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### CERTIFICATION JOB AID AND SCHEDULE OF EVENTS (AMO)

Office Name of Company			Location Address															
Mailing Address (if different from location)			Pre-certification Number:															
NCAA Reference	Maintenance Inspector	Avionics Inspector	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date												
<b>I. Pre-application Phase</b>																		
Initial Orientation: Inspector: <ol style="list-style-type: none"> <li>1. Certification Advisory Pamphlet provided to prospective approved maintenance organisation.</li> <li>2. Prospective Operator's Pre-assessment statement</li> </ol>																		
Certification Team Designated <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">CPM</th> <th style="width: 40%;">Name</th> <th style="width: 50%;">Speciality</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			CPM	Name	Speciality													
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Conduct Pre-application Meeting <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Verify POPS Information</li> <li>2. <input type="checkbox"/> Overview of Certification Process</li> <li>3. <input type="checkbox"/> Provide Certification Package:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Certification Job Aid</li> <li><input type="checkbox"/> Schedule of Events</li> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Other applicable publications and documents</li> </ul> </li> <li>4. Explain Formal Application Submissions</li> </ol>																		
Remarks: <div style="font-size: 4em; opacity: 0.2; position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); pointer-events: none;">           DO NOT REMOVE         </div>																		

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**Approved Maintenance Organisation Certification Job Aid and Schedule of Events**  
**NAMCAR Part 145**

NCAA Reference	<b>II. Formal Application Phase</b>	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 NCAA 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:					

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NCAA 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)				
Remarks:					

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

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

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NCAA Reference	<b>IV. Demonstration and Inspection Phase (Continued)</b>	Inspector Initial	Date Received/ Accomplished	Date Returned for Changes	Applicant Proposed Date
	A. Record keeping location/system 1. Personnel records 2. Test Equipment/Precision Tool Certificate of Calibrations/Data Sheets 3. Maintenance Records 4. Other				

Remarks:

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NCAA 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 Organisation Certificate C. Prepare Approved Maintenance Organisation Specific Operating Provisions D. Present signed Approved Maintenance Organisation 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 Specialised Service Rating k. Certification Job Aid/Schedule of Events l. Certification report (Summary of difficulties) m. All correspondence between the applicant and NCAA 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:					