



GUYANA CIVIL AVIATION AUTHORITY

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**GCAA
ADVISORY CIRCULAR**

**AIRWORTHINESS
AC NO: GCAA AC/AIR-020**

SUBJECT:	APPROVED MAINTENANCE ORGANISATION (AMO) APPROVAL AND CERTIFICATION PROCESS	DATE INITIATED:	16-03-2015
		INITIATED BY:	DASR

1. PURPOSE

- a. The purpose of this Advisory Circular (AC) is to provide guidance on the GCAA certification process of an Approved Maintenance Organisation (AMO). The AMO certification process may appear to be a complex undertaking, particularly to a first time applicant. This AC provides basic information applicable to the certification process.
- b. Because there are several acceptable methods for preparing manuals, a detailed discussion of acceptable methods for preparing these documents is not included in this AC. Applicants will be briefed in as much detail as necessary regarding the preparation of manuals and other documents during meetings with GCAA personnel. The information in and the material referenced this AC will assist the applicant in completing the process with minimal delays and complications.

2. GENERAL INFORMATION/CANCELLATION

- a. This Advisory Circular GCAA AC/AIR-020 is an initial issue and the effective date is April 1, 2015.
- b. The certification process is designed to ensure that prospective holders of Approved Maintenance Organisation Certificates understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the applicant is able to comply with the Civil Aviation Act and the Regulations, and the international standards pertaining to the operation of an Approved Maintenance Organisation.
- c. There are five (5) phases in the certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) are:
 - 1) Pre-application;
 - 2) Formal Application;
 - 3) Document Evaluation;
 - 4) Demonstration and Inspection; and
 - 5) Certification.
- d. In some cases, the guidance and suggested sequence of events in this Advisory Circular may not be entirely appropriate. In such situations, the GCAA and the applicant should proceed in a manner that considers existing conditions and circumstances. The applicant however should not expect to be certified until the GCAA is assured that the Civil Aviation Act and the Civil Aviation Regulations will be complied with in an appropriate and continuing manner.

3. RELATED REFERENCES

- 1) Civil Aviation Act; and
- 2) Guyana Aviation Requirements (GARs) Part 6 - "Approved Maintenance Organisation".

4. CONTACT INFORMATION

Director General of Civil Aviation
@ Address and contact information shown in the header, or
Director, Aviation Safety Regulation
Phone: (592) 225 0778, Ext. 104
E-mail: dasr@gcaa-gy.org

5. FINANCIAL RESOURCES TO CONDUCT SAFE OPERATIONS

The assessment of financial resources of a prospective Approved Maintenance Organisation, required under the Regulations, would be based on an audit of the applicant's assets and liabilities and a thorough evaluation of financial and statistical records and other pertinent data. This is done by the GCAA Air Transport Management (ATM) Directorate.

6. PHASE 1 - PRE-APPLICATION PHASE

- a. As far in advance as possible of an anticipated start of maintenance operations, a prospective operator should contact the GCAA Office and inform the GCAA of his intent to apply for an Approved Maintenance Organisation. The prospective maintenance operator will be invited to meet briefly with GCAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with the certification application, GCAA Form GCAA/AW/001 – Prospective Operators Pre-assessment Statement (POPS) will be provided to him. A sample of this form with instructions for completing it is in Appendix 1. The POPS should be completed, signed by the prospective maintenance operator, and returned to the GCAA Office.
- b. GCAA personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective maintenance operator with the reason(s) for its return noted in Section 2. If the information is complete and acceptable, the GCAA will determine the team who will be assigned to the certification project and schedule a pre-application meeting with the prospective maintenance operator and the selected GCAA certification team members.
- c. The GCAA office will designate one certification team member as the Project Manager (PM).
- d. The purpose of the pre-application meeting is to confirm the information on the POPS and to provide critical certification information to the applicant. It is recommended that the operator's key management and staff attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certified as an Approved Maintenance Organisation. Besides verifying the POPS information at the meeting, the GCAA team should:
 - 1) Ensure the applicant is aware of the GCAA Regulations and also what is expected.
 - 2) Provide an overview of the certification process and the formal application.
 - 3) Answer any questions raised by the applicant.
 - 4) Evaluate the results of the meeting and take appropriate action.
 - 5) Provide the applicant with an Application Information Package.
- e. It is important to establish good working relationships and clear understandings between the GCAA and the operator's representatives. The GCAA recognizes that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the GCAA and adjusted to during these initial meetings.

6. PHASE 1 - PRE-APPLICATION PHASE, CONT'D

- f. To help promote understanding throughout the certification process, the Application Information Package includes the following:
 - 1) The applicable certification job aids which will be used by the GCAA inspector during the certification project.
 - 2) A schedule of events which must be completed and submitted with the formal application.
 - 3) A standard set of Operators Specifications, an operator's specifications development worksheet and blank operator's specifications development forms (See Appendix 5).
 - 4) Other publications or documents the Airworthiness Inspector (AWI) believes will be useful.
 - 5) Application for Approved Maintenance Organisation Certificate and Ratings.
- g. During the pre-application meeting participating inspectors will assist the applicant in identifying from the worksheet, all statements that accurately describe the applicant's intended operation. The applicant will then use the worksheet information to develop his draft operations specifications. The applicant's draft operations specifications will be submitted as a part of his formal application package.
- h. Regulations require that an applicant for an Approved Maintenance Organisation certification shall be made in a form and manner acceptable to the Authority, and containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made on a form provided by the Authority. The applicant must complete an application for an Approved Maintenance Organisation Certificate and Rating (See Appendix 4). The Accountable Manager must sign the form. Certain documents (attachments) should be provided with the application and are briefly described in paragraphs 5i through 5p, below.
- i. *Draft Operations Specifications Attachment.* This attachment describes the applicant's intended authorizations, limitations, provisions and privileges specific to the organisation.
- j. *Approved Maintenance Certification Job Aid and Schedule of Events Attachment.* The Schedule of Events (See Appendix 3) is a key document that lists activities, programs and required facility and tool acquisitions that must be accomplished or made ready for the GCAA's inspection before certification. These estimated dates must be logical in terms of sequence. Reasonable time for the Authority to review, inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the applicant finds it necessary to revise the schedule of events, the AWI should be notified as soon as possible.
- k. *The Civil Aviation Regulations and Schedules.* These establish basic management positions and the minimum qualifications for Approved Maintenance Organisations. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator's Maintenance Procedures Manual, operating provisions, and the Civil Aviation Regulations. The managers specified in the Regulations shall be identified and their credentials submitted to the GCAA.

6. PHASE 1 - PRE-APPLICATION PHASE, CONT'D

- i. *Documents of Purchase, Leases, Contracts, or Letters of Intent, Capability List Attachment.* These attachments should provide evidence that the applicant is in process of actively procuring facilities, tools, and equipment. Aircraft manuals and services appropriate to the type ratings requested. If formal contracts are not completed letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. The tools, facilities, and equipment have to be of such type that support the ratings requested. These documents may be attachments to the Maintenance Procedures Manual (MPM).
- m. *Statement of Compliance.* Appendix 7 demonstrates a statement of compliance in tabular form
- n. *Maintenance Procedure Manual in duplicate.* This attachment should be a complete listing of all Guyana Civil Aviation Regulations applicable to the proposed operation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable, and accepted by the Authority.
- o. *Resumes of key management personnel.* This information is to be noted on accepted or corrected POPS form.
- p. *Financial Economic and Legal Matters Assessment.* This attachment should consist of written evidence that the applicant has undergone, is undergoing, or is scheduled to undergo a financial, economic and legal matters assessment. The Authority will conduct an audit of the applicant's assets and liabilities and a thorough evaluation of financial and statistical records and other pertinent data.

7. PHASE 2 - FORMAL APPLICATION PHASE

- a. It is recommended that the formal application be submitted at least 90 days before maintenance operations begin, although the application should be submitted to the GCAA as far in advance of the proposed start-up date as possible.
- b. The GCAA will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, or open question to be resolved during the formal application meeting.
- c. The formal application meeting should reinforce open communication and working relationships. The operator's key management personnel should attend the formal application meeting. The purpose of this meeting is to discuss the formal application and resolve omissions, deficiencies, or open questions. Date conflicts must be resolved. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event that is not clearly understood. The GCAA should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the GCAA team will determine the package's acceptability, but the PM will not formally accept the application during the meeting. This delay allows the operator time to resolve any omissions or any deficiencies discussed during the meeting.

7. PHASE 2 - FORMAL APPLICATION PHASE, CONT'D

- d. The operator will be notified by letter stating whether the formal application is accepted or rejected. The Authority's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

8. PHASE 3 - DOCUMENT COMPLIANCE PHASE

- a. After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the GCAA. The GCAA will endeavour to complete these evaluations in accordance with the operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the Regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manual or documents are satisfactory, they will be approved or accepted, as required by the Regulations. Approvals will be indicated by letter or by approval of the specific operating provisions. Acceptance of information that does not require formal approval will be indicated by letter or by lack of the Authority's objection to the information.
- b. The complexity of the information must be addressed in the operator's manual and other documents depending on the complexity of the planned operation. The fully completed Statement of Compliance is the final evolution of the Statement of Compliance initially submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manual programs, and procedures.

9. PHASE 4 - DEMONSTRATION AND INSPECTION PHASE

- a. A maintenance operator is required to demonstrate his ability to comply fully with the regulations before beginning operations. These demonstrations include actual performance of activities and/or operations while being observed by GCAA Inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities.
- b. During these demonstrations and inspections, the GCAA evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the maintenance operator's manual and other documents. Emphasis is placed on the maintenance operator's management effectiveness during this phase. Deficiencies will be brought to the attention of the maintenance operator and corrective action must be taken before a certificate is issued.

10. PHASE 5 - CERTIFICATION PHASE

- a. After the document compliance, and demonstration and inspection phases have been completed satisfactorily, the GCAA will prepare the Approved Maintenance Organisation Certificate and approve the Operations Specifications. The Operations Specifications contain authorizations, limitations, and provisions specific to the maintenance operator's operation. The maintenance operator must acknowledge receipt of these documents.
- b. The certificate holder is responsible for continued compliance with the Regulations, the authorizations, and provisions of its certificate and operations specifications. As an Approved Maintenance Organisation operation changes, the operating provisions will be amended accordingly.

10. PHASE 5 - CERTIFICATION PHASE, CONT'D

- c. The process for amending operating provisions is similar to certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The GCAA is responsible for conducting periodic inspections of the Approved Maintenance Organisation operation to ensure continued compliance with the Civil Aviation Regulations and safe operating practices.

11. EXPLANATION OF APPENDICES IN THIS ADVISORY CIRCULAR

- a. Appendix 1 provides instructions on how GCAA POPS Form "Prospective Operator's Pre-Assessment Statement" should be completed. Section 1, items 1 through 11, should be completed and signed by the applicant and returned to the appropriate GCAA office. Sections 2 and 3 are reserved for GCAA use.
- b. Appendix 2 provides a Certification Process Flow Chart.
- c. Appendix 3 provides an Approved Maintenance Organisation certification job aid and schedule of events.
- d. Appendix 4 provides an Application Form for Approved Maintenance Organisation's.
- e. Appendix 5 provides Sample Operations Specifications.

Approved By:



Zulficar Mohamed
Director General of Civil Aviation
Guyana Civil Aviation Authority

APPENDIX: 1
INSTRUCTIONS FOR COMPLETING GCAA FORM
"PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS)"

(TO BE COMPLETED BY AN APPLICANT FOR AN APPROVED MAINTENANCE ORGANISATION CERTIFICATE.)

SECTION: 1A

1. Enter the company's official name and mailing address. Include any other business name if different from the company name).
2. Provide the address of the main base of operations. It is where the offices of management required by regulation are located. If the address is the same as in item 1, enter "same". State secondary business addresses (if applicable) of operation and identify the type of operation conducted at each address.
3. Enter the estimated commencement date of operations.
4. The information provided in this block in (1), (2), and (3) will be used to assign a company identification number. You may indicate up to three (3), 3-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or maintenance organisations, a randomly selected number will be assigned.
5. Enter the names, titles, and telephone numbers of management personnel required by the Regulation for application for an approved Maintenance Organisation Certificate.

SECTION: 1B

6. The proposed type of Approved Maintenance Organisation ratings shall be indicated. Check as many boxes as applicable.

SECTION: 1C

7. Applicants for an AMO Certificate should show any information that would assist GCAA personnel in understanding the type and scope of maintenance services to be performed by the applicant. Applicants for an AMO Certificate should also identify prospective maintenance contractors he intends to use and their Geographic Locations.
8. The applicant for an AMO Certificate should identify the type of aircraft by make and model they will maintain. In addition identify the type of training that the Quality Assurance staff, certifying staff and maintenance personnel will receive based on the ratings requested.
9. The Prospective Operator Pre-assessment Statement (POPS) denotes an intent to seek GCAA certification as an approved maintenance organisation.
10. *Type of Organisation.* State whether it will be individual, partnership, company, corporation, association, etc.
11. *Signature.* The block must be signed as an authorized signature by the owner, at least one partner or at least one authorized officer. (**NOTE:** The Accountable Manager must sign the POPS Form. If the POPS Form is signed by another individual who is not the Accountable Manager the Accountable Manager must submit with the POPS Form a letter authorizing the signatory to sign on his behalf.)
12. *Date.* The date of completion or submission of this POPS Form.
13. *Name and Title.* State in block letters the name and title of the person whose signature appear under Item 11.

SECTION: 2 - (NUMBERS 11 TO 14) FOR GCAA USE

The prospective applicant must address this POPS form to the Office of the Director General of Civil Aviation. Upon receipt of the POPS the fields in Section 2 is filled out. The form is then forwarded to the Director, Aviation Safety Regulation (DASR).

SECTION: 3 – (NUMBERS 15 TO 20) FOR GCAA USE

Upon receipt of the POPS the Office of the Director, Aviation Safety Regulation will fill out the fields in this section. The DASR will complete the "Pre-application Number", "Assigned Project Manager" and "Forwarded to Project Manager" fields in this section when those items are completed. The "Assigned Certification Number" field will be filled out during the Certification Phase of the Approved Maintenance Organisation.

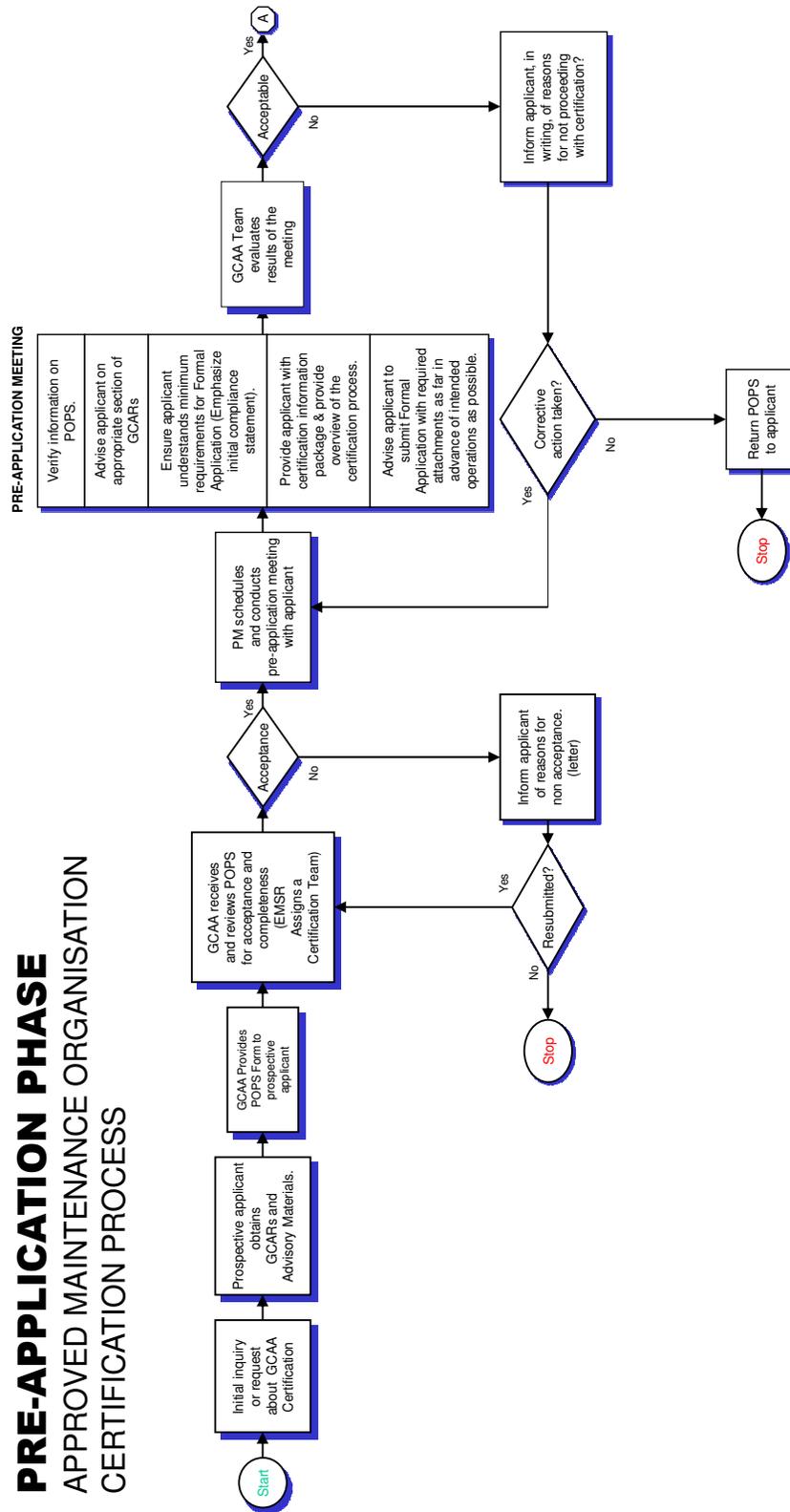
SAMPLE POPS FORM

FRONT PAGE

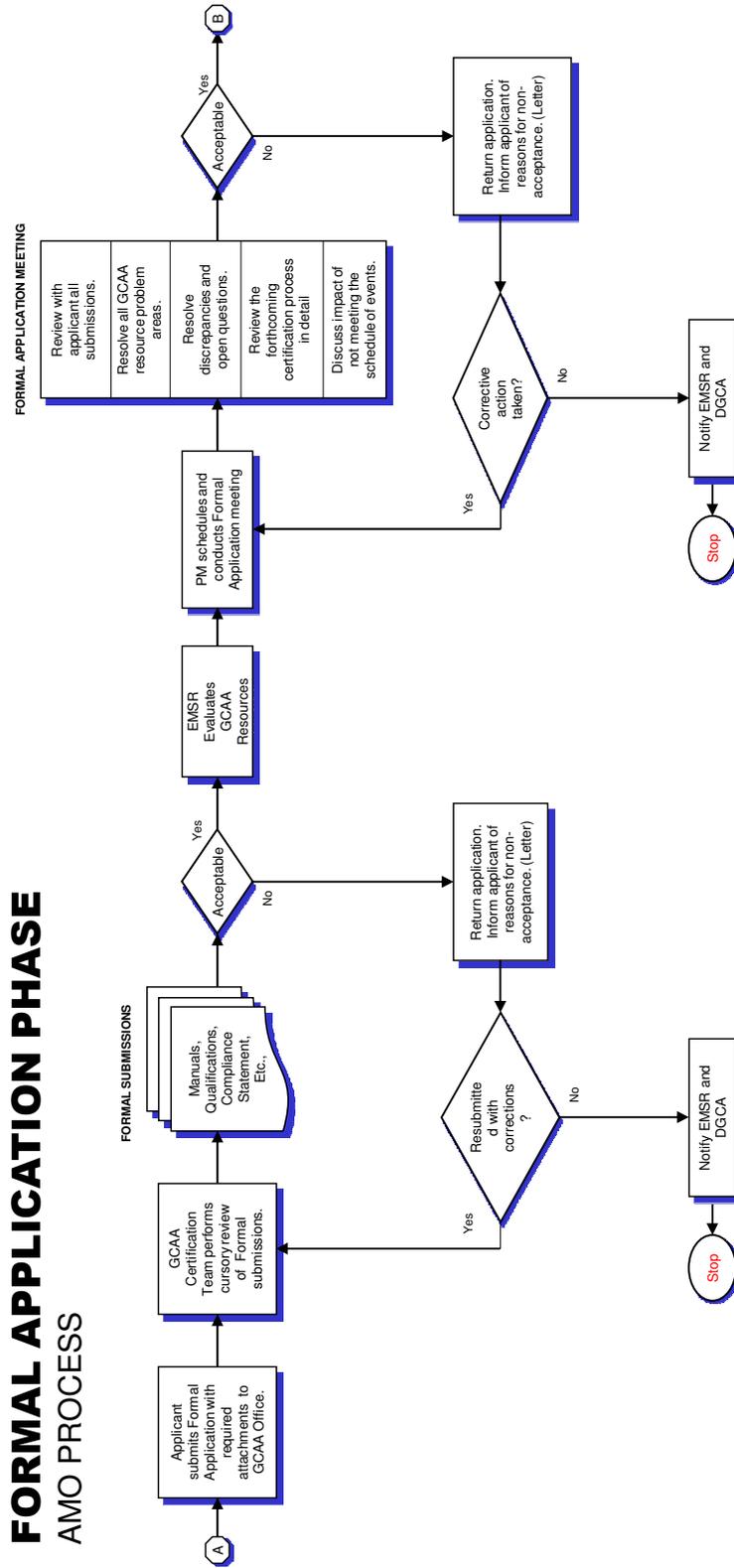
PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS) <small>(TO BE COMPLETED BY AN APPLICANT FOR AN APPROVED MAINTENANCE ORGANISATION)</small>		<small>FORM #: 035 REV. 1</small>
SECTION: 1A		
1. NAME AND MAILING ADDRESS OF COMPANY: <small>(INCLUDE BUSINESS NAME IF DIFFERENT FROM COMPANY NAME)</small>	2. ADDRESS OF THE PRINCIPAL (MAIN) BASE WHERE MAINTENANCE OPERATIONS WILL BE CONDUCTED:	
3. PROPOSED START-UP DATE:	4. REQUESTED COMPANY IDENTIFIER IN ORDER OF PREFERENCE: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> ① ② ③ </div>	
5. MANAGEMENT AND KEY STAFF PERSONNEL:		
<small>NAME (SURNAME/FIRST/MIDDLE)</small>	<small>TITLE</small>	<small>TELEPHONE AND ADDRESS (IF DIFFERENT FROM COMPANY)</small>
a.		
b.		
c.		
d.		
e.		
f.		
SECTION: 1B		
6. PROPOSED TYPE OF APPROVED MAINTENANCE ORGANISATION RATING(S): <small>(TICK [✓] APPROPRIATE BOX[ES])</small>		
<u>AIRCRAFT (A)</u>	<u>ENGINE (B)</u>	<u>COMPONENTS (C)</u>
<input type="checkbox"/> A1 – Aeroplane > 5700 kg <input type="checkbox"/> A2 – Aeroplane < 5700 kg <input type="checkbox"/> A3 – Rotorcraft	<input type="checkbox"/> B1 – Turbine <input type="checkbox"/> B2 - Piston <input type="checkbox"/> B3 – APU	<input type="checkbox"/> C1 <input type="checkbox"/> C6 <input type="checkbox"/> C11 <input type="checkbox"/> C16 <input type="checkbox"/> C2 <input type="checkbox"/> C7 <input type="checkbox"/> C12 <input type="checkbox"/> C17 <input type="checkbox"/> C3 <input type="checkbox"/> C8 <input type="checkbox"/> C13 <input type="checkbox"/> C18 <input type="checkbox"/> C4 <input type="checkbox"/> C9 <input type="checkbox"/> C14 <input type="checkbox"/> C19 <input type="checkbox"/> C5 <input type="checkbox"/> C10 <input type="checkbox"/> C15 <input type="checkbox"/> C20
<u>SPECIALIZED SERVICES (D)</u>		
<input type="checkbox"/> D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> D4		
SECTION: 1C		
7. ADDITIONAL INFORMATION THAT PROVIDES A BETTER UNDERSTANDING OF THE PROPOSED OPERATION OR BUSINESS: <small>(ATTACH ADDITIONAL SHEETS, IF NECESSARY)</small>		
8. PROPOSED TRAINING:		
9. THE STATEMENT AND INFORMATION CONTAINED ON THIS FORM DENOTES AN INTENTION TO APPLY FOR A GCAA CERTIFICATE.		
10. TYPE OF ORGANISATION: (TICK [✓] APPROPRIATE BOX)		
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Other (State): _____		
SIGNATURE	DATE (dd/mm/yy)	NAME
_____	_____	_____
TITLE		

APPENDIX: 2 CERTIFICATION PROCESS FLOW CHART

The flow charts on the following pages are representative of the Approved Maintenance Organisation Certification Process. This chart also represents the process for the certification of an Approved Maintenance Organisation.

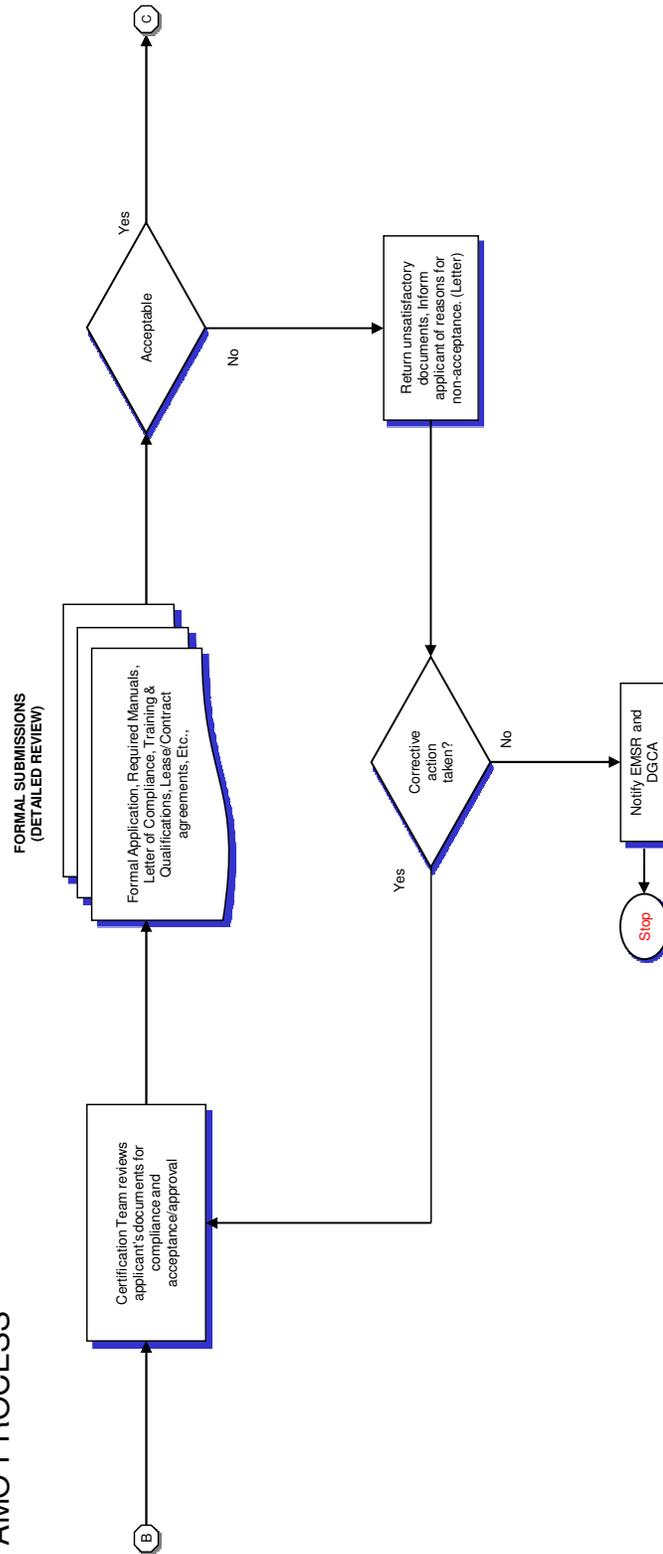


APPENDIX: 2
CERTIFICATION PROCESS FLOW CHART, CONT'D



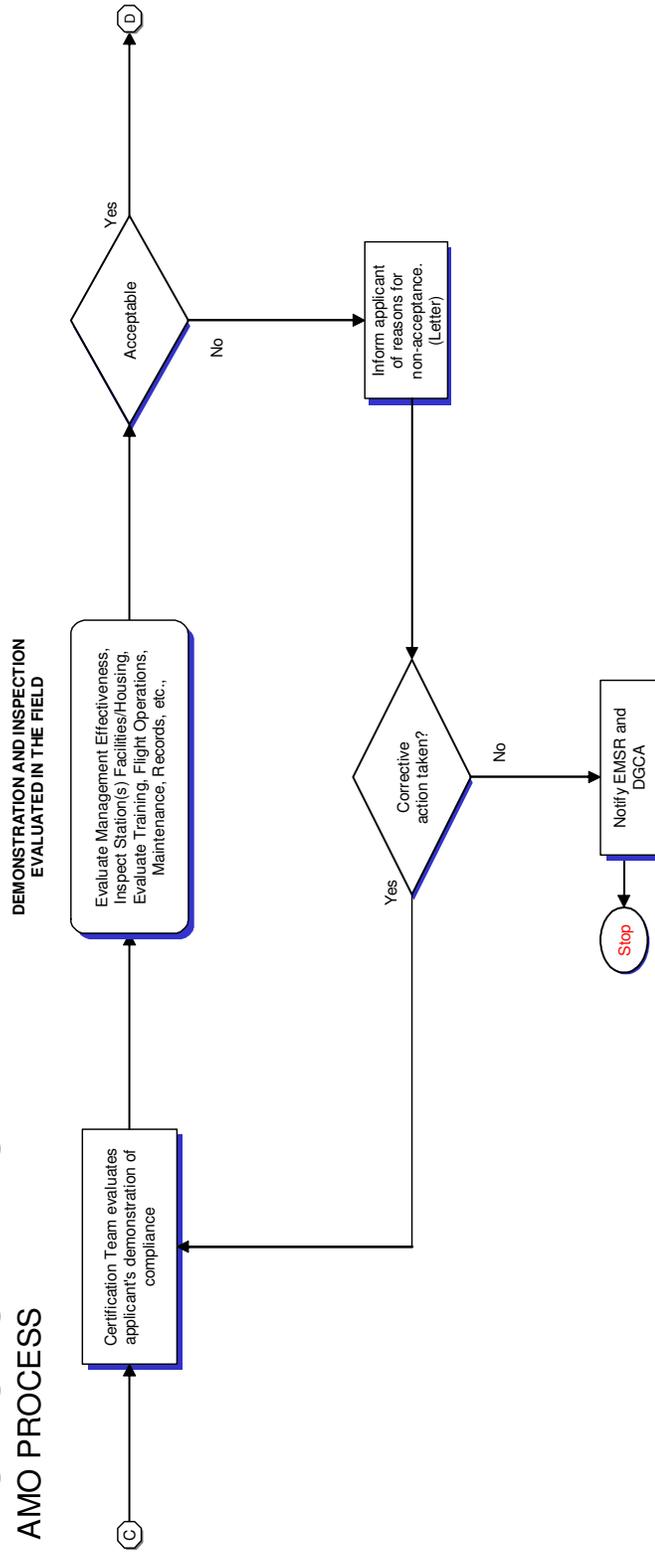
APPENDIX: 2
CERTIFICATION PROCESS FLOW CHART, CONT'D

DOCUMENT COMPLIANCE PHASE
AMO PROCESS



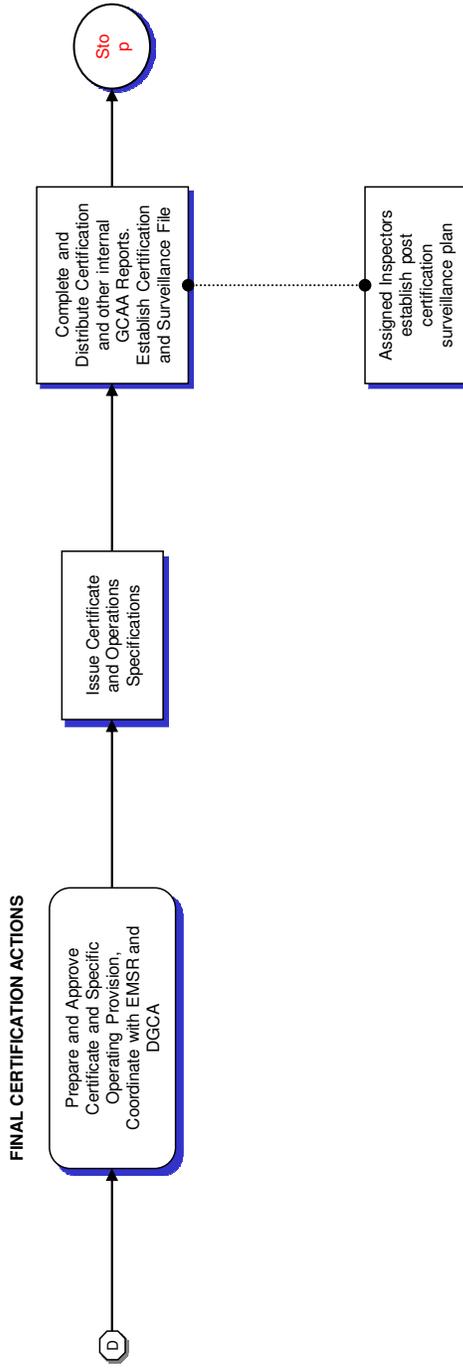
APPENDIX: 2
CERTIFICATION PROCESS FLOW CHART, CONT'D

DEMONSTRATION AND INSPECTION PHASE
AMO PROCESS



APPENDIX: 2
CERTIFICATION PROCESS FLOW CHART, CONT'D

CERTIFICATION PHASE
 Approved Maintenance Organization PROCESS



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APPENDIX: 3
APPROVED MAINTENANCE ORGANISATION CERTIFICATION
JOB AID AND SCHEDULE OF EVENTS

AMO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FORM - PAGE: 1

AMO CERTIFICATION					FORM #: 045		
JOB AID AND SCHEDULE OF EVENTS							
OFFICE NAME OF COMPANY:			LOCATION – MAIN ADDRESS:				
MAILING ADDRESS:			PRE-CERTIFICATION NUMBER:				
GCAA REF.	PHASE: 1 PRE-APPLICATION PHASE		DATE				INSPECTOR INITIAL
			SCHEDULED	RECEIVED	RETURNED FOR CHANGES	ACCOMPLISHED	
	A. Initial Orientation - Inspector:						
	1. Certification Advisory Circular # GCAA/AC/AIR- 020 provided to Prospective AMO						
	2. Prospective AMO POPS – Forward to DGCA						
	B. Certification Team Designated:						
	PM	NAME	SPECIALITY				
	C. Conduct Pre-Application Meeting:						
	1. <input type="checkbox"/> Verify POPS Information						
	2. <input type="checkbox"/> Overview of Certification Process						
	3. Provide Certification Package:-						
	<input type="checkbox"/> Certification Job Aid						
	<input type="checkbox"/> Schedule of Events						
	<input type="checkbox"/> Application Form						
	<input type="checkbox"/> Other applicable publications and documents						
	4. Explain formal application submissions						
REMARKS:							

AMO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FORM - PAGE: 2

GCAA REF.	PHASE: 2 FORMAL APPLICATION PHASE	DATE				INSPECTOR INITIAL
		SCHEDULED	RECEIVED	RETURNED FOR CHANGES	ACCOMPLISHED	
	D. Review Applicant's Submission:					
	1. AMO Application Form					
	2. Attachments:-					
	a. Two completed Maintenance Procedure Manuals (MPM)					
	b. Completed Quality Assurance Program					
	c. Completed initial Training Program					
	d. Completed Compliance Statement					
	e. Completed Schedule of Events					
	f. Roster, records and qualifications of certifying staff					
	g. Qualifications of management personnel					
	h. Completed Capability List					
	i. Completed Training Program					
	j. Purchase, Lease, and/or contract agreement					
	E. Evaluation of GCAA Resources Capability Based on Schedule of Events:					
REMARKS:						
	F. 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					
	G. Issue letter accepting/rejecting Formal Application:					
REMARKS:						

AMO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FORM - PAGE: 3

GCAA REF.	PHASE: 3 DOCUMENT EVALUATION PHASE	DATE				INSPECTOR INITIAL
		SCHEDULED	RECEIVED	RETURNED FOR CHANGES	ACCOMPLISHED	
	H. Evaluate Applicable Training Programs:					
	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 Organisation procedures					
	b. Changes to aircraft types					
	c. Changes to aeronautical product types					
REMARKS:						
	I. Evaluate Personnel Qualifications:					
	1. Management Personnel:-					
	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)					
REMARKS:						

GCAA REF.	PHASE: 3 DOCUMENT EVALUATION PHASE, CONT'D	DATE				INSPECTOR INITIAL
		SCHEDULED	RECEIVED	RETURNED FOR CHANGES	ACCOMPLISHED	
	J. Evaluate Applicable Manuals:					
	1. Completed Maintenance Procedures Manual					
	2. Completed Quality Assurance System					
	3. Completed Training Program					
	4. Other					
REMARKS:						
	K. Other Document Evaluations:					
	1. Completed AMO Application Form					
	2. Schedule of Events					
	3. Completed Compliance Statement					
	4. Completed Capability List					
	5. Purchase, Contract, Lease Agreements					
	6. Test Equipment/Precision Tool Certificate of Calibrations					
	7. Copy of approved specification(s) for Specialized Service Rating					
	8. Revised POPS, if appropriate					
	9. Training Contracts, if appropriate					
	10. Maintenance Contracts/Agreements					
	11. Exemption/Deviation Requests/Justification					
REMARKS:						

AMO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FORM - PAGE: 5

GCAA REF.	PHASE: 4 DEMONSTRATION AND INSPECTION PHASE	DATE				INSPECTOR INITIAL
		SCHEDULED	RECEIVED	RETURNED FOR CHANGES	ACCOMPLISHED	
	L. Evaluate Organisation 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 AMO intends to maintain					
	b. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects					
	c. Approved Maintenance					
	d. Organisation procedures related to the task					
	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					
REMARKS:						
	M. Inspect Maintenance Base:					
	1. Work Areas					
	2. Tools					
	3. Equipment					
	4. Technical Data					
	5. Stores (parts, equipment, materials)					
	6. Test Equipment/Precision tools					
	7. Test Stands					
REMARKS:						
	N. Record Keeping Location/System:					
	1. Personnel Records					
	2. Test Equipment/Precision Tool Certificate of Calibrations/Data Sheets					
	3. Maintenance Records					
	4. Other					
REMARKS:						

AMO CERTIFICATION JOB AID AND SCHEDULE OF EVENTS FORM - PAGE: 6

GCAA REF.	PHASE: 5 CERTIFICATION PHASE	DATE				INSPECTOR INITIAL
		SCHEDULED	RECEIVED	RETURNED FOR CHANGES	ACCOMPLISHED	
	O. Complete AMO Form:					
	P. Prepare AMO Certificate:					
	Q. Prepare AMO Operations Specifications:					
	R. Present signed AMO Certificate and Operations Specifications to Approved Maintenance Organisation:					
REMARKS:						
	S. Prepare Certification Report:					
	1. Assemble Report/Attachments -					
	a. Completed POPS					
	b. Completed Formal Application Form					
	c. Completed Compliance Statement					
	d. Copy lease/contract agreement(s)					
	e. Copy of signed AMO Certificate					
	f. Copy of signed AMO 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 Job Aid/Schedule of Events					
	l. Certification report (Summary of difficulties)					
	m. All correspondence between the applicant and GCAA					
	n. Suggestions to improve certification process					
	2. Distribute Report					
REMARKS:						
	T. Develop Post Certification Surveillance Program:					
	1. Within Geographic Area					
	2. Outside Geographic Area					
REMARKS:						

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APPENDIX: 5
SAMPLE OPERATIONS SPECIFICATIONS (OPS SPECS)

OPS SPECS FORM – PAGE: 1

OPERATIONS SPECIFICATIONS		Page 1 of 10
GUYANA CIVIL AVIATION AUTHORITY		
TABLE OF CONTENTS		
APPROVED MAINTENANCE ORGANISATION		
PART: A GENERAL		
		EFFECTIVE DATE
A0	Table of Contents	00/00/00
A1	Issuance and Applicability	00/00/00
A2	Definitions and Abbreviations	00/00/00
A3	Ratings and Limitations	00/00/00
A4	To Be Developed	00/00/00
A5	Deviations	00/00/00
A6	To Be Developed	00/00/00
A7	Designated Persons	00/00/00
EFFECTIVE DATE: _____ APPROVED MAINTENANCE ORGANISATION CERTIFICATE NO.: _____		

OPERATIONS SPECIFICATIONS		Page 2 of 10
GUYANA CIVIL AVIATION AUTHORITY		
APPROVED MAINTENANCE ORGANISATION		
PART A1: ISSUANCE AND APPLICABILITY		
a. These Operations Specifications are issued _____		

an Approved Maintenance Organisation. The Approved Maintenance Organisation Certificate holder shall conduct operations in accordance with GARs Part 6 - Approved Maintenance Organisation Regulations and these Operations Specifications.		
The Certificate Holder's address:		
Fixed Location:	Mailing Address:	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
b. The holder of these Operations Specifications is the holder of Certificate Number _____		
c. These Operations Specifications are issued as part of this Approved Maintenance Organisation Certificate, and are in effect as of the effective date stated on this form. This Certificate and Operations Specifications shall remain in effect until _____		

EFFECTIVE DATE: _____		APPROVED MAINTENANCE ORGANISATION CERTIFICATE NO.: _____

OPERATIONS SPECIFICATIONS	
GUYANA CIVIL AVIATION AUTHORITY	Page 3 of 10
APPROVED MAINTENANCE ORGANISATION	
PART A2: DEFINITIONS AND ABBREVIATIONS	
<p>Unless otherwise defined in these Operations Specifications, all words, phrases, definitions, and abbreviations have identical meanings to those used in the Guyana Civil Aviation Act and Guyana Civil Aviation Regulations, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these Operations Specifications.</p>	
<u>AOC</u>	Air Operator Certificate
<u>AMO</u>	Approved Maintenance Organisation
<u>GCAA</u>	Guyana Civil Aviation Authority
<u>GCAR</u>	Guyana Civil Aviation (Air Navigation) Regulations
<u>Certificate Holder</u>	In these Operations Specifications the term "certificate holder" shall mean the holder of the approved maintenance organisation certificate described in these Operations Specifications in Part A, paragraph A 1 and any of its officers, employees, or agents used in the conduct of operations under this certificate.
<u>Class Rating</u>	As used with respect to the certification, ratings, privileges, and limitation of aircraft, powerplant, propeller, radio, instrument and accessories within a category having similar operating characteristics.
<u>Deviation Authority</u>	An authorization that permits an alternate means of compliance with a GCAR.
<u>Limited Rating</u>	Ratings issued to AMO for the performance on particular makes and models of airframes, powerplant, propellers, radios, instruments, accessories, and parts.
<u>Maintenance</u>	The inspections, overhauls, repair, preservation, and replacement of parts, but exclude preventive maintenance.
<u>MCM</u>	Maintenance Control Manual
<u>MPM</u>	Maintenance Procedure Manual
<u>Preventive Maintenance</u>	Simple or minor preservation operations and replacement of small parts not involving complex assembly operations.
<u>Substantial Maintenance</u>	Any activity involving a C-check (routine airframe maintenance) or greater maintenance; any engine maintenance requiring case separation or teardown; and major alterations or major repairs performed on airframes, engines, or propellers.
EFFECTIVE DATE: _____	APPROVED MAINTENANCE ORGANISATION CERTIFICATE NO.: _____

SAMPLE OPERATIONS SPECIFICATIONS (OPS SPECS), CONT'D

OPS SPECS FORM – PAGE: 4

OPERATIONS SPECIFICATIONS				
GUYANA CIVIL AVIATION AUTHORITY			Page 4 of 10	
APPROVED MAINTENANCE ORGANISATION				
<u>PART A3: RATINGS AND LIMITATIONS</u>				
The Approved Maintenance Organisation is authorized for the following Ratings and/or Limitations:				
AIRCRAFT RATINGS	MANUFACTURE	MAKE/MODEL	LIMITATIONS	
A-1 Aeroplane > 5700 kg				
A-2 Aeroplane < 5700 kg				
A-1 Rotorcraft				
ENGINE RATINGS	MANUFACTURE	MAKE/MODEL	LIMITATIONS	
B1 – Turbine Engine				
B2 – Piston Engine				
B3 – APU Engine				
COMPONENT RATINGS	MANUFACTURE	MAKE/MODEL	LIMITATIONS	CAPABILITY LIST
C1				
C2				
C3				
C4				
C5				
C6				
C7				
C8				
C9				
C10				
C11				
C12				
C13				
C14				
C15				
C16				
C17				
C19				
C19				
C20				
SPECIALIZED SERVICE RATINGS		SPECIFICATIONS		LIMITATIONS
D1				
D2				
D3				
D4				
EFFECTIVE DATE: _____		APPROVED MAINTENANCE ORGANISATION CERTIFICATE NO.: _____		

OPERATIONS SPECIFICATIONS		Page 7 of 10
GUYANA CIVIL AVIATION AUTHORITY		
TABLE OF CONTENTS		
APPROVED MAINTENANCE ORGANISATION		
PART: D - SPECIFIC AUTHORISATIONS, LIMITATIONS AND PROCEDURES		
		EFFECTIVE DATE
D0	Table of Contents	00/00/00
D1	Work to be performed at a place other than the Approved Maintenance Organisation Fixed location	00/00/00
D2	Approved Maintenance Organisation Geographic Authorization	00/00/00
EFFECTIVE DATE: _____ APPROVED MAINTENANCE ORGANISATION CERTIFICATE NO.: _____		

OPERATIONS SPECIFICATIONS																			
GUYANA CIVIL AVIATION AUTHORITY	Page 8 of 10																		
APPROVED MAINTENANCE ORGANISATION																			
PART: D1 - WORK TO BE PERFORMED AT A PLACE OTHER THAN THE APPROVED MAINTENANCE ORGANISATION'S FIXED LOCATION																			
<p>a. Except as otherwise specified in paragraph D2, the certificate holder may perform work at a place other than its fixed location under special circumstances provided it has the facilities, material, equipment and technical personnel to perform the work authorized in the following table.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">WORK AUTHORISED</th> <th style="width: 50%; text-align: center;">MAINTENANCE PROCEDURES MANUAL REFERENCE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table>		WORK AUTHORISED	MAINTENANCE PROCEDURES MANUAL REFERENCE																
WORK AUTHORISED	MAINTENANCE PROCEDURES MANUAL REFERENCE																		
<p>b. The certificate holder <u>may not</u> perform <u>continuous</u> operation at a facility other than the organisation's fixed location listed in Part A paragraph A1.</p>																			
<p>EFFECTIVE DATE: _____ APPROVED MAINTENANCE ORGANISATION CERTIFICATE NO.: _____</p>																			

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APPENDIX: 6

CIVIL AVIATION REGULATIONS OF GUYANA:

1. Guyana Civil Aviation (Air Navigation) Regulations (GCARs) 2001
2. Air Transport (Licensing of Air Transport Services) Regulations 2001
3. Civil Aviation (Security) Regulations 2004
4. Civil Aviation (Air Traffic Services and Rules of the Air) Regulations 2006

GCARs - ARTICLES:

- | | |
|---------------|--|
| GCAR Part: 1 | - Preliminary |
| GCAR Part: 2 | - Registration and Marking of Aircraft |
| GCAR Part: 3 | - Air Operator's Certificate |
| GCAR Part: 4 | - Airworthiness Requirements |
| GCAR Part: 5 | - Aviation Personnel Licencing |
| GCAR Part: 6 | - Operation of Aircraft |
| GCAR Part: 7 | - Aircrew Fatigue and Flight Limitations |
| GCAR Part: 8 | - Documents and Records |
| GCAR Part: 9 | - Aerodromes |
| GCAR Part: 10 | - Enforcement and Offences |

GCARs - SCHEDULES:

- | | |
|------------------|--|
| GCAR Schedule: 1 | - "A" and "B" Conditions |
| GCAR Schedule: 2 | - Exits and Break-in Markings |
| GCAR Schedule: 3 | - Documents that must be carried by Aircraft in Guyana |
| GCAR Schedule: 4 | - Aerodrome Manual Contents |
| GCAR Schedule: 5 | - Enforcement and Offences |
| GCAR Schedule: 6 | - Guyana Aviation Requirements |

GARs – REQUIREMENTS:

- | | |
|--------------|---|
| GAR Part: 1 | - General Policies, Procedures and Definitions |
| GAR Part: 2 | - Personnel Licensing |
| GAR Part: 3 | - Aviation Training Organisations |
| GAR Part: 4 | - Aircraft Registration and Marking |
| GAR Part: 5 | - Airworthiness |
| GAR Part: 6 | - Approved Maintenance Organisations |
| GAR Part: 7 | - Instruments and Equipment |
| GAR Part: 8 | - Operations |
| GAR Part: 9 | - Air Operator Certification and Administration |
| GAR Part: 10 | - Commercial Air Transport by Foreign Carriers |
| GAR Part: 11 | - Aerial Work |
| GAR Part: 12 | - Aerodromes Certification |

APPLICABLE INTERNATIONAL RULES AND DOCUMENTS INTERNATIONAL/OVERSEAS OPERATIONS ICAO ANNEXES:

- | | |
|--------------------------------|-----------------------------|
| Annex 1 to the ICAO Convention | - Personnel Licensing |
| Annex 6 to the ICAO Convention | - Operations of Aircraft |
| Annex 8 to the ICAO Convention | - Airworthiness of Aircraft |

OTHER ICAO DOCUMENTS:

- | | |
|----------------------|---|
| Circular 253-An/151 | - Human Factors Digest No. 12 Human Factors in Aircraft Maintenance and Inspection |
| Document 8335-An/879 | - Manual of Procedures for Operations Inspection, Certification and Continued Surveillance |
| Document 9284 | - Technical Instructions for Safe Transport of Dangerous Goods by Air |
| Document 9379-An/916 | - Manual and Procedures for Establishment and Management of a States Personnel Licensing System |
| Document 9760-An/967 | - Manual of Procedures for Airworthiness Organisation |
| Document 9642-An/941 | - Manual of Procedures for Airworthiness Organisation |

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APPENDIX 7
SAMPLE STATEMENT OF COMPLIANCE

STATEMENT OF COMPLIANCE				
GAR PART 6	TITLE	APPLY	MPM REF.	REMARKS
6:1	Citation	N	N/A	N/A
6:2	Interpretation	N	N/A	N/A
6:3(1) & (2)	General applicability of regulations	N	N/A	N/A
6:4	Applicability of Part I	N	NA	NA
6:5(1)	Prohibition on the performance of maintenance			
6:17(1)	Minimum requirements for housing and facilities	Y	MPM Sect. 1, Ch. 2, Pg 2	
6:17(2)	Minimum requirements for housing and facilities	Y	MPM Sect. 1, Ch. 2, Pg. 3	
6:17(3)	Minimum requirements for housing and facilities	Y	MPM Sect. 1 Ch. 2, Pg 4 – 5.	

SAMPLE MAINTENANCE PROCEDURES MANUAL FORMAT

The manual may be put together in any subject order so long as all applicable subjects are covered.

Part 1 - Management

- 1.1 Corporate commitment by the accountable manager
- 1.2 Management personnel
- 1.3 Duties and responsibilities of the management personnel
- 1.4 Management Organisation Chart
- 1.5 List of certifying staff. *Note: A separate document may be referenced*
- 1.6 Manpower resources
- 1.7 General description of the facilities at each address intended to be approved
- 1.8 Organisations intended scope of work
- 1.9 Notification procedure to the Authority regarding changes to the organisation's activities/approval/location/personnel
- 1.10 Manual amendment procedures

Part 2 - Maintenance Procedures

- 2.1 Supplier evaluation procedure
- 2.2 Acceptance/inspection of aircraft components and material from outside contractors.
- 2.3 Storage, tagging and release of aircraft components and material to aircraft maintenance
- 2.4 Acceptance of tools and equipment
- 2.5 Calibration of tools and equipment
- 2.6 Use of tooling and equipment by staff (including alternate tools)
- 2.7 Cleanliness standards of maintenance facilities

SAMPLE MAINTENANCE PROCEDURES MANUAL FORMAT, CONT'D

- 2.8 Maintenance instructions and relationship to aircraft/aircraft component manufacturers' instructions including updating and availability to staff
- 2.9 Repair procedure
- 2.10 Aircraft maintenance program compliance
- 2.11 Airworthiness Directives procedure
- 2.12 Optional modification procedure
- 2.13 Maintenance documentation in use and completion of same
- 2.14 Technical record control
- 2.15 Rectification of defects arising during base maintenance
- 2.16 Release to service procedure
- 2.17 Records for the air carrier operator
- 2.18 Reporting of defects to the Authority/Operator/Manufacturer
- 2.19 Return of defective aircraft components to store
- 2.20 Defective components to outside contractors
- 2.21 Control of computer maintenance record systems
- 2.22 Reference to specific maintenance procedures such as:
 - Engine running procedures,
 - Aircraft pressure run procedures,
 - Aircraft towing procedures,
 - Aircraft taxiing procedures.

Part L2 - Additional Line Maintenance Procedures

- L2.1 Line maintenance control of aircraft components, tools, equipment, etc.
- L2.2 Line maintenance procedures related to servicing/fuelling/de-icing, etc.
- L2.3 Line maintenance control of defects and repetitive defects
- L2.4 Line procedure for completion of technical log
- L2.5 Line procedure for pooled parts and loan parts
- L2.6 Line procedure for return of defective parts removed from aircraft

Part 3 - Quality System Procedures

- 3.1 Quality audit of organisation procedures
- 3.2 Quality audit of aircraft
- 3.3 Quality audit remedial action procedure
- 3.4 Certifying staff qualification and training procedures
- 3.5 Certifying staff records
- 3.6 Quality audit personnel
- 3.7 Qualifying inspectors
- 3.8 Qualifying mechanics
- 3.9 Exemption process control
- 3.10 Concession control for deviation from organisations' procedures
- 3.11 Qualification procedure for specialized activities such as non-destructive testing, welding, etc.
- 3.12 Control of manufacturers' working teams

Part 4 - Documentation

- 4.1 Contracted air operators
- 4.2 Air operator procedures and paperwork
- 4.3 Air operator record completion

SAMPLE MAINTENANCE PROCEDURES MANUAL FORMAT, CONT'D

Part 5 - Appendices

- 5.1 Sample of documents
- 5.2 List of subcontractors
- 5.3 List of line maintenance locations

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