

REQUIREMENTS FOR ISSUE/RENEWAL/VARIATION OF APPROVED MAINTENANCE ORGANISATION (AMO) APPROVAL

GRANT OF AMO

This form prescribes the requirements for issuing approvals to organizations for the maintenance, preventive maintenance and modifications of aircraft and aeronautical products. The requirements to be met by an applicant for issue of AMO approval include the following:

1.0 Initial application:

This is to be made on Namibia Civil Aviation Authority (NCAA) official forms which are:

- (a) An application in writing and
- (b) Application for the issue/Renewal* of an Approved Maintenance Organization (AMO) FSS-AIR-FORM001/10.
- (c) FSS-AIR-FORM003K/10
- (d) FSS-AIR-FORM003G/10
- (e) A copy of all other AMO approval and ratings pertinent to those certificate issued by any other contracting state.
- (f) FSS-AOC-AP-001C/11 - The five phase certification process.

NOTE: A FIVE PHASE CERTIFICATION PROCESS WILL BE APPLIED IF REQUIRED BY THE NCAA.

1.2. **Payment of applicable fees:** copy of the receipt in this respect to be submitted and original sighted. The following are the applicable fees:

- (a) N\$-----for AMO original issue, renewal N\$-----, amendment N\$-----, issue of duplicate N\$-----
- (c) Such other charges that may be required by the authority

1.3. Documentation

The under-listed documents are to be submitted to NCAA for approval acceptance

- (i) Company Exposition
- (ii) Maintenance Organization Exposition (MOE/MPM)
- (iii) Any contract agreement with other AMO as applicable

1.4. Personnel:

(a) Some key posts in the maintenance's organization must be filled by appropriately qualified persons. As a minimum, these should be the posts of:

- (i) Accountable Officer/CEO
- (ii) Quality Assurance Manager
- (iii) Director of Maintenance & Engineering
- (iv) Adequate personnel to plan, perform, supervise, inspect and certify all maintenance undertaken by such organization.
- (v) And others essential to the maintenance management.

(b) The acceptable total staff strength of the organization will be dependent on the ratings and its schedule of approval (capability list).

1.5. Facilities/Equipment:

Depending on the level of maintenance/category that the maintenance organization intends to undertake, there should be in place adequate:

- (i) Hangar-age
- (ii) Office accommodation
- (iii) Workshop facilities
- (iv) Test facilities
- (v) Tools and equipment

1.6. Inspection:

An audit inspection of the organization will be carried out by the authority's team of inspectors to determine its capability to carry out maintenance up to the category being applied for to the satisfaction of the Authority, through the Subdivision of Airworthiness (SAWS). This would include, but not limited to:

- (i) Adequacy of Staffing & Organization
- (ii) Satisfactory Training Programme Implementation
- (iii) Adequacy of documentation
- (iv) Aircraft conformity inspection
- (v) Quality assurance programme

2. RENEWAL:

- (a) Application must be made on form FSS-AIR-FORM001/10
- (b) All applicable fees and charges must be paid
- (c) An audit of the organization will be carried out to determine its continuing capability carry out maintenance activities up to the category and schedule of approval. In this regard, documentation, personnel, facilities, equipment, etc. will be inspected to confirm that standards are not below those subsisting as at the time of initial grant of the AMO approval.

3. VARIATION:

- (a) Application must be made on form FSS-AIR-FORM001/10
- (b) All applicable fees and charges must be paid
- (c) The organization may apply for inclusion of such aircraft and engine that has been listed on Nigerian aircraft registry on its schedule of approval. But this can only be done if the organization could satisfy the requirements

Note:

- (i) The issuance of the AMO approvals is based on the authority's satisfaction and the applicant's compliance with the Civil Aviation Regulations (NAMCARs) part 145.
- (ii) For further information, refer to Part 145 of the Civil Aviation Regulations.