



**AIRWORTHINESS**

**ADVISORY**

**CIRCULAR**

CIVIL AVIATION AUTHORITY OF BOTSWANA

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CAAB Document AAC-018

**FOREIGN APPROVED  
MAINTENANCE ORGANISATION  
(AMO) CERTIFICATION**

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## 1. PURPOSE

This Airworthiness Advisory Circular (AAC) is issued to provide information and guidance to a foreign AMO on acceptable means and process by which the AMO may qualify for the issue of an AMO Certificate in accordance with Botswana Civil Aviation Regulations (CARs).

## 2. STATUS OF THIS ADVISORY CIRCULAR

This AAC is an original issuance.

## 3. EFFECTIVE DATE

This AAC becomes effective immediately.

## 4. APPLICABILITY

This AAC is applicable to air operators, maintenance organizations, and other entities involved in maintenance of Botswana registered aircraft and/or associated aeronautical products.

## 5. RELATED REGULATIONS

Copies may be obtained from the Government Printer.

- Civil Aviation (Approved Maintenance Organisations) Regulations
- Civil Aviation (Airworthiness) Regulations
- Civil Aviation (Air Operator Certification and Administration) Regulations
- Civil Aviation (Aircraft Operations) Regulations
- Civil Aviation (Personnel Licensing)(General) Regulations
- Civil Aviation (Personnel Licensing)(Other Personnel) Regulations

## 6. RELATED PUBLICATIONS

The CAAB (the Authority) publishes the “*Guide to Flight Safety Publications*” that provide more information on advisory circulars containing guidance and acceptable means of complying with the regulatory requirements.

## 7. DEFINITIONS AND ACRONYMS

7.1 The following definitions are used in this circular:

**Authority** means the CAAB, unless otherwise specified

**OpSpecs** means Operations Specifications

7.2 The following acronyms are used in this circular

**AC** Advisory Circular

**AMO** Approved Maintenance Organization

**AOC** Air Operator Certificate

**BCAR** Botswana Civil Aviation Regulations

**CAAB** Civil Aviation Authority of Botswana

**ICAO** International Civil Aviation Organization

*Advisory Circulars (ACs) are intended to provide advice and guidance to illustrate an acceptable means, but not necessarily the only means, of complying with the regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material. Where a regulation contains the words “prescribed by the Authority,” the AC may be considered to prescribe a viable method of compliance, but status of that “prescription” is always “guidance” (never regulation).*

<b>MCM</b>	Maintenance Control Manual
<b>MPM</b>	Maintenance Procedures Manual
<b>POPS</b>	Prospective Operator Pre-assessment Statement
<b>SCS</b>	Special Conditions Supplement

## 8. BACKGROUND

There is often a need for an individual, organization or air operator to use AMOs that are located outside Botswana to complete aircraft maintenance requirements of the Botswana Civil Aviation Regulations. This is sometimes driven by cost considerations or simply because the maintenance facilities, resources, equipment and expertise necessary to support the specialized maintenance required are not available in Botswana.

## 9. GENERAL INFORMATION

- 9.1 Regulation 71.(2) of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2013 allows an air operator in Botswana to make arrangements with an appropriately rated AMO for the performance of maintenance of its aircraft and/or associated aeronautical products (*e.g. engines, propellers, appliances/components*) as provided in the air operator's maintenance programme and maintenance control manual (MCM).
- 9.2 The Authority will issue an AMO Certificate to a foreign AMO to conduct maintenance on Botswana registered aircraft and the associated aeronautical products, subject to the AMO being in compliance with the Civil Aviation (Approved Maintenance Organizations) Regulations and the Special Conditions prescribed by the CAAB in this AC.
- 9.3 The foreign AMO must hold a valid local Authority approval certificate appropriately rated for the scope of maintenance to be carried out on Botswana registered aircraft. The AMO Certificate issued by the CAAB will be based on and limited to the AMO's local Authority approval scope of work.
- 9.4 The CAAB will enter into an agreement with the Authority responsible for the oversight of the foreign AMO for provision of any suspension of its approval and or safety related concerns observed during audit and surveillance which the approval is based on. The foreign Authority will copy CAAB their surveillance reports in respect of the approved foreign AMO.
- 9.5 The AMO should have an effective working independent quality system to ensure that the AMO remains in compliance with the local approving Authority regulatory requirements and the **Special Conditions Supplement (SCS) to a Foreign AMO Maintenance Procedures Manual (MPM) Document** approved by the CAAB in accordance with Regulation 25 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2012. Internal audits must be carried out annually (or be carried out progressively over the one year period) and must cover the applicable local Authority Regulations and the Special Conditions outlined in this AC.
- 9.6 The AMO must use genuine parts with traceability during maintenance of aircraft/aeronautical products for which it is rated, and issue a certificate of release to service upon completion of the maintenance in accordance with applicable limitations. The CAAB approval certificate number and the local Authority approval number shall appear on the Release/Return to service certificates.
- 9.7 The return to Service of the aircraft must be in accordance with the procedures approved by the Authority and in compliance with Regulation 30 of the Civil Aviation (Approved Maintenance Organization) Regulations, 2012.

- 9.8 The foreign AMO must have, as part of its MPM, a Special Conditions Supplement (SCS) approved by the CAAB. The SCS is meant to cater for the specific differences that might exist between Botswana Civil Aviation (AMO) Regulations and the foreign Authority Regulations. The SCS should contain, among other things, a statement of commitment signed by the AMO Accountable Manager that, “The AMO shall comply with the Civil Aviation Regulations and the special conditions therein, and shall recognize the consequences of failure to comply when performing maintenance functions on Botswana registered aircraft or associated components” before the SCS can be approved.

## 10. THE APPROVED SPECIAL CONDITIONS SUPPLEMENT

- 10.1 The SCS is prepared and submitted to the CAAB together with the approval application form.
- 10.2 It takes into account huge multi-function AMOs by addressing only those functions where the Authority safety oversight concerns are limited as the case may be when working on Botswana registered aircraft.
- 10.3 The SCS contains civil aircraft maintenance procedures and information approved by the Authority that commits the foreign AMO to carry out maintenance in accordance and in compliance with the Civil Aviation (Approved Maintenance Organisations) Regulations.
- 10.4 When approved, the SCS forms part of the foreign AMO MPM. This SCS together with the foreign AMO local Authority approved MPM form the basis of approval of a foreign AMO to carry out maintenance on aircraft and/or components in accordance with Botswana Civil Aviation (AMO) Regulations. The approved SCS also provides the CAAB inspectors with the scope of reference when auditing and/or carrying surveillance functions on a Foreign AMO.
- 10.5 An example of the content structure of a SCS to the foreign AMO MPM is included in this AC as **Appendix 1**. The AMO is required to hold valid maintenance agreements with all the Botswana operators for which it performs maintenance work. The maintenance agreement shall state the scope of work the AMO has been contracted to perform.

**NOTE:** This scope of work must be included in the approved Special Conditions Supplement OpSpecs

## 11. SUBCONTRACTED MAINTENANCE

The AMO shall not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance sub contract agreement with another AMO that is appropriately rated and approved to perform such maintenance work.

## 12. APPLICATION FOR APPROVAL

- 12.1 The foreign AMO that wishes to be approved in accordance with the Civil Aviation Regulations to carry out maintenance on Botswana registered aircraft/aeronautical products should complete and submit the application form (**CAAB Form AIR 145**) to the Authority in a manner prescribed in Regulation 6.(4) of the Civil Aviation (Approved Maintenance) Organisation) Regulations, 2012. The application form should be accompanied by:
- (a) A list of maintenance functions to be performed for the AMO, under contract;
  - (b) A list and copies of all AMO certificates and ratings pertinent to those certificates issued by ICAO contracting states other than Botswana; and,
  - (c) Non-refundable application fee of BWP 5000.00.

- 12.2 The Authority shall decide whether the application will be subjected to the full Five Phases Certification Process described in *Airworthiness Advisory Circular (AAC)-001* or not, and advise the applicant accordingly in writing.
- 12.3 Where it has been decided not to apply the complete certification process, the following procedure shall apply:
- 12.3.1 The AMO should express the need to perform maintenance on Botswana registered aircraft by letter communication, and ensure the following documents are submitted to the CAAB:
- (a) Completed formal application (**CAAB Form AIR 145**)
  - (b) Completed POPS form (**CAAB Form AIR 143**)
  - (c) Maintenance Procedures Manual (MPM) (*nb: soft copies acceptable only if signed*)
  - (d) Copy of the Special Condition Supplement (SCS)
  - (e) Draft OpSpecs specifying ratings sought from the CAAB
  - (f) Approval fee.
- 12.3.2 Once all the foregoing items have been submitted to the CAAB, the approval process will begin.
- 12.3.3 The application and attachments will be evaluated and if acceptable the Authority shall advise the AMO of the necessary facilitation requirements for CAAB inspectors to carry out the pre-approval inspection. The inspection will be done on a cost-recovery basis.
- 12.3.4 If the inspection is satisfactory the Authority will:
- (i) Approve the MPM Special Condition Supplement.
  - (ii) Issue the AMO Approval Certificate and the OpSpecs.
- 12.4 Line stations will be approved only if the parent Foreign AMO complies with the requirements of this AC, i.e. it holds a valid local Authority AMO Certificate with ratings for the aircraft/component type(s) and scope of work relevant to the required line station services.

### 13. APPROVAL CONDITIONS

- 13.1 The foreign AMO must provide right of access to CAAB Inspectors at the AMO facility in compliance with Regulation 34 of the Civil Aviation (Approved Maintenance Organisation) Regulations.
- 13.2 The Authority will not issue (or renew) an Approval Certificate to an AMO that is under formal investigation by the local approving Authority for suspected non-compliance that could result in revocation of the local approval. The Authority approval shall cease to be effective when the foreign Authority approval is not valid or has been revoked.
- 13.3 Amendments to the approved Special Conditions Supplement require Authority approval before application. The approval process may require an audit to verify the AMO capability for the additional rating.

**NOTE:** Inspections/audits of foreign AMOs will be done on a cost recovery basis. The AMO will be invoiced for the CAAB Inspector(s) travel and subsistence costs as per the CAAB Travel Policy.

### 14. RENEWAL OF FOREIGN AMO APPROVAL CERTIFICATE

- 14.1 The AMO must complete a prescribed renewal application Form and submit to the Authority.



- 14.2 The Authority will review the Special Conditions Supplement. Any changes shall require approval.
- 14.3 The renewal application Form and any amendment to the Special Conditions Supplement (if any) should be sent to the Authority at least 30 days prior to expiry of the Approval Certificate, together with the AMO Certificate renewal fee.
- 14.4 The AMO should facilitate the CAAB inspectors to carry out the renewal inspection. The inspection will be done on a cost-recovery basis.
- 14.5 When the Authority is satisfied with the status of the approved Special Conditions Supplement, and the results of the renewal inspection, the Authority will renew the AMO Certificate for a period two (2) years.

## **15. ADDITIONAL RATING TO AN EXISTING AMO**

- 15.1 An approved maintenance organization may apply for:
  - (a) Extension of the AMO ratings.
  - (b) Inclusion of additional capability.
  - (c) Major change to the facility.
- 15.2 The AMO should notify the Authority of the additional ratings and capability to be approved. It should submit the notification of the rating upgrade or variation together with the proposed amendments to the Special Condition Supplement. Depending on the rating upgrade, the Authority will advise whether there is a need to carry out an approval inspection and payment of appropriate fees.

## **16. CHANGES TO THE AMO APPROVAL CERTIFICATE**

- 16.1 When the AMO wishes to make changes like the name, address, location, scope and limitations of coverage it is necessary to inform the Authority of such changes in writing and supply an amended revision of the Special Condition Supplement, including the Accountable Manager's revised commitment statement.
- 16.2 Amendments to the Approval Certificates will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.

## **17. REVOCATION OF THE AMO APPROVAL CERTIFICATE**

- 17.1 Any AMO approved by the CAAB in accordance with Botswana Regulations and the conditions specified in this AC could have a complete or partial revocation of the approval, should the CAAB establish that there is a significant failure to comply with the conditions of the approval.
- 17.2 It should also be noted that the local Authority AMO certificate expiry or withdrawal automatically invalidates the CAAB Approval Certificate.

## **18. SUBCONTRACTING MAINTENANCE WORK**

- 18.1 An Approved Maintenance Organisation (AMO) may sub-contract maintenance work to another AMO. If however the sub-contracted AMO is not approved by the CAAB it is required that at least the following are met:
  - (a) The AMO must hold a local Authority approval for the work which is being sub-contracted.

- (b) The approved AMO still remains responsible for the quality of the released to service of the sub-contracted maintenance work, including the appropriate airworthiness requirements.
- (c) Have necessary procedures (i.e. Maintenance Agreement) for the control of the sub-contracted activities, together with the terms for the personnel responsible the management.

  
.....  
For/Civil Aviation Authority of Botswana



Date: 17/12/2013

*End of Advisory Circular*

## APPENDIX 1

### SPECIAL CONDITIONS SUPPLEMENT (SCS) TO A FOREIGN AMO MAINTENANCE PROCEDURES MANUAL (MPM)

Approved SCS Ref. No. ....

Foreign AMO MPM Ref. No. ....

Foreign AMO Name and Address:  
.....  
.....  
.....

Foreign AMO Local Authority Approval No.....

The CAAB AMO Approval No. ....

This approved Special Conditions Supplement (SCS) forms part of the foreign AMO Maintenance Procedures Manual (MPM).

This SCS together with the foreign AMO local Authority approved MPM form the basis of approval of a foreign AMO to carry out maintenance on aircraft and or components in accordance with The Civil Aviation (Approved Maintenance Organization) Regulations.

#### CONTENTS

##### 1.0 LIST OF EFFECTIVE PAGES

##### 2.0 STATEMENT OF COMPLIANCE

*For guidance, see Airworthiness Advisory Circular (AAC) – 001, Paragraph 7.5 (c) and Appendix 7*

##### 3.0 AMENDMENT PROCEDURE

Identify the position within the AMO that is responsible for amendment action and coordinating the approval process of the SCS.

##### 4.0 INTRODUCTION

- 4.1 This paragraph should address why the supplement is necessary.
- 4.2 Regulation 56 of the Civil Aviation (Air Operator Certification and Administration) Regulations provides for Authority approval of a foreign based maintenance organization or repair station to carry out maintenance on Authority approved AOC holder's aircraft
- 4.3 The SCS is meant to cater for the specific Authority requirements and differences that might be there between Civil Aviation (Approved Maintenance Organisation) Regulations and the foreign Authority Regulations. The foreign AMO shall be approved when the Authority is satisfied that the AMO complies with maintenance Special Conditions specified in this AC.

##### 5.0 ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

- 5.1 This paragraph represents the statement by the Accountable Manager that the organization will comply with the conditions specified in the SCS and operate in accordance with the Civil Aviation (Approved Maintenance Organisation) Regulations.
- 5.2 An acceptable statement for this paragraph would be:

5.2.1 This Supplement in conjunction with the foreign AMO approved MPM Ref. .... defines the organization and procedures upon which the Authority approval has been granted.

5.2.2 These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the conditions of the Civil Aviation (Approved Maintenance Organisation) Regulations.

5.2.3 It is accepted that the AMO's procedures do not override the necessity of complying with any additional requirements formally published by the Authority and notified to this organization from time to time.

5.2.4 It is understood that the Authority Approval Certificate will be valid whilst the Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the Authority reserves the right to revoke the Approval Certificate if it considers that procedures are not followed or standards not upheld.

.....  
*Signed by the Accountable Manager  
For and on behalf of the AMO*

**Note:** Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous Authority Acceptance.

## 6.0 APPROVAL BASIS AND LIMITATION

6.1 The Authority approval is based upon the AMO compliance with local Authority Regulations and Requirements except where varied by the conditions specified in this AC.

6.2 The Authority approval is limited to the work scope listed below, and as indicated in the approval document Operations Specifications (OpSpecs). In any case whatsoever it must not exceed the scope of work permitted by the foreign local Authority as indicated on the approval document.

## 7.0 ACCESS BY THE AUTHORITY

It should be stated that CAAB inspectors will be allowed access to the AMO for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems as required by Regulation 12 of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2013.

## 8.0 WORK ORDERS

8.1 It is the responsibility of the operator to raise the maintenance work orders and scheduled maintenance inspection check list or work package task cards specifying the inspections, repairs, modifications, overhaul, airworthiness directives and parts replacements that should be carried out and to make sure that the AMO receives them in time for the work to be accomplished within the required time frame.

8.2 The operator remains responsible for correctly informing the AMO by work order of all required mandatory maintenance inspections and modifications.

## 9.0 APPROPRIATE MAINTENANCE AND ENGINEERING REFERENCE MANUALS.

It is the responsibility of the Operator to ensure that the AMO is furnished with all relevant, current maintenance and engineering technical documents (e.g. Manuals, ADs and SBs) appropriate for the type aircraft, reference may be made to Regulation 13 of the Civil Aviation (Operation of Aircraft) Regulations and Regulation 39 of the Civil Aviation (Airworthiness) Regulations.

## 10.0 MAJOR REPAIRS / MODIFICATIONS

The procedure for the AMO to ensure that the Authority approves major repairs and alterations (modifications) when necessary or has confirmed that the AMO local Authority approved data is acceptable. The AMO should request the operator to provide such written proof from the Authority.

**Note:** The Authority accepts repairs and modifications issued by the Manufacturer and approved by the Authority of the state of manufacture through the Type Certificate holder.

## **11.0 RELEASE OF COMPONENTS AFTER MAINTENANCE**

- 11.1 Release to service of components up to and including complete powerplants should be carried out in accordance with the AMO local Authority Regulations. At the completion of maintenance appropriate release to service documents and certificates should be issued by the AMO. The AMO release to service certificates must indicate the CAAB approval number in addition to the local Authority approval. Reference may be made to Regulations 30 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2012.
- 11.2 The release to service certifying statement shall specify any overhaul, repairs, alterations/modifications, Airworthiness Directives, replacement parts and quote the reference and issue/revision of the approved data used, (EASA Form One is a typical acceptable component release to service document after maintenance).

## **12.0 VALIDITY OF AIRWORTHINESS CERTIFICATE**

The Operator or owner is responsible for ensuring that the Certificate of Airworthiness (C of A) remains valid. The AMO however, should ensure that the aircraft is airworthy before it issues the aircraft release to service certificate after maintenance.

## **13.0 RELEASE OF AIRCRAFT AFTER MAINTENANCE**

- 13.1 Release to service of aircraft shall be carried out in accordance with the AMO local Regulations requirements except where and when stated otherwise in this paragraph. Where the operator requires to use its own release to service documents, this shall be done in accordance with Regulations 30 of the Civil Aviation (Approved Maintenance Organisations) Regulations.
- 13.2 The release to service document shall specify the aircraft maintenance check carried out, plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used.
- 13.3 Any work not carried out shall be clearly indicated and the operator informed. This should be work within the permitted deviations of the approved maintenance program and it could be when:
- (a) Some of the maintenance work requested by the operator has not been carried out.
  - (b) Or a case where the particular maintenance work requirement is not approved by the AMO local Authority.
- 13.4 Otherwise the AMO must issue the certification when all required maintenance has been carried out and appropriately certified.
- 13.5 The AMO's CAAB approval Certificate Number and the local Authority approval Certificate Number must be quoted on the release to service documents

## **14.0 REPORTING OF UN AIRWORTHY CONDITIONS**

- 14.1 The procedure that will be followed to report unairworthy conditions found should be stated indicating the time frame within which the report must be made and to who.
- 14.2 Regulation 33 of the Civil Aviation (Approved Maintenance Organization) Regulations requires that the report be made to the Authority as soon as possible but in any case not later than three days (72 hours).

## 15.0 QUALITY MONITORING (QM) SYSTEM

- 15.1 Regulation 14 of The Civil Aviation (Approved Maintenance Organisation) Regulations, 2012 requires an independent AMO quality system.
- 15.2 The QM system procedures shall explain the independent audit system, the management control and follow up system, and the annual audit schedule program.
- 15.3 A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies.

## 16.0 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE

A statement that appropriate housing, facilities and equipment are available and shall be provided for aircraft/components whose maintenance is being contracted. Reference may be made to Regulations 16 and 17 of the Civil Aviation (AMO) Regulations.

## 17.0 COMPONENTS AUTHORIZED FOR USE DURING MAINTENANCE & MODIFICATION

- 17.1 Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment. They should be traceable to the Type Certificate (TC) holders Parts Catalogue and MUST be in a satisfactory condition for fitment.
- 17.2 New components should be accompanied by appropriate release document issued by the approved Production Certificate holder.
- 17.3 Used components should be traceable to an approved maintenance organizations or repair stations which certified the previous maintenance and in case of life limited parts certified the cycles and life used.

## 18.0 SUB-CONTRACTED MAINTENANCE

- 18.1 A statement on how sub-contracted maintenance work shall be managed.
- 18.2 Regulation 28 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2012 provides for AMO sub-contracting maintenance work to another AMO, (approved or not approved by the Authority). In any case, it is required that there exist a maintenance contract agreement between the two AMOs stating what specific work activity has been contracted.
- 18.3 The contracting AMO must have proof that the sub-contracted AMO holds the required local Authority approval and capability for the contracted maintenance work.
- 18.4 Whatever the case, the contracting AMO remains responsible for the quality of the maintenance being carried out by the sub-contracted AMO.

### **Notes:**

- (i) *The AMO shall not be contracted to perform any work which is not within its scope of approval unless it has an acceptable maintenance sub contract agreement with another AMO that is appropriately rated and approved to perform such maintenance work.*
- (ii) *In such a case the sub-contracted AMO may not need to be approved by the Authority, however, the maintenance sub-contract agreement must clearly indicate that the approved AMO still remains responsible for the quality and the release to service of the sub-contracted maintenance work.*

## APPENDIX 2

### APPLICATION FOR APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND/OR RATINGS (CAAB Form AIR 145)

*NOTE: A copy of this form may be obtained from the CAAB Flight Safety Office or website ([www.caab.co.bw](http://www.caab.co.bw))*

<b>REPUBLIC OF BOTSWANA</b> Civil Aviation Authority of Botswana		<b>Application for Approved Maintenance Organisation Certificate and/or Ratings</b>	
<b>1. Approved Maintenance Organisation Name, Number, Location and Address</b>		<b>Reasons for Submission</b>	
a. Official Name of <b>Maintenance Organisation</b> :	Number:	<input type="checkbox"/>	Original Application for Certificate and Rating
b. Location where business is conducted:		<input type="checkbox"/>	Change in Rating
c. Official Mailing Address of Approved <b>Maintenance Organisation</b> (Number, Street, City, State, & Zip <i>(if applicable)</i> )		<input type="checkbox"/>	Change in Location or Housing and Facilities
Doing business As:		<input type="checkbox"/>	Change in Ownership
		<input type="checkbox"/>	Renewal/Re-certification
		<input type="checkbox"/>	Other <i>(Please Specify)</i>
		_____	
		_____	
		_____	
		_____	
		_____	
<b>3. Ratings Applied for (See Regulation 20 of the AMO Regulations):</b>			
<input type="checkbox"/> Airframe	<input type="checkbox"/> Powerplant	<input type="checkbox"/> Propeller	<input type="checkbox"/> Avionics
<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1
<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2
<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3
<input type="checkbox"/> Class 4			<input type="checkbox"/> Class 4
<input type="checkbox"/> Accessories	<input type="checkbox"/> Limited	<input type="checkbox"/> <b>Specialized Service</b> <i>(List Process Specification(s))</i>	
<input type="checkbox"/> Class 1	<input type="checkbox"/> Airframe	<input type="checkbox"/> Accessories	<input type="checkbox"/> Computer
<input type="checkbox"/> Class 2	<input type="checkbox"/> Powerplant	<input type="checkbox"/> Landing Gear	<input type="checkbox"/> Rotor Blades
<input type="checkbox"/> Class 3	<input type="checkbox"/> Propeller	<input type="checkbox"/> Floats	<input type="checkbox"/> Fabric
<input type="checkbox"/> Class 4	<input type="checkbox"/> Instruments	<input type="checkbox"/> Avionics	<input type="checkbox"/> Emergency Equip.
		<input type="checkbox"/> Non-Destructive Test	
<b>4. List of Maintenance Functions contracted to an Outside Organisation:</b>			
<b>5. Applicants Certification</b>			
Name of Owner (Include name(s)) of individual Owner, all partners, or corporation name given the Sate, province, or country and date of incorporation			
I hereby certify that I have been authorised by the approved maintenance organisation identified in item 1 above to make this application and that statements attached thereto are true and correct to the best of my knowledge.			
Date:	Authorised Signature:	Print Name of Authorised Signature:	Title:

For CAAB Use Only	Record of Action Approved Maintenance Organisation Inspection	For CAAB Use Only
<b>6. Remarks (Identify by item number. Include deficiencies found and ratings denied)</b>		
<b>7. Findings - Recommendations</b>		<b>8. Date of Inspection</b>
<input type="checkbox"/> A Station was found to comply with requirements of Civil Aviation (Approved Maintenance Organisation) Regulations. <input type="checkbox"/> B Station was found to comply with requirements of Civil Aviation (Approved Maintenance Organisation), except for deficiencies listed in item 6. <input type="checkbox"/> C Recommend Certificate with rating applied for on application be issued. <input type="checkbox"/> D Recommend Certificate with rating applied for on application (EXCEPT those listed in item) be issued.		
<b>9.</b>	<b>CAAB Office</b>	<b>Signature(s) of Inspector(s)</b>
		<b>Printed Names of Inspectors</b>
<b>10 Supervising or Assigned Inspector</b>		
<b>ACTION TAKEN</b> <input type="checkbox"/> APPROVED As shown on certificate  Issued on date shown <input type="checkbox"/> DISAPPROVED	<b>CERTIFICATE ISSUED</b> Number <hr/> Date <input style="width: 100px;" type="text"/>	Inspector's Signature   <hr/> Inspector's Printed Name  Title



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