



NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

"Approved Maintenance Organization (AMO) Certification Job-Aid"

I. Purpose

FORM: AC-AWS007D

The Approved Maintenance Organization Job-Aid (JA-AMO) is inspector guidance intended for use throughout the Approved Maintenance Organization certification process. The JA-AMO is a project management, record-keeping and communications tool used to -

1. Track the certification progress of an AMO applicant,
2. Provide references for the activities, participation, contribution and observations of NCAA inspectors,
3. Help assure that action required to bestow an AMO upon an applicant is accomplished in a timely manner,
4. Provide a reference to corresponding documentation in the file, thus ensuring complete and appropriate records are maintained, and
5. Inform the AMO Applicant and NCAA leadership upon the accomplishment of key phases of the certification process.

Instructions in the JA-AMO are not a replacement for requirements described in the Nigeria Civil Aviation Regulations (Nig. CARs). Should there be an apparent conflict between information contained in the JA-AMO and Nig. CARs, the Nig. CARs take precedence. Nig. CARs supersede instructions contained in the JA-AMO and any other guidance material that may apply.

II. Contents

1. Five (5) Phase Completion-Validation and Communication pages.
2. Five (5) AMO Application-Tracking Lists

Phase 1	Pre-Application
Phase 2	Formal Application
Phase 3	Document Evaluation
Phase 4	Demonstration and Inspection
Phase 5	Certification

III. Description

1. The JA-AMO is comprised of five (5) "Completion-Validation and Communication" (CVC) cover pages at the beginning of each phase followed by a series of lists corresponding to each of five phases comprising the Nigeria Civil Aviation Authority Approved Maintenance Organization Certification process.

A. CVC cover pages provide space for-

- a. Validating each phase of the AMO process,
- b. Entry of information corresponding to completion of each phase of the certification process, as well as a
- c. Standard format for communicating the accomplishment of each phase internally-hierarchically, within the NCAA, as well as externally - with the AMO applicant.

B. Job-Aid (JA) pages are comprised of tables as described below.

- a. The first row of each JA-AMO page contains a list of headers describing information contained in the columns below; for example -
 - i. Nig. CARs related to each task
 - ii. A condensed textual description of each activity
 - iii. Date information received and/or date accomplished
 - iv. Rating: "Satisfactory" (S), or "Unsatisfactory" (U).
- b. The left side of each table contains titles describing the contents of each row. Rows contain information related to the completion of specific tasks required by Nig. CARs; for example -
 - i. Space for the initials of the AMO team-inspector responsible for particular JA-AMO activity.
 - ii. Dates received, accomplished, and/or returned for changes.
 - iii. Explanatory "Remarks."

IV. Instructions

In consultation with the Director, Airworthiness Standards the CPM assigns NCAA inspectors to AMO tasks in accordance with their specific discipline in the art and practice of aviation, and the corresponding level of skill, experience, knowledge and ability they bring to the project. Depending on the needs of the NCAA, the complexity of the application, and the qualifications of the personnel involved, there may be more than one inspector assigned to each discipline. When there is more than one inspector assigned to each discipline, then one inspector will be designated as the "Lead" inspector for that discipline and thereby assumes accountability to the CPM for all related tasks in that phase.

The CPM uses the first pages of each phase of the JA-AMO to recount applicant-specific information and to record the names of Inspectors assigned to tasks within the corresponding phase of the AMO certification process.

When assigning the allocation of AMO tasks to specific NCAA personnel, the following abbreviations apply -

- CPM - Certification Project Manager
- PMI - Principal Maintenance Inspector
- PAI - Principal Avionics Inspector
- ASI - Aviation Safety Inspector

As columns and rows comprising the JA-AMO depict specific action steps corresponding to the evaluation of an application for AMO, each must contain information corresponding to the particular operator.

After completing assigned tasks, inspectors shall identify it as Satisfactory (S) or Unsatisfactory (U).

The "Remarks" section should be used to record relevant details. For example, when discrepancies are noted, a "U" is assigned, and the reasons recorded in the remarks section of the JA-AMO.

Thereafter, the CPM must obtain a corrective action plan from the AMO Applicant and revise the schedule of events accordingly. Each discrepancy and corrective action must be fully documented and recorded in the certification file (see TGM GEN 3.3.6.6).

Each item in each phase must be addressed satisfactorily for the AMO application to proceed and to culminate in certification.

V. Other Coordination Required

The CPM is responsible for coordination of NCAA personnel, departments and procedures necessary to confer an AMO; for example, Flight Operations (if applicable), Airworthiness, Licensing and the Document Tracking System. The CPM is responsible to ensure that information pertaining to tasks described in the JA-AMO have been completed by the designated members of the Certification Team.

VI. Renewal or Variation of AMOs

The identical process applies to AMO Renewal or Variation.



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PHASE ONE (1)

Approved Maintenance Organization (AMO) Certification Job-Aid

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where Maintenance will be conducted
MAILING ADDRESS (If different from the principal (Main) base of Maintenance)	NCAA Reference Number
TYPE OF INSPECTION _____ Initial Certification _____ Renewal _____ Re-Certification _____ Variation	CERTIFICATION PROJECT MANAGER
AIRWORTHINESS SAFETY INSPECTOR(s) 1.	(Specify Discipline and name) SAFETY INSPECTOR(s)

*** Assignments:**

CPM - Certification Project Manager
 PMI – Principal Maintenance Inspector
 PAI – Principal Avionics Inspector
 ASI – Aviation Safety Inspector

**** Legend:**

S– Satisfactory
 U – Unsatisfactory
 NA – Not Applicable

As the applicant for Approved Maintenance Organization (AMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the AMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this AMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the AMO is not authorized to conduct any maintenance corresponding to Part 6 of the Nig. CARs.

After thirty (30) days have passed _____(enter date), depending upon the resources of the NCAA, activities associated with this AMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the AMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the AMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by _____(enter date), or should the applicant/AMO miss another due-date depicted on the schedule of events, then this AMO process will be deemed terminated and the file closed. In that event, the AMO applicant must re-apply to commence AMO certification at the beginning of Phase 1 of the process.

I have reviewed the completion of tasks corresponding to this phase of the AMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 1 of the AMO certification process complete.

CPM's Name: _____

Signature: _____

Date: _____

AMO Number: _____

Document Distribution: DAWS, GM, AMO Team, AMO Rep

PHASE ONE

Ref #	RESP	Pre-Application Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
1	DAWS DAWS	1) Applicant Initial enquiry (verbal or written) 2) Provide applicant with PASI form (AC-AWS 007H), procedures and other guidance materials for application of AMO. TGM-AWS					
2 Nig. CARs 6.2.1.5	DAWS	Applicant submits Pre-Application Statement of Intent (PASI) and required attachments to DAWS 1) PASI forwarded to DAWS(CPM)					
3	DAWS	Appoint CPM 1) CPM collaborates with DAWS to appoint Certification Team: TGM-AWS 7.3.4.2(d), TGM-GEN 3.3.2 2) Review PASI form					
4	CPM	Conduct Pre-application Meeting with the AMO Applicant TGM-AWS 7.3.4					
5	CPM	1) Clarify PASI (Form AC-AWS 007H) TGM-AWS 7.3.4					

Ref #	RESP	Pre-Application Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
6	CPM	2) Discuss Certification process with AMO applicant. TGM-AWS 7.3.4.2					
7	CPM	3) Provide the applicant with AMO Certification Package:					
8 Nig. CARs 6.2.1.5	CPM	a) Provide Model Operations Specifications. Form: AC-AWS007A TGM-AWS 7.3.4.2(b)					
9	CPM	b) Provide Schedule of Events Form describing all elements of the Certification process: Form AC-AWS007E, TGM-AWS 7.3.4					
10 Nig. CARs 6.2.1.5	CPM	c) Discuss other applicable publications and documents. TGM-AWS 7.3.4.2					
11 Nig. CARs 6.2.1.5	CPM	d) Discuss Form, contents and documents required for formal application (Formal Application Package). Form: AC-AWS007B TGM-AWS 7.3.4.2(c)					
END							



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PHASE TWO (2)

Approved Maintenance Organization (AMO) Certification Job-Aid

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where Maintenance will be conducted
MAILING ADDRESS (If different from the principal (Main) base of Maintenance)	NCAA Reference Number
TYPE OF INSPECTION _____ Initial Certification _____ Renewal _____ Re-Certification _____ Variation	CERTIFICATION PROJECT MANAGER
AIRWORTHINESS SAFETY INSPECTOR(S)	(Specify Discipline and name) SAFETY INSPECTOR(S)

*** Assignments:**

CPM - Certification Project Manager
PMI – Principal Maintenance Inspector
PAI – Principal Avionics Inspector
ASI – Aviation Safety Inspector

**** Legend:**

S – Satisfactory
U – Unsatisfactory
NA – Not Applicable

As the applicant for Approved Maintenance Organization (AMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the AMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this AMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the AMO is not authorized to conduct any maintenance corresponding to Part 6 of the Nig. CARs. After thirty (30) days have passed _____(enter date), depending upon the resources of the NCAA, activities associated with this AMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the AMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the AMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by _____(enter date), or should the applicant/AMO miss another due-date depicted on the schedule of events, then this AMO process will be deemed terminated and the file closed. In that event, the AMO applicant must re-apply to commence AMO certification at the beginning of Phase 2 of the process.

I have reviewed the completion of tasks corresponding to this phase of the AMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 2 of the AMO certification process complete.

CPM's Name: _____

Signature: _____

Date: _____

AMO Number: _____

Document Distribution: DAWS, GM, AMO Team, AMO Rep

Phase Two

Ref #	RESP. POS.	Formal Application Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
12 Nig CARs 6.2.1.5	CPM	Receive Formal application package TGM-GEN 3.3.4.1 Form: AWS007B and Attachments					
13 Nig CARs 6.2.1.5	CPM, A & M	Evaluate the application package TGM-GEN 3.3.4.2 TGM-AWS 7.3.5.3 Checklist CL: AWS024					
14 Nig CARs 6.2.1.5	CPM, A & M	Conduct formal application meeting TGM-GEN 3.3.4.3 TGM-AWS 7.3.5.5 & 7.3.6.2					
END							



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PHASE THREE (3)

Approved Maintenance Organization (AMO) Certification Job-Aid

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where Maintenance will be conducted
MAILING ADDRESS (If different from the principal (Main) base of maintenance)	NCAA Reference Number:
TYPE OF INSPECTION <input type="checkbox"/> Initial Certification <input type="checkbox"/> Renewal <input type="checkbox"/> Re-Certification <input type="checkbox"/> Variation	CERTIFICATION PROJECT MANAGER
AIRWORTHINESS SAFETY INSPECTOR(s)	(Specify Discipline and name) SAFETY INSPECTOR(s)

*** Assignments:**

CPM - Certification Project Manager
PMI – Principal Maintenance Inspector
PAI – Principal Avionics Inspector
ASI – Aviation Safety Inspector

**** Legend:**

S – Satisfactory
U – Unsatisfactory
NA – Not Applicable

As the applicant for Approved Maintenance Organization (AMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the AMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this AMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the AMO is not authorized to conduct any maintenance corresponding to Part 6 of the Nig. CARs.

After thirty (30) days have passed _____(enter date), depending upon the resources of the NCAA, activities associated with this AMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the AMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the AMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by _____(enter date), or should the applicant/AMO miss another due-date depicted on the schedule of events, then this AMO process will be deemed terminated and the file closed. In that event, the AMO applicant must re-apply to commence AMO certification at the beginning of Phase 3 of the process.

I have reviewed the completion of tasks corresponding to this phase of the AMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 3 of the AMO certification process complete.

CPM's Name: _____

Signature: _____

Date: _____

AMO Number: _____

Document Distribution: DAWS, GM, AMO Team, AMO Rep

Phase Three

Ref #	RESP	Document Compliance and Evaluation Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
15 Nig. CARs IS 6.4.1.1	CPM, A & M	Review and accept/ approve/reject manuals and other documents. A) Evaluate Management Qualifications TGM-OPS 24					
16 Nig. CARs IS6.4.1.1	CPM	1) Accountable Manager					
17 Nig. CARs IS6.4.1.1	A & M	2) Base Maintenance Manager. TGM-OPS 24.5.2.6 Appx 6					
18 Nig. CARs IS6.4.1.1	A & M	3) Line Maintenance Manager. TGM-OPS 24.5.2.8 Appx 8					
19 Nig. CARs IS6.4.1.1	A & M	4) Workshop Manager. TGM-OPS 24.5.2.7 Appx 7					
20 Nig. CARs IS6.4.1.1	A & M	5) Quality Manager. TGM-OPS 24.5.2.5 Appx 5					
21 Nig. CARs IS6.4.1.1	A & M	6) Other Management positions as applicable TGM-OPS 24.5.2					
22 Nig. CARs IS6.4.1.1	A & M	7) Deviation letter (if a deviation from required management position is anticipated) TGM-AWS 7.3.5.8					

Phase Three Cont'd

Ref #	RESP. POS.	Document Compliance and Evaluation Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
23 Nig. CARs 6.5.1.1. (d)	CPM, A & M	B) Statement of Compliance with the Nig. CARs TGM-AWS 7.3.6.2 TGM-GEN 3.3.5.1 (c), TGM-OPS 3					
24 Nig. CARs 6513	CPM	C) Capability List					
25 Nig. CARs 6.5.1.1 IS 6.5.1.1	A & M	D) AMO Procedures Manual CL: O-AWS006, TGM-AWS 6					
26 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	E) Evaluate Training Programme Manual Training Curricula to include: TGM-AWS 29 CL:O-AWS 29					
27 Nig. CARs 6.4.1.2 IS 6.4.1.2(a)(2)	A & M	1) Company procedures indoctrination CL:O-AWS 029					
28 Nig. CARs 6.4.1.2 IS 6.4.1.2(a)(1)	A & M	2) Nig. CARs Part 6 CL:O-AWS 029					
29 Nig. CARs 6.4.1.2 IS6.4.1.2(a)(4)	A & M	3) Maintenance Human Factors. CL:O-AWS 029					
30 Nig. CARs 6.4.1.2 IS6.4.1.2(b)(d)	A & M	4) Initial/Type Training CL:O-AWS 029					
31 Nig. CARs 6.4.1.2 IS6.4.1.2(c)	A & M	5) Recurrent training CL:O-AWS 029					
32 Nig. CARs 6.4.1.2 IS 6.4.1.2(a)(5)	A & M	6) Computer System and Software as applicable to AMO CL:O-AWS 029					

Phase Three Cont'd

Ref #	RESP. POS.	Document Compliance and Evaluation Phase	Insp. Initials	Date Received/ Accomplished	S/U/NA (if U, action must be taken)	Date Returned for Changes	Remarks
33 Nig. CARs 6.4.1.2 IS 6.4.1.2(d)	A & M	7) Specialized training CL:O-AWS 029					
34 Nig. CARs 6.4.1.2 IS 6.4.1.2(h)	A & M	8) Records of progress CL:O-AWS 029					
35 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	9) Difference Training CL:O-AWS 029					
36 Nig. CARs 6.4.1.3 IS 6.4.1.3	A & M	10) Dangerous Goods CL:O-AWS 029, TGM-OPS 21					
37 Nig. CARs 6.4.1.6	A & M	F) Evaluate Safety Management System Manual					
END							



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PHASE FOUR (4)

Approved Maintenance Organization (AMO) Certification Job-Aid

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where Maintenance will be conducted:
MAILING ADDRESS (If different from the principal (Main) base of)	NCAA Reference Number
TYPE OF INSPECTION <input type="checkbox"/> Initial Certification <input type="checkbox"/> Renewal <input type="checkbox"/> Re-Certification <input type="checkbox"/> Variation	CERTIFICATION PROJECT MANAGER
AIRWORTHINESS SAFETY INSPECTOR(S)	(Specify Discipline and name) SAFETY INSPECTOR(S)

*** Assignments:**

- CPM - Certification Project Manager
- PMI – Principal Maintenance Inspector
- PAI – Principal Avionics Inspector
- ASI – Aviation Safety Inspector

**** Legend:**

- S – Satisfactory
- U – Unsatisfactory
- NA – Not Applicable

As the applicant for Approved Maintenance Organization (AMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the AMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this AMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the AMO is not authorized to conduct any maintenance corresponding to Part 6 of the Nig. CARs.

After thirty (30) days have passed _____(enter date), depending upon the resources of the NCAA, activities associated with this AMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the AMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the AMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by _____(enter date), or should the applicant/AMO miss another due-date depicted on the schedule of events, then this AMO process will be deemed terminated and the file closed. In that event, the AMO applicant must re-apply to commence AMO certification at the beginning of Phase 4 of the process.

I have reviewed the completion of tasks corresponding to this phase of the AMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 4 of the AMO certification process complete.

CPM's Name: _____

Signature: _____

Date: _____

AMO Number: _____

Document Distribution: DAWS, GM, AMO Team, AMO Rep

Phase Four

Ref #	RESP. POS.	Demonstration and Inspection Phase	Insp. Initials	S/U/NA (if U, action must be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
38 Nig CARs 6.3.1.1, 6.3.1.2, 6.3.1.3.	A & M	A) Evaluate Organization, Base Facilities, Equipment, Materials and Data CL: O-AWS 007,007A,007B					
39 Nig. CARs 6.4.1.2,IS6.4.1.2	A & M	B) Evaluate Organization Conducting Training					
40 Nig. CARs 6.4.1.2,IS 6.4.1.2	A & M	1. Training Facilities					
41 Nig. CARs 6.4.1.2,IS6.4.1.2	A & M	2. Training Schedules					
42 Nig. CARs 6.4.1.2,IS6.4.1.2	A & M	3. Instructor Qualification/Training					
43 Nig. CARs 6.4.1.2,IS6.4.1.2	A & M	4. Management Personnel					
44 Nig. CARs 6.4.1.2,IS6.4.1.2	A & M	5. Training Evaluation					
45 Nig. CARs 6.4.1.2,IS6.4.1.2	A & M	6. Certifying Staff Training Evaluation					
46 Nig. CARs 6.4.1.2,IS 6.4.1.2	A & M	a. Basic engineering relevant to type of aircraft structure and systems Approved Maintenance Organization intends to maintain					
47 Nig. CARs 6.4.1.2,IS6.4.1.2	A & M	b. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects					
48 Nig. CARs 6.4.1.2,IS 6.4.1.2	A & M	c. Approved Maintenance Organization procedures related to the task (APM)					

Ref #	RESP. POS.	Demonstration and Inspection Phase	Insp. Initials	S/U/NA (if U, action must be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
49 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	d. Assigned tasks and responsibilities					
50 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	e. Knowledge and skills related to human performance					
51 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	f. Co-ordination with other maintenance personnel and flight crew					
52 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	g. Curriculum and standards for training					
53 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	h. Pre-qualification Evaluation for Certifying Staff					
54 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	i. Initial Training					
55 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	j. Continuation Training					
56 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	k. Other					
57 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	C) Maintenance Personnel Training Evaluation					
58 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	a. Assigned tasks and responsibilities					
59 Nig. CARs 6.4.1.2 IS 6.4.1.2	A & M	b. Knowledge and skills related to human performance					
END							



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PHASE FIVE (5)s

Approved Maintenance Organization (AMO) Certification Job-Aid

NAME AND MAILING ADDRESS OF COMPANY (including business name if different from company name)	ADDRESS OF THE PRINCIPAL (Main) Base where operations will be conducted:
MAILING ADDRESS (If different from the principal (Main) base of operation)	NCAA Reference Number:
TYPE OF INSPECTION <input type="checkbox"/> Initial Certification <input type="checkbox"/> Re-Certification <input type="checkbox"/> Variation <input type="checkbox"/> Renewal	CERTIFICATION PROJECT MANAGER:
AIRWORTHINESS SAFETY INSPECTOR(s)	(Specify Discipline and name) SAFETY INSPECTOR(s)

*** Assignments:**

CPM - Certification Project Manager
PMI – Principal Maintenance Inspector
PAI – Principal Avionics Inspector
ASI – Aviation Safety Inspector

**** Legend:**

S – Satisfactory
U – Unsatisfactory
NA – Not Applicable

As the applicant for Approved Maintenance Organization (AMO) Certification has not provided the required documents and/or conducted the activities necessary to complete this phase of the AMO certification process within the time-frames depicted in the schedule of events, further NCAA action corresponding to this AMO application is hereby suspended for a minimum period of thirty (30) days.

During the period of suspension, the AMO is not authorized to conduct any maintenance corresponding to Part 6 of the Nig. CARs. After thirty (30) days have passed _____ (enter date), depending upon the resources of the NCAA, activities associated with this AMO application may resume with applicant submission of required documents and/or accomplishment of activities necessary to complete the tasks remaining in this phase of the AMO process. Thereafter, depending on the resources of the NCAA, the process must adhere to the schedule of events.

If the AMO applicant does not provide the necessary documents and/or conduct the activities necessary to complete this phase within the succeeding thirty (30) calendar days by _____ (enter date), or should the applicant/AMO miss another due-date depicted on the schedule of events, then this AMO process will be deemed terminated and the file closed. In that event, the AMO applicant must re-apply to commence AMO certification at the beginning of Phase 5 of the process.

I have reviewed the completion of tasks corresponding to this phase of the AMO certification process, confirmed conformity to the appropriate Nig. CARs as well as associated guidance material, and, by my signature below, declare Phase 5 of the AMO certification process complete.

CPM's Name:

Signature: _____

Date: _____

AMO Number: _____

Document Distribution: DAWS, GM, AMO Team, AMO Rep

Phase Five

Ref #	RESP. POS.	Certification Phase	Insp. Initials	S/U/NA (if U, action must be taken)	Date Received/ Accomplished	Date Returned for Changes	Remarks
60 Nig. CARs 6.2.1.6	CPM	A) Prepare Certification Report TGM-GEN 3.3.7.1(d) TGM-AWS 7.3.9.1					
61 Nig. CARs 6.2.1.6	CPM	a) PASI Form, Formal application Form and attachments TGM-GEN 3.3.7.1(d)(i) TGM-AWS 7.3.9.1					
62 Nig. CARs 6.2.1.6	CPM	b) Final compliance statement TGM-GEN 3.3.7.1(d)(ii) TGM-AWS 7.3.9.1(c)					
63 Nig. CARs 6.2.1.3 (a)(2)	CPM	c) Copy of operations specifications Form: AC-AWS007A TGM-GEN 3.3.7.1(d)(v) TGM-AWS 7.3.8.1					
64 Nig. CARs 6.2.1.3 IS: 6.2.1.3.	CPM	d) Copy of Certificates Form: AC-AWS007 TGM-GEN 3.3.7.1(d)(iv)					
65	CPM	B) Submit Report to DAWS TGM-AWS 7.3.8.2					
66 Nig. CARs 6.2.1.3 6.2.1.6	CPM	C) Present Certificate & Operations Specifications to applicant TGM-AWS 7.3.8.1 & 7.3.8.3					

Ref #	RESP. POS.	Certification Phase	Insp. Initials	S/U/NA (if U, action must be taken)	Date Received/Accomplished	Date Returned for Changes	Remarks
67	CPM	D) Develop Post Certification Surveillance Programme TGM-AWS 7.3.9.1					
68		1) Within Nigeria TGM-AWS 7.3.9.1(m)					
69		2) Outside Nigeria TGM-AWS 7.3.9.1(m)					
END							

