provisions are issued as part of this Approved Maintenance Organisation Certificate, and are in effect as of the Effective Date. This certificate and specific operating provisions shall remain in affect until _____.</p>										
Effective date _____		Approved Maintenance Organisation Certificate No. _____								

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Sample Specific Operating Provisions (SOPs)

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Ghana Civil Aviation Authority		
<p>APPROVED MAINTENANCE ORGANISATION</p> <p>PART A 2- Definitions and Abbreviations</p> <p>Unless otherwise defined in these specific operating provisions, all words, phrases, definitions, and abbreviations have identical meanings to those used in the Model Civil Aviation Regulations and Model Civil Aviation Safety Act, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these specific operating provisions.</p> <p><u>AOC</u> Air Operator Certificate</p> <p><u>AMO</u> Approved Maintenance Organisation</p> <p><u>CAA</u> Civil Aviation Authority</p> <p><u>CAR</u> Civil Aviation Regulations</p> <p><u>Certificate Holder</u> In these specific operating provisions the term “certificate holder” shall mean the holder of the approved maintenance organisation certificate described in these specific operating provisions in Part A paragraph A 1 and any of its officers, employees, or agents used in the conduct of operations under this certificate.</p> <p><u>Class Rating</u> As used with respect to the certification, ratings, privileges, and limitation of aircraft, powerplant, propeller, radio, instrument and accessories within a category having similar operating characteristics.</p> <p><u>Deviation Authority</u> An authorisation that permits an alternate means of compliance with a CAR. The deviation authority must meet the procedural requirements of MCAR Part 6.1.1.6.</p> <p><u>Limited Rating</u> Rating issued to AMOs for the performance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and/or parts.</p> <p><u>Limited Rating-</u> Rating issued for a special maintenance function when the function is D. <u>Specialised Services</u> performed in accordance with a specification or data acceptable to the E. <u>Director.</u></p> <p><u>Maintenance</u> The inspection, overhaul, repair, preservation, and replacement of parts, but excludes preventive maintenance.</p> <p><u>MCM</u> Maintenance Control Manual</p> <p><u>MPM</u> Maintenance Procedure Manual</p> <p><u>Preventive Maintenance</u> As defined in Model Civil Aviation Regulation Part 5 Implementing Standard; IS: 5.1.1.2(a)(5)(a) that does not involve complex assembly operations.</p> <p><u>Substantial Maintenance</u> Any activity involving a C-check (routine airframe maintenance) or greater maintenance; any engine maintenance requiring case separation or teardown; and/or major alterations or major repairs performed on airframes, engines, or propellers.</p> <p>Effective date _____</p> <p style="text-align: right;">Approved Maintenance Organisation Certificate No. _____</p>		

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Sample Specific Operating Provisions (SOPs)**

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<p>APPROVED MAINTENANCE ORGANISATION</p> <p>PART A 3- Ratings and Limitations</p> <p>The Certificate Holder is authorised the following Ratings and/or Limitations:</p> <p>F. <u>Class Ratings</u></p>				
<p>LIMITED RATINGS</p>				
<u>Ratings</u>	<u>Manufacture</u>	<u>Make/Model</u>	<u>Limitations</u>	<u>Capability List Number & Date</u>
<p>LIMITED RATINGS-SPECIALISED SERVICE</p>				
Rating	Specifications		Limitations	
<p>Effective date _____</p> <p align="right">Approved Maintenance Organisation Certificate No. _____</p>				

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PART A 5- Deviation Authority			
The certificate holder is authorised to perform operations in accordance with the provisions, conditions, and/or limitations set forth in the following deviations listed in the table below.			
a. <u>Deviations:</u>			
Deviation Reference	Date of Deviation	Date of Termination	Remarks/Reference
Effective date_____		Approved Maintenance Organisation Certificate No. _____	

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<p>APPROVED MAINTENANCE ORGANISATION</p> <p>PART A 7- Designated Persons</p> <p>a. The personnel listed in the following table are designated by the Accountable Manager to officially apply for and receive specific operating provisions for the certificate holder indicated in Part A paragraph A 1 of these specific operating provisions.</p>		
Title	Name	Part/Paragraph Authorised
<p>Effective date _____</p> <p style="text-align: right;">Approved Maintenance Organisation Certificate No. _____</p>		

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PART D-SPECIFIC AUTHORISATIONS, LIMITATIONS AND PROCEDURES	
	<u>EFFECTIVE DATE</u>
D 1 Work to be performed at a place other than the AMO Fixed location	00/00/00
D 2 Air Carrier Geographic Authorisation	00/00/00
Effective date _____	Approved Maintenance Organisation Certificate No. _____

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<p>APPROVED MAINTENANCE ORGANISATION</p> <p>PART D 1 Work to be performed at a place other than the AMOs Fixed Location</p> <p>a. Except as otherwise specified in paragraph D 2, the certificate holder may perform work at a place other than its Fixed Location under special circumstances provided it has the facilities, material, equipment and technical personnel to perform the work authorised in the following table.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Work Authorised</th> <th style="width: 50%; padding: 5px;">Maintenance Procedures Manual Reference</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> </tbody> </table> <p>b. The certificate holder may not perform continuous operation at a facility other than the organisation's fixed Location listed in Part A paragraph A 1.</p>		Work Authorised	Maintenance Procedures Manual Reference																
Work Authorised	Maintenance Procedures Manual Reference																		
Effective date _____	Approved Maintenance Organisation Certificate No. _____																		

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<p>APPROVED MAINTENANCE ORGANISATION</p> <p>PART D 2- Air Carrier Geographic Authorisation</p> <p>a. The certificate holder may perform work at a place other than its Fixed Location in support of a specific A O C Holder provided it has the facilities, material, equipment, technical data, and technical personnel to perform the work authorised in accordance with the provisions, conditions, and/or limitations set forth in the following table.</p>						
Location	AOC Holder	AOC Maintenance Contract Number	Aircraft Model	AOC MCM Reference	AMO MPM Reference	Provisions/ Conditions/ Limitations
<p>b. The certificate holder is limited to the model of aircraft listed above specific to the AOC Holder identified.</p>						
Effective date_____				Approved Maintenance Organisation Certificate No. _____		

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<p>The certificate number on the reverse side of this form identifies the certificate holder whose name appears in Part A 1 of these Specific Operating Provisions.</p>		
<p><input type="checkbox"/> 1. The Ghana Civil Aviation Authority hereby issues the Specific Operating Provisions appearing on the reverse side to the certificate holder.</p>		
<p><input type="checkbox"/> 2. The certificate holder hereby makes application for the Specific Operating Provisions appearing on the reverse side (if this application amends previously approved Specific Operating Provisions, briefly describe changes).</p>		
<p>Supporting Data (if insufficient space, attach additional page)</p>		
<p>I certify that the statements submitted as supporting data are true and that I am duly authorised to make this application on behalf of the certificate holder.</p>		
<p>_____</p> <p>Title</p>	<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>
<p>3. The Specific Operating Provisions set forth on the reverse side are approved.</p>		
<p>Effective Date: _____</p>	<p>By direction of the Director of Civil Aviation</p>	
<p>Amendment No. _____</p>	<p>_____</p> <p>Signature/Title of Authorised Inspector</p>	
<p>4. I hereby accept and receive the Specific Operating Provisions appearing on the reverse side on behalf of the certificate holder.</p>		
<p>Accountable Manager _____</p>		
<p>_____</p> <p>Title</p>	<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>

INTENTIONALLY LEFT BLANK