



# Advisory Circular

**TCAA-AC-AWS007C**

**March 2013**

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## **CERTIFICATION OF A FOREIGN APPROVED MAINTENANCE ORGANISATION (AMO)**

### **1.0 PURPOSE**

This Advisory Circular (AC) 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 a Maintenance Organization Approval Certificate in accordance with the Civil Aviation Regulations.

### **2.0 REFERENCES**

- 2.1 The Civil Aviation (Approved Maintenance Organisation) Regulations;
- 2.2 Part V of the Civil Aviation (Airworthiness) Regulations;
- 2.3 Part V of the Civil Aviation (Air Operator Certification and Administration) Regulations;
- 2.4 Part III of the Civil Aviation (Operation of Aircraft) Regulations; and the Civil Aviation (Personnel Licensing) Regulations.

### **3.0 GUIDANCE AND PROCEDURES**

#### **3.1 General Information**

3.1.1 Regulation 56 of the Civil Aviation (Air Operator Certification and Administration) Regulations allows an air operator in Tanzania to make arrangements with an approved and appropriately rated aircraft maintenance organization for the performance of maintenance of his aircraft and associated aeronautical products as provided in the approved maintenance programme and approved maintenance control manual.

3.1.2 The Authority will issue an approval Certificate to a foreign AMO to conduct maintenance on Tanzania registered aircraft and the associated aeronautical products, subject to the AMO being in compliance with the Civil Aviation (Approved Maintenance Organization) Regulations and the Special Conditions prescribed by the Authority in this AC.

3.1.3 The foreign AMO must hold a valid local Authority Approval certificate appropriately rated for the scope of maintenance to be carried out on Tanzania registered aircraft. The Authority AMO approval shall be based on and limited to the local Authority approval scope of work.

3.1.4 The Authority 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. The Foreign Authority will copy TCAA their surveillance reports in respect of the approved foreign AMO.

3.1.5 The AMO shall 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 Authority in accordance with Regulation 28 of the Civil Aviation (Approved Maintenance Organisation) Regulations. 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 this AC Special Conditions.

3.1.6 The AMO must use authorized aircraft and aeronautical products during maintenance and acceptable Release/Return to service documents. The Authority approval certificate number and the local Authority approval number shall appear on the Release/Return to service certificates.

3.1.7 The return to Service of the aircraft must be in accordance with the procedures approved by the Authority and in compliance with Regulation 32 of the Civil Aviation (Approved Maintenance Organization) Regulations.

3.1.8 The Special Conditions Supplement shall contain the AMO accountable manager signed statement of commitment that, “The AMO shall comply with the Authority Regulations, the special conditions therein and shall recognize the consequences of failure to comply when performing maintenance functions on Tanzania registered aircraft” before the document can be approved.

3.1.9 The AMO is required to hold valid maintenance agreements with all the operators for which it performs maintenance work. The maintenance agreement shall state the scope of work the AMO has been contracted to perform.

## **3.2 The Approved Special Condition Supplement**

3.2.1 The Special Conditions Supplement (SCS) to a Foreign AMO Maintenance Procedures Manual (MPM) Document is prepared and submitted to the Authority together with the approval application form.

3.2.2 It takes into account huge multi function AMO’s by addressing only those functions where the Authority safety oversight concerns are limited as the case may be when working on Tanzania registered aircraft.

3.2.3 It 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 Organisation) Regulations.

3.2.4 When approved, it also provides the Authority inspectors scope of reference when auditing and/or carrying surveillance functions on a Foreign AMO.

3.2.5 An example of the content structure of a Special Conditions Supplement to the foreign AMO MPM is included in **Form: AC-AWS007B**.

*Note: This work scope must be included in the in the approved SCS Specific Operating Provisions (SOP).*

### **3.3 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.

### **3.4 Application for Approval**

3.4.1 The foreign AMO that wishes to be approved in accordance with the Civil Aviation Regulations to carry out maintenance on Tanzania registered aircraft shall complete and submit to the Authority application **Form: AC-AWS007B** in a manner prescribed in Regulation 10 of the Civil Aviation (Approved Maintenance Organisation) Regulations.

3.4.2 The Authority shall decide whether the application will be subjected to the full Five Phases Certification Process as summarized in **AC No. TCAA-AC-GEN003B** or not.

3.4.3 Where it has been decided not to apply the complete certification process, the following procedure shall apply:

- a) The AMO should express the need to perform maintenance on Tanzania registered aircraft by letter of communication.
- b) A formal application letter and the PASI form shall be completed by the applicant.
- c) The completed formal application letter, the PASI, together with the AMO MPM and copy of the Special Condition Supplement should be submitted to the Authority with the approval fee for the approval process to begin.
- d) The application and attachment are evaluated and if acceptable the Authority shall advise the AMO the necessary facilitation requirement for the Authority inspectors to carry out the pre-approval inspection.
- e) If the inspection is satisfactory the Authority shall:
  - (i) Approve the MPM Special Condition Supplement
  - (ii) Issue the AMO Approval Certificate and the Specific Operating Provisions.

3.4.4 Line stations shall 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 type(s) and scope of work relevant to the required line station services.

### **3.5 Approval Conditions**

3.5.1 The foreign AMO must provide right of access to the Authority Inspectors at the AMO facility in compliance with Regulation 43 of the Civil Aviation (Approved Maintenance Organisation) Regulations.

3.5.2 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.

3.5.3 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.

### **3.6 Foreign AMO Approval Certificate Renewal**

3.6.1 The AMO shall complete a prescribed renewal application Form and submit to the Authority.

3.6.2 The Authority will review the Special Conditions Supplement. Any changes shall require approval.

3.6.3 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.

3.6.4 The AMO shall facilitate the Authority inspectors to carry out the renewal inspection and pay the AMO renewal fee.

**3.7** 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 one year.

### **3.8 Additional Rating to the Existing AMO Approval**

3.8.1 An approved maintenance organization may apply for:

- a) Extension of the AMO ratings.
- b) Inclusion of additional capability.
- c) Major change to the facility.

3.8.2 The AMO shall notify the Authority of the additional ratings and capability to be approved. It shall submit the notification of the rating up grade or variation together with the proposed amendments to the Special Condition Supplement. Depending on the rating up-grade, the Authority shall advise whether there is a need to carry out an approval inspection and payment of appropriate fees.

### **3.9 Changes to The AMO Approval Certificate**

3.9.1 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.

3.9.2 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.

### **3.10 Revocation of the AMO Approval Certificate**

3.10.1 Any AMO approved by the Authority in accordance with the Regulations and the conditions specified in this AC could have a complete or partial revocation of the approval, should the Authority establish that there is a significant failure to comply with the conditions of the approval.

3.10.2 It should also be noted that the local Authority AMO certificate expiry or withdrawal automatically invalidates the Authority Approval Certificate.

### **3.11 Sub-Contracting Maintenance Work**

3.11.1 An Approved Maintenance Organisation (AMO) may sub-contract maintenance work to another Approved Maintenance Organisation. If however the sub-contracted AMO is not approved by the Authority it is required that at least the following are met:

3.11.2 The AMO must hold a local Authority approval for the work which is being sub-contracted.

3.11.3 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.

3.11.4 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.

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**Tanzania Civil Aviation Authority**