

AW 1.2.005	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	AW Inspector Handbook
Maintenance Organization Certification – Phase 4 - Demonstration and Inspection		Revision 2
		30 NOV 11

1. GENERAL

1.1. In this phase the certification team determines that the applicant's proposed procedures and programs for training and directing personnel in the performance of their duties are effective. In this phase the emphasis is on compliance with the regulations, company manual procedures, and safe operating practices. The certification team inspects the applicant's housing, facilities, equipment, and materials. As previously mentioned, certain segments of the document evaluation phase often occur simultaneously with certain events in the demonstration and inspection phase. For example, inspectors have evaluated and accepted the training program (document evaluation phase) at the same time they have started observing the applicant's management and certifying staff actual training at the applicant's facilities (demonstration and inspection phase). Guidance for observing training is outlined in AW 1.2.004 Training Programme Approval Process, Paragraph 11.

1.2. Through observation, monitoring, and other forms of on site evaluation, the certification team will be exposed to many types of activities.

1.2.1. Regulatory Compliance.

During the evaluation, the certification team shall determine the applicant's ability to comply with all applicable sections of the regulations and the approved maintenance procedure manual.

1.2.2. Determination of Approval or Disapproval.

Throughout the demonstration and inspection phase, the team will ensure that all aspects of the applicant's required demonstrations are observed and that a determination of approval or disapproval for each is made.

1.2.3. Handling Deficiencies.

If, at the time, certain items or the applicant's conduct of activities prove to be deficient, appropriate corrective action must be taken. If necessary, the certification team shall advise the applicant of the impracticality of continuing the certification process due to the extent of the deficiencies.

AW 1.2.005	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	AW Inspector Handbook
Maintenance Organization Certification – Phase 4 - Demonstration and Inspection		Revision 2
		30 NOV 11

1.2.4. Unsatisfactory Demonstration.

If a particular demonstration of compliance is unsatisfactory, the certification team must discuss with the applicant how to correct the problem. Re-inspection should be scheduled as necessary. The certification team may want to follow up with a letter indicating the nature of the failure and its corrective action. Deficiencies will have to be corrected before the process can continue.

1.2.5. Satisfactory Demonstration.

If the applicant's demonstrations and inspections are successful, the certification team will record on appropriate documents and ensure that the documents are part of the certification file.

2. PROCEDURES

2.1. Co-ordinate and schedule an inspection and demonstrations.

Co-ordination is required between the PM, certification team members, and the applicant

2.2. Request Demonstrations.

The certification team should develop the type of demonstration required prior to arriving at the applicant's facility but this is not mandatory. It is acceptable to request demonstrations during the inspection as long as the inspector understands the objective(s) and final outcome of the demonstration. The demonstration must be properly documented by the inspector(s) and is part of the certification file.

2.3. Perform a housing and facility Inspection.

During the demonstration and inspection phase, inspect the maintenance organization facilities to ensure that the work to be accomplished is protected from weather elements, dust, and heat. Ensure that workers are protected to the point that the quality of their work to be performed will not be impaired.

2.4. Evaluate the Maintenance Organization to ensure the following:

- 2.4.1. The number of personnel is sufficient to satisfy the volume and type of work to be performed, as required by ANR 17.
- 2.4.2. Storage of flammables should meet acceptable industry standards i.e. storage in a fireproof cabinet.
- 2.4.3. Ensure that oxygen, oil, dirty shop towels, welders and battery shops are segregated.

AW 1.2.005	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	AW Inspector Handbook
Maintenance Organization		Revision 2
Certification – Phase 4 - Demonstration and Inspection		30 NOV 11

2.4.4. Acceptable industry standards shall be followed for the proper protection and storage of materials. Ref. ANR 26.

2.4.5. Maintenance Records

2.4.6. Use the Job Aid AWF 1.2.005A and Schedule of Events to ensure a thorough inspection.

2.5. Debrief the Applicant

2.5.1. Debrief the applicant as part of the inspection.

2.5.2. Include both acceptable and unacceptable areas.

2.5.3. Be clear when indicating any area that must be corrected.

2.5.4. Advise the applicant that a formal letter containing a list of discrepancies (if any) will be sent.

2.6. Notification of Discrepancies

2.6.1. Inform the applicant in writing of the discrepancies.

2.6.2. Cite the unacceptable procedure, policy, instruction or method and explain how it is inconsistent with the appropriate regulation.

2.6.3. Inform the applicant that the certification approval can not be granted until the discrepancy is resolved.

2.6.4. Notify the PM.

2.6.5. File Documentation.

2.7. If no discrepancies are found:

2.7.1. Inform the applicant of the satisfactory results.

2.7.2. Complete required documentation.

2.7.3. Notify the PM.

2.7.4. File documentation.

2.8. For guidance on granting or denying final approval of training performed during this phase, see AW 1.2.004 of the inspector handbook.