

AW 1.2.006	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	AW Inspector Handbook
Maintenance Organization Certification –Phase 5 - Certification		Revision 2
		30 NOV 11

1. CERTIFICATION PHASE

- 1.1. The certificate and approved Operations Specifications are issued to the applicant after all significant unsatisfactory items have been corrected. This action completes the certification process. The applicant shall not be certificated under any circumstance until the Project Manager (PM) has determined that the applicant is fully capable of fulfilling its responsibilities and that the applicant will comply with the CAAI ANR's in an appropriate manner.
- 1.2. After certification:
 - 1.2.1. The AMO holder is responsible for continued compliance with CAA regulations, authorizations, limitations, and provisions of its Certificate and Capability List.
 - 1.2.2. The CAA is responsible for conducting periodic inspections of the AMO holders operations to ensure the AMO holder's continued compliance with the CAA regulations, authorizations, limitations and provisions of its certificate and Capability List.

2. PREPARATION OF CIVIL AVIATION AUTHORITY (CAA) CERTIFICATES

- 2.1. The following information must be imprinted or typed on the appropriate form when the certificate is prepared for issuance:
 - 2.1.1. The Certificate Holder's Name. The certificate holder's full and official name shall be entered directly below the words "This certificate is issued to."
 - 2.1.2. The Certificate Holder's Address. The physical location address of the certificate holder's principal base of operations shall be entered directly below the certificate holder's name. A post office box address is not acceptable unless it also reflects the physical location of the principal base of operations. The address on the certificate must be a physical location and may or may not be the same as the mailing address.
 - 2.1.3. The Certification Statement of Authority. The pre-printed certification statement of authority on the Approved Maintenance Organization Certificate (CAA Model Form MOC) shall not be modified.
 - 2.1.4. The Assigned Certificate Number. The final certificate number will be obtained from the appropriate CAA Authority, and will be imprinted or typed in the space provided on the form.

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2.1.5. The Effective Date of the Certificate. The date to be entered in the space provided shall be the date of issuance. If a certificate is to be changed due to an address change or a change of the certificate holding office; the date of original issuance shall be retained on the changed certificate. A change of name for the applicant / organization or a change in the certification statement of authority has the effect of a new certification; therefore, a new certificate and certificate number shall be issued. For this situation the issuance date of the new certificate will be entered in the space provided.

2.1.6. The Signature Block. Approved Maintenance Organization certificates issued to Approved Maintenance Organizations complying with ANR AMO, shall be signed by the appropriate CAA authority.

2.1.7. The Signature, Title, Block. The full title of the person signing the certificate shall be entered in the space provided

3. ISSUANCE OF OPERATIONS SPECIFICATIONS, CERTIFICATE, AND COMPLETING THE APPLICATION FORM.

3.1. When it is determined that the applicant has met all regulatory requirements, the appropriate certificate AMO certificate will be presented to the applicant. The Certificate must contain:

3.1.1. The AMO Certificate Number

3.1.2. The class and limited ratings issued in detail, including special approvals and limitations issued.

3.1.3. Date issued

3.1.4. Delegated authorizations

3.2. Before issuance, the applicant and the appropriate inspectors will sign the AMO Appendix. The original certificate will then be given to the new certificate holder.

3.3. Complete Section 10 of AMO-ARSC Application Form.

4. CERTIFICATION REPORT

4.1. When the new organization is certificated, the PM is responsible for assembling a certification report. This report must be signed by the PM and will include the name and title of each team member who assisted in the certification project. The report will be maintained in the permanent file relating to the new AMO during the business life of the AMO. The report shall consist of 5 sections, 4.1.1 through 4.1.5, as follows:

4.1.1. The formal application form.

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- 4.1.2. The final Statement of Compliance.
- 4.1.3. A copy of the capability list.
- 4.1.4. A copy of the certificate issued.
- 4.1.5. A summary of major difficulties experienced during the certification process and/or phase and speciality must note any recommendations that may enhance the process. For standardization, the following format for summaries of major difficulties and/or recommendations will be arranged as follows:
 - 4.1.5.1. Pre-application Phase (Maintenance and Avionics). Include summaries of difficulties or recommendations by speciality.
 - 4.1.5.2. Formal Application Phase (Maintenance and Avionics). Include summaries of difficulties or recommendations by speciality.
 - 4.1.5.3. Document Compliance Phase (Maintenance and Avionics). Include summaries of difficulties or recommendations by speciality.
 - 4.1.5.4. Demonstration and Inspection Phase (Maintenance and Avionics). Include summaries of difficulties or recommendations by speciality.

5. CERTIFICATION REPORT RETENTION.

- 5.1. The certifying office shall retain the original of the certification report as long as the certificate holder remains active.
- 5.2. A copy of the certification report shall be forwarded to the appropriate CAA offices for review and action, if appropriate. The review process shall include an analysis of the major difficulties experienced during the certification process.