
SUBJECT: CERTIFICATION OF AN APPROVED MAINTENANCE ORGANISATION (AMO)

DATE: 24/09//2015

1. OBJECTIVE

1.1.1 This circular describes the process of applying for and obtaining an Approved Maintenance Organisation Certificate to conduct maintenance operations under Cabo Verde Civil Aviation Regulations (CV-CARs). The certification process may appear to be a complex undertaking, particularly to a first time applicant. This provides basic information applicable to the certification process.

2. REFERENCE

2.1.1 The Civil Aviation Code (Código Aeronáutico de Cabo Verde) and the Cabo Verde Civil Aviation Regulations (CV-CAR's) Parts 1, 2.2, 5, 6.

3. BACKGROUND

3.1.1 The certification process is designed to ensure that prospective AMO holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the applicant is able to comply with Cabo Verde Civil Aviation Code and Regulations, and the international standards pertaining to the operation of an AMO.

3.1.2 Because there is a variety of acceptable methods for preparing manuals, a detailed discussion of acceptable methods for preparing these documents is not in this AC. Applicants will be briefed as much detail as necessary regarding the preparation of manuals and other documents during meetings with Agência de Aviação Civil (AAC) personnel. The information in this AC and the material referenced in this AC will assist the applicant in completing the process with minimal delays and complications.

3.1.3 There are five (5) phases in the certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) are:

- (1) Pre-application;
- (2) Formal Application;
- (3) Document Evaluation;
- (4) Demonstration and Inspection;
- (5) Certification

3.1.4 In some cases, the guidance and suggested sequence of events in this AC may not be entirely appropriate. In such situations, the AAC and the applicant should proceed in a manner that considers existing conditions and circumstances. The applicant however should not expect to be certificated until the AAC is assured that Cabo Verde's aviation law and its Civil Aviation Regulations will be complied with in an appropriate and continuing manner.

4. PRE-APPLICATION PHASE

4.1.1 As far in advance as possible of an anticipated start of operations, a prospective operator should contact the nearest AAC Office and inform the AAC of its intent to apply for an AMO. The prospective operator will be invited to meet briefly with AAC personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with certification, AAC Form (FS.DSV.01) Prospective Operators Pre-assessment Statement (POPS) will be furnished. The POPS should be completed, signed by the prospective operator, and returned to the AAC Office.

4.1.2 AAC personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective operator with the reasons for its return noted in section 2. If the information is complete and acceptable, the AAC will schedule a pre-application meeting with the prospective operator and the selected AAC certification team members.

4.1.3 The AAC office will designate one certification team member as the Project Manager (PM).

4.1.4 The purpose of the pre-application meeting is to confirm the information on the POPS and to provide critical certification information to the applicant. It is recommended that the operator's key management and staff attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an Approved Maintenance Organisation. Besides verifying the POPS information at the meeting, the AAC team should:

(1) ensure the applicant is aware of what is expected and all applicable CV-CAR.

(2) provide an overview of the certification process and the formal application.

(3) answer any applicant questions.

(4) evaluate the results of the meeting and take appropriate action.

(5) Provide the applicant with an Application Information Package.

4.1.5 It is important to establish good working relationships and clear understandings between the AAC and the operator's representatives. The AAC recognises that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the AAC and adjusted to during these initial meetings

4.1.6 To help promote understanding throughout the certification process, the Application Information Package includes the following:

(1) The applicable certification job aids which will be used by the AAC inspector during the certification project.

(2) A schedule of events which must be completed and submitted with the formal application.

- (3) A standard set of Operations Specifications (OpsSpecs).
 - (4) Other publications or documents the airworthiness inspector believes will be useful to the applicant.
- 4.1.7 During the pre-application meeting participating inspectors will assist the applicant in identifying from the worksheet, all statements that accurately describe the applicant's intended operation. The applicant will then use the worksheet information to develop its draft OpsSpecs. The applicant's draft OpsSpecs will be submitted as a part of its formal application package.
- 4.1.8 In CV-CAR 6.B.115 specifies that an applicant for an AMO certification shall be made on a form and in a manner acceptable to the AAC, and containing any information the AAC requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made on form FS.AER.02 provided by the AAC, as outlined in CV-CAR 6.B.115. The Accountable Manager must sign the form. Certain documents (attachments) should be provided with the application and are briefly described in paragraphs 4.1.9 through 4.1.15.
- 4.1.9 Draft Operations Specifications Attachment describes the applicant's intended authorisations, limitations, provisions and privileges specific to the organisation.
- 4.1.10 Approved Maintenance Certification Job Aid and Schedule of Events Attachment. The Schedule of Events (AAC Form FS.AER.30) is a key document that lists activities, programs, and required facility and tool acquisitions that must be accomplished or made ready for the AAC's inspection before certification. These estimated dates must be logical in terms of sequence. Reasonable time for the AAC to review, inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the applicant finds it necessary to revise the schedule of events, the MI should be notified as soon as possible.
- 4.1.11 CV-CAR 6.D and IS: 6.D.105 and 6.D.125 establish basic management positions and the minimum qualifications for Approved Maintenance Organisations. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator's Maintenance Procedures Manual, operating provisions, and the Civil Aviation Regulations. The managers specified in CV-CAR 6 shall be identified and their credentials submitted to the AAC.
- 4.1.12 Documents of Purchase, Leases, Contracts, or Letters of Intent, Capability List Attachment. These attachments should provide evidence that the applicant is in process of actively procuring facilities, tools, and equipment. Aircraft manuals and services appropriate to the type ratings requested. If formal contracts are not completed letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the AAC. The tools, facilities, and equipment have to be of such type that support the ratings requested. These documents may be attachments to the Maintenance Procedures Manual (MPM).
- 4.1.13 Statement of Compliance. This attachment should be a complete listing of all Cabo Verde Civil Aviation Regulations applicable to the proposed operation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable, and accepted by the AAC.

4.1.14 Maintenance Procedure Manual in duplicate.

4.1.15 Resumes of key management personnel noted on accepted or corrected POPS form. This information is to be noted on accepted or corrected POPS form.

5. FORMAL APPLICATION PHASE

5.1.1 It is recommended that the formal application be submitted at least 90 days before maintenance operations begin, although the application should be submitted to the AAC as far in advance of the proposed start-up date as possible.

5.1.2 The AAC will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, or open question to be resolved during the formal application meeting.

5.1.3 The formal application meeting should reinforce open communication and working relationships. The operator's key management personnel should attend the formal application meeting. The purpose of this meeting is to discuss the formal application and resolve omissions, deficiencies, or open questions. Date conflicts must be resolved. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event that is not clearly understood. The AAC should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the AAC team will determine the package's acceptability, but the PM will not formally accept the application during the meeting. This delay allows the operator time to resolve any omissions or any deficiencies discussed during the meeting.

5.1.4 The operator will be notified by letter stating whether the formal application is accepted or rejected. The AAC acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

6. DOCUMENT COMPLIANCE PHASE

6.1.1 After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the AAC. The AAC will endeavour to complete these evaluations in accordance with the operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manual or documents are satisfactory, they will be approved or accepted, as required by the Civil Aviation Regulations. Approvals will be indicated by letter or by approval of the Operations Specifications. Acceptance of information that does not require formal approval will be indicated by letter or by lack of the AAC objection to the information.

6.1.2 The complexity of the information must be addressed in the operator's manual and other documents depend on the complexity of the planned operation. The fully completed Statement of Compliance is the final evolution of the Statement of Compliance initially submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manual programs, and/or procedures.

7. DEMONSTRATION AND INSPECTION PHASE

7.1.1 Cabo Verde Civil Aviation Regulations require an operator to demonstrate its ability to comply fully with the regulations before beginning operations. These demonstrations include actual performance of activities and/or operations while being observed by AAC Inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, The AAC evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the operator's manual and other documents. Emphasis is placed on the operator's management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before a certificate is issued.

8. CERTIFICATION PHASE

- 8.1.1 After the document compliance, and demonstration and inspection phases have been completed satisfactorily, the AAC will prepare the Approved Maintenance Organisation Certificate and approve the Operations Specifications. The Operations Specifications contain authorisations, limitations, and provisions specific to the operator's operation. The operator must acknowledge receipt of these documents.
- 8.1.2 The certificate holder is responsible for continued compliance with Cabo Verde regulations and the authorisations, and provisions of its certificate and operations specifications. As a certificate holder's operation changes, the operating provisions will be amended accordingly. The process for amending operating provisions is similar to certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The AAC is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with Cabo Verde Civil Aviation Regulations and safe operating practices.



The image shows the AAC logo, which consists of the letters 'AAC' in a stylized font above the text 'AGÊNCIA DE AVIAÇÃO CIVIL' and 'Civil Aviation Authority'. Below this, it says 'Praia / Cabo Verde'. A blue ink signature is written over the logo and extends to the right. Below the signature, the name 'João dos Reis Monteiro' and the title 'President of the Board' are printed.

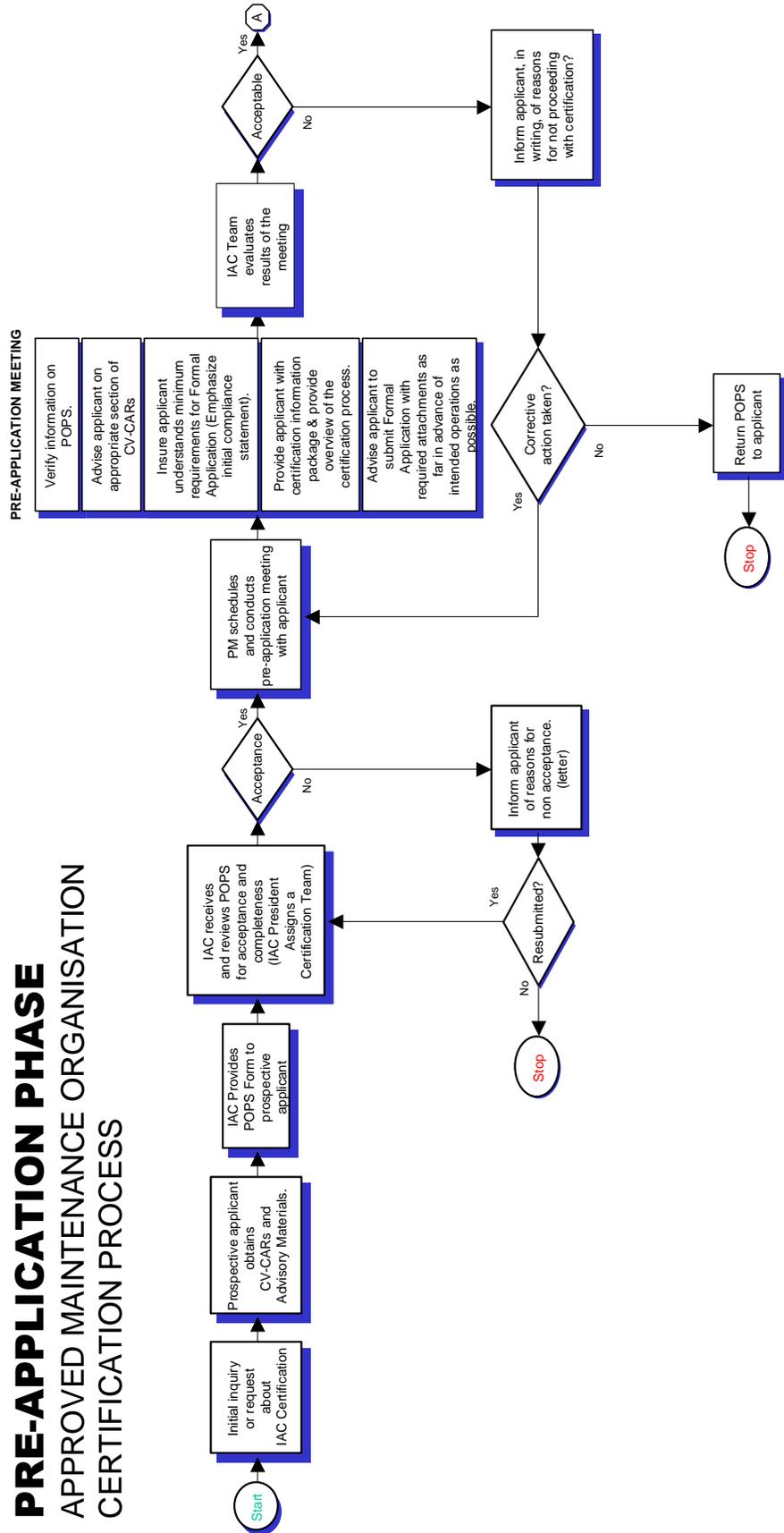
João dos Reis Monteiro
President of the Board

Annex A – Certification Process Flow Chart.

Page 1 of 5

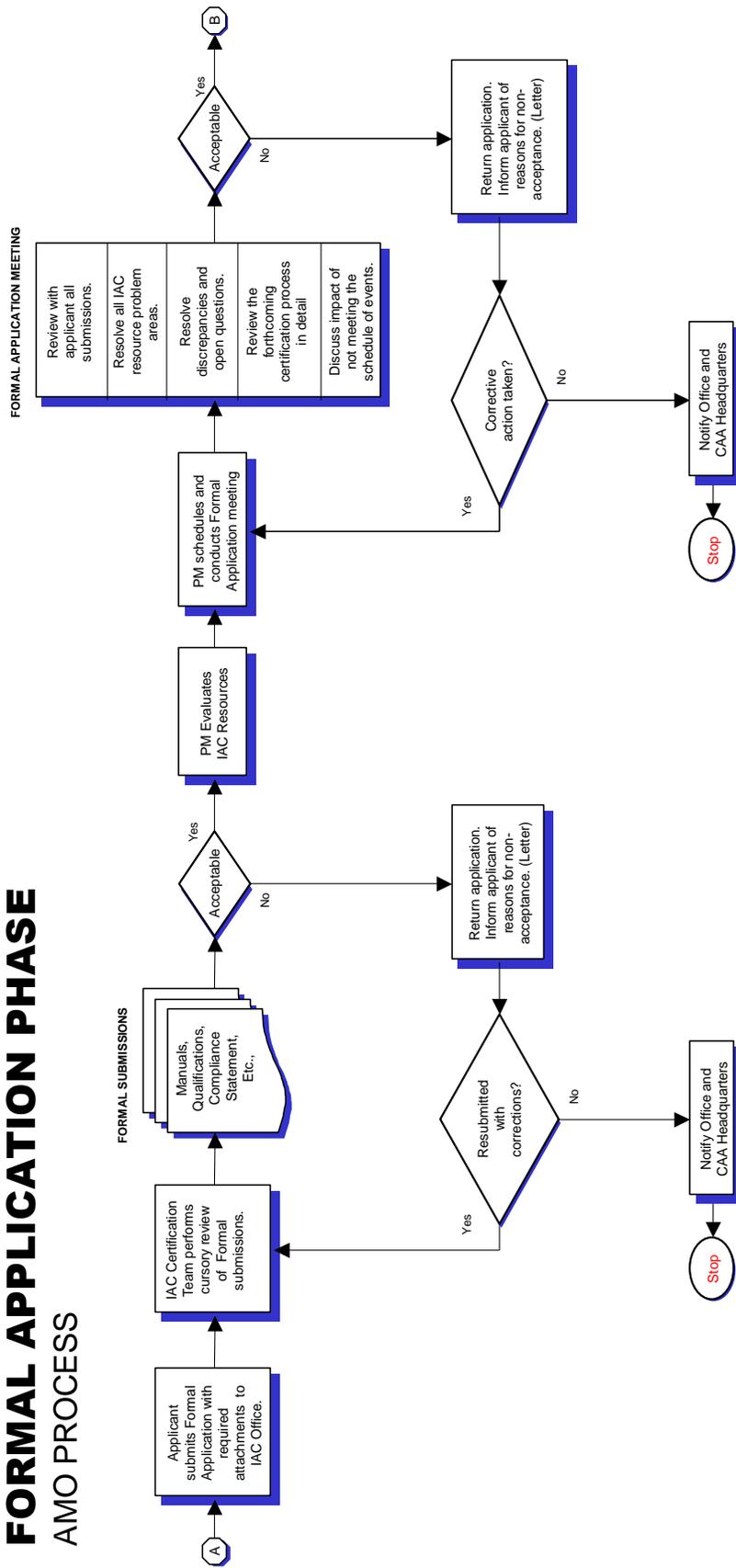
The flow charts on the following pages are representative of the AMO Certification Process. This chart also represents the process for the certification of an Approved Maintenance Organisation.

**PRE-APPLICATION PHASE
APPROVED MAINTENANCE ORGANISATION
CERTIFICATION PROCESS**



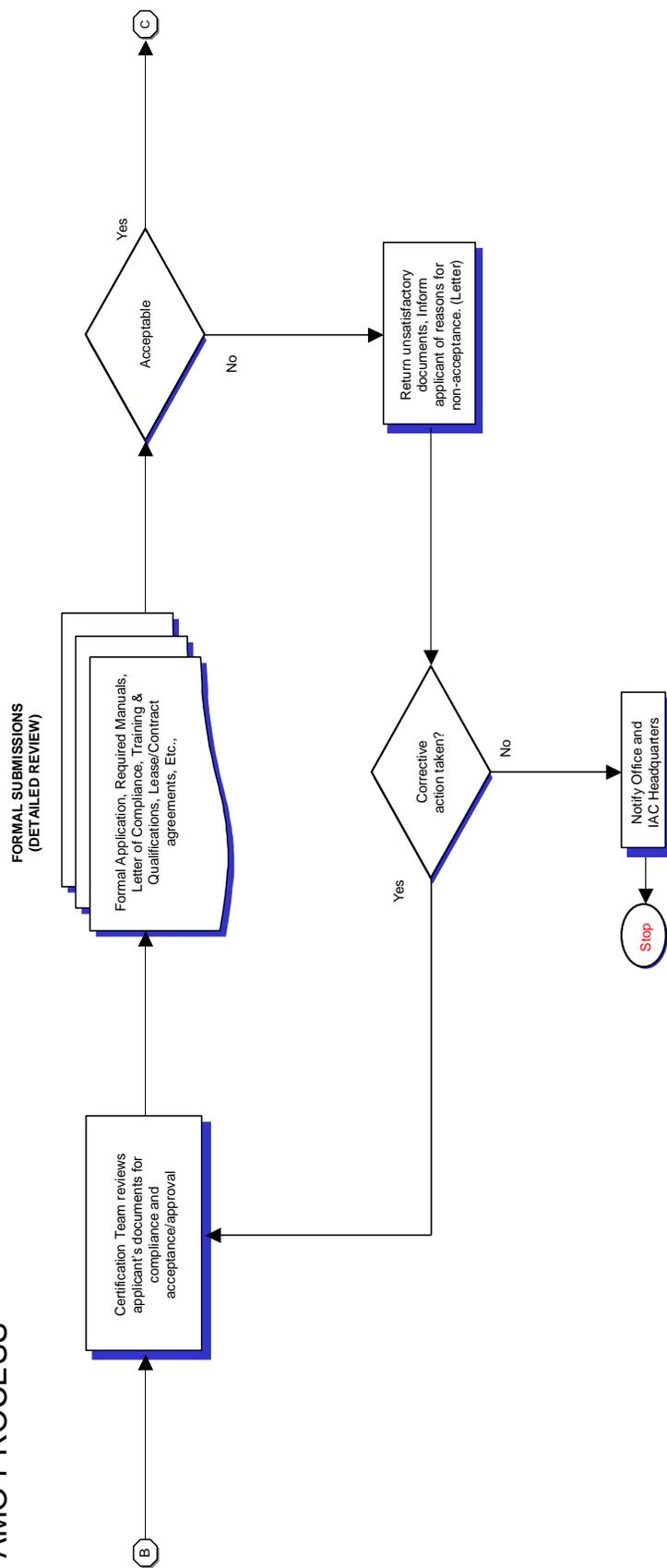
**Annex A – Certification
Process Flow Chart.
Page 2 Of 5**

**FORMAL APPLICATION PHASE
AMO PROCESS**



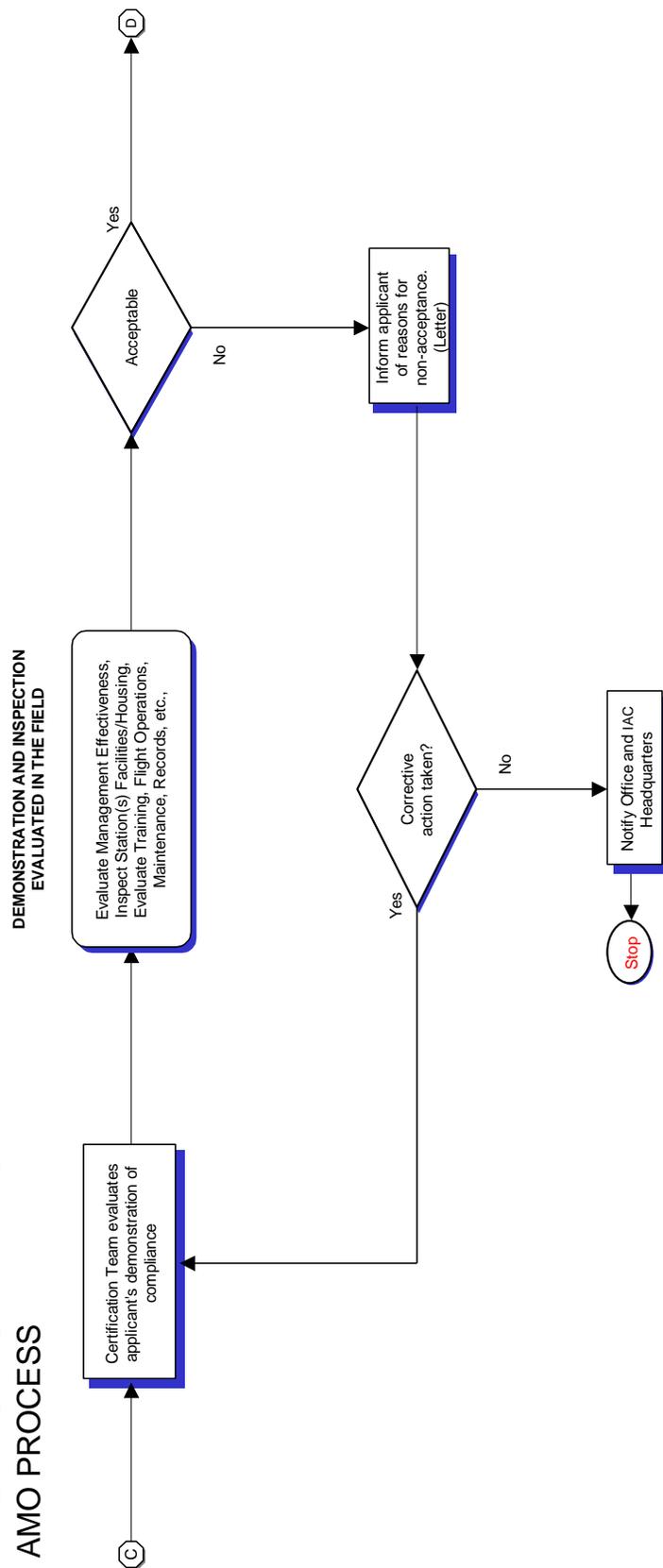
**Annex A – Certification
Process Flow Chart.
Page 3 of 5**

DOCUMENT COMPLIANCE PHASE
AMO PROCESS



**Annex A – Certification
Process Flow Chart.
Page 4 of 5**

**DEMONSTRATION AND
INSPECTION PHASE
AMO PROCESS**



**Annex A – Certification
Process Flow Chart.
Page 5 of 5**

**CERTIFICATION PHASE
AMO PROCESS**

