



EAC

145_5

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CERTIFICATION OF APPROVED MAINTENANCE ORGANIZATION

145.5.1. GENERAL.

Advisory Circulars (EACs) are issued by the Egyptian Civil Aviation.

145.5.2. PURPOSE.

This Advisory Circular (EAC) is issued to provide guidance and information to organizations and Operators on the certification process of maintenance organizations. The process is designed to ensure that holder of the Approved Maintenance Organization Certificate is fully aware of the applicable Regulations, has satisfied all the requirements and is capable of fulfilling and maintaining the approval standards

145.5.3. APPLICABILITY.

This (EAC) applies to ECAR –part 145 domestic approved maintenance organizations.

145.5.4. CANCELLATION.

This is the first AC on this issue.

145.5.5 EFFECTIVE DATE.

This Advisory Circular is effective on 01 .Dec. 2014.

145.5.6.REFERENCES.

- Egyptian Civil Aviation Regulation. ECAR-part 1 (Definitions and abbreviations) (As amended)
- Egyptian Civil Aviation Regulation. ECAR- part 145 (Approval of Maintenance Organizations or Repair Stations). (As amended)
- Egyptian Civil Aviation Regulation. ECAR- part 43 (Maintenance, Preventive Maintenance, And Alterations), (As amended).
- Egyptian Civil Aviation Regulation. ECAR-part 65(Certification of Ground Crew Members), (As amended).
- Egyptian Civil Aviation Regulation. ECAR-part 19 (ESTABLISHMENT OF SAFETY MANAGEMENT SYSTEM).

145.5.7. Guidance and procedure .

145.5.7.1 Guidance

- This (EAC) is issued to help the applicant to be approved under the ECAR part 145 and describe the certification process.
- *The certification process starts only after the ministerial decree has been issued.*

145.5.7.2 Reserved

145.5.7.3 Certification processes are:

- i) Pre-application.
- ii) Formal Application.
- iii) Document Evaluation.
- iv) Demonstration and Inspection.
- v) Certification.

i- Pre-Application process

- a) The intending applicant for maintenance organization approval expresses the intention to the Authority. This can be in writing, or a visit to the Authority.
- b) A pre-application meeting is arranged between the applicant and the Authority to discuss the application requirements and certification process.
- c) The Authority Provide the applicant with ECAA Form 12120-XX Pre Application Statement of Intent (PASI) to the intending holder of an AMO certificate:

ii- Formal Application process

- (a) ECAR 145 of the Civil Aviation (Approved Maintenance Organization) Regulations Requires.
- (b) An applicant for a Maintenance Organization (AMO) certificate submits the following to:
The Authority at least 90 days before the intended day of operations
 - (1) An application on a form and in a manner prescribed by the Authority (12120-054)
 - (2) The applicant's maintenance Exposition manual in duplicate;
 - (3) A list of the maintenance functions to be performed for it, under contract, by another AMO;
 - (4) A list of all AMO certificates and ratings to those certificates issued by any Contracting State Other than EGYPT; and
 - (5) Any additional information the Authority requires the applicant to submit, e.g. PASI, Statement of Compliance and Management Personnel.

iii- Document Evaluation process

- a) The Authority Inspectors carry out an in depth review of the contents of each document Submitted for regulatory compliance, relevance and scope. It is required that all the documents contain a Statement of compliance with ECAR part 145.
- b) In general the documents are required to explain, define and illustrate the entire organization Structure, functions, activities and programs. It is required they show how the organization shall comply with the Regulations, and how the terms of approval shall be continually maintained after certification and approval has been granted, i.e. Internal audits and findings corrective action procedures
- c) Maintenance organization Exposition Manual Evaluation.
- d) Maintenance safety management system manual evaluation.
- e) Key personnel Approvals (maintenance manager, Quality manager, Safety manger...)

iv- Demonstration and Inspection process

The Authority Shall carry out an inspection of the organization facility, stations, programs, systems and processes to ensure that the organization declarations and commitments stated in the documents are actually available, functional, are of the recommended standard and that there are qualified persons in the recommended numbers to perform the aircraft maintenance related activities in the organization different departments and sections.

v- Certification process

- a) When all regulatory requirements for approval of a maintenance organization have been satisfactorily met, the Authority shall prepare and issue to the applicant the Approval Certificate that shall be valid for a period of twelve calendar months (12

months) and the Operations Specifications which indicate the approval scope and limitations.

- b) The Authority shall open a file for the approved AMO to keep record of the Documents generated during the certification process. These shall include:
- (1) The completed PASI Form;
 - (2) The Formal Application and cover Letter for Approved Maintenance Organizations;
 - (3) A completed Statement of Compliance with ECAR part 145;
 - (4) The Inspection check list form 12120-008;
 - (5) All correspondence between the applicant and the Authority;
 - (6) Minutes of the meetings held with the applicant;
 - (7) Copies of the Lease / Contract Agreements (as applicable);
 - (8) A list of maintenance functions under contract;
 - (9) All findings and items require corrective action during certification;
 - (10) Final certification summary report (Memorandum to P-ECAA) including Recommendation.

Form 12120-115
Pre-Application Statement of Intent - PASI

PROSPECTIVE MAINTENANCE
ORGANIZATION'S PRE-ASSESSMENT STATEMENT

PRE-ASSESSMENT STATEMENT		
To be completed by an applicant for approval as an approved Maintenance organization (AMO)		
1. Organization name:		
Organization address :		
Telephone:		
Fax :		
E-mail:		
2. Proposed start-up date:		
3. Management and key staff persone		
Name	Title	Telephone, fax and e-mail
4.AMO Proposed rating for maintenance:		
<input type="checkbox"/> Airframe	<input type="checkbox"/> Component	
<input type="checkbox"/> Power plant	<input type="checkbox"/> Instruments	
<input type="checkbox"/> Propeller	<input type="checkbox"/> Accessory	
<input type="checkbox"/> Avionics	<input type="checkbox"/> Specialized service	
5.Additional information that provides a better understanding of the proposed operation or business		
(attach additional sheets, if necessary):		
6.The signature and the information contained in this form denote an intent to apply as a maintenance organization, as appropriate.		
Signature:	Date:	Name and title:

To be completed by the Civil Aviation Authority (CAA)	
Received by (name and office):	Date received: (day/month/year)
Date forwarded to the President of ECAA (day/month/year):	For: <input type="checkbox"/> Action <input type="checkbox"/> Information only
Remarks:	