REPÚBLICA DE MOÇAMBIQUE AUTORIDADE REGULADORA DE AVIAÇÃO CIVIL DE MOÇAMBIQUE	**Approved Maintenance Organisation Certification Job Aid and Schedule of Events**
Office Name of Company	**Location Address:**
Mailing Address (if different from location) N/A	**Pre-certification Number:**

IACM Ref.		Applicant Proposed Date	Applicant AMO Reference	Date Agreed	Date Received	IACM Inspector Initial	IACM Date Accomplished/ Reference (SRS/Letter)
	I. Pre-application Phase						
	A. Initial Orientation: Inspector _____						
	1. Certification Advisory Pamphlet provided to prospective approved maintenance organisation.						
	2. Prospective Operator's Pre-assessment statement						
	B. Certification Team Designated PM-_____						
	Team Member Name / Speciality						
	C. Conduct Pre-application Meeting						
	1. ☐ Verify POPS Information						
	2. ☐ Overview of Certification Process						
	3. ☐ Provide Certification Package: ☐ Certification Job Aid ☐ Schedule of Events ☐ Application Form ☐ Other applicable publications and documents						
	4. Explain Formal Application Submissions						
IACM Ref.	**II. Formal Application Phase**						
	A. Review Applicant's Submission						
	1. Formal Application Form a. Application Form (MOZ-145-03)						
	2. Formal Application Attachments a. Two completed maintenance procedure manuals						
	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						
	B. Evaluation of IACM Resources Capability Based on Schedule of Events						
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	C. Formal Application Meeting Date: Time:						
	1. Schedule of Events						
	2. Discuss each Submission						
	3. Resolve Discrepancies/ open Items						
	4. Review Certification Process						
	5. Review impact if Schedule of Events are not met						
	D. Issue letter accepting/rejecting Formal Application						
IACM Ref.	**III. Document Evaluation Phase**						
	A. Evaluate Applicable Training Programs						
	1. Training Maintenance Personnel a) Indoctrination for employees i) Mozambique Civil Aviation Regulations ii) Company manuals, policies, procedures and practices, including quality control iii) Dangerous goods iv) Maintenance human factors v) Computer systems and software vi) Facility security						
	b) Initial, appropriate to assigned job activities i) General review; ii) Specific job or task training; iii) Shop safety; iv) Records and recordkeeping; v) Materials and parts; vi) Test equipment, including ground support equipment; vii) Tools; viii) Maintenance human factors, and ix) Any other items as required by the Authority.						
	c) Recurrent training for employees. i) Refresher of subjects covered in initial training ii) New items introduced in the OMA since completion of initial training; iii) Changes to aircraft types iv) Changes to aeronautical product types v) Any other items required						

	by the Authority.						
	d) Specialised training for employees whose duties require a specific skill, including initial and recurrent						
	e) Training Certifying Staff 1. Pre-qualification standards identified						
	2. Basic engineering theory relevant to the airframe structure and systems to the class of aircraft						
	3. Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects						
	4. Company procedures relevant to the tasks						
	5. Knowledge and skills related in human performance						
Remarks:							
	B. 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)						
	C. Evaluate Applicable Manual(s) 1. Completed Maintenance Procedure Manual						
	2. Completed Quality Assurance System						
	3. Completed Training Program						
	4. Other						
Remarks:							
	D. Other Document Evaluations 1. Completed Application Form (Moz-145-03)						
	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 Specialised Service Rating						
	8. Revised POPS, if appropriate						
	9. Training Contracts, if appropriate						
	10. Maintenance Contracts/Agreements						
	11. Exemption/Deviation Requests/Justification						

Remarks:							
IACM Ref.	**IV. Demonstration and Inspection Phase**	Applicant Proposed Date	Applicant AMO Reference	Date Agreed	Date Received	IACM Inspector Initial	IACM Date Accomplised/ Reference (SRS/Letter)
	A. Evaluate Organisation Conducting Training						
	1. Training Facilities						
	2. Training Schedules						
	3. Instructor Qualification/Training						
	4. Management Personnel Training Evaluation						
	5. Certifying Staff Training 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. AMO procedures related to the task						
	d. Assigned tasks and responsibilities						
	e. Knowledge and skills related to human performance						
	f. Co-ordination with other maintenance personnel and flight crew						
	g. Curriculum and standards for training						
	h. Pre-qualification Evaluation for Certifying Staff						
	i. Initial Training						
	j. Continuation Training k. Other						
	6. Maintenance Personnel Training Evaluation						
	7. Assigned tasks and responsibilities						
	8. Knowledge and skills related to human performance						
Remarks:							
	B. Inspect Maintenance Base						
	1. Works Areas						
	2. Tools						
	3. Equipment						
	4. Technical Data						
	5. Stores (parts, equipment, materials)						
	6. Test Equipment/Precision tools						
	7. Test Stands						
	C. Recordkeeping location/system 1. Personnel records 2. Test Equipment/Precision Tool Certificate of Calibrations/Data Sheets 3. Maintenance Records 4. Other						

Remarks:							
IACM Ref.	**V. Certification Phase**	Applicant Proposed Date	Applicant AMO Reference	Date Agreed	Date Received	IACM Inspector Initial	IACM Date Accomplised/ Reference (SRS/Letter)
	A. Complete Form (Moz-145-03)						
	B. Prepare Maintenance Organisation Certificate						
	C. Prepare Maintenance Organisation Specific Operating Provisions						
	D. Present signed Certificate and Specific Operating Provisions to AMO						
Remarks:							
	E. Prepare Certification Report 1. Assemble Report/Attachments a. Completed POPS						
	b. Completed Formal Application Form (Moz-145-03)						
	c. Completed Compliance Statement						
	d. Copy lease/contract agreement(s)						
	e. Copy of signed AMO Certificate						
	f. Copy of signed AMO Specific Operating						
	g. Provisions						
	h. Copy of completed Capability List						
	i. Copy of other Contracting States Certificate(s) and Specific Operating Provision(s)						
	j. Copy of maintenance functions under contract						
	k. Copy of approved specification(s) if issued a Specialised Service Rating						
	l. Certification Job Aid/Schedule of Events						
	m. Certification report (Summary of difficulties)						
	n. All correspondence between the applicant and IACM						
	o. Suggestions to improve certification process						
	p. Distribute Report						
Remarks:							
	F. Develop Post Certificate Surveillance Program 1. With Geographic Area						
	2. Outside Geographic Area						
Remarks:							