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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 Located holder of the Approved Maintenance Organisation Certificate 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

- 2.1 The Civil Aviation (Approved Maintenance Organisation) Regulations.
- 2.2 In addition approval of maintenance organisation makes reference to:
 - 2.2.1 Part V of the Civil Aviation (Airworthiness) Regulations.
 - 2.2.2 Part V of the Civil Aviation (Air Operator Certification and Administration) Regulations.
 - 2.2.3 Part III of the Civil Aviation (Operation of Aircraft) Regulations.
 - 2.2.4 The Civil Aviation (Personnel Licensing) Regulations.

3.0 GUIDANCE AND PROCEDURE

3.1 General Information

3.1.1 Regulation 4(1) 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 57 of the Civil Aviation (Air Operator Certification and Administration) Regulations and Regulation 5(6) of the Civil Aviation (Personnel Licensing) Regulations requires that maintenance work on aircraft certified in commercial air transport category, and all aircraft whose maximum take off weight is above 13,610 kg. (30,000 lbs) is performed by a maintenance organisation approved by the Authority.

3.1.3 Recommendations to approve a maintenance organization must be based on the organization demonstration of adequate organization structure, methods of control supervision and training programme consistent with the nature and extent of the maintenance activities specified

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3.1.4 The AMO certification is carried out in compliance with the Five Phase Certification and Approval Process which is explained in Advisory Circular No. **TCAA-AC-GEN003C**.

3.1.5 The five (5) Phases are:

- a) Pre-application;
- b) Formal Application;
- c) Document Evaluation;
- d) Demonstration and Inspection; and
- e) Certification.

3.1.6 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

- a) In this phase the applicant for maintenance organisation approval makes an enquiry to the Authority in writing, by telephone, email or a visit to the Authority to express his intention to be certificated as AMO.
- b) In response to the initial enquiry, the Authority discusses with the applicant the following activities; the Civil Aviation regulations, Technical Guidance materials, quality system, Safety management system. tools and equipment, personnel etc
- c) The Authority issues Form: **TCAA-AC-GEN012A** - Pre Application Statement of Intent (PASI) to the intending holder of an AMO certificate, set of applicable regulations, template of statement of compliance, schedule of events and job aid, an extract of quality assurance manual s and template of the SOPs/schedule of approval e.t.c
- d) The certification process commences when the applicant returns the PASI Form, dully filled and signed.

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- e) On receipt of the PASI Form the [State] appoints the AMO certification team headed by a Certification Project Manager (PM).
- f) The CPM is the contact person for the project and communicates and invite the applicant in writing with an agenda attached, for a pre-application meeting with an emphasis of the key management team who must attend.
- g) In the meeting, the following will be discussed;
- i. The necessary technical expertise required by the applicant's proposed Organisation, to include the following:
 - ii. Aviation-related experience;
 - iii. Proposed Organisational structure;
 - iv. Knowledge of the specific maintenance functions to be performed;
 - v. The rating required for the type of work to be accomplished;
 - vi. Management requirements and sufficient personnel to meet the demands of the proposed Approved Maintenance Organisation. This includes at least one authorized person with appropriate ratings that coincide with the ratings sought;
 - vii. Facility requirements for the ratings sought, to include:
 - viii. The need for climate-controlled conditions;
 - ix. The size of the facility;
 - x. Appropriate test equipment;
 - xi. Special tools and equipment
 - xii. The necessity of having current technical data available prior to certification. Technical data will include the following:
 - xiii. The Civil Aviation Regulations.
 - xiv. Airworthiness Directives, (AD);
 - xv. Type certificate data sheets (TCDS), if applicable.
 - xvi. Advisory Circulars (AC's), as required.
 - xvii. Approved Maintenance Programs and Processes;
 - xviii. Manufacturer's component/maintenance/service manuals, instructions, and Service Bulletins (SB)

3.2.2 Formal Application Phase

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- a. In this phase the applicant for a Maintenance Organisation (AMO) certificate will submit a formal application letter to the Authority with the following attachments:
 - i. The applicant's maintenance organisation procedures manual (MOPM) in duplicate;
 - ii. Training manual;
 - iii. SMS manual;
 - iv. Capability list and self-evaluation.
 - v. Schedule of events;
 - vi. Maintenance production manhours;
 - vii. a list of the maintenance functions to be performed for it, under contract, by another AMO;
 - viii. a list of all AMO certificates and ratings pertinent to those certificates issued by any Contracting State other than (State);
 - ix. An initial 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
 - x. Management Personnel Biographical Data information
 - xi. any additional information the Authority requires the applicant to submit

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

- b) To accept the application package the Authority carries out a cursory review on the application package.

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- c) The certification Team will be formed to review the application to determine that it contains the required information and attachments
- d) The Authority will invite the applicant for a formal application meeting to discuss the package and agree on the schedule of events
- e) 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.
- f) The operator will be notified by letter stating whether the formal application is accepted or rejected. The Certification Team 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
- g) If there are omission or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return
- h) The Authority shall draw up a certification a schedule of events in consultation with the applicant 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.
- i) If there are no errors the formal application phase is closed and proceed to the Phase 3

3.2.3 Document Evaluation Phase

- a) The Authority Inspectors 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. Advisory circular No. **TCAA-AC-GEN004C** illustrates how a Statement of Compliance is developed.
- b) 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.
- c) Where the Authority finds discrepancies, they will notify the applicant in writing about the observed discrepancies and recommendations, outlining what will be required to correct the discrepancies
- d) If a manual or document is incomplete or deficient the manual or document will be returned for correction. If the manual or documents are satisfactory, they will be accepted, as required by the Civil Aviation Rules and standards. Acceptance will be indicated by letter
- e) When the Authority is satisfied that the applicants documents meet all the regulatory requirements, the documents are issued with an approval or acceptance note. One copy of each approved or accepted document is returned to the operator, while the other is retained by the Authority

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3.2.4 Demonstration and Inspection Phase

Tanzania Civil Aviation Regulations and standards require an operator to demonstrate its ability to comply fully with the Rules and standards before beginning operations. These demonstrations include actual performance of activities and/or operations while being observed Inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, The Authority 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.

The Authority will carry out an inspection of the maintenance organisation's facility, stations, programs, systems and processes to ensure that:

- a. the organisation declarations and commitments stated in the documents approved during evaluation phase are actually available, functional and of the recommended standard.
- b. the equipment mentioned therein are available and able to effectively deliver the stated maintenance functions
- c. the qualified persons are available in the recommended numbers to perform the aircraft maintenance related activities in the organisation different departments and sections

When the Authority is satisfied that the maintenance organization meets the requirements of the regulations, they will proceed to the certification phase.

Where the Authority finds discrepancies and inconsistencies, they will notify the applicant in writing about the observed discrepancies and recommendations, outlining what will be required to correct the discrepancies

3.2.5 Certification Phase

a) 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) and the Operations Specifications which indicate the approval scope and limitations.**

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

- (i) The completed PASI Form;
- (ii) The Formal Application Letter for Approved Maintenance Organisations;
- (iii) A completed Statement of Compliance;
- (iv) The Certification Job Aid and Schedule of Events;
- (v) All correspondence between the applicant and the Authority;
- (vi) Minutes of the meetings held with the applicant;
- (vii) Copies of the Lease / Contract Agreements (as applicable);
- (viii) A list of maintenance functions under contract;
- (ix) Copy of the certification process summary report;
- (x) Copy of the Specific Operating Provisions;
- (xi) Copy of the Approval Certificate;
- (xii) Copies of other States Authority Approval Certificates (if applicable); and
- (xiii) 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 pre-approval inspection 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 inform the Authority of such changes in writing and to submit the amendments to the

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Maintenance Procedures Manual (MPM) 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 SUB-CONTRACTING MAINTENANCE WORK

5.1 An Approved Maintenance Organisation, according to Regulation 14 of the Civil Aviation| (Approved Maintenance Organisation) Regulations, 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.

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6.0 CORRESPONDENCE TO THE AUTHORITY

Any correspondence to the Authority should be addressed as follows:

Director General
Tanzania Civil Aviation Authority
P.O. Box 2819
Dar es Salaam
Tanzania.

E-mail: tcaa@tcaa.go.tz
Website: www.tcaa.go.tz



Director Safety Regulation