



Approved Maintenance Organization (AMO) Certification Job Aid and Schedule of Events (NAMCARS Part 145)

Office Name of Company			Location Address			
Mailing Address (if different from location)			Pre-certification Number:			
			Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
<u>NCAA</u> Reference	Maintenance Inspector	Avionics Inspector NONE				
I. Pre-application Phase						
Initial Orientation: Inspector: 1. Certification Advisory Pamphlet provided to prospective approved maintenance organization. 2. Prospective Operator's Pre-assessment statement						
Certification Team Designated						
	CPM	Name	Specialty			
Conduct Pre-application Meeting 1. <input type="checkbox"/> Verify POPS Information 2. <input type="checkbox"/> Overview of Certification Process 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 4. Explain Formal Application Submissions						

Remarks:

NCCA Reference	II. Formal Application Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Review Applicant's Submission 1. Formal Application Form a. Application Form (FSS-AIR-Form 001)				
	2. Formal Application Attachments a. Two completed maintenance procedure manuals b. Completed Quality Assurance Program c. Completed initial training program d. Completed compliance statement e. Completed schedule of events f. Roster, records and qualifications of certifying staff g. Qualifications of management personnel h. Completed capability list i. Completed training program j. Purchase, Lease, and/or contract agreement				
	B. Evaluation of NCCA Resources Capability Based on Schedule of Events				
Remarks:					
	C. Formal Application Meeting 1. Schedule of Events Date:: Time 2. Discuss each Submission 3. Resolve Discrepancies/ open Items 4. Review Certification Process 5. Review impact if Schedule of Events are not met				
	D. Issue letter accepting/rejecting Formal Application				

Remarks:

NCCA Reference	III. Document Evaluation Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Evaluate Applicable Training Programs 1. Training Maintenance Personnel a. Initial, appropriate to assigned tasks b. Knowledge and skills related in human performance				
	2. Training Certifying Staff a. Pre-qualification standards identified b. Basic engineering theory relevant to the airframe structure and systems to the class of aircraft c. Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects d. Company procedures relevant to the tasks e. Knowledge and skills related in human performance				
	3. Continuation Training a. Changes in AMO procedures b. Changes to aircraft types c. Changes to aeronautical product types				

Remarks:

	B. Evaluate Personnel Qualifications 1. Management Personnel a. Base Maintenance Manager b. Line Maintenance Manager c. Workshop manager d. Quality Manager e. Other management personnel as assigned 2. Certifying Staff 3. Maintenance Personnel 4. Instructor(s)				
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Remarks:

NCCA Reference	III. Document Evaluation Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	C. Evaluate Applicable Manual(s) <ol style="list-style-type: none"> 1. Completed Maintenance Procedure Manual 2. Completed Quality Assurance System 3. Completed Training Program 4. Other 				

Remarks:

	D. Other Document Evaluations <ol style="list-style-type: none"> 1. Completed Application Form (FSS-AIR-Form 001) 2. Schedule of Events 3. Completed Compliance Statement 4. Completed Capability List 5. Purchase, Contract, Lease Agreements 6. Test Equipment/Precision Tool Certificate of Calibrations 7. Copy of approved specification(s) for Specialized Service Rating 8. Revised POPS, if appropriate 9. Training Contracts, if appropriate 10. Maintenance Contracts/Agreements 11. Exemption/Deviation Requests/Justification 				
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Remarks:

NCCA Reference	IV. Demonstration and Inspection Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
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	<p>A. Evaluate Organization Conducting Training</p> <ol style="list-style-type: none"> 1. Training Facilities 2. Training Schedules 3. Instructor Qualification/Training 4. Management Personnel Training Evaluation 5. Certifying Staff Training Evaluation <ol style="list-style-type: none"> a. Basic engineering relevant to type of aircraft structure and systems AMO intends to maintain b. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects c. AMO procedures related to the task d. Assigned tasks and responsibilities e. Knowledge and skills related to human performance f. Co-ordination with other maintenance personnel and flight crew g. Curriculum and standards for training h. Pre-qualification Evaluation for Certifying Staff i. Initial Training j. Continuation Training k. Other 6. Maintenance Personnel Training Evaluation <ol style="list-style-type: none"> a. Assigned tasks and responsibilities b. Knowledge and skills related to human performance 				
Remarks:					
	<p>B. Inspect Maintenance Base</p> <ol style="list-style-type: none"> 1. Works Areas 2. Tools 3. Equipment 4. Technical Data 5. Stores (parts, equipment, materials) 6. Test Equipment/Precision tools 7. Test Stands 				
NCCA Reference	IV. Demonstration and Inspection Phase (Continued)	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	<p>A. Record keeping location/system</p> <ol style="list-style-type: none"> 1. Personnel records 2. Test Equipment/Precision Tool Certificate of Calibrations/Data Sheets 				

	3. Maintenance Records 4. Other				
Remarks:					
NCCA Reference	V. Certification Phase	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Complete Form (FSS-AIR-Form 001) B. Prepare Approved Maintenance Organization Certificate C. Prepare Approved Maintenance Organization Specific Operating Provisions D. Present signed Approved Maintenance Organization Certificate and Specific Operating Provisions to AMO				
Remarks:					
	E. Prepare Certification Report 1. Assemble Report/Attachments a. Completed POPS b. Completed Formal Application Form (FSS-AIR-Form 001) c. Completed Compliance Statement d. Copy lease/contract agreement(s) e. Copy of signed AMO Certificate f. Copy of signed AMO Specific Operating Provisions g. Copy of completed Capability List h. Copy of other Contracting States Certificate(s) and Specific Operating Provision(s) i. Copy of maintenance functions under contract j. Copy of approved specification(s) if issued a specialized Service Rating k. Certification Job Aid/Schedule of Events l. Certification report (Summary of difficulties) m. All correspondence between the applicant and NCCA n. Suggestions to improve certification process				

	O. Distribute Report				
Remarks:					
	F. Develop Post Certificate Surveillance Program				
	1. With Geographic Area				
	2. Outside Geographic Area				
Remarks:					