

AW 1.2.002	 <small>רשות התעופה האזרחית</small> <small>Civil Aviation Authority</small>	AW Inspector Handbook
Maintenance Organization Certification – Phase 1 – Pre-Application		Revision 2
		30 NOV11

## 1. Initial Inquiry

During an initial inquiry the applicant will be given a Prospective Operator's Prospective Maintenance Organization Pre-Assessment Statement (PMOPS) form which is in the Advisory Pamphlet for the Certification of an Approved Maintenance Organization (Advisory Pamphlet 1.2.001A). The instructions are located in Advisory Pamphlet 1.2.001A for completion by a maintenance organization. The applicant should be directed to conduct a thorough review of the appropriate regulations, advisory material, and this directive to provide guidance for personnel, facility, equipment, and documentation requirements. As a result of this review, the applicant must address, in the PMOPS, how these requirements will be met.

- 1.1. Discuss with the applicant during the pre-application phase the following subjects, to include but not limited to:
  - 1.1.1. The necessary technical expertise required by the applicant's proposed organization, to include the following:
    - 1.1.1.1. Aviation related experience
    - 1.1.1.2. Proposed organizational structure
    - 1.1.1.3. Knowledge of the specific maintenance functions to be performed
  - 1.1.2. The rating(s) required for the type of work to be accomplished
  - 1.1.3. The requirement of preparing and keeping current a capability list.
  - 1.1.4. The requirements for sufficient personnel to meet the demands of the proposed maintenance organization. This includes at least one person that has the duties and responsibilities of a certifying staff individual that is qualified in accordance with ANR Licensing that coincides with the ratings sought.
  - 1.1.5. Facility requirements for the ratings sought, to include:
    - 1.1.5.1. The need for climate controlled conditions
    - 1.1.5.2. The size of the facility and a facility floor plan
    - 1.1.5.3. Appropriate test equipment
    - 1.1.5.4. Precision tools
    - 1.1.5.5. Special tools, test stands, etc.
    - 1.1.5.6. Proper storage areas
    - 1.1.5.7. Adequate power, lighting, clean/dry air, etc.
    - 1.1.5.8. Facility/work area cleanliness

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1.1.5.9. Appropriate partitions between work areas, as appropriate.

1.1.5.10. Safe working environment for employees.

1.1.6. The necessity of having current technical data available prior to certification.

Technical data will include the following:

1.1.6.1. ANR AMO

1.1.6.2. Type certificate data sheets, if applicable

1.1.6.3. CAAI airworthiness Advisory Pamphlets (AP's)

1.1.6.4. Approved Process, e.g., maintenance process specifications

1.1.6.5. Manufacturer's maintenance/overhaul/service/instruction manuals, and Service Bulletins

1.1.7. Statement of Compliance.

The Statement of Compliance will ensure that all applicable regulatory requirements are addressed during the certification process. It shall be in a form of a complete listing of all appropriate ANR.RS. After each listed regulation, there must be a brief narrative or specific reference to a manual/document that describes how the applicant will comply with that regulation. The compliance statement must be reviewed to ensure that the applicant has a clear understanding of the regulation and that the proposed method of compliance meets the intent of the regulation.

1.1.8. Maintenance Procedures Manual.

The applicant should be directed to use ANR.AMO.14 and AP 1.2.001A as the guidance in developing part of the manual.

**Note:** *It is the applicant's responsibility to develop the manuals and procedures that ensure safe operating practices and compliance with the regulations. The team can offer suggestions for improvement but must not "write" the material.*

1.1.9. Independent Quality Assurance System.

The applicant should be directed to use part of ANR.AMO.23.

1.1.10. Maintenance personnel and Certifying Staff training requirements.

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- 1.1.11. Qualification of Management Personnel and Certifying Staff.
- 1.1.12. Lease/Contract Agreements, as appropriate.

## 2. CAA Standard Information Package.

Furnish Advisory Pamphlet 1.2.001A Prospective Operator's Prospective Maintenance Organization Pre-Assessment Statement (PMOPS), to the applicant with instructions to complete and submit it to the appropriate CAA Office.

- 2.1. The CAA to evaluate the complexity of the proposed approved maintenance organization will use the PMOPS. This allows the establishment of the certification team to be based on the complexity of the certification. A Project Manager (PM) will be designated as the principal spokesperson for the CAA during the certification. The applicant will use the PMOPS to detail the operation they wish to undertake, the equipment they have available, the facilities they plan to use, and the appropriate date when they plan to begin operation.
- 2.2. An applicant should be directed to conduct a thorough review of the appropriate regulations and advisory material to provide guidance for personnel, facility, equipment, and documentation requirements. As a result of this review, the applicant must address, in the PMOPS, how these requirements will be met.

## 3. Initiating the Certification Process (Receipt of PMOPS).

- 3.1. Upon receipt of a completed and signed PMOPS the CAA must accomplish the following:
  - 3.1.1. Assign sufficient CAA Inspectors to the certification team.
  - 3.1.2. Team members must strive at all times to maintain a professional and responsive relationship with the applicant. The team members handle all matters pertaining to the applicant, regardless of whom the applicant initially contacted.
  - 3.1.3. Assign one team member to be the Project Manager (PM).  
The PM will co-ordinate certification matters with the applicant, but will also ensure that the CAA management personnel are kept fully informed of the project's current status.
- 3.2. The designated certification team member assigned as PM will process the PMOPS as follows:
  - 3.2.1. Obtain a pre-application number from the Airworthiness Division.

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- 3.2.2. Review the form to ensure that the information in the form is correct, and forward to the Director Civil Aviation.
- 3.2.3. In the remarks section, enter “Proceeding with formal certification” and show the certification number
- 3.2.4. The assigned Project Manager (PM) will contact the applicant to arrange a pre- application meeting
- 3.2.5. The PM should communicate in advance of the meeting:
  - 3.2.5.1. That the applicant’s key management personnel should attend.
  - 3.2.5.2. That the applicant should be prepared to discuss in general terms various aspects of its proposed operation.
  - 3.2.5.3. What the applicant should expect from the CAA.
  - 3.2.5.4. That the applicant should bring its copy of the Civil Aviation Regulations to the meeting.

#### **4. Conduct a Pre-application Meeting.**

- 4.1. Meet with the applicant to discuss the PMOPS. Accomplish the following during the meeting(s):
  - 4.1.1. Review the PMOPS to verify that all information is completed and accurate.
  - 4.1.2. Ensure that the applicant understands what is expected and all applicable regulations
  - 4.1.3. Provide the applicant with an Application Information Package to inform the applicant of what the formal application package must contain. This formal application package must contain the following attachments:
    - 4.1.3.1. A completed CAA Application Form (Approved PMOPS) [Advisory Pamphlet 1.2.001A].
    - 4.1.3.2. A completed CAA Form AMO ARSC (Application for Approved Maintenance Organization Certificate and/or Rating)( ANR.RS.3)
    - 4.1.3.3. Two completed Maintenance Procedures Manual (MPM) (ANR.RS.14)
    - 4.1.3.4. A completed Quality Assurance Program (ANR.RS.22)
    - 4.1.3.5. A completed initial training program
    - 4.1.3.6. A completed Statement of Compliance (ANR.RS.14 (3r) Advisory Pamphlet 1.2.001A).

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- 4.1.3.7. A completed schedule of events (Advisory Pamphlet 1.2.001A Appendix 3).
- 4.1.3.8. Documentation identifying the qualifications of Management Personnel and Certifying Staff (ANR.AMO 19)
- 4.1.3.9. Roster and records of certifying staff (ANR.AMO.14( 8)).
- 4.1.3.10. A completed capability lists (ANR.AMO.16)
- 4.1.3.11. When approval of a Class 2 Propeller Rating or a Class 1, 2 or 3 Accessory Rating is being requested, the type or make, of the propeller or accessory.
- 4.1.3.12. When a limited Rating is requested, the make and model of the particular item(s) to be maintained and the nature of the work to be performed,
- 4.1.3.13. When a Specialized Service Rating is requested, a copy of the approved specification for the work to be accomplished.
- 4.1.3.14. A copy of any leases or contract agreements.
- 4.1.3.15. A list of all AMO certificates and ratings issued by another contracting state (ANR.AMO.32). The list shall include a copy of the AMO certificate and specific operating provisions (operations specifications) issued by that contracting state.
- 4.1.3.16. A list of maintenance functions to be performed for it, under contract, by another AMO (ANR.AMO. 32)
- 4.1.4. Answer any questions the applicant may have about the AMO certification process.
- 4.1.5. Evaluate if the pre-application meeting was successful.

## 5. Terminating the Pre-application Phase.

The Pre-Application phase ends when the certification team is satisfied that the applicant is prepared to proceed with formal application. If the applicant is not ready, the PMI should advise the applicant of the problems and work with the applicant to arrive at solutions or terminate the certification process.