



Barbados Civil Aviation
Department

BCAD Document AAC-001

AIRWORTHINESS

ADVISORY

CIRCULAR

CERTIFICATION OF AN APPROVED MAINTENANCE ORGANISATION

CERTIFICATION OF AN APPROVED MAINTENANCE ORGANISATION

1. Purpose	4	
2. Related Regulations	4	
3. Background	4	
4. Pre-application Phase	4	
5. Formal Application Phase	7	
6. Document Compliance Phase	8	
7. Demonstration and Inspection Phase	8	
8. Certification Phase.....	8	
9. Explanation of Appendices	9	
Appendix 1	Instructions on Completion of Prospective Operator's Pre-Assessment Statement (POPS)	10
Appendix 2	Certification Flow Chart	14
Appendix 3	Approved Maintenance Organisation Job Aid and Schedule of Events	19
Appendix 4	Application for Approved Maintenance Organisation	26
Appendix 5	Sample Specific Operating Provisions (SOPS)	27
Appendix 6	List of Applicable Regulations and Directives	38
Appendix 7	Sample Statement of Compliance	39

1. **PURPOSE.**

- A. This Airworthiness Advisory Circular (AAC) describes the process of applying for and obtaining an Approved Maintenance Organisation Certificate to conduct maintenance operations under the Civil Aviation (Approved Maintenance) Regulations 2007. The certification process may appear to be a complex undertaking, particularly to a first time applicant. This AAC 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 AAC. Applicants will be briefed in as much detail as necessary regarding the preparation of manuals and other documents during meetings with BCAD personnel. The information in this AAC and the material referenced in this AAC will assist the applicant in completing the process with minimal delays and complications.

2. **RELATED REGULATIONS.**

Civil Aviation Act, Civil Aviation (Approved Maintenance) Regulations (CA(AM)R).

3. **BACKGROUND.**

- A. The certification process is designed to ensure that prospective AMO 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 Regulations, and the international 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 AAC may not be entirely appropriate. In such situations, the BCAD 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 BCAD is assured that the Civil Aviation Regulations of the applicable State will be complied with in an appropriate and continuing manner.

4. PRE-APPLICATION PHASE.

- A. As far in advance as possible of an anticipated start of operations, a prospective operator should contact the BCAD Office and inform the DCA of its intent to apply for an AMO. The prospective operator will be invited to briefly discuss with BCAD personnel, basic information and general certification requirements. If the prospective operator intends to proceed with certification, Form DCA ADM-036 Pre-assessment Statement of Intent (PASI) will be furnished. A sample of this form with instructions for completing it is in appendix 1. The PASI should be completed, signed by the prospective operator and returned to the BCAD Office.
- B. BCAD personnel will review the PASI. If the information is incomplete or erroneous, the PASI will be returned to the prospective operator with the reasons for its return noted in section 2. If the information is complete and acceptable, the BCAD will schedule a pre-application meeting with the prospective operator and the selected BCAD certification team members.
- C. The BCAD 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 PASI and to provide critical certification information to the applicant. It is recommended that the operator's key management and staff attend the pre-application meeting 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 PASI information at the meeting, the BCAD team should:
 - 1. ensure the applicant is aware of what is expected and all applicable BCARs.
 - 2. provide an overview of the certification process and the formal application.
 - 3. answer any applicant 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 BCAD and the operator's representatives. The BCAD recognises that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the BCAD 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 or guidance material which will be used by the BCAD 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). (See Appendix 5).
- (4) Other publications or documents that it is considered will be useful to the applicant.
- (5) Application for Approved Maintenance Organisation Certificate and/or Ratings Form DCA ADM-018. (See appendix 4)

G. During the pre-application meeting participating inspectors will assist the applicant in identifying all statements that accurately describe the applicant's intended operation. The applicant will then develop its draft SOPs and submit them as a part of its formal application package.

H. CA(AMO)R Regulation 6 (1) and (2) specifies that an application for an AMO certification shall be made to the Director in the prescribed form and, containing any additional information the Director 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 Form DCA ADM-018 provided by the BCAD. The applicant must complete the Application for Approved Maintenance Organisation Certificate and/or Rating Form DCA ADM-018 (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 BCADs inspection before certification. These estimated dates must be logical in terms of sequence. Reasonable time for the BCAD 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. Civil Aviation AMO Regulations 20 (2) (3) & (4) and Standard 4.4.3 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 AMO Regulation 20 (2) (3) & (4) shall be identified and their credentials submitted to the BCAD.

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

These attachments should provide evidence that the applicant is in the 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.

This attachment should be a complete listing of all the 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. The following examples are samples of how relevant sections of Civil Aviation Regulations should be presented in a Statement of Compliance.

N. Maintenance Procedure Manual.

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

EXAMPLE 1 Statement of Compliance

CA(AMO)R Regulation 13 “Maintenance Procedures Manual”

- (1) Maintenance Procedure Manual (MPM) Section 1, Chapter 2, Page 2, paragraph 3.
- (2) MPM Section 2, Chapter 2, Page 3, paragraph 1.

EXAMPLE 2 Statement of Compliance

CA(AMO)R Regulation 31 (1) “Maintenance Records” .The Maintenance Procedures Manual (MPM) Section 5, Chapter 3, Page 22, paragraph 8, instructs maintenance personnel on the requirement to make an entry in the maintenance record after that person maintains, performs preventative maintenance, rebuilds, or modifies an aircraft or product.

CA(AMO)R Regulation 30 (3) (b) Section 5, chapter 3, Page 3, paragraph 9, instructs maintenance personnel on the requirements to identify in the maintenance record of the date work was completed.

5. 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 BCAD as far in advance of the proposed start-up date as possible.

- B. The BCAD will review the application to determine that it contains the required information and attachments. If there are omissions or errors the applicant will be so advised and, the formal application and all attachments may 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 BCAD should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the BCAD 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 BCADs 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.

6. 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 BCAD. The BCAD 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 noncompliance with the regulations or safe operating practices is detected, the applicant will be formally advised and the manual or document may 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 BCADs objection to the information.
- B. The complexity of the information which must be addressed in the operator's manual and other documents depends 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.

7. DEMONSTRATION AND INSPECTION PHASE.

A. The 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 BCAD Inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the BCAD 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.

8. CERTIFICATION PHASE.

- A. After the document compliance and, demonstration and inspection phases have been completed satisfactorily, the BCAD will prepare the Approved 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 regulations and the authorisations, and provisions of its certificate and 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 BCAD is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the Civil Aviation Regulations and safe operating practices.

9. EXPLANATION OF APPENDICES IN THIS ADVISORY CIRCULAR

- a. Appendix 1 provides instructions on how Form DCA ADM-036 (PASI) should be completed. Section 1, items 1 through 11, should be completed and signed by the applicant and returned to the BCAD office. Sections 2 and 3 are reserved for BCAD use.
- b. Appendix 2 provides a Certification Process Flow chart.
- c. Appendix 3 provides an AMO certification job aid and schedule of events.
- d. Appendix 4 provides an Application form for AMO's
- e. Appendix 5 provides Sample Specific Operating Provisions
- f. Appendix 6 provides a list of applicable regulations and directives.

Anthony E. Archer
Director of Civil Aviation
Barbados

APPENDIX 1 Page 1 of 4

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. Enter company three letter designation e.g. (Jordan Air – JOA)
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 Civil Aviation (Approved Maintenance Organisation) Regulations 20 (2), (3) & (4).

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.
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.

APPENDIX 1 Page 2 of 4

SECTION 1D. All applicants shall complete this section.

11. Show any information that would assist BCAD 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 Pre Application Statement of Intent (PASI) denotes an intent to seek BCAD certification as an air operator or approved maintenance organisation. It must be signed as follows:

Type of Organisation

Individual

Partnership

Company, corporation, association, etc.

Authorised Signature

Owner or Accountable Manager

At least one partner or Accountable Manager

At least one authorised Officer or Accountable Manager

SECTIONS 2 : For BCAD Use

Instructions For Completing DCA ADM-036 – Pre Application Statement of Intent Portions Of This Form Are To Be Completed By A Prospective Approved Maintenance Organisation.



Barbados Civil Aviation Department
Table 5-1
PRE-APPLICATION STATEMENT OF INTENT

FOR OFFICIAL USE ONLY
Date of receipt.
File No.

FOR BCAD USE ONLY
Date:
Receipt No:
Cheque/PO. – \$ €
Signature and Stamp

Section 1A. To Be Completed By All Applicants

1. Name and mailing address of company	2. Address of principal base where operations will be conducted (do not use post office box)
3. Proposed Start-up date	4. Requested three-letter company designation in order of preference: 1. 2. 3.
5. Management Personnel: Name (Last, first, middle) Title Telephone (incl. area code)	

Section 1B. To Be Completed By Air Operators and/or Maintenance Organisation

6. <input type="checkbox"/> Air operator intends to perform its maintenance as an AMO (Complete Blocks 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"/> 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 <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"/> Computers <input type="checkbox"/> Powerplant <input type="checkbox"/> Instruments <input type="checkbox"/> Propeller <input type="checkbox"/> Accessories <input type="checkbox"/> Avionics <input type="checkbox"/> Specialised Service

Section 1C. Blocks 8 and 9 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.	

Section 1D. To be complete by all applicants

11. Additional information that provides a better understanding of the proposed operation of business (attach additional sheets, if necessary)

12. Proposed Training (Aircraft and/or Simulator)

13. The statements and information contained on this form denote an intent to apply for BCAD certification.

Signature

Date

Name and Title

Section 2. To be Completed By BCAD

Confirmation of receipt by DCA (including applicable fees):

Date:

Pre-application Number Assigned

For:

Action

Information only

Certification Project Manager Assigned:

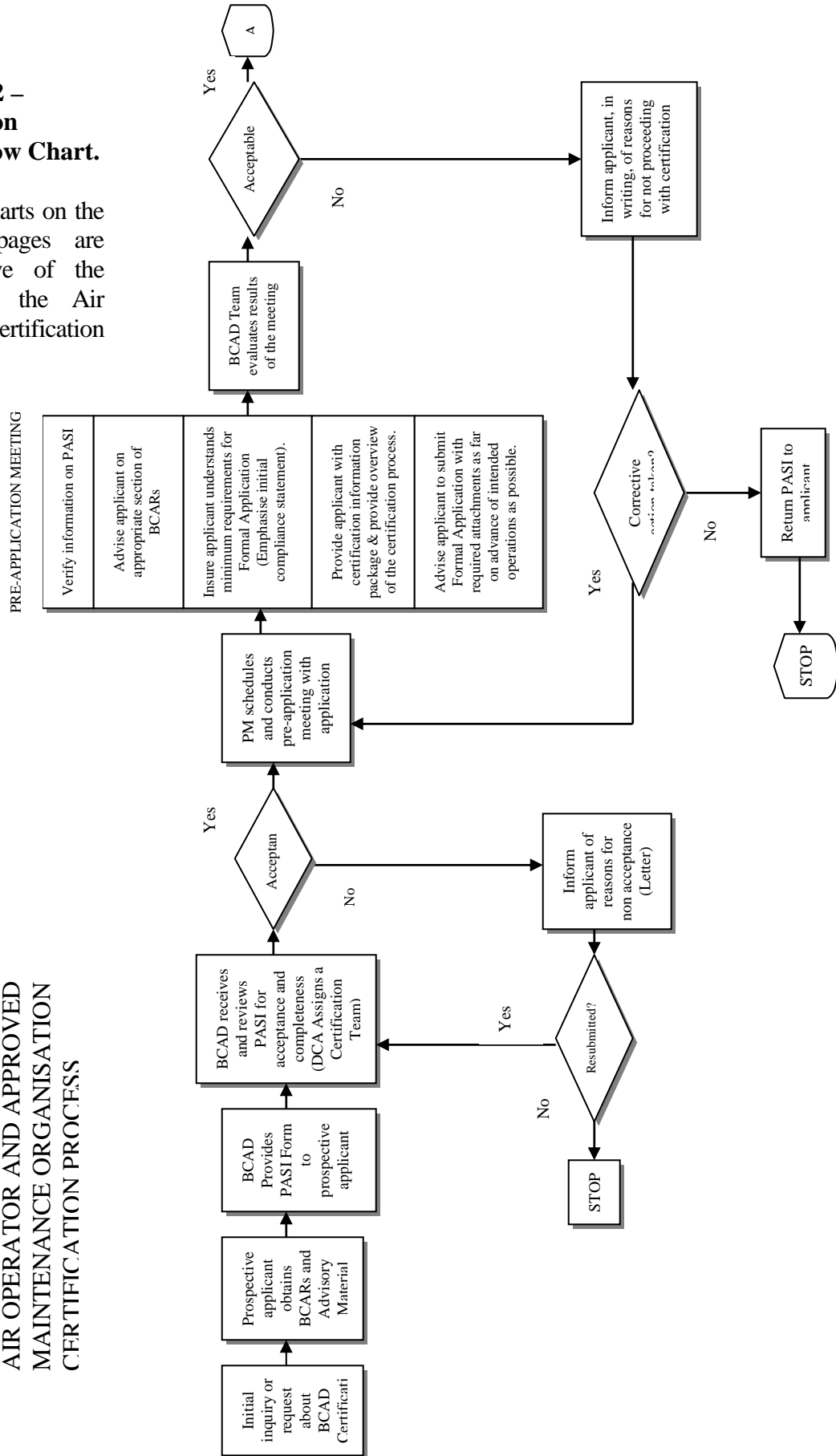
Date set for Pre-Application Meeting:

Remarks

**Appendix 2 –
Certification
Process Flow Chart.
Page 1 of 5**

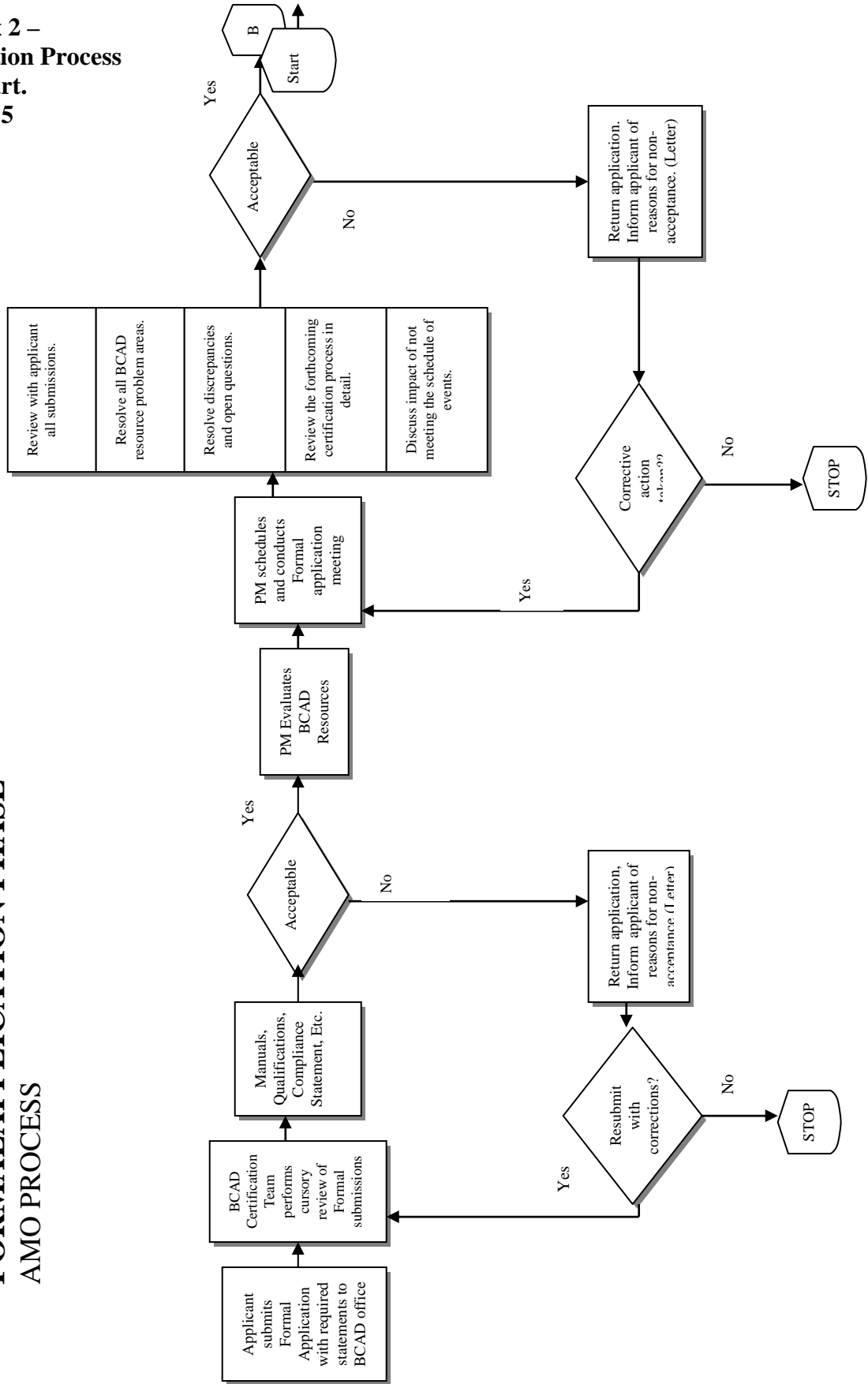
The flow charts on the following pages are representative of the AMO and the Air Operator Certification Process.

**PRE-APPLICATION PHASE
AIR OPERATOR AND APPROVED
MAINTENANCE ORGANISATION
CERTIFICATION PROCESS**

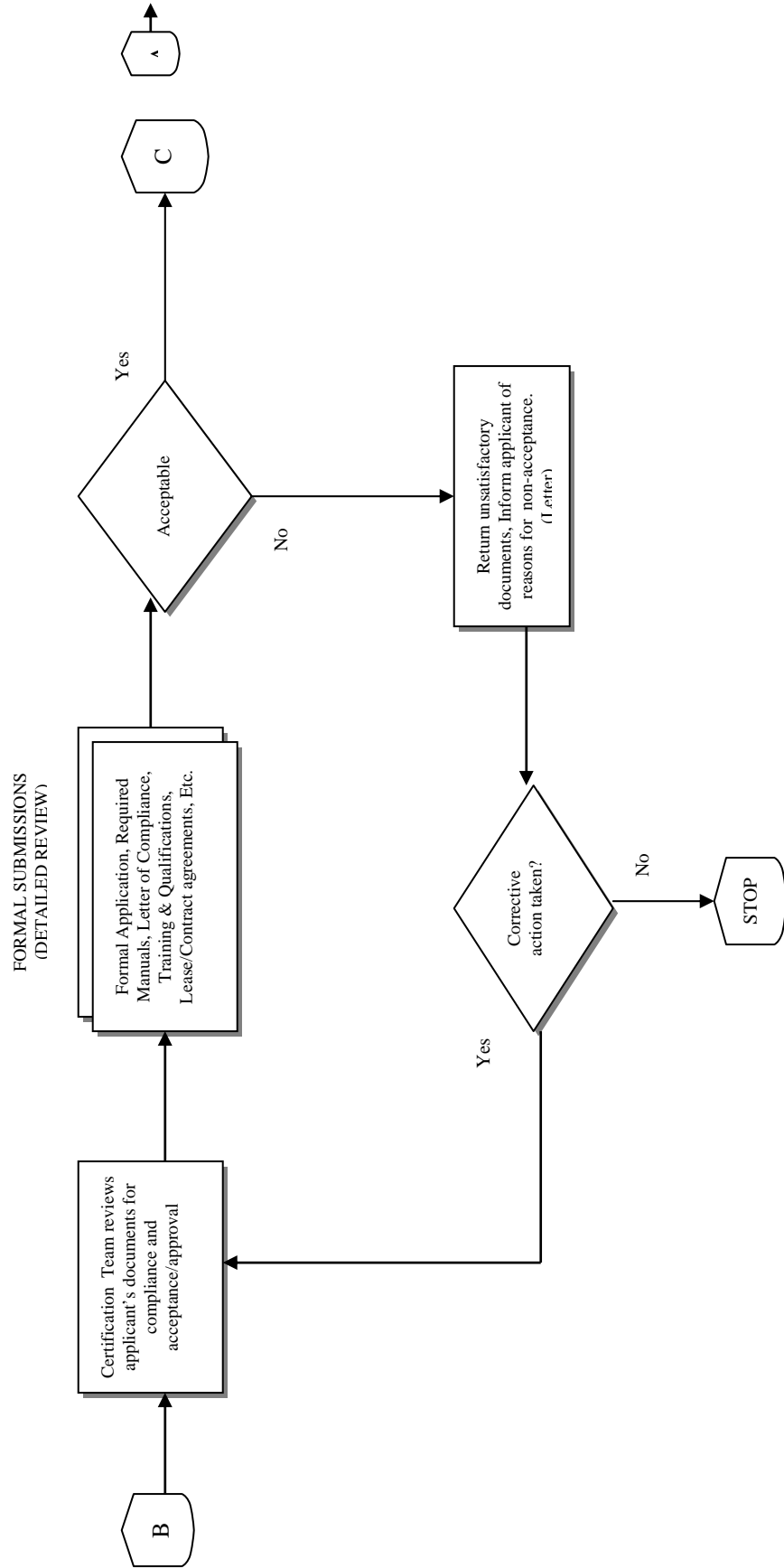


**Appendix 2 –
Certification Process
Flow Chart.
Page 2 of 5**

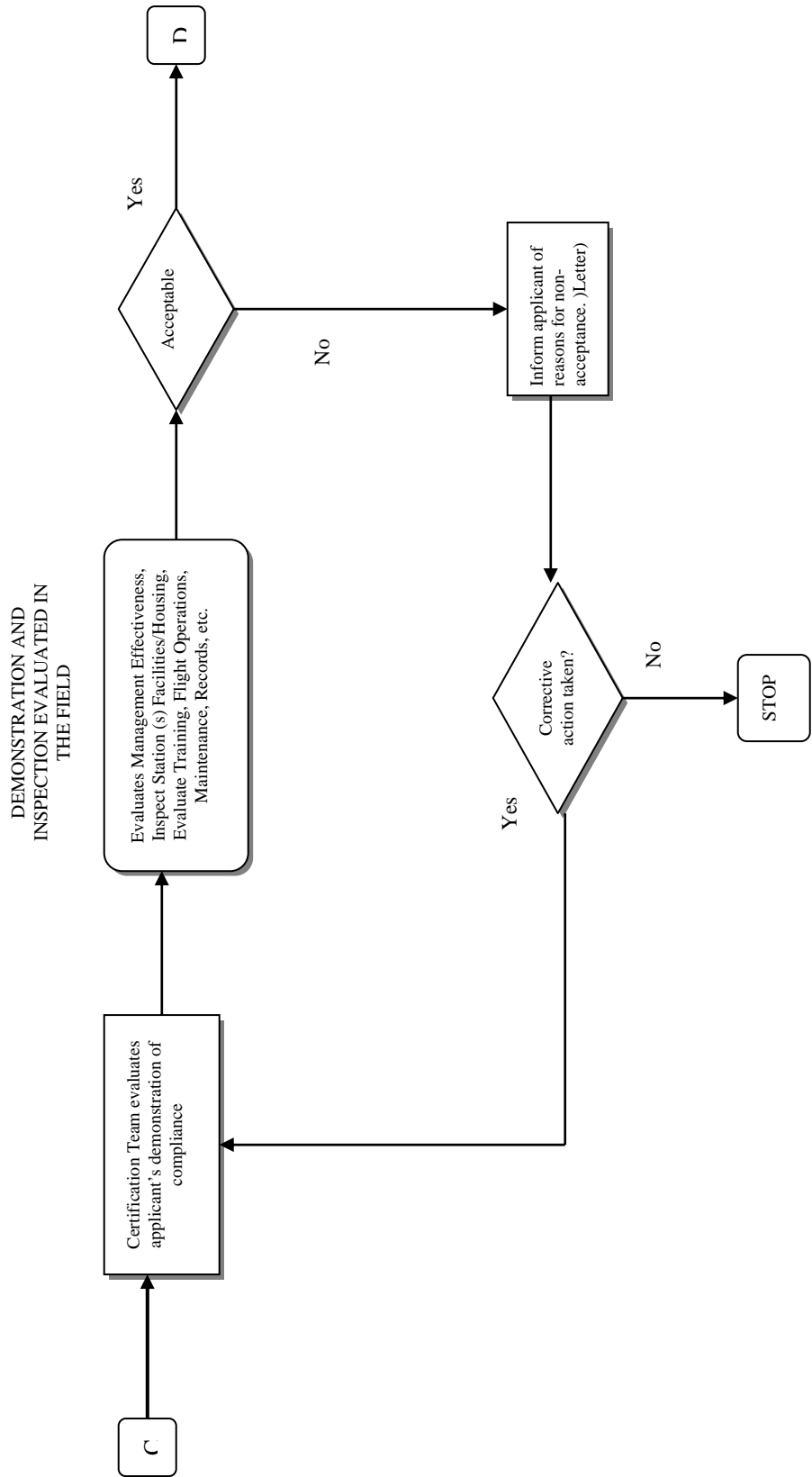
**FORMAL APPLICATION PHASE
AMO PROCESS**



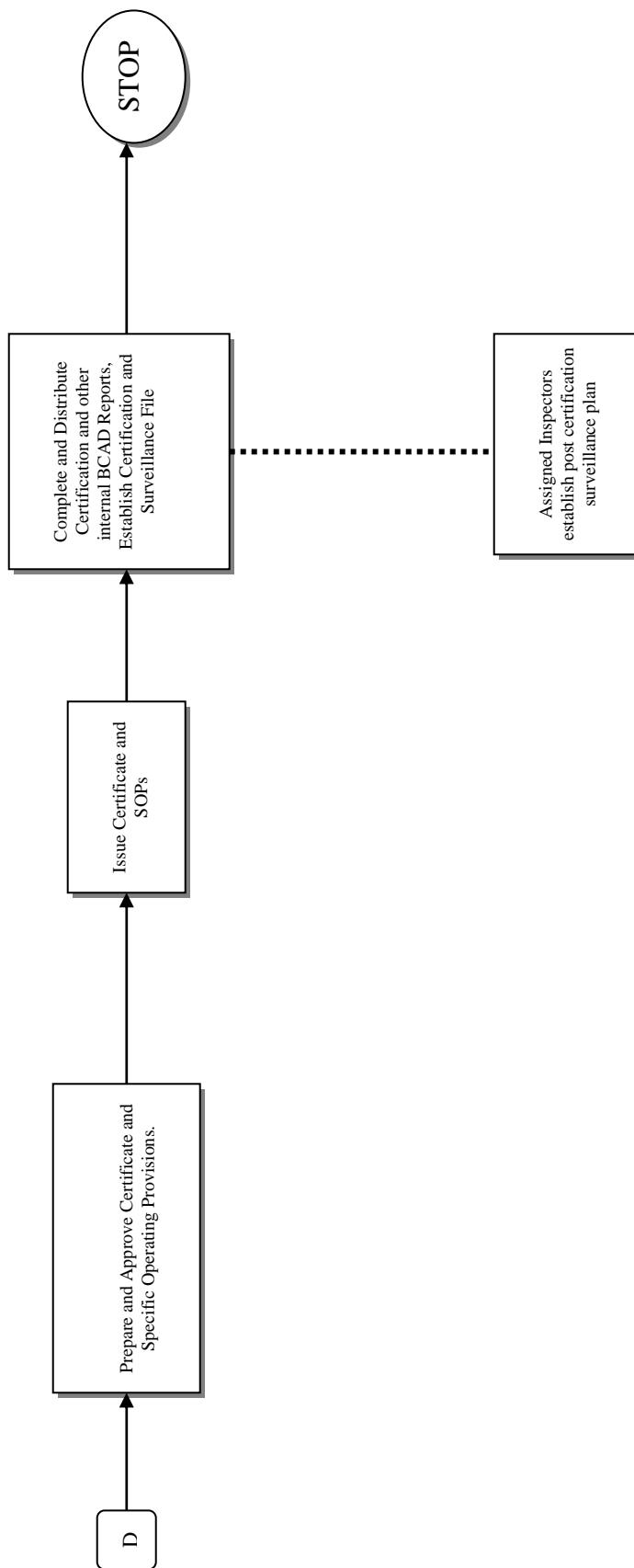
DOCUMENT COMPLIANCE PHASE
AMO PROCESS



**DEMONSTRATION AND INSPECTION
 PHASE
 AMO PROCESS**



CERTIFICATION PHASE
AMO PROCESS



Appendix 3 Page 1
Approved Maintenance Organisation Certification Job Aid and Schedule of Events

Official Name of Company	Location Address																					
Mailing Address (if different from location)																						
	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date																		
I. Pre-application Phase																						
A. Initial Orientation: Inspector:																						
1. Airworthiness Advisory Circular provided to prospective approved maintenance organisation. Prospective Operator's Pre 2. Application Statement of Intent																						
B. Certification Team Designated																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PM</th> <th style="width: 40%;">Name</th> <th style="width: 50%;">Speciality</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	PM	Name	Speciality																			
PM	Name	Speciality																				
C. Conduct Pre-application Meeting																						
1. <input type="checkbox"/> Verify PASI 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:																						

Appendix 3 Page 2

Approved Maintenance Organisation Certification Job Aid and Schedule of Events

BCAD Reference	II. Formal Application Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Review Applicant's Submission 1. Formal Application Form a. Application Form ADM-018				
	2. Formal Application Attachments a. Completed maintenance procedures manual b. Completed Quality Assurance Programme c. Completed initial training programme 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 programme j. Purchase, Lease, and/or contract agreement				
	B. Evaluation of BCAD Resources Capability Based on Schedule of Events				
Remarks:					
	C. Formal Application Meeting 1. Schedule of Events Date: Time: 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:					

Appendix 3 Page 3

Approved Maintenance Organisation Certification Job Aid and Schedule of Events

BCAD Reference	III. Document Evaluation Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	<p>A. Evaluate Applicable Training Programmes</p> <ol style="list-style-type: none"> 1. Training Maintenance Personnel <ol style="list-style-type: none"> a. Initial, appropriate to assigned tasks b. Knowledge and skills related to human performance 				
	<ol style="list-style-type: none"> 2. Training Certifying Staff <ol style="list-style-type: none"> 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 to human performance 				
	<ol style="list-style-type: none"> 3. Continuation Training <ol style="list-style-type: none"> a. Changes in AMO procedures b. Changes to aircraft types c. Changes to aeronautical product types 				
Remarks:					
	<p>B. Evaluate Personnel Qualifications</p> <ol style="list-style-type: none"> 1. Management Personnel <ol style="list-style-type: none"> 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 4

Approved Maintenance Organisation Certification Job Aid and Schedule of Events

BCAD 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 Procedures Manual 2. Completed Quality Assurance System 3. Completed Training Programme 4. Other 				
Remarks:					
	D. Other Document Evaluations <ol style="list-style-type: none"> 1. Completed Application Form (AMO ARSC) 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 PASI, if appropriate 9. Training Contracts, if appropriate <ol style="list-style-type: none"> 1 Maintenance 0. Contracts/Agreements 1 Exemption/Deviation 1. Requests/Justification 				
Remarks:					

Appendix 3 Page 5

Approved Maintenance Organisation Certification Job Aid and Schedule of Events

BCAD 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. Work Areas 2. Tools 3. Equipment 4. Technical Data 				

Appendix 3 Page 6

Approved Maintenance Organisation Certification Job Aid and Schedule of Events

BCAD Reference	IV. Demonstration and Inspection Phase (Continued)	Inspector Initial	Date Received/Accomplished	Date Returned for Changes	Applicant Proposed Date
	B. Inspect Maintenance Base (Cont'd) 5. Stores (parts, equipment, materials) 6. Test Equipment/Precision tools 7. Test Stands				
	C. Recordkeeping location/system 1. Personnel records 2. Test Equipment/Precision Tool Certificate of Calibration/Data Sheets 3. Maintenance Records 4. Other				
Remarks:					

Appendix 3 Page 7

Approved Maintenance Organisation Certification Job Aid and Schedule of Events

BCAD Reference	V. Certification Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Complete Form ADM-018 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 AMO				
Remarks:					
	E. Prepare Certification Report 1. Assemble Report/Attachments a. Completed PASI b. Completed Formal Application Form ADM-018 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 k. Certification Job Aid/Schedule of Events l. Certification report (Summary of difficulties) m. All correspondence between the applicant and BCAD n. Suggestions to improve certification process o. Distribute Report				
Remarks:					

Appendix 3 Page 8

Approved Maintenance Organisation Certification Job Aid and Schedule of Events

BCAD Reference	V.	Certification Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	F.	Develop Post Certificate Surveillance Programme 1. Within Geographic Area 2. Outside Geographic Area				
Remarks:						



Barbados Civil Aviation Department

Application for Approved Maintenance Organisation Certificate and/or Ratings

1. Approved Maintenance Organisation Name, Number, Location and Address a. Official Name of Maintenance Organisation: _____ Number: _____ b. Location where business is conducted: _____ c. Official Mailing Address of Approved Maintenance Organisation (Parish, District, Street & Zip) _____ d. Doing Business as: _____		2. Reason for Submission <input type="checkbox"/> Original Application for Certificate and Rating <input type="checkbox"/> Change in Rating <input type="checkbox"/> Change in Location or Housing <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Other (Specify) _____ _____ _____			
3. Ratings Applied for:					
<input type="checkbox"/> Airframe <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	<input type="checkbox"/> Powerplant <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="checkbox"/> Propeller <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2	<input type="checkbox"/> Avionics <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="checkbox"/> Accessories <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="checkbox"/> Instrument <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4
<input type="checkbox"/> Limited <input type="checkbox"/> Airframe <input type="checkbox"/> Powerplant <input type="checkbox"/> Propeller <input type="checkbox"/> Instruments	<input type="checkbox"/> Accessories <input type="checkbox"/> Landing Gear <input type="checkbox"/> Floats <input type="checkbox"/> Avionics	<input type="checkbox"/> Computer <input type="checkbox"/> Rotor Blades <input type="checkbox"/> Fabric <input type="checkbox"/> Emergency Equip. <input type="checkbox"/> Non-Dest. Test	<input type="checkbox"/> Specialised Service (List Process Specification(s)) _____ _____ _____		
4. List of Maintenance Functions contracted to an outside Organisation: _____ _____ _____					
5. Applicants Certification Name of Owner (Include name(s) of individual Owner, all partners, or corporation name given the state, province, or country and date of incorporation) _____ _____ _____					
I hereby certify that I have been authorised by the approved maintenance organization identified in item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.					
Date:	Authorised Signature:	Print Name of Authorised Signature:	Title:		

For BCAD Use Only	Record of Action Approved Maintenance Organisation Inspection	For BCAD Use Only
6. Remarks (Identify by item number. Include deficiencies found ratings denied)		
7. Findings - Recommendations		8. Date of Inspection
<input type="checkbox"/> A. Station was found to comply with requirements of Civil Aviation (AMO) Regulations <input type="checkbox"/> B. Station was found to comply with requirements of Civil Aviation (AMO) Regulations, except for deficiencies listed in Item 6. <input type="checkbox"/> C. Recommend Certificate with rating applied for on application be issued. <input type="checkbox"/> D. Recommend Certificate with rating applied for on application (EXCEPT those listed in Item 6) be issued.		
9. BCAD Office	Signature(s) of Inspector(s)	Printed Names of Inspectors
10. Supervising or Assigned Inspector		
ACTION TAKEN <input type="checkbox"/> APPROVED As shown on certificate Issued on date shown <input type="checkbox"/> DISAPPROVED	CERTIFICATE ISSUED Number	Inspector's Signature
	Date	Inspector's Printed Name

SAMPLE SPECIFIC OPERATING PROVISIONS

State:

Page 1 of 1

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 Reserved	00/00/00
A 5 Deviations	00/00/00
A 6 Reserved	00/00/00
A 7 Designated Persons	00/00/00

Effective Date _____

Approved Maintenance Organisation Certificate
No. _____

State: Page 1 of 1

APPROVED MAINTENANCE ORGANISATION PART

A 1- Issuance and Applicability

a. These specific operating provisions are issued to

an Approved Maintenance Organisation. The approved maintenance organisation certificate holder shall conduct operations in accordance with AMO Regulations Part V and these specific operating provisions. The certificates holder's address:

Fixed Location Mailing Address _____

.b. The holder of these specific operating provisions is the holder of Certificate Number _____ and shall hereafter be referred to as the certificate holder.

.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 _____.

Effective date _____ Approved Maintenance Organisation Certificate

No. _____

SAMPLE SPECIFIC OPERATING PROVISIONS

State:

Page 1 of 1

APPROVED MAINTENANCE ORGANISATION

PART A 2 – Definitions and Abbreviations

Unless otherwise defined in these specific operating provisions, all words, phrases, definitions and abbreviations have identical meanings to those used in the Civil Aviation Regulations and Civil Aviation Act, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these specific operating provisions.

AOC	Air Operator Certificate
AMO	Approved Maintenance Organisation
BCAD	Barbados Civil Aviation Department
CARs	Civil Aviation Regulation
AMO Reg	Approved Maintenance Regulation
A Reg	Airworthiness Regulation

Certificate Holder In these specific operating provisions, the term “certificate holder” shall mean the holder of the approved maintenance organization certificate described in these specific operating provisions in Part A1 and any of its officers, employees or agents used in the conduct of operations under this certificate.

Class Rating 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.

Deviation Authority An authorisation that permits an alternative means of compliance with a CAR. The deviation authority must meet the procedural requirements of AMO Regulation 7.

Limited Rating Rating issued to AMOs for the performance on particular makes and models of airframes, powerplants, radios, instruments, accessories and/or parts.

Limited Rating-Specialised Services Rating issued for a special maintenance function when the function is performed in accordance with a specification or data acceptable to the BCAD.

Maintenance The inspection, overhaul, repair, preservation and replacement of parts, but excludes preventive maintenance.

MCM Maintenance Control Manual

MPM Maintenance Procedures Manual

Preventive Maintenance As defined in Airworthiness Regulations Part 1 and Standard 8.1.3 that does not involve complex assembly operations.

Substantial Maintenance Any activity involving a C-check (routine airframe maintenance) or greater maintenance; any engine maintenance requiring case separation or teardown; and/or major alterations of major repairs performed on airframes, engines or propellers.

Effective date _____

Approved Maintenance Organisation Certificate
No. _____

**APPROVED MAINTENANCE ORGANISATION PART A 3-
Ratings and Limitations**

The Certificate Holder is authorised the following Ratings and/or Limitations: D. Class Ratings

AMO Reg. 15 (1) LIMITED RATINGS

Ratings	Manufacture	Make/Model	Limitations	Capability List Number & Date

AMO Reg. 15 (2) LIMITED RATINGS-SPECIALISED SERVICE

Rating	Specifications	Limitations

Effective date _____ Approved Maintenance Organisation Certificate No. _____

APPROVED MAINTENANCE ORGANISATION 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. Deviations:

Deviation Reference	Date of Deviation	Date of Termination	Remarks/Reference

Effective date _____ Approved Maintenance Organisation Certificate No. _____

APPROVED MAINTENANCE ORGANISATION PART A 7-

Designated Persons

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.

Title	Name	Part/Paragraph Authorised

Effective date _____ Approved Maintenance Organisation Certificate No. _____

SAMPLE SPECIFIC OPERATING PROVISIONS

State:

Page 1 of 1

TABLE OF CONTENTS

APPROVED MAINTENANCE ORGANISATION

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. _____

APPROVED MAINTENANCE ORGANISATION PART D 1

Work to be performed at a place other than the AMOs Fixed Location

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.

Work Authorised	Maintenance Procedures Manual Reference

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. Effective date _____ Approved Maintenance Organisation Certificate No. _____

Supporting Data (if insufficient space, attach additional page)

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.

Title Signature

Date

3. The Specific Operating Provisions set forth on the reverse side are approved.

Effective Date:

By direction of the Director of Civil Aviation

Amendment No. Signature/Title of Authorised Inspector

4. I hereby accept and receive the Specific Operating Provisions appearing on the reverse side on behalf of the certificate holder.

Accountable Manager Title Signature Date

SOP Back

APPENDIX 6.

SECTION 1 - APPLICABLE BCARs

General Application & Personnel Licensing and Standard 1, Registration of Aircraft & Aircraft Mortgages, Airworthiness and Standard 8, Approved Maintenance Organisation and Standard 4, Instruments & Equipment and Standard 6, Aircraft Operations and Standard 2, Air Operator Certification & Administration and Standard 3 and Foreign Operators.

SECTION 2 -OTHER REGULATIONS THAT MAY BE APPLICABLE TO CERTIFICATION AS AN AOC

SECTION 3 - APPLICABLE INTERNATIONAL RULES AND DOCUMENTS INTERNATIONAL/OVERSEAS OPERATIONS ICAO ANNEXES

Annex 1 to the ICAO Convention	Personnel Licensing
Annex 8 to the ICAO Convention	Airworthiness of Aircraft

OTHER ICAO DOCUMENTS

Circular 253-AN/151	Human Factors Digest No. 12 Human Factors in Aircraft Maintenance and Inspection
Document 8335-AN/879	Manual of Procedures for Operations Inspection, Certification and Continued Surveillance
Document 9284	Technical Instructions for Safe Transport of Dangerous Goods by Air
Document 9379-AN/916	Manual and Procedures for Establishment and Management of a States Personnel Licensing system
Document 9389-AN/919	Manual of Procedures for an Airworthiness Organisation
Document 9642-AN/941	Continuous Airworthiness Manual

Appendix 7

Sample Statement of Compliance

STATEMENT OF COMPLIANCE				
CAR NO.	TITLE	APPLY	MPM	REMARKS
CAR PART 6	APPROVED MAINTENANCE ORGANISATION	Y		
6.1.1.1	APPLICABILITY Part 6 prescribes the requirements for issuing approvals to organisations for the maintenance, preventive maintenance, and modifications of aircraft and aeronautical products and prescribes the general operating rules for an Approved Maintenance Organisation (AMO). The approval, when granted, shall apply to the whole organisation and shall be headed by an accountable manager.	Y	Sec III Page 2	His duties and responsibilities are identified in Sec.III
6.1.1.2	DEFINITIONS	Y		IML is aware of this paragraph