



# Advisory Circular

TCAA-AC-AWS020C

February 2020

## RE-CERTIFICATION OF APPROVED MAINTENANCE ORGANISATION UNDER THE NEW REGULATIONS

### 1.0 PURPOSE

1.1 This Advisory Circular (AC) is issued to provide guidance and information on re-certification, under the Civil Aviation (Approved Maintenance Organisation) Regulations to holders of valid Approved Maintenance Organisations (AMO) certificates issued under the old Regulations.

1.2 The process is designed to ensure that the AMO certificate holder understands the new Regulations and makes the necessary organisation restructuring to comply with the new regulatory requirements as applicable.

### 2.0 REFERENCES

- 2.1 The Civil Aviation (Approved Maintenance Organization) Regulations;
- 2.2 Part V of the Civil Aviation (Airworthiness) Regulations
- 2.3 Part V of the Civil Aviation (Air Operator Certification and Administration) Regulations;
- 2.4 Part III of the Civil Aviation (Operation of Aircraft) Regulations.
- 2.5 TCAA-AC-AWS006C -Approved Maintenance Organisations Certification
- 2.6 TCAA-AC-AWS007D - Foreign Approved Maintenance Organisation Certification
- 2.7 TCAA-AC-GEN003C - Five Phase Certification Procedure

### 3.0 INFORMATION AND GUIDANCE

#### 3.1 General Information

3.1.1 Maintenance Organisations that hold valid certificates issued under Air Navigation Regulations shall be re-certified under the Civil Aviation Regulations.

3.1.2 Where an application for re-certification is made after the expiry of the AMO certificate **outside the grace period** allocated to implement the Civil Aviation Regulations, the applicant shall be subjected to the full AMO Certification requirements provided for in the Civil Aviation Regulations.

#### 3.2 AMO Re-Certification Process

3.2.1 An application for re-certification of an AMO shall be made on the prescribed application Form : TCAA- AC-AWS006C any time after the new Regulations have been effected, but in

any case it must be within such time to permit the recertification process to be completed before the expiry of the grace period allocated to implement the new Regulations requirements.

3.2.2 The AMO re-certification process shall not entail the full application of the Five Phase Process as described in **AC No. TCAA-AC-GEN003C** because the AMO has already demonstrated operational competency under the Regulations, the applicant however is required to:

- a) Liaise with the Authority for the following:-
  - (i) The application form for issue of AMO certificate.
  - (ii) The Pre-Application Statement of Intent (PASI) **Form: TCAA-AC-GEN012A**.
  - (iii) Management Team Biographical Data Forms.
  - (iv) Agreement on the planned re-certification process Schedule of Events.
  - (v) Certification fee and inspection facilitation that may be needed.
- b) Prepare the organisation Maintenance Procedures Manual (MPM) in compliance with requirements of the Civil Aviation Regulations.
- c) Submit the prescribed AMO re-certification application form together with a duly completed PASI form, revised MPM and proof of re-certification fee payment.

### 3.3 Document Evaluation

3.3.1 In general the application form, PASI and MPM should explain, define and illustrate the entire organisation structure, functions, activities and programs. It is required they clearly show how the organisation shall comply with the new Regulations.

3.3.2 The Authority Inspectors carry out an in depth review of the application form, the PASI and the MPM for regulatory compliance, relevance and scope definition. It is required that the MPM contains a Statement of Compliance indicating where in the manual the relevant Regulation has been complied with. Refer also to Airworthiness Advisory Circular No. **TCAA-AC-GEN004C** for guidance on preparation of the Statement of Compliance.

### 3.4 Demonstration and Inspection

3.4.1 The re-certification demonstration inspection shall put particular emphasis on the systems the AMO has adopted to comply with the requirements of the Civil Aviation Regulations, e.g.

- a) Management Team Structure and Qualification requirements;
- b) Functioning of the independent quality system;
- c) Technical personnel assessment, training programme and records;
- d) Contracted maintenance management;



# Advisory Circular

TCAA-AC-AWS020C

February 2020

- e) Sufficient numbers of qualified personnel.

## 3.5 Re-certification

3.5.1 When all requirements for certification of an AMO have been satisfactorily met, the Authority shall issue the AMO Certificate, the Specific Operating Provisions in accordance with the Civil Aviation Regulations.

3.5.2 The AMO Certificate is valid for twelve (12) calendar months under the Civil Aviation Regulations unless otherwise specified by the Authority.

## 3.6 Application for Additional Rating to the Existing AMO

3.6.1 An Approved Maintenance Organization may apply for:

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

3.6.2 The organization shall submit an application for AMO rating up grade or variation together with the proposed amendment / variation to the Authority. Depending on the rating 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 of an approval fee.

## 3.7 Sub-Contracting Maintenance Work

3.7.1 An AMO may sub-contract its maintenance functions to another AMO as specified by the Civil Aviation Regulations.

3.7.2 If the sub-contracted AMO is not Certificated by the Authority it is required that at least the following are met:

- a) The contracted AMO must hold a local Authority approval for the work which is being sub-contracted.
- b) The contracting AMO must retain responsibility for quality control and release of the sub-contracted activities, including the appropriate airworthiness requirements;
- c) The contracting AMO shall have a Maintenance Agreement for the control of the sub-contracted activities, together with the persons responsible for its management.
- d) The contracting AMO remains responsible for the quality and safety of maintenance release to service by the sub-contracted AMO.



# Advisory Circular

TCAA-AC-AWS020C

February 2020

## 3.8 Other Changes to the AMO

3.8.1 When the AMO wishes to make changes like the name, address and location it shall inform the Authority of such changes in writing and submit amendments to the Maintenance Procedures Manual (MPM) including the Accountable Manager's revised commitment statement, in compliance with the Civil Aviation Regulations.

3.8.2 Amendments to the AMO Certificates will not change the expiry date of the current certificate except in the case where the changes are concurrent with the re-certification application.

A handwritten signature in black ink, appearing to read 'P. P. P.', is written over a light grey rectangular background.

---

**Director Safety Regulation**