



SWAZILAND CIVIL AVIATION AUTHORITY

FORM: AC-AWS006D

August 2011

**MAINTENANCE ORGANIZATION CERTIFICATION JOB AID
AND SCHEDULE OF EVENTS**

Office Name of Company		Location Address																					
Mailing Address (if different from location)																							
Reg. Reference		Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished																	
I. Pre-application Phase																							
A. Initial inquiry: Inspector: _____ 1. Certification Advisory Circular provided to prospective approved maintenance organization.																							
B. Certification Team Designated <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Specialty</th> </tr> </thead> <tbody> <tr> <td>TL</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <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>			Name	Specialty	TL																		
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TL																							
C. Conduct Pre-application Meeting 1. <input type="checkbox"/> Focus on OAS Form Information 2. <input type="checkbox"/> Overview of Certification Process and need to submit a proposed certification schedule of events. 3. <input type="checkbox"/> Provide Certification Package:																							

	<input type="checkbox"/> Application Form: AWS 011B <input type="checkbox"/> OAS Form: AWS 011C <input type="checkbox"/> Proposed Schedule of Events Form: AWS 011G					
4. Explain Formal Application Submissions						

Reg. Reference	II. Formal Application Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Review Applicant's Submission					
	1. Formal Application Form					
	a. Application Form (Approved Maintenance Organization)					
	2. Formal Application Attachments					
	a. Completed schedule of events Form: AWS 011E					
	b. Two completed maintenance procedure manuals					
	c. Completed Quality Assurance Programme					
	d. Completed initial training programme					
	e. Completed compliance statement					
	f. Roster, records and qualifications of certifying staff					
	g. Qualifications of management personnel					
	h. Completed capability list					
	i. Completed training programme					
	j. Purchase, Lease, and/or contract agreement					
	B. Evaluate CAA Resources Needs Based on Required Approval Process.					
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					

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Reg. Reference	III. Document Evaluation Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Evaluate Applicable Training Programmes					
	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 Approved Maintenance Organization procedures					
	b. Changes to aircraft types					
	c. Changes to aeronautical product types					
	B. Evaluate Personnel Qualifications					
	1. Management Personnel Form: GEN 005					
	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)					

Reg. Reference	III. Document Evaluation Phase – cont.	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	C. Evaluate Applicable Training Programmes					
	4. Training Maintenance Personnel					
	c. Initial, appropriate to assigned tasks					
	d. Knowledge and skills related in human performance					
	5. Training Certifying Staff					
	f. Pre-qualification standards identified					
	g. Basic engineering theory relevant to the airframe structure and systems to the class of aircraft					
	h. Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects					
	i. Company procedures relevant to the tasks (MPM)					
	j. Knowledge and skills related in human performance					
	6. Continuation Training					
	d. Changes in Approved Maintenance Organization procedures					
	e. Changes to aircraft types					
	f. Changes to aeronautical product types					
	D. Evaluate Personnel Qualifications					
	5. Management Personnel					
	f. Base Maintenance Manager					
	g. Line Maintenance Manager					
	h. Workshop manager					
	i. Quality Manager					
	j. Other management personnel as assigned					
	6. Certifying Staff					
	7. Maintenance Personnel					
	8. Instructor(s)					

Reg. Reference	IV. Demonstration and Inspection Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Evaluate Organization Conducting Training					
	1. Training Facilities					
	2. Training Schedules					
	3. Instructor Qualification/Training					
	4. Management Personnel					
	5. Training Evaluation					
	6. Certifying Staff Training					
	7. Evaluation					
	a. Basic engineering relevant to type of aircraft structure and systems Approved Maintenance Organization intends to maintain					
	b. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects					
	c. Approved Maintenance					
	d. Organization procedures related to the task (MPM)					
	e. Assigned tasks and responsibilities					
	f. Knowledge and skills related to human performance					
	g. Co-ordination with other maintenance personnel and flight crew					
	h. Curriculum and standards for training					
	i. Pre-qualification Evaluation for Certifying Staff					
	j. Initial Training					
	k. Continuation Training					
	l. Other					
	8. Maintenance Personnel Training Evaluation					
	a. Assigned tasks and responsibilities					
	b. Knowledge and skills related to human performance					

Reg. Reference	IV. Demonstration and Inspection Phase – cont.	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	B. Evaluate Organization Conducting Training					
	9. Training Facilities					
	10. Training Schedules					
	11. Instructor Qualification/Training					
	12. Management Personnel					
	13. Training Evaluation					
	14. Certifying Staff Training					
	15. Evaluation					
	m. Basic engineering relevant to type of aircraft structure and systems Approved Maintenance Organization intends to maintain					
	n. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects					
	o. Approved Maintenance					
	p. Organization procedures related to the task (MPM)					
	q. Assigned tasks and responsibilities					
	r. Knowledge and skills related to human performance					
	s. Co-ordination with other maintenance personnel and flight crew					
	t. Curriculum and standards for training					
	u. Pre-qualification Evaluation for Certifying Staff					
	v. Initial Training					
	w. Continuation Training					
	x. Other					
	16. Maintenance Personnel Training Evaluation					
	c. Assigned tasks and responsibilities					
	d. Knowledge and skills related to human performance					

Reg. Reference	V. Certification Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Complete Form (Approved Maintenance Organization)					
	B. Prepare Approved Maintenance Organization Certificate					
	C. Prepare Approved Maintenance Organization Operations Specifications					
	D. Present signed Approved Maintenance Organization Certificate and Operations Specifications to Approved Maintenance Organization					
	E. Prepare Certification Report					
	1. Assemble Report/Attachments					
	a. Completed POPS					
	b. Completed Formal Application Form (Approved Maintenance Organization)					
	c. Completed Compliance Statement					
	d. Copy lease/contract agreement(s)					
	e. Copy of signed Approved Maintenance Organization Certificate					
	f. Copy of signed Approved Maintenance Organization Operations Specifications					
	g. Copy of completed Capability List					
	h. Copy of other Contracting States Certificate(s) and Operations Specifications					
	i. Copy of maintenance functions under contract					
	j. Copy of approved specification(s) if issued a Specialized Service Rating					
	k. Certification Checklist/Schedule of Events					
	l. Certification report (Summary of difficulties)					

	m. All correspondence between the applicant and Authority.					
	n. Suggestions to improve certification process					
	o. Distribute Report					

Reg. Reference	V. Certification Phase – cont.	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	F. Complete Form (Approved Maintenance Organization)					
	G. Prepare Approved Maintenance Organization Certificate					
	H. Prepare Approved Maintenance Organization Operations Specifications					
	I. Present signed Approved Maintenance Organization Certificate and Operations Specifications to Approved Maintenance Organization					
	J. Prepare Certification Report					
	2. Assemble Report/Attachments					
	p. Completed POPS					
	q. Completed Formal Application Form (Approved Maintenance Organization)					
	r. Completed Compliance Statement					
	s. Copy lease/contract agreement(s)					
	t. Copy of signed Approved Maintenance Organization Certificate					
	u. Copy of signed Approved Maintenance Organization Operations Specifications					
	v. Copy of completed Capability List					
	w. Copy of other Contracting States Certificate(s) and Operations Specifications					

