

REPÚBLICA DE MOÇAMBIQUE



Technical Circular

CT 145-003 – RENEWAL AND AMENDMENT OF THE AMO CERTIFICATE AND OPERATIONS SPECIFICATIONS

Effectivity Date: 30/05/2021

SECTION 1 GENERAL

1.1 Objective

This Technical Circular (TC) provides guidance to Approved Maintenance Organization (AMO) on the process of renewal and amendment of the AMO certificate and attached operations specifications.

1.2 Applicability

This TC applies to all AMO's certified under MOZCAR Parts 145.

1.3 References

(1) MOZCAR Parts 145;

TC 145-001 This TC applies to all AMO's certified under MOZCAR Parts 145.

1.4 Changes

(1) This is an original issuance of this TC.

1.5 Definitions

- (1) **Level 1 finding** - any significant non-compliance with the applicable requirements of the regulations, with the organization's procedures and manuals or with the terms of an approval or certificate which lowers or seriously hazards safety;
- (2) **Level 2 finding** - any non-compliance with the applicable requirements of the regulations, with the organization's procedures and manuals or with the terms of an approval or certificate which could lower or possibly hazard safety.

1.6 Background

- 1.6.1 ICAO Annex 6, Part I standards establish that the continued validity of the approval depends upon the organization remain in compliance with the 8.7 to this Annex and with the relevant provisions contained in Annex 19 for an approved maintenance organization.
 - 1.6.2 Annex 6 also requires the State of the Operator to exercise continued surveillance of the operator, to determine, on a continuous basis, that the AOC remains valid.
 - 1.6.3 MOZCAR Part 145.02.5 establish the requirements to issue the AMO Certificate 145.02.7 establish the requirements for continued validity of the AMO approval. To hold and maintain AMO certificate the organisation must continue, at all times, in compliance with the terms and conditions of the AMO certificate and operations specifications.
 - 1.6.4 MOZ-CAR 145.04.6 prescribe that an AMO certificate, is effective for a defined period and that the application for its renewal must be submitted at least ninety (90) days before the expiry date.
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- 1.6.5 AOC renewal process represents an opportunity to both, the AMO and the IACM, to review the AMO status of compliance with the regulatory requirements for holding and maintaining the AMO certificate and ensuring regulatory compliance.
- 1.6.6 In addition, the regulations stipulate that an AMO Certificate and the corresponding operations specifications may be amended at the request of the AMO, or when the IACM determines that the aviation safety and the public interest require the amendment.

SECTION 2 - THE AMO RENEWAL AND AMENDMENT PROCESS

2.1 General

The AMO renewal or amendment processes follow the IACM adopted five phases process for granting approvals and authorizations.

2.2 Pre-Application

Pre-application – In this phase the operator should obtain all the necessary information for a successful application by contacting the IACM office.

2.3 Formal-Application

- 2.3.1 An application for the renewal or amendment of the AMO must be submitted using form FORM MOZ-145-03 with all the required attachments.
- 2.3.2 At the latest, the application must be submitted ninety (90) days before the AMO certificate expiry date or intended date to start the maintenance under the amendment, as applicable.
- 2.3.3 The formal application must be signed by the AMO accountable manager or an authorized representative and contain at least the following information:
 - (1) the name and official address of the applicant;
 - (2) the location and address of the principal place of business of the applicant, the main base of maintenance and the line station, as applicable;
 - (3) The identity of entities and individuals holding a significant financial interest;
 - (4) the name and address of the legal representative of the applicant, if any;
 - (5) Ratings and Category of Ratings Applied for.
- 2.3.4 The formal application for the renewal of the AMO shall be accompanied with the following current attachments:
 - (1) statement of compliance with the MOZ-CAR 145 and 43;
 - (2) capability list;
 - (3) list of the operator that the AMO has contract to provide maintenance services;
 - (4) list of purchase documents, contractual agreements or arrangements in force with respect to infrastructure, airworthiness control, subcontracted maintenance, training and copies of such, if new or modified, including the details of the scope and references of approval, if applicable;
 - (5) curricula of management personnel, certifying staff, including backgrounds, qualifications and experience, if there has been any change to them;

- (6) details of training of each certifying staff, maintenance personnel, including the status of compliance with all training and checking requirements;
 - (7) details of training organizations, including facilities and equipment, and training and checking personnel;
 - (8) List of the AMO's manual system, including the revision status of each.
 - (9) list of maintenance line stations, as applicable;
 - (10) details of the AMO safety management system including the status of compliance with the implementation plan;
 - (11) status of compliance with the AMO quality assurance program;
 - (12) status of compliance with the security programmer;
 - (13) statement of legal, economic and financial fitness issued by the competent authority;
 - (14) a copy of the AMO Certificate in force, including the operating specifications;
 - (15) a copy of the license in force;
 - (16) a copy of the insurance policies in force;
 - (17) Proof of payment of the AMO renewal/amendment fee.
- 2.3.5 When applying for an amendment to the AMO certificate and operations specifications involving specialized services, the applicant should refer and or provide to the IACM specific guidance for additional information.
- 2.3.6 Upon receipt of the application, an initial review of the application is carried out by the assigned IACM team, within five (5) working days, excluding the day of receipt. In case of missing or insufficient data, the application is returned to the applicant with a written explanation of the reason for rejection.
- 2.3.7 The acceptance of the application is also notified to the applicant in writing. However, this should not be interpreted as acceptance of any of the attachments or an indication that the IACM has accepted to renew or amend the AMO certificate and the operations specifications.

2.4 Document Evaluation

- 2.4.1 In this phase, a detailed evaluation of the application and all its attachments is performed.
- 2.4.2 In the case of an application for the amendment of the AMO certificate and operations specifications involving specialized services or authorizations, the AMO's programmers, policies and procedures are assessed to verify AMO's capabilities to conduct the proposed operations.
- 2.4.3 In the case of an application for the renewal of the AMO certificate, the submitted information is reviewed to verify AMO's continued compliance with the requirements to hold and maintain the certificate and associated operations specifications.
- 2.4.4 In both cases, any deficiencies identified in the application by the certification team should be notified to the applicant for correction before the renewal is issued or the intended approval or authorization is granted.
- 2.4.5 Among other aspects, particular attention should be paid to any changes that may have occurred in the:
- (1) management composition, key maintenance personnel qualifications and experience;
 - (2) ratings, area or size of the AMO, with particular emphasis on the type of aircraft and special services;

- (3) AMO's policies and procedures, particularly those affecting maintenance activity, training, quality and safety management.
- 2.4.6 During the document evaluation phase, in addition to the evaluation of the formal application, the following information about the AMO should be assessed by the IACM:
- (1) oversight records – past regulatory audits and inspection reports;
 - (2) accident and incidents reports;
 - (3) records of enforcement actions - history of violations to safety regulations.

2.5 Demonstration and Inspection

- 2.5.1 Activities such as the initial approval of programmes, manuals or documents, special demonstrations, aircraft certification take place during the initial certification or when the AMO has applied for an amendment. These, normally, do not occur during the routine AMO certificate renewal process.
- 2.5.2 The IACM carries out the continuous oversight of all AMO certificate holders in accordance with an established surveillance programme. The main objective of this programme is to ensure the AMO's compliance with the certification requirements and their eligibility to hold and maintain the AMO certificate and associated approvals.
- 2.5.3 At the time of the application for the renewal of the AMO certificate, several audits and inspections of the AMO maintenance system should have been conducted by the IACM to evaluate, on an ongoing basis, the AMO overall level of compliance with the certification requirements.
- 2.5.4 As a matter of policy, the IACM does not plan the conduct of audits in reaction to an application for the AMO certification renewal. However, the certification team may consider necessary to carry out partial audits or inspections to verify and confirm the information contained in the application or the status of resolution of identified safety issues.
- 2.5.5 During this phase the IACM assesses whether the AMO has been adhering to the policies, methods, procedures and instructions as described in the approved manuals and other documents, in compliance with the regulatory requirements.
- 2.5.6 Any non-compliances found should be brought to the attention of the AMO. Corrective actions must be taken before the AMO certificate is renewed, except for Level 2 findings which may be addressed in accordance with an acceptable corrective action plan.
- 2.5.7 When a Level 1 finding is detected the IACM should take immediate action to stop the safety hazard. This may include actions such as ensuring that the AMO adopts immediate safety measures or limiting, suspending or cancelling the current approval.
- 2.5.8 When the AMO has applied for an amendment to the operations specifications, to include additional approvals or authorizations, the activities in this phase are similar to those in the initial certification process.
- 2.5.9 In some cases the AMO is required to demonstrate its capabilities to conduct the intended operation by simulation under the supervision of the IACM.
- 2.5.10 Once the IACM confirms that all identified non-compliances have been corrected or acted upon in a satisfactory manner, the renewal or amendment process may proceed to the next phase.
- 2.5.11 If surveillance inspection programme and related inspection reports reveal that the

AMO has failed or is unable to meet or maintain the required standards for certification or the conditions specified in the certificate or related OpsSpecs, the Inspector must promptly advise the AMO of the deficiency observed and require remedial action within a specified time. If the AMO does not correct the deficiency when required, the inspector should immediately inform the Director with a recommendation that the AMO privileges be temporarily or permanently withdrawn or restricted.

2.6 Certification Phase

- 2.6.1 Upon successful completion of the document evaluation and demonstration and inspection phases, the IACM processes the renewal or amendment of the AMO certificate and operations specifications with the appropriate authorizations and limitations.
- 2.6.2 In case of an application for the amendment of the AMO and related operations specifications the relevant manuals and documents or their amendments are approved or accepted, as applicable.

SECTION 3 – AMO CERTIFICATE RENEWAL AND AMENDMENT CRITERIA

3.1 General Criteria for the Renewal of the AMO Certificate

- 3.1.1 Upon completing the document evaluation and demonstration and inspection phases the IACM should have gathered sufficient information to determine whether the AMO certificate may be renewed or amended as proposed.
- 3.1.2 For such determination, the following are examples of questions that should be answered satisfactorily:
 - (1) Has the AMO established and maintained an appropriate management system, including management personnel with appropriate qualifications and experience?
 - (2) Does the AMO maintain adequate facilities, equipment and arrangements in place consistent with the scope and complexity of the maintenance performed?
 - (3) Does the AMO maintain the required manual system current and available to the personnel?
 - (4) Has the AMO been performing maintenance in accordance with the terms and conditions of the certificate and operations specifications, considering the aircraft, routes and areas of operation and the navigational requirements?
 - (5) Has the AMO training and checking programme for the personnel concerned been properly implemented to provide for the maintenance of the required training and qualification standards?
 - (6) Has the AMO quality assurance programme been properly implemented to provide for a continuous monitoring of conformity with the required safety standards and practices and the taking of required corrective actions?
 - (7) Has the AMO established a safety management system, in accordance with an IACM accepted implementation plan, to provide for the identification and mitigation of safety risks to an acceptable level, and continuous improvement of safety performance?
 - (8) Has the AMO security programme been properly implemented to provide for a continuous protection of the facilities, equipment, operation and personnel against unlawful interference?

- (9) Does the AMO maintain legal, economic and financial capacity to maintain his certificate?
- 3.1.3 The AMO safety performance in conducting the maintenance is a key indicator of the AMO eligibility to renew his certificate. The review of the IACM's past surveillance activity on the AMO certificate holder, particularly the results of safety audits and inspections carried out since the last AMO renewal may provide a reliable indication of such performance.
- 3.1.4 Such review should primarily assess the establishment of effective quality and safety management systems, meaning the implementation of a mechanism and processes for the systematic and timely identification and resolution of safety issues and mitigation of the associated safety risks.
- 3.1.5 As a general rule, Level 2 findings for which a corrective action plan has been submitted and accepted by the IACM, and being properly implemented, do not constitute reason for refusing the renewal of the AMO certificate. However, the lack of submission of a corrective action plan or the repeated exceedance of corrective actions deadlines may constitute grounds for the imposition of limitations, the cancellation of approvals or authorizations, or, in extreme cases, the suspension of the certificate, depending on the severity of the situation.
- 3.1.6 To obtain the renewal of the certificate the AMO should ensure that no Level 1 finding is left unresolved.
- 3.1.7 The following circumstances, or a combination thereof, may justify the illegibility of the AMO to renew the certificate:
- (1) the application package for AMO renewal is not acceptable;
 - (2) unresolved Level 1 finding;
 - (3) lack of submission of an acceptable corrective action plan following regulatory audits or inspections;
 - (4) lack of implementation of required corrective actions;
 - (5) history of aircraft accidents or serious incidents due to the AMO systemic gross errors or neglect.

3.2 Amendment to an AMO certificate and Operations Specifications

An amendment to the AMO certificate and the operations specifications can be initiated at the request of the AMO, or on the initiative of the IACM

3.2.1 Amendment at the request of the AMO

- (1) The application for the amendment of the AMO certificate should include:
 - a) Completed application form - FORM MOZ 145-003 in Appendix A. The applicant should provide any additional information to explain the intended changes.
 - b) All the supporting information, including the documents referred to in 2.3.4, as applicable.
 - c) any additional information as defined in the related IACM guidance material if an special authorization is applied for;
 - d) any other information IACM may require to be provided.
- (2) The application must be submitted at least thirty (30) days before the intended effective date of the amendment.
- (3) If the application is incomplete or does not satisfy the applicable requirements, the IACM notifies the applicant that the application is not

acceptable providing reasons for the rejection: it does not ensure an adequate level of safety, is not in the public interest, or is in conflict with the MOZCAR/CATS or the IACM policy.

3.2.2 Amendment on the initiative of the Authority

- (1) Non-emergency Amendment to operations specifications:
 - a) The IACM may initiate an amendment to the operations specifications by notifying the AMO certificate holder in writing of the proposed amendment.
 - b) Such amendment may occur as a result of a change in the AMO certificate holder's operating environment or where the IACM has specific safety concerns. This may happen when the IACM finds that the operating environment of the AMO, or its operational capacity are no longer consistent with the authorized categories and ratings, capability and limitations contained in the AMO operations specifications. Examples of above situations are when the AMO:
 - (i) lose the capability to maintain specific aircraft/component make, model that is authorized in the operations specifications;
 - (ii) has a series of accidents or incidents.
 - c) The AMO should provide comments regarding the proposal within 7 days of receipt, with any information, views, and arguments offered.
 - d) After reviewing the AMO's comments, the IACM may terminate the initiative or adopt the amendment. In this case it shall be effective at least thirty (30) days from the date of receipt by the operator.

- (2) Emergency Amendment to operations specifications:
 - a) This case applies only when there is an emergency requiring immediate action with respect to the safety of the aircraft and when other procedures to amend operations specifications are impractical or contrary to the public interest.
 - b) The following are examples of circumstances constituting ground for emergency amendments to an operations specifications:
 - (i) When the AMO consciously perform maintenance under ratings on aircraft/component make, model or series that are authorized by the operations specifications, but it does so with unqualified maintenance personnel
 - (ii) When the AMO consciously perform maintenance under ratings on aircraft/component make, model or series which are not authorized in the OpsSpec.
 - (iii) When the AMO consciously perform maintenance under ratings on aircraft/component make, model or series in location not approved in the OpsSpec.

3.2.3 Surrender of operations specifications

- (1) When a change occurs in its maintenance environment, an AMO should submit an application for the amendment of the operating specifications to reflect the new operating environment.
- (2) The criteria to maintain a given authorization in the operations specifications are not, by no means inferior to those required for its original issue.
- (3) If an AMO ceases all maintenance and is no longer equipped or able to maintain any maintenance ratings on aircraft/component make, model or

series, the AMO is requested to voluntarily surrender to the whole operations specifications. Depending on the circumstances, the IACM may request the AMO to surrender, also, the AMO Certificate.

- (4) If an AMO does not meet the requirements to maintain an authorization contained in the operations specifications, but refuses to surrender the authorization, the IACM may amend the operations specifications on a non-emergency basis, in accordance with paragraph 3.2.2 (1) If the safety is affected, then an emergency amendment in accordance with paragraph under 3.2.2 (2) may be appropriate.
- (5) If an AMO voluntarily surrenders a given authorization of the operations specifications, the IACM should issue amended operations. If the AMO surrenders the full document with the OpsSpec, the status of the AMO must be terminated.

3.3 Suspension or revocation of the AMO certificate and operations specifications

The suspension or revocation of the AMO certificate and operations specifications may occur following an enforcement action.

4. Effectivity


This CT is effective from 25th May 2021

CIVIL AVIATION AUTHORITY OF MOZAMBIQUE
THE CHARMEN OF THE BOARD AND CEO


Capt. João Martins de Abreu



APPENDIX A
Application for Approved Maintenance Organization Certificate And/Or
Ratings - Form F145-03

REPÚBLICA DE MOZAMBIQUE  INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE CIVIL AVIATION AUTHORITY		APPLICATION FOR APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND/OR RATINGS	
1. Approved Maintenance Organization Name, Number, Location and Address		2. Reasons for Submission	
a. Official Name of Approved Maintenance Organization :		<input type="checkbox"/> Original Application for Certificate and Rating <input type="checkbox"/> AMO Certificate Renewal <input type="checkbox"/> Change in Rating <input type="checkbox"/> Change in Location or Housing and Facilities <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Other (Specify) _____ _____ _____	
Number:			
b. Location where business is conducted:			
c. Official Mailing Address of Approved Maintenance Organization (Number, Street, City, State, & Zip)			
d. Doing Business As:			
3. Ratings and Category of Ratings Applied for:			
<input type="checkbox"/> Airframe Categ A/B/E <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 6 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 7 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 8 <input type="checkbox"/> Class 4 <input type="checkbox"/> Class 9 <input type="checkbox"/> Class 5		<input type="checkbox"/> Powerplant Categ C / D <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	
<input type="checkbox"/> Propeller Categ W / X <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2		<input type="checkbox"/> Avionics Categ W / X <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	
<input type="checkbox"/> Computer Categ W / X <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3		<input type="checkbox"/> Instrument Categ W / X <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	
<input type="checkbox"/> Accessories <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4		<input type="checkbox"/> Limited Cat W / X <input type="checkbox"/> Airframe, Cat A / B / E <input type="checkbox"/> Accessories, <input type="checkbox"/> Powerplant , Cat C / D <input type="checkbox"/> Landing Gear, <input type="checkbox"/> Propeller, Cat W / X <input type="checkbox"/> Floats <input type="checkbox"/> Instruments Cat W / X <input type="checkbox"/> Avionics, <input type="checkbox"/> Computer, <input type="checkbox"/> Rotor Blades <input type="checkbox"/> Fabric <input type="checkbox"/> Emergency Equip. <input type="checkbox"/> Non-Dest. Test	
<input type="checkbox"/> Specialized Service (List Process Specification(s)) _____ _____ _____			
4. List of Maintenance Functions contracted to an outside Maintenance Organization:			
_____ _____ _____			
5. Applicants Certification			
Name of Owner (Include name(s) of individual Owner, all partners, or corporation name given the state, province, or country and date of incorporation)			
_____ _____ _____			
I hereby certify that I have been authorized by the approved maintenance organization identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.			
Date:	Authorised Signature:	Print Name of Authorized Signature:	Title:
_____	_____	_____	_____

Attachments

- 1. updated compliance statement with Moz-CAR 145 and 43;
- 2. updated capability list;
- 3. list of the operator that the AMO has contract to provide maintenance services;
- 4. list of purchase documents, contractual agreements or arrangements in force with respect to infrastructure, airworthiness control, subcontracted maintenance, training and copies of such, if new or modified, including the details of the scope and references of approval, if applicable;
- 5. curricula of management personnel, certifying staff, including backgrounds, qualifications and experience, if there has been any change to them;
- 6. details of training of each certifying staff, maintenance personnel, including the status of compliance with all training and checking requirements;
- 7. details of training organizations, including facilities and equipment, and training and checking personnel;
- 8. list of the operator's manual system, including the revision status of each.
- 9. list of maintenance line stations, as applicable;
- 10. details of the operator's safety management system including the status of compliance with the implementation plan;
- 11. status of compliance with the operator's quality assurance program;
- 12. status of compliance with the security programme;
- 13. statement of legal, economic and financial fitness issued by the competent authority;
- 14. a copy of the AMO Certificate in force, including the operating specifications;
- 15. a copy of the license in force;
- 16. a copy of the insurance policies in force;
- 17. proof of payment of the AMO renewal/amendment fee.