

Advisory Pamphlet

Certification of an approved maintenance organization

AP-1.2.001A



AMO Certification

AP-1.2.001A	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	Rev 01
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1. Purpose

- 1.1. This AP describes the process of applying for and obtaining an Approved Maintenance Organization Certificate to conduct maintenance operations under ISRAELI 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.
- 1.2. Because there are 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 CAAI 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. Reference Material

2.1. Regulatory Requirements

- 2.1.1. Air Navigation Law 2010, ANRs.OPS.7,30,31,128, 131,132,133,134,135,136,241,249, 252,348, 394,483,540, 414-422 (as applicable) and CAAI AMO ANRs.. (as applicable)

2.2. Reference Material – None

2.3. Forms

- 2.3.1. AWF1.2.001A: Prospective Maintenance Organization Pre-Assessment Statement (PMOPS)
- 2.3.2. AWF1.2.001B: Schedule of Events.
- 2.3.3. AWF1.2.001C: Application for Maintenance Organization Certificate and/or Rating.

3. Guidance and Procedures

3.1. Abbreviations:

- 3.1.1. PMOPS - Prospective Maintenance Organization Pre-assessment Statement.
- 3.1.2. AMO – Approved Maintenance Organization.
- 3.1.3. MPM – Maintenance Procedures Manual

3.2. BACKGROUND.

- 3.2.1. The certification process is designed to ensure that prospective applicant understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the applicant is able to comply with ISRAELI Laws & Regulations, and the international standards pertaining to the operation of an AMO

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3.2.2. 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:

- 3.2.2.1. Pre-application
- 3.2.2.2. Formal Application
- 3.2.2.3. Document Evaluation
- 3.2.2.4. Demonstration and Inspection
- 3.2.2.5. Certification

3.2.3. In some cases, the guidance and suggested sequence of events in this AP may not be entirely appropriate. In such situations, the CAAI 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 CAAI is assured that the ISRAELI aviation law and its Civil Aviation Regulations will be complied within an appropriate and continuing manner.

3.3. **PRE-APPLICATION PHASE.**

3.3.1. As far in advance as possible of an anticipated start of operations, a prospective operator should contact CAAI Office and inform the CAAI of its intent to apply for an AMO. The prospective operator will be invited to meet briefly with CAAI personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with certification, CAAI Form AMO PMOPS) Prospective Maintenance Organization Pre-assessment Statement (PMOPS) will be furnished. A sample of this form with instructions for completing it is in appendix 1. The PMOPS should be completed, signed by the prospective operator, and returned to the CAAI Office.

3.3.2. CAAI personnel will review the PMOPS. If the information is incomplete or erroneous, the PMOPS 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 CAAI will assign certification project team and schedule a pre-application meeting with the prospective operator and the selected CAAI certification team members.

3.3.3. The CAAI will designate one certification team member as the Project Manager (PM).

3.3.4. The purpose of the pre-application meeting is to confirm the information on the PMOPS and to provide critical certification information to the applicant. It is recommended that the Maintenance Organization key management 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

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avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an Approved Maintenance Organization. Besides verifying the PMOPS information at the meeting, the CAAI team should:

- 3.3.4.1. Ensure the applicant is aware of what is expected and all applicable ANR's.
- 3.3.4.2. Provide an overview of the certification process and the formal application.
- 3.3.4.3. Answer any applicant questions.
- 3.3.4.4. Evaluate the results of the meeting and take appropriate action.
- 3.3.4.5. Provide the applicant with an Application Information Package
- 3.3.5. It is important to establish good working relationships and clear understandings between the CAAI and the Maintenance Organization representatives. The CAAI recognizes that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the CAAI and adjusted to during these initial meetings
- 3.3.6. To help promote understanding throughout the certification process, the Application Information Package includes the following:
 - 3.3.6.1. The applicable certification job aids which will be used by the CAAI inspector during the certification project.
 - 3.3.6.2. A schedule of events which must be completed and submitted with the formal application.
 - 3.3.6.3. AMO License (See Appendix 5).
 - 3.3.6.4. Other publications or documents the maintenance inspector believes will be useful to the applicant.
 - 3.3.6.5. Application for Approved Maintenance Organization Certificate and/or Ratings
- 3.3.7. 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.
- 3.3.8. CAAI AMO ANR.3 specifies that an application for an AMO certification 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 CAAI AMO ANR 3 The applicant must

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complete an Application for Approved Maintenance Organization Certificate and/or Rating (See Appendix 4). The Accountable Manager must sign the form. Certain documents (attachments) should be provided with the application, are briefly described in the following paragraphs 3.3.9 through 3.3.15.

- 3.3.9. Draft Operations Specifications Attachment describes the applicant's intended authorizations, limitations, provisions and privileges specific to the organization.
- 3.3.10. Approved Maintenance Certification Job Aid and Schedule of Events Attachment
- 3.3.11. 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 CAAI's inspection before certification. These estimated dates must be logical in terms of sequence. Reasonable time for the Authority to review, inspect, and approves 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 CAAI Inspector should be notified as soon as possible.
- 3.3.12. CAAI AMO ANR 19 establish basic management positions and the minimum qualifications for Approved Maintenance Organizations. Individuals assigned to the required management positions are expected to have a thorough knowledge of the Maintenance Organization Maintenance Procedures Manual, operating provisions, and the Civil Aviation Regulations. The managers specified in CAA AMO ANR 18 shall be identified and their credentials submitted to the CAAI Authority.
- 3.3.13. Documents of Purchase, Leases, Contracts, or Letters of Intent, Capability List Attachment.
- 3.3.14. 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).
- 3.3.15. Statement of Compliance.
- 3.3.16. Maintenance Procedure Manual in duplicate.

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3.3.17. This attachment should be a complete listing of all the Israeli Air Navigation Regulations (IANR's), 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 ISRAELI Air Navigation Regulations should be presented in a Statement of Compliance.

3.3.18. Resumes of key management personnel noted on accepted or corrected PMOPS form.

3.4. **FORMAL APPLICATION PHASE.**

3.4.1. 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 CAAI Authority as far in advance of the proposed start-up date as possible.

3.4.2. 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.

3.4.3. The formal application meeting should reinforce open communication and working relationships. The Maintenance Organization 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 CAAI should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the CAAI 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.

3.4.4. 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

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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.

3.5. DOCUMENT COMPLIANCE PHASE

3.5.1. 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 CAAI Authority will endeavor to complete these evaluations in accordance with the Maintenance Organization 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 IANR's.. 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.

3.5.2. The complexity of the information must be addressed in the Maintenance Organization Manual and other documents depend 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.

3.6. DEMONSTRATION AND INSPECTION PHASE.

3.6.1. ISREALI Air Navigation 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 CAAI Inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, The CAAI evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the Maintenance Organization Manual and other documents. Emphasis is placed on the Maintenance Organization 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.

3.7. CERTIFICATION PHASE.

3.7.1. After the document compliance, and demonstration and inspection phases have been completed satisfactorily, the CAAI will prepare the Approved Maintenance Organization Certificate and approve the

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Specific Operating Provisions. The Specific Operating Provisions contain authorizations, limitations, and provisions specific to the Maintenance Organization operation. The operator must acknowledge receipt of these documents.

- 3.7.2. The certificate holder is responsible for continued compliance with ISRAELI regulations and the authorizations, and provisions of its certificate and specific operating provisions. As a certificate holder's operation changes, the operations specifications 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 CAAI is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with ISRAELI Civil Aviation Regulations and safe operating practices.

3.8. EXPLANATION OF APPENDIXES IN THIS AP.

- 3.8.1. Appendix 1 provides instructions on how CAAI Form AWF1.2.001A: Prospective Maintenance Organization Pre-Assessment Statement (PMOPS) should be completed. Section 1, items 1 through 11, should be completed and signed by the applicant and returned to the CAAI office. Sections 2 and 3 are reserved for CAAI use.
- 3.8.2. Appendix 2 provides a Certification Process Flow Chart.
- 3.8.3. Appendix 3 provides an AMO certification job aid and schedule of events (AWF1.2.001.B)
- 3.8.4. Appendix 4 provides an Application Form for AMO's.
- 3.8.5. Appendix 5 provides Repair Station Licence.
- 3.8.6. Appendix 6 provides a statement of compliance.

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Prospective Maintenance Organization Pre-assessment Statement (PMOPS)		

To be completed by Approved Maintenance Organization

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. N/A	
5. Management and Key Staff Persons		
Name (Surname) & (First Name/s)	Title	Telephone & address if different from company (Include country code)
Section 1B. - To be completed by Approved Maintenance Organization		
Approved Maintenance Organization		
8. Proposed type of Approved Maintenance Organization Rating(s)		
Approved Maintenance Organization <input type="checkbox"/> Airframe <input type="checkbox"/> Instrument <input type="checkbox"/> Powerplant <input type="checkbox"/> Accessory <input type="checkbox"/> Propeller <input type="checkbox"/> Specialized Service <input type="checkbox"/> Avionics		

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Prospective Maintenance Organization		
Pre-assessment Statement (PMOPS)		

Section 1D. To be completed by all applicants		
<p>1. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary)</p>		
<p>12. Proposed Training</p>		
<p>13. The statement and information contained on this form denotes an intent to apply for a CAAI certificate.</p>		
<p>Type of Organization:</p>		
Signature	Date (day/month/year)	Name and Title
Section 2. To be completed by the CAAI Official		
Received by:	Pre-application Number:	
Date (day/month/year):	Assigned Certification Number:	
Remarks:		

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Prospective Maintenance Organization		
Pre-assessment Statement (PMOPS)		

Appendix 1

Provides instructions on Prospective Maintenance Organization Pre-Assessment Statement (PMOPS) 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
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. N/A
5. Enter the names, titles, and telephone numbers of required management and key staff personnel. This shall include the accountable manager, maintenance manager, quality assurance manager and quality control manager

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

6. N/A
7. N/A
8. The proposed type of maintenance organization and ratings shall be indicated. Check as many boxes as apply.

SECTION 1C. N/A

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Prospective Maintenance Organization		
Pre-assessment Statement (PMOPS)		

SECTION 1D. All applicants shall complete this section.

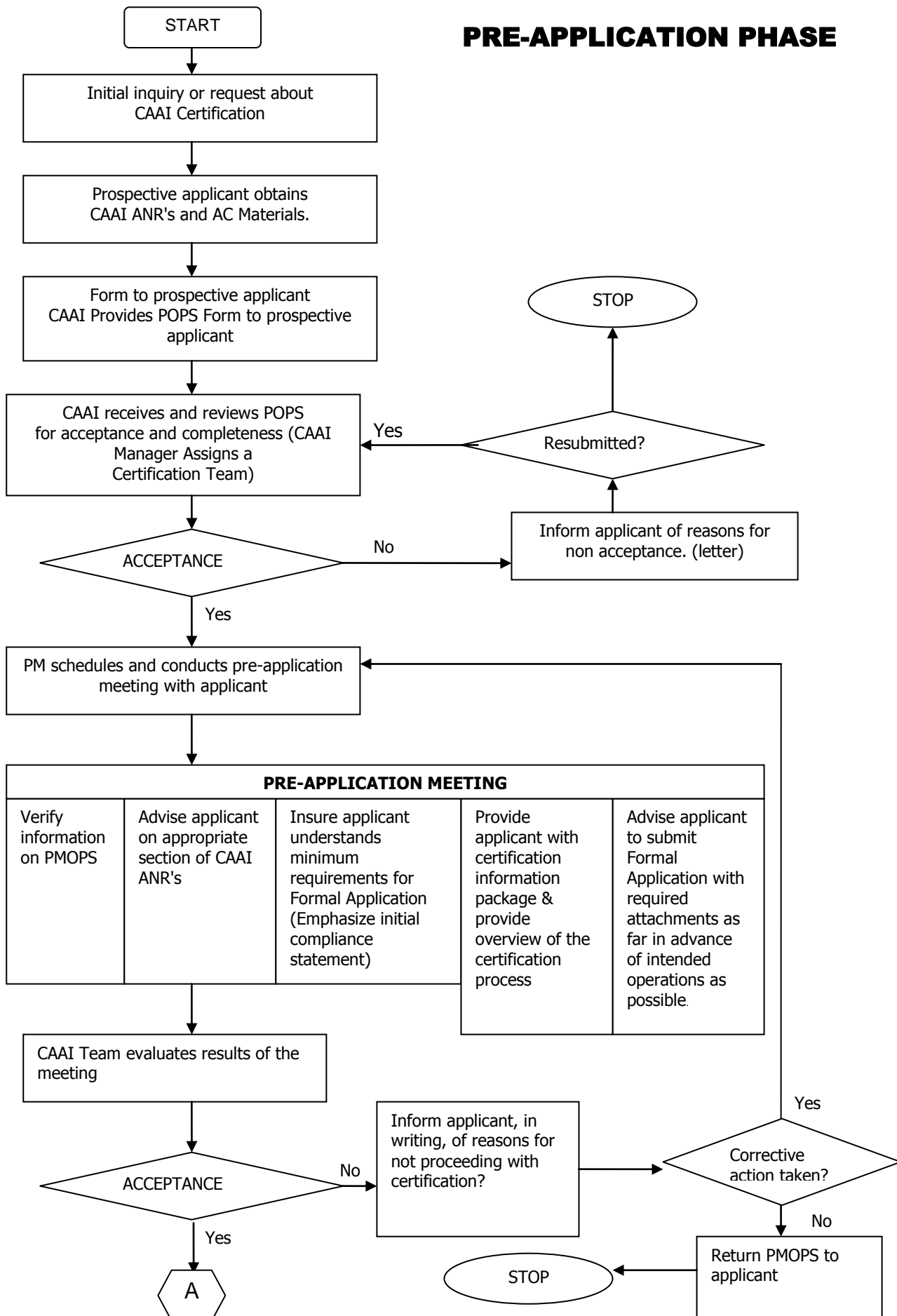
11. Show any information that would assist CAAI personnel in understanding the type and scope of operation or services to be performed by the applicant. Also provide all written contracts with this form, if applicable.
12. Identify the Proposed Training.
For AMO's, identify the type of aircraft by make 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 (PMOPS) denotes an intent to seek CAAI certification as approved maintenance organization. It must be signed as follows:

Type of Organization	Authorized Signature
Individual	Owner or Accountable Manager
Partnership	At least one partner or Accountable Manager
Company, corporation, association, etc.	At least one authorized Officer or Accountable Manager

Sections 2 and 3: For CAAI Use

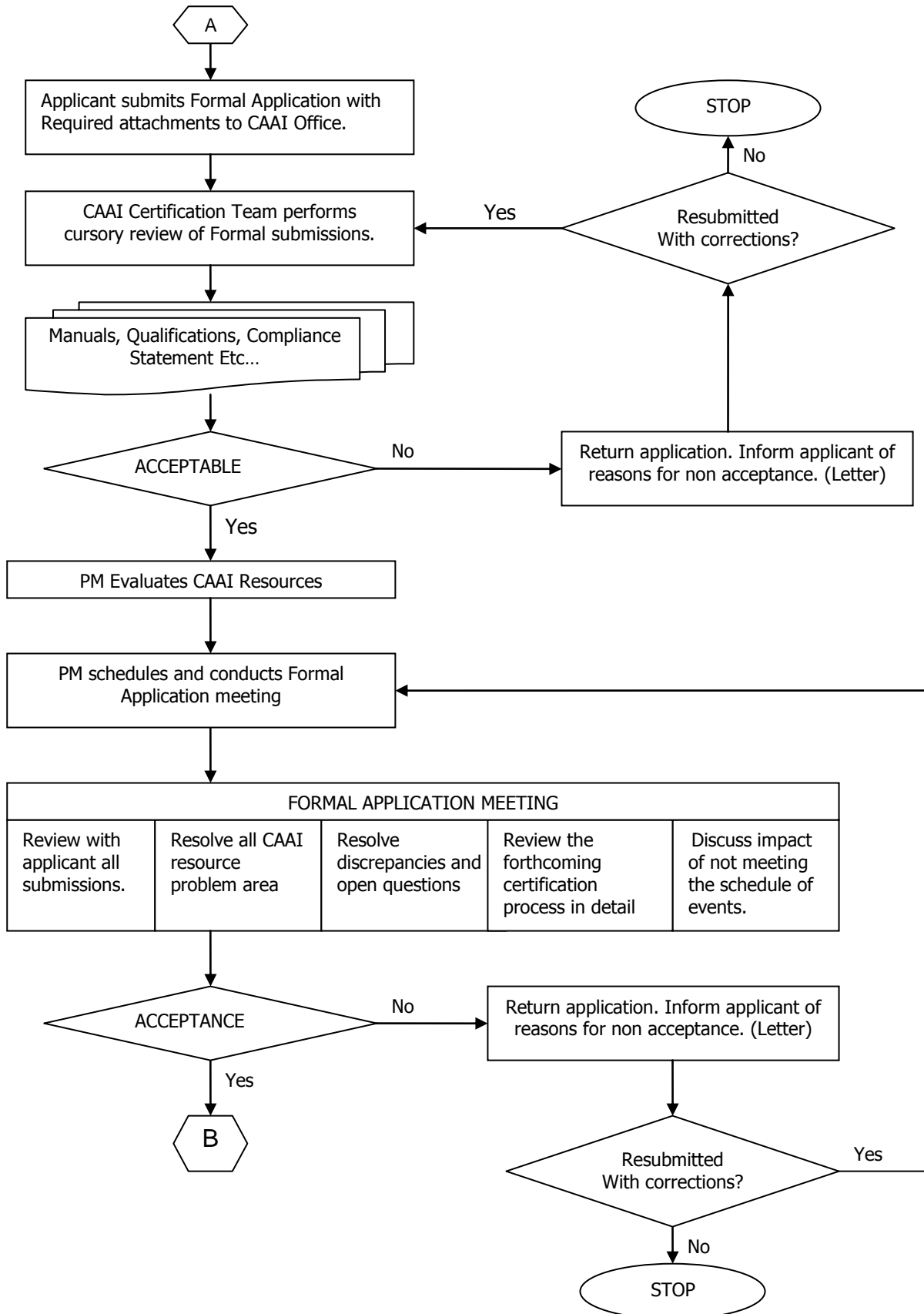


Appendix 2 - Certification Process Flow Chart.



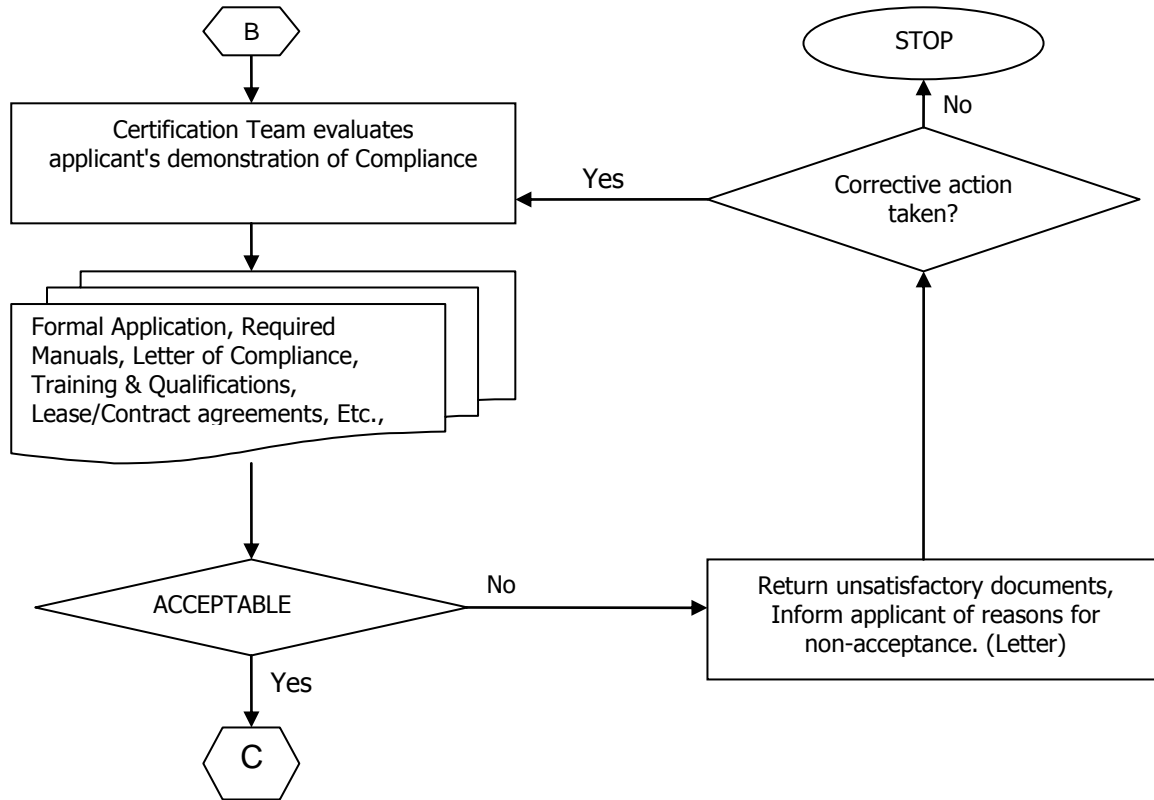
Appendix 2 - Certification Process Flow Chart.

FORMAL APPLICATION PHASE



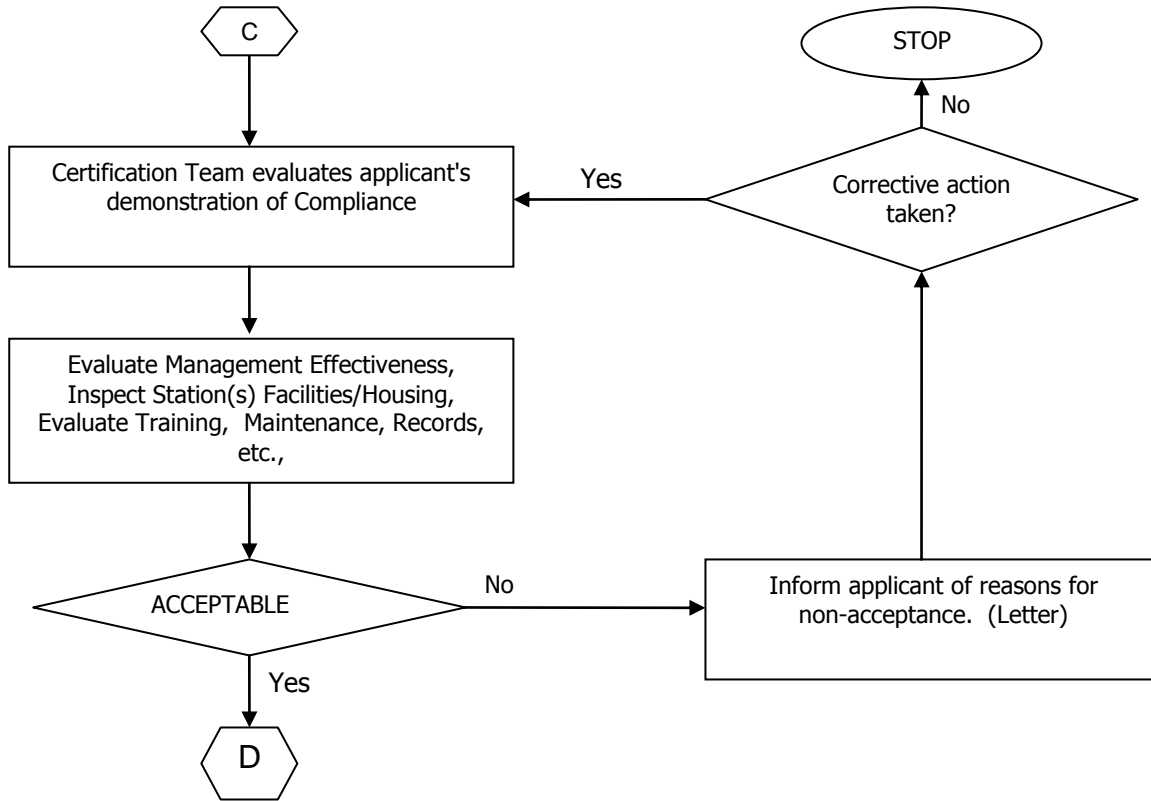
Appendix 2 - Certification Process Flow Chart.

DOCUMENT COMPLIANCE PHASE



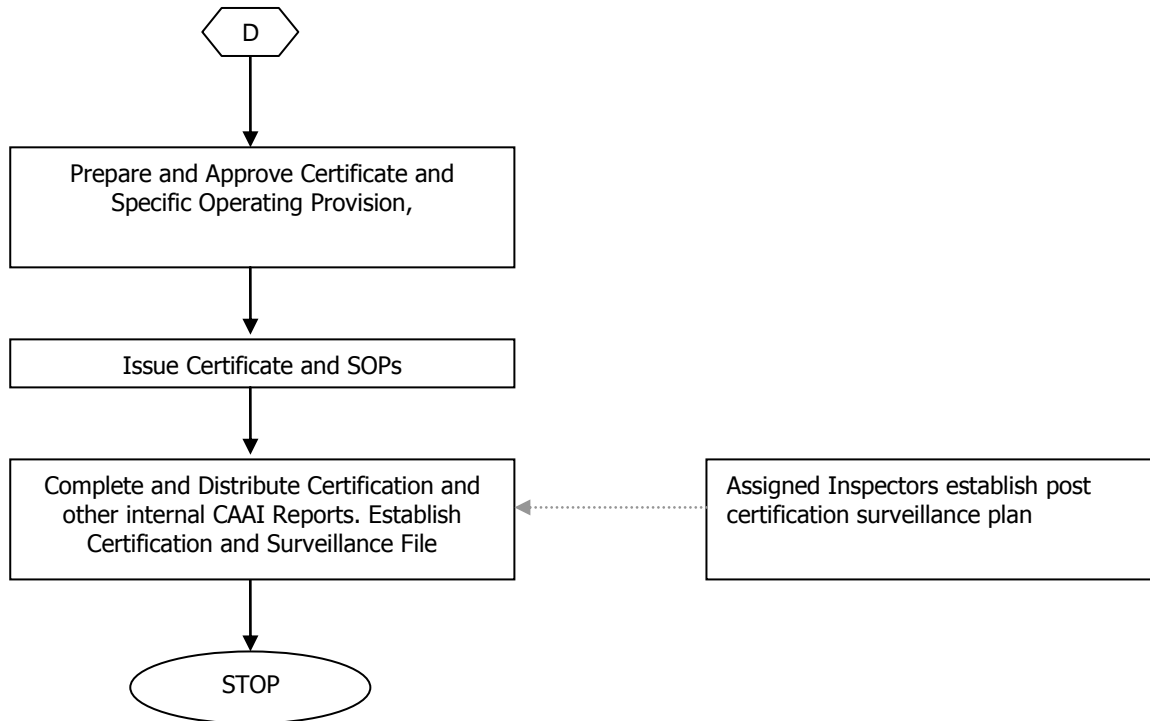
Appendix 2 - Certification Process Flow Chart.

DEMONSTRATION AND INSPECTION PHASE



Appendix 2 - Certification Process Flow Chart.

CERTIFICATION PHASE



Appendix 3 - SCHEDULE OF EVENTS.

Office Name of Company			Location Address																			
Mailing Address (if different from location)			Pre-certification Number:																			
CAAI Ref:	Maintenance Inspector	Avionics Inspector	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date																
1. Pre-application Phase																						
1.1. Initial Orientation: Inspector																						
1.1.1. Certification provided to prospective approved maintenance organization. 1.1.2. Prospective Maintenance organization Pre-assessment statement																						
1.2. Certification Team Designated																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">PM Name</td> <td style="width: 25%; padding: 5px;">Speciality</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td></td> <td></td> </tr> </table>							PM Name	Speciality			_____	_____			_____	_____			_____	_____		
PM Name	Speciality																					
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1.3. Conduct Pre-application Meeting																						
1.3.1. <input type="checkbox"/> Verify PMOPS Information 1.3.2. <input type="checkbox"/> Overview of Certification Process 1.3.3. <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 1.3.4. Explain Formal Application Submissions																						
Remarks:																						

Appendix 3 - SCHEDULE OF EVENTS.

CAAI Ref:	2. Formal Application Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	2.1. Review Applicant's Submission 2.1.1. Formal Application Form <ul style="list-style-type: none"> • Application Form. 				
	2.1.2. Formal Application Attachments <ul style="list-style-type: none"> • Two completed maintenance procedure manuals • Completed Quality Assurance Program • Completed initial training program • Completed compliance statement • Completed schedule of events • Roster, records and qualifications of certifying staff • Qualifications of management personnel • Completed capability list • Completed training program • Purchase, Lease, and/or contract agreement 				
	2.2. Evaluation of CAAI Resources Capability Based on Schedule of Events				
	Remarks:				
	2.3. Formal Application Meeting 2.3.1. Schedule of Events Date: _____ Time _____ 2.3.2. Discuss each Submission 2.3.3. Resolve Discrepancies/ open Items 2.3.4. Review Certification Process 2.3.5. Review impact if Schedule of Events are not met				
	2.4. Issue letter accepting/rejecting Formal Application				
	Remarks:				

Appendix 3 - SCHEDULE OF EVENTS.

CAAI Ref:	3. Document Evaluation Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	3.1. Evaluate Applicable Training Programs 3.1.1. Training Maintenance Personnel <ul style="list-style-type: none"> Initial, appropriate to assigned tasks Knowledge and skills related in human performance 				
	3.1.2. Training Certifying Staff <ul style="list-style-type: none"> Pre-qualification standards identified Basic engineering theory relevant to the airframe structure and systems to the class of aircraft Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects Company procedures relevant to the tasks Knowledge and skills related in human performance 				
	3.1.3. Continuation Training <ul style="list-style-type: none"> Changes in AMO procedures Changes to aircraft types Changes to aeronautical product types 				
	Remarks:				

Appendix 3 - SCHEDULE OF EVENTS.

CAAI Ref:	Document Evaluation Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	3.2. Evaluate Personnel Qualifications 3.2.1. Management Personnel <ul style="list-style-type: none"> • Maintenance Manager • Quality assurance Manager • Quality control Manager • Other management personnel as assigned 3.2.2. Certifying Staff 3.2.3. Maintenance Personnel 3.2.4. Instructor(s)				
	Remarks:				
	3.3. Evaluate Applicable Manual(s) 3.3.1. Completed Maintenance Procedure Manual 3.3.2. Completed Quality Assurance System 3.3.3. Completed Training Program 3.3.4. Other				
	Remarks:				
	3.4. Other Document Evaluations 3.4.1. Completed Application Form. 3.4.2. Schedule of Events 3.4.3. Completed Compliance Statement 3.4.4. Completed Capability List 3.4.5. Purchase, Contract, Lease Agreements 3.4.6. Test Equipment/Precision Tool Certificate of Calibrations 3.4.7. Copy of approved specification(s) for Specialized Service Rating 3.4.8. Revised PMOPS, if appropriate 3.4.9. Training Contracts, if appropriate 3.4.10. Maintenance Contracts/Agreements 3.4.11. Exemption/ Deviation Requests/Justification				
	Remarks:				

Appendix 3 - SCHEDULE OF EVENTS.

CAAI Ref:	4. Demonstration and Inspection Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	<p>4.1. Evaluate Organization Conducting Training</p> <p>4.1.1. Training Facilities</p> <p>4.1.2. Training Schedules</p> <p>4.1.3. Instructor Qualification/Training</p> <p>4.1.4. Management Personnel Training Evaluation</p> <p>4.1.5. Certifying Staff Training Evaluation</p> <ul style="list-style-type: none"> • Basic engineering relevant to type of aircraft structure and systems AMO intends to maintain • Aircraft specific to each certifying staff related to impact of repairs and system/structural defects • AMO procedures related to the task • Assigned tasks and responsibilities • Knowledge and skills related to human performance • Co-ordination with other maintenance personnel and flight crew • Curriculum and standards for training • Pre-qualification Evaluation for Certifying Staff • Initial Training • Continuation Training • Other <p>4.1.6. Maintenance Personnel Training Evaluation</p> <ul style="list-style-type: none"> • Assigned tasks and responsibilities • Knowledge and skills related to human performance 				
	Remarks:				

Appendix 3 - SCHEDULE OF EVENTS.

CAAI Ref:	Demonstration and Inspection Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	4.2. Inspect Maintenance Base 4.2.1. Works Areas 4.2.2. Tools 4.2.3. Equipment 4.2.4. Technical Data 4.2.5. Stores (parts, equipment, materials) 4.2.6. Test Equipment/Precision tools 4.2.7. Test Stands				
	Remarks:				
	4.3. Recordkeeping location/system 4.3.1. Personnel records 4.3.2. Test Equipment/Precision Tool 4.3.3. Certificate of Calibrations/Data Sheets 4.3.4. Maintenance Records 4.3.5. Other				
	Remarks:				

Appendix 3 - SCHEDULE OF EVENTS.

CAAI Ref:	5. Certification Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	5.1. Complete Form. 5.2. Prepare Maintenance Organization Certificate 5.3. Prepare Maintenance Organization Operations Specifications 5.4. Present signed Certificate and Operations Specifications to AMO				
	Remarks:				
	5.5. Prepare Certification Report 5.5.1. Assemble Report/Attachments <ul style="list-style-type: none"> • Completed PMOPS • Completed Formal Application Form • Completed Compliance Statement • Copy lease/contract agreement(s) • Copy of signed AMO Certificate • Copy of completed Capability List • Copy of other Contracting States • Certificate(s) and Operations Specifications • Copy of maintenance functions under contract • Copy of approved specification(s) if issued a Specialized Service Rating • Certification Job Aid/Schedule of Events • Certification report (Summary of difficulties) • All correspondence between the applicant and CAAI • Suggestions to improve certification process • Distribute Report 				
	Remarks:				


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Appendix 3 - SCHEDULE OF EVENTS.

CAAI Ref:	Certification Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	5.6. Develop Post Certificate Surveillance Program 5.6.1. With Geographic Area 5.6.2. Outside Geographic Area				
	Remarks:				

Appendix 4 - Application for Maintenance Organization Certificate and/or Rating.

If additional space is required for any item, attach additional sheets of paper.


	Application for Maintenance Organization Certificate and/or Rating	State Of Israel Civil Aviation Authority Ben-Gurion Airport 70100, P.O.Box 8
a. Official Name of Station	Number	<input type="checkbox"/> Original Application for Certificate and Rating <input type="checkbox"/> Change in Rating <input type="checkbox"/> Change in Location or Housing and Facilities <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Other (Specify)
b. Location where business conducted		
c. Official Mailing Address of Maintenance Organization (<i>Number, Street, City, State & ZIP</i>)		
d. Doing Business As:		
3. Ratings Applied for:		
<input type="checkbox"/> Airframe <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2	<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"/> Radio/Avionic <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"/> Accessories <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="checkbox"/> Limited <input type="checkbox"/> Airframe <input type="checkbox"/> Engine <input type="checkbox"/> Propeller <input type="checkbox"/> Instrument	<input type="checkbox"/> Accessories <input type="checkbox"/> Landing Gear <input type="checkbox"/> Float <input type="checkbox"/> Radio
<input type="checkbox"/> Rotor Blades <input type="checkbox"/> Fabric <input type="checkbox"/> Emergency Equip. <input type="checkbox"/> Non-Dest. Test		
Specialized Services (<i>specify</i>) _____ _____ _____		
4. List of Maintenance Functions Contracted to Outside Agencies:		
5. Applicant's Certification		
Name of Owner (<i>Include name(s) of individual owner, all partners, or corporation name giving state and date of incorporation</i>)		
I hereby certify that I have been authorize by the Maintenance Organization identified in Item I above to make this application and that statements and attachments hereto are true and correct to the best of my knowledge.		
Date	Authorized Signature	Printed Name of Authorized Signer
		Title

AWP-1.2.001C	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	30/11/2011
Certification of an approved maintenance organization		

Appendix 4 - Application for Maintenance Organization Certificate and/or Rating.

For CAAI Use Only	Record of Action Maintenance	For CAAI Use Only
6. Remarks (identify by item number. Include deficiencies found, ratings denied.) 		
7. Findings - Recommendations <input type="checkbox"/> A. Station was found to comply with requirements of ANR – Maintenance Organization <input type="checkbox"/> B. Station was found to comply with requirements of ANR – Maintenance Organization 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.		8. Date of Inspection
9.	Signature(s) of Inspector(s)	Printed Name(s) of Inspector(s)
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 Date	Inspector's Signature Inspector's Printed Name Title

Appendix 6 - Statement of Compliance

<p>STATE OF ISRAEL Ministry of Transport Civil Aviation Authority</p>		<p>מדינת ישראל משרד התחבורה רשות התעופה האזרחית</p>				
<h2 style="margin: 0;">רשיון מכון בדק</h2> <h3 style="margin: 0;">Approved Maintenance Organization License</h3>						
No.	מס.					
Issued to :		ניתן ל:				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; padding: 10px;"> <p>Upon finding that its organization complies with the requirements of the Aviation Regulations (Repair Station, Training Establishment and Operator's Maintenance) – 1979.</p> <p>This license is limited to the ratings detailed in the appendix.</p> <p>This appendix is an integral part of the license.</p> </td> <td style="width: 40%; padding: 10px; text-align: right;"> <p>לאחר שמכון זה נמצא עונה על דרישות תקנות הטיס (מכון בדק, מכון הסמכה ואחזקה עצמית) תשל"ט 1979.</p> <p>רשיון זה מוגבל להגדרים המפורטים בנספח, המהווה חלק בלתי נפרד מהרשיון.</p> </td> </tr> <tr> <td style="padding: 10px;"> <p>Violation of the above mentioned Aviation Regulations may lead to the cancellation or suspension of the license or any of its ratings.</p> </td> <td style="padding: 10px; text-align: right;"> <p>אי מילוי לאחר הוראות תקנות הטיס (מכון בדק, מכון הסמכה ואחזקה עצמית) תשל"ט – 1979 עלול להביא לביטול הרשיון או כל הגדר בו, או התליתם.</p> </td> </tr> </table>			<p>Upon finding that its organization complies with the requirements of the Aviation Regulations (Repair Station, Training Establishment and Operator's Maintenance) – 1979.</p> <p>This license is limited to the ratings detailed in the appendix.</p> <p>This appendix is an integral part of the license.</p>	<p>לאחר שמכון זה נמצא עונה על דרישות תקנות הטיס (מכון בדק, מכון הסמכה ואחזקה עצמית) תשל"ט 1979.</p> <p>רשיון זה מוגבל להגדרים המפורטים בנספח, המהווה חלק בלתי נפרד מהרשיון.</p>	<p>Violation of the above mentioned Aviation Regulations may lead to the cancellation or suspension of the license or any of its ratings.</p>	<p>אי מילוי לאחר הוראות תקנות הטיס (מכון בדק, מכון הסמכה ואחזקה עצמית) תשל"ט – 1979 עלול להביא לביטול הרשיון או כל הגדר בו, או התליתם.</p>
<p>Upon finding that its organization complies with the requirements of the Aviation Regulations (Repair Station, Training Establishment and Operator's Maintenance) – 1979.</p> <p>This license is limited to the ratings detailed in the appendix.</p> <p>This appendix is an integral part of the license.</p>	<p>לאחר שמכון זה נמצא עונה על דרישות תקנות הטיס (מכון בדק, מכון הסמכה ואחזקה עצמית) תשל"ט 1979.</p> <p>רשיון זה מוגבל להגדרים המפורטים בנספח, המהווה חלק בלתי נפרד מהרשיון.</p>					
<p>Violation of the above mentioned Aviation Regulations may lead to the cancellation or suspension of the license or any of its ratings.</p>	<p>אי מילוי לאחר הוראות תקנות הטיס (מכון בדק, מכון הסמכה ואחזקה עצמית) תשל"ט – 1979 עלול להביא לביטול הרשיון או כל הגדר בו, או התליתם.</p>					
Signature	חתימה	Date Of Issue:				
For the Administrator	ב/המנהל	: תאריך מתן תעודה:				
Civil Aviation Authority	רשות התעופה האזרחית	: בתוקף עד:				
		Validity Expires On:				

Appendix 6 - Statement of Compliance

STATE OF ISRAEL
Ministry of Transport
Civil Aviation Authority



מדינת ישראל
 משרד התחבורה
 רשות התעופה האזרחית

רשיון מכון בדק

Approved Maintenance Organization License

No. מס.

Appendix – Ratings page 1 of 6

נספח – הגדרים דף 1 מתוך 6

LIMITED RATING :

הגדר מוגבל :

AIRFRAME

גוף כלי טיס

CLASS 1 – SMALL AIRCRAFT UP TO 5700 KG
 OR LESS

סוג 1 – כלי טיס קלים במשקל של 5700 ק"ג או פחות

POWERPLANT

Maintenance (excluding overhaul) is limited to engines installed on aircraft listed in the airframe rating and further limited to those maintenance functions as authorized by the current manufacturers maintenance manuals or other approved data.

מנוע
 אחזקה (למעט שיפוץ) מוגבל למנועים המורכבים בכלי הטיס המפורטים בהגדר גוף כלי טיס. ההגבלות מתייחסות לפעולות אחזקה המאושרות בספרות האחזקה של היצרן או במסמך אחר מאושר ע"י מת"א.

Signature
 For the Administrator

חתימה
 ב/המנהל

Date

תאריך

Civil Aviation Authority

רשות התעופה האזרחית

Validity Expires On:

בתוקף עד:

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Appendix – Ratings page 2 of 6

נספח – הגדרים דף 2 מתוך 6

LIMITED RATING :

הגדר מוגבל :

AIRFRAME
CLASS 2 – LARGE AIRCRAFT MORE THAN 5700 KG.

גוף כלי טיס
 סוג 2 – כלי טיס כבדים במשקל העולה על 5700 ק"ג

POWERPLANT
CLASS 1 – RECIPROCATING ENGINES OF 400 H.P. OR LESS

מנוע
 סוג 1 – מנועי בוכנה של 400 כוח סוס או פחות

POWERPLANT
CLASS 2 – RECIPROCATING ENGINES OF MORE THAN 400 H.P

מנוע
 סוג 2 – מנועי בוכנה מעל 400 כוח סוס

Signature

חתימה

Date

תאריך

For the Administrator

ב/המנהל

Validity Expires On:

בתוקף עד:

Civil Aviation Authority

רשות התעופה האזרחית

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מדינת ישראל
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Approved Maintenance Organization License

No . מס.

Appendix – Ratings page 3 of 6

נספח – הגדרים דף 3 מתוך 6

LIMITED RATING :

הגדר מוגבל :

POWERPLANT
CLASS 3 – TURBINE ENGINES

מנוע
 סוג 3 – מנועי טורבינת גז

LIMITED TO HOTSECTION MAINTENANCE EXCLUDING OVERHAUL, IN ACCORDANCE WITH THE CURRENT MANUAL AND OTHER APPROVED DATA

מוגבל לאחזקה של החלק החם (למעט שיפוץ) ההגבלות מתייחסות לפעולות אחזקה המאושרות בספרות האחזקה של היצרן שבתוקף או במסמך אחר מאושר ע"י מת"א

LIMITED TO LINE MAINTENANCE ONLY EXCLUDING HOT SECTION INSPECTION (HIS) , IN ACCORDANCE WITH THE CURRENT MANUAL AND OTHER APPROVED DATA

מוגבל לאחזקת קו בלבד למעט ביקורת של החלק החם ההגבלות מתייחסות לפעולות אחזקה המאושרות בספרות האחזקה של היצרן שבתוקף או במסמך אחר מאושר ע"י מת"א

LIMITED TO MAINTENANCE EXCLUDING OVERHAUL, IN ACCORDANCE WITH THE CURRENT MANUAL AND OTHER APPROVED DATA

מוגבל לאחזקה (למעט שיפוץ) ההגבלות מתייחסות לפעולות אחזקה המאושרות בספרות האחזקה של היצרן שבתוקף או במסמך אחר מאושר ע"י מת"א

LIMITED TO HOT SECTION MAINTENANCE EXCLUDING OVERHAUL, IN ACCORDANCE WITH THE CURRENT MANUAL AND OTHER APPROVED DATA

מוגבל לאחזקה של החלק החם (למעט שיפוץ) ההגבלות מתייחסות לפעולות אחזקה המאושרות בספרות האחזקה של היצרן שבתוקף או במסמך אחר מאושר ע"י מת"א

Signature :

חתימה:

For the Administrator

ב/המנהל

Civil Aviation Authority

רשות התעופה האזרחית

Date

תאריך

Validity Expires On:

בתוקף עד:

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מדינת ישראל
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Appendix – Ratings page 4 of 6

נספח – הגדרים דף 4 מתוך 6

LIMITED RATING : **הגדר מוגבל :**

*** PROPELLER** *** מדחף**
CLASS 1 – FIXED PITCH **סוג 1 מדחף בעל פסיעה קבועה או פרופלור**
שפסיעתו ניתנת לשינוי על הקרקע

CLASS 2 – VARIABLE PITCH **סוג 2 מדחף בעל פסיעה משתנה מוגבל**

*** ROTOR** *** רוטור**

RADIO **רדיו**

*** Class 1 - COMMUNICATION** *** סוג 1 – קשר**

*** Class 2- NAVIGATION** *** סוג 2 – ניווט**

*** Class 3 – RADAR** *** סוג 3 – מכ"מ**

*** ACCORDING TO AMENDED CAPABILITY LIST.** *** בהתאם לרשימה מפורטת שבתוקף**

Signature :	חתימה:	Date	תאריך
For the Administrator	ב/המנהל		
Civil Aviation Authority	רשות התעופה האזרחית	Validity Expires On:	בתוקף עד:

Appendix 6 - Statement of Compliance

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מדינת ישראל
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Appendix – Ratings page 5 of 6

נספח – הגדרים דף 5 מתוך 6

LIMITED RATING :

הגדר מוגבל :

*

INSTRUMENTS

מכשירים

- | | |
|---|----------------------------------|
| * CLASS 1 – MECHANICAL INSTRUMENTS | * סוג 1 – מכשירים מכניים |
| * CLASS 2 – ELECTRICAL INSTRUMENTS | * סוג 2 – מכשירים חשמליים |
| * CLASS 3 – GYROSCOPIC INSTRUMENTS | * סוג 3 – מכשירים ג'רוסקופים |
| * CLASS 4 – ELECTRONICS INSTRUMENTS | * סוג 4 – מכשירים אלקטרוניים |
| * CLASS 5 – INERTIAL NAVIGATION INSTRUMENTS | * סוג 5 – מכשירי ניווט אינרציוני |
| * ACCORDING TO AMENDED CAPABILITY LIST. | * בהתאם לרשימה מפורטת שבתוקף |

ACCESSORIES

אביזרים

- | | |
|---|------------------------------|
| * CLASS 1 – MECHANICAL ACCESSORIES | * סוג 1 – אביזרים מכניים |
| * CLASS 2 – ELECTRICAL ACCESSORIES | * סוג 2 – אביזרים חשמליים |
| * CLASS 3 – ELECTRONIC ACCESSORIES | * סוג 3 – אביזרים אלקטרוניים |
| * ACCORDING TO AMENDED CAPABILITY LIST. | * בהתאם לרשימה מפורטת שבתוקף |

Signature :
 For the Administrator

חתימה:
 ב/המנהל

Date

תאריך

Civil Aviation Authority

רשות התעופה האזרחית

Validity Expires On:

בתוקף עד:

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מדינת ישראל
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Appendix – Ratings page 6 of 6

נספח – הגדרים דף 6 מתוך 6

LIMITED RATING :

הגדר מוגבל :

Specialized services

תהליכים מיוחדים

NON DESTRUCTIVE TESTING

בדיקות ללא הרס

*** TECHNOLOGICAL SERVICES**

*** תהליכים טכנולוגים ***

*** EMERGENCY EQUIPMENT**

*** ציוד חירום והצלה ***

*** ACCORDING TO AMENDED CAPABILITY LIST.**

*** בהתאם לרשימה מפורטת שבתוקף**

Signature :
For the Administrator

חתימה:
ב/המנהל

Date

תאריך

Civil Aviation Authority

רשות התעופה האזרחית

Validity Expires On:

בתוקף עד:

AP-1.2.001A	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	30/11/2011
Certification of an approved maintenance organization		

Appendix 6 - Statement of Compliance

ANR. No.	TITLE	APPLY YES/NO	MPM PARAGRAPH	REMARKS