



CIVIL AVIATION AUTHORITY BAHAMAS

AIR 08

**CERTIFICATION OF APPROVED
MAINTENANCE ORGANISATION- USER
GUIDE**

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Document Revision History

Date Revised	Revision Number	Description of Changes	Change Person

This revision page should be completed to show the revision date (dd/mm/yyyy), the version number, a description of the changes, and the change person. A major revision will display the next sequential version number (e.g., 3.00, 4.00, 5.00, etc.). A minor revision will display a sequential number after the major revision number (e.g., 3.10, 3.20, 3.30, etc.).

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AIR 08

CERTIFICATION OF APPROVED MAINTENANCE ORGANISATION-USER GUIDE

INDEX

1	INTRODUCTION	1-2
1.1	Purpose.....	1-2
1.2	Related Legislation and Regulations	1-2
1.3	Background	1-2
1.4	The Pre-Application Phase	1-3
1.5	The Formal Application Phase.....	1-6
1.6	The Document Evaluation Phase	1-7
1.7	The Demonstration and Inspection Phase.	1-8
1.8	The Certification Phase	1-9
1.9	Amendment to or Transfer of Certificate	1-9
appendices	1	
	APPENDIX A. CERTIFICATION PROCESS FLOW CHART.....	2
	APPENDIX B	9
	Prospective Operator’s Pre-Application Statement (Pops) Job Aid	1
	APPENDIX C	3
	Appendix d	1
	Specific Terms, Conditions, Limitations, and Authorisations	2
	appendix d	1
	APPENDIX E	1
	appendix f	1
End	1	

1 INTRODUCTION

1.1 Purpose

This civil Aviation Publication (CAP) is intended to assist in the certification of an approved maintenance organization (AMO) certificate for conducting maintenance operations under Civil Aviation Regulations (CAR). The certification process may appear to be a complex undertaking, particularly to a first-time applicant. This CAP provides basic information applicable to the certification process.

Because there are a variety of acceptable methods for preparing The AMO MOE Manual, this CAP does not include a detailed discussion of this topic. Applicants will be briefed in as much detail as necessary regarding the preparation of the manual and other documents during meetings with CAA-B personnel. The information and the material referenced in this CAP will assist the applicant in completing the process with minimal delays and complications.

1.2 Related Legislation and Regulations

Related regulations are the Bahamas Civil Aviation Act 2021, Civil Aviation Authority Bahamas Act 2021, CAR 145, CAR AIR 1, CAR AIR 2, CAR 21 and CAR SMS.

1.3 Background

When satisfactorily completed, the certification process should ensure that the applicant is able to comply with the Act, the CAR, and the international standards pertaining to the maintenance functions of an AMO, as published in relevant ICAO Annexes to the Convention on International Civil Aviation. The certification process is designed to ensure that the applicant understands and can fulfill these duties.

There are five phases in the AMO certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. Appendix A of this CAP provides a detailed flow chart of the AMO certification process. The five phases are:

1. Pre-application
2. Formal application
3. Document evaluation
4. Demonstration and inspection
5. Certification



In some cases, the guidance and suggested sequence of events in this CAP may not be entirely appropriate. In such situations, the CAA-B and the applicant should proceed in a manner that considers existing conditions and circumstances. The applicant should not expect to be certificated, however, until the CAA-B is assured that the applicant will comply with the CAR's and The Bahamas Civil Aviation Act 2021 in an appropriate and continuing manner.

1.4 The Pre-Application Phase

The Pre-Application Phase of the AMO certification process consists of the applicant's initial inquiry and the pre-application meeting.

- a. Initial Inquiry
 1. An application should contact CAA-B office and inform the CAA-B of its intent to apply for Amo certification. Initial inquiries may be made by email letter or Centrik.
- b. Preliminary Discussion
 1. The applicant will be invited to meet briefly with CAA-B personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the applicant intends to proceed with certification, the Prospective Operator's Pre-Application Statement (POPS) Job Aid will be furnished. Appendix B of this CAP provides a sample POPS Job Aid. The POPs should be completed, signed by the applicant, and returned to the CAA-B office. The completed POPS denotes intent by the applicant to continue the certification process and allows the CAA-B to plan activities and prepare to commit resources for the certification project.
- c. CAA-B Review of the POPS
 1. CAA-B personnel will perform a preliminary assessment of the POPS. If the information is incomplete or inaccurate, the POPS will be returned to the applicant with the reasons for its return noted in Section 2 of the form. If the information is complete and acceptable, the CAA-B will assign a certification project coordinator CPC to the certification project and will schedule a pre-application meeting with the applicant and the selected CAA-B certification team members.
- d. Responsibilities of the Certification Team and certification project coordinator CPC
 1. the CAA-B will assign appropriate Airworthiness Inspectors to the certification project. The certification team will be responsible for handling all matters pertaining to the applicant, regardless of whom the applicant initially contacted. The CAA-B office will designate one certification team member as the CPC. The CPC will be the official CAA-B spokesperson throughout the certification process.

- e. Responsibilities of the Applicant
 - 1. The applicant must develop all the required manuals, approval listings, senior management listing, resumes, etc. for submission with the formal application.
- f. The Pre-Application Meeting
 - 1. The purpose of the pre-application meeting is to confirm the information on the POPS and to provide the applicant with an application package that contains critical certification information.
 - 2. It is required that the applicant's key management personnel attend the pre-application meeting and be prepared to discuss in general terms the plans and specific aspects of the proposed operation.
 - a. Accountable Manager
 - b. The Senior Managers mentioned in CAR 145.105 Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements that must be met for the applicant to be certificated as an AMO. The CAA-B recognises that a wide range of capabilities and expertise exists among organisations. Background experience provided by the applicant will be considered by the CAA-B during this meeting, and the certification process will be adjusted, as necessary.
 - 3. If the pre-application meeting is successful, the certification process will continue to the Formal Application Phase.
 - 4. If the CPC determines that the applicant is not adequately prepared to proceed with the certification process, the CPC will advise the applicant to request another pre-application meeting after more complete preparation on the applicant's part. It is appropriate for the CPC to recommend to the applicant one or more of the following actions:
 - i. Further review of AMO-CAP AIR 08
 - ii. A more thorough review of the applicable regulations.
 - iii. Changes to proposed key management personnel.
 - iv. Retention of the services of a professional aviation consultant
 - v. Termination of efforts to become CAA-B certificated.
- g. Application Package

To help promote understanding throughout the certification process, an application package will be provided during the pre-application meeting. The application package will include the following:

 - 1. CAP-AIR 08, if not previously provided
 - 2. CAA-B AIR 040 Compliance Declaration
 - 3. CAA-B AIR 047 Management Personnel Nomination
 - 4. Application for Approved Maintenance Organization Certificate and/or Ratings

5. A blank Approved Maintenance Organisation Certification Job Aid and AMO Schedule of Events
 6. Other publications or guidance the CPC believes will be useful to the applicant.
- h. Formal Application Package
- CAP AIR 08 requires the applicant to submit an application in the form and manner as prescribed by the CAA-B. Centrik and appendix D of this CAP provides a sample Application for Approved Maintenance Organization Certificate and/or Ratings. The applicant's Accountable Manager must sign the application. The individual delegated to act on behalf of the Accountable Manager must submit a copy of the signed approval from the Accountable Manager to the Authority before assuming the responsibilities of the Accountable Manager.
- I. Formal Application Package Attachments
- The formal application and the required attachments are submitted for CAA-B approval in form of a formal application package. The attachments that must be included with the formal application are:
1. A completed Application for Approved Maintenance Organisation Certificate and/or Ratings, signed by the applicant's Accountable Manager or his or her designee.
 2. A completed AMO Schedule of Events
 - i. The AMO Schedule of Events is a key document that lists the applicant's major items, activities, programmes, and/or facilities, equipment, and tool acquisitions that must be accomplished or made ready for the CAA-B's inspection before certification. Appendix C of this CAP provides a sample AMO Schedule of Events. The AMO Schedule of Events should include dates when:
 - Maintenance personnel training will start
 - Maintenance facilities will be ready for CAA-B inspection
 - Each of the required manuals will be available for evaluation
 - ii. These estimated dates must be logical in terms of sequence. When approval of an item or event is required before beginning a subsequent item or event, reasonable time should be provided for the CAA-B to review, inspect, and approve the prerequisite item or event. Failure to accomplish an item or event in a satisfactory manner or in accordance with the AMO Schedule of Events could delay the certification. If at any time during the certification process the applicant finds it necessary to revise the AMO Schedule of Events, it should notify the CPC as soon as possible in writing.
 3. The applicant's AMO MOE Procedures Manual in duplicate (if in hard copy).
 4. A Quality System, or an equivalent system of inspections (if not included in the MOE).
 5. Documentation identifying the qualifications of management personnel

and certifying staff.

6. A training programme.
7. A capability list.
8. A copy of any documents of purchase, contracts, and lease agreements.
9. A list of all AMO certificates and ratings issued by another Contracting State.
10. A Safety Management System (SMS).
11. A set of draft Operation Specifications.

The certification team will assist the applicant in identifying from the draft MOE all statements that accurately describe the applicant's intended operation, including the intended terms, conditions, limitations, and authorizations specific to the applicant's Organization.

- i. When a limited rating is requested, the make and model of the particular item(s) to be maintained and the nature of the work to be performed must be included.
- ii. When a specialised service rating is requested, a copy of the approved specification for the work to be accomplished must be included.

12. An initial Compliance Declaration

The Compliance Declaration ensures that the applicant has adequately addressed in its manuals, programmes, and procedures all the regulatory requirements applicable to its proposed operation. It aids the certification team in determining how the applicant intends to comply with each pertinent part, subpart, section, subsection, and paragraph of the CAR.

1.5 The Formal Application Phase

The Formal Application Phase of the certification process begins when the applicant submits its formal application package to CAA-B. Upon receipt of the formal application package, the certification team will perform a cursory review to determine that it contains the required information and attachments necessary to continue with the AMO certification process.

- a. Submission of the Formal Application Package

1. The applicant shall submit the formal application package via-Centrik or in a manner acceptable to the authority. The application will be informed that the CAA-B will need a brief time to perform a cursory review of the package.

- b. CAA-B Review of the Formal Application Package

The certification team will review the formal application packages 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 their return. If the certification team determines that the applicant's formal application package is acceptable, the certification process will

proceed, and the CPC will schedule a formal application meeting with the applicant.

c. Formal Application Meeting

The purpose of the formal application meeting is to discuss the formal application package to resolve any omissions, address deficiencies or discrepancies, and answer any questions on the part of either party. A common understanding should be established to resolve all issues prior to proceeding to the next phase of the certification process. The formal application meeting should reinforce open communication and good working relationships.

1. The application's key management personnel must attend the formal application meeting.
 - i. Accountable Manager
 - ii. Planning Manager (as per CAR 145.105) Quality Manager
 - iii. Procurement Manager/Production Manager
2. The applicant is encouraged to freely discuss all aspects of the certification process. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event it does not clearly understand. The certification team will respond to any questions the applicant may have and should reinforce the certification process.
3. Date conflicts must be resolved in the most effective way possible.
4. The certification team will determine the formal application package's acceptability, but the CPC will not formally accept or reject the application during the meeting. This delay will allow the applicant time to resolve any omissions, deficiencies, or discrepancies discussed during the meeting.
5. The applicant will be notified by letter whether the formal application package is accepted or rejected. CAA-B acceptance of a formal application does not constitute approval or acceptance of the individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application package is unacceptable, it will be returned with a written explanation of the reasons for its return.

1.6 The Document Evaluation Phase

During the Document Evaluation Phase of the AMO certification process, the certification team performs an in-depth review the applicant's formal application and attachments (formal application package) to establish that all elements are in compliance with the applicable requirements of CAR 145. CAA-B will endeavour to complete these evaluations in accordance with the AMO Schedule of Events and the final Compliance Declaration.

a. Required Evaluations

The certification team will evaluate the following:

1. The AMO MOE Manual.
2. The Quality System manual.
3. The training programme.

4. Management personnel and certifying staff qualifications.
 5. A completed Capability List.
 6. Documents of purchase, contracts, and lease agreements.
 7. A copy of the approved specification for the work to be performed for a specialized service rating.
 8. Calibration certificates on test equipment and/or precision tools, as applicable. The applicant must be aware that all required test equipment and precision tools must be appropriately calibrated and documented.
- b. Identified Deficiencies or Discrepancies
1. If any part or parts of the applicant's formal application package (Required Evaluations as listed above) are found to be incomplete or deficient or if noncompliance with the regulatory requirements or safe operating practices is detected, those parts will be returned to the applicant for corrective action. Along with a letter stating the deficiencies and discrepancies.
 2. The applicant and the certification team should address the appropriate means of identifying the corrective actions. Corrective action must be taken. (i.e. revisions or certification process to continue.
- c. Approval or Acceptance of Submissions
- If the CAA-B finds the applicant's submissions to be satisfactory, the application will be approved or accepted, as required by the CARs. Approvals will be indicated by letter. Acceptance of information that does not require formal approval will be indicated by letter.

1.7 The Demonstration and Inspection Phase.

During the Demonstration and Inspection Phase of the certification process, the certification team conducts demonstrations and inspections of the applicant's facilities – including housing, equipment, material, and data – and evaluates the applicant's proposed manuals, systems, procedures, and programmes to determine if they are in compliance with the requirements of CAR 145 and safe operating practices. Certain segments of the Document Evaluation Phase sometimes occur simultaneously with certain events in the Demonstration and Inspection Phase. CAR 145 requires each applicant to demonstrate its ability to fully comply with the regulatory requirements before beginning operations.

- a. Demonstrations and Inspection
1. The CPC will contact the applicant to coordinate and schedule demonstrations and inspections between the certification team and the applicant. The CPC may inform the applicant of the types of demonstrations required, but it is not mandatory.
 2. Demonstrations and inspections include actual performance of activities and/or operations while being observed by certification team members. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the CAA-B evaluates the effectiveness of the guidance, instructions, and procedures as described in The AMO MOE Manual and other documents. Emphasis is placed on the effectiveness of the applicant's management.

3. The certification team must inspect the applicant's facilities to ensure the following:
 - i. The number of personnel is sufficient to satisfy the volume and type of work to be performed, as required by CAR 145.
 - ii. The storage of flammables meets acceptable industry standards (i.e., storage in a fireproof cabinet).
 - iii. Oxygen, oil, and welding shops are separated.
 - iv. Acceptable industry standards are followed for the proper protection and storage of materials, as required by CAR 145.
 - v. Maintenance records reflect that the work was performed in accordance with the requirements of the applicant's manual and that an authorised person inspected all the items requiring inspection and determined that the work was satisfactorily completed.
 - vi. Test equipment and/or precision tools, as applicable, are appropriately calibrated and documented and the calibration certificates are available.

b. Debrief

After the demonstrations and inspections are completed, the CPC will debrief the applicant on both acceptable and unacceptable areas. The applicant will receive a formal letter that identifies deficiencies or discrepancies and the necessary corrective actions to be taken by the applicant. The applicant must take corrective action on identified deficiencies or discrepancies before a certificate is issued. Reinspection's will be scheduled as necessary.

Final Approval

If the demonstration and inspections are satisfactory to the CAA-B, the CPC will inform the applicant of the satisfactory results. The certification process will proceed to the Certification Phase.

1.8 The Certification Phase

The Certification Phase is the final phase in the certification process. The certificate is issued to the applicant after the first four phases in the process have been successfully completed and all significant deficiencies or discrepancies have been corrected. The CPC will prepare the AMO certificate the Amo certificate. Appendix D of this CAP provides a sample AMO certificate. The Maintenance Organisation Exposition contains terms, conditions, and authorisations specific to the applicant's operation. The applicant must acknowledge receipt of these document in writing. This action completes the certification process. The application shall not be certificated under any circumstance until the CPC has determined that the applicant is fully capable of fulfilling its responsibilities and will comply appropriately with the CARs.

1.9 Amendment to or Transfer of Certificate

The AMO certificate holder is responsible for continued compliance with the applicable CAR and the terms, conditions, limitations, and authorizations of its AMO certificate and MOE. If an AMO certificate holder's operation changes, the MOE will be amended accordingly. The process for amending MOE is similar to a manual revision. In some cases, it may be a less complex procedure, depending on the subject of the amendment. The CAA-B is responsible for conducting periodic

inspections of the certificate holder's operation to ensure continued compliance with the CARs and safe operating practices. CAR 145 require an AMO certificate holder to submit a new application in the following situations.

a. Certificate Change

An AMO certificate holder must apply for a change to its certificate if it changes the location of the AMO or requests to add or amend a rating. The CAA-B must be notified in advance and may prescribe conditions that the AMO must follow while moving to the new address/location.

b. Sale or Transfer of Assets

The privileges of an AMO certificate are not transferable. If the AMO certificate holder sells or transfers its assets, the new owner must apply for an amended certificate in accordance with CAR 145. There are occasions when AMO ownership changes without a corresponding change in location, facilities, or personnel.

APPENDICES

Appendix A. Certification Process Flow Chart

Appendix B. Prospective Operator's Pre-Application Statement (POPS) Job Aid

Appendix C. Approved Maintenance Organization Certification Job Aid and
Schedule of Events

Appendix D. Approved Maintenance Organization Rating for Component
Maintenance Organization

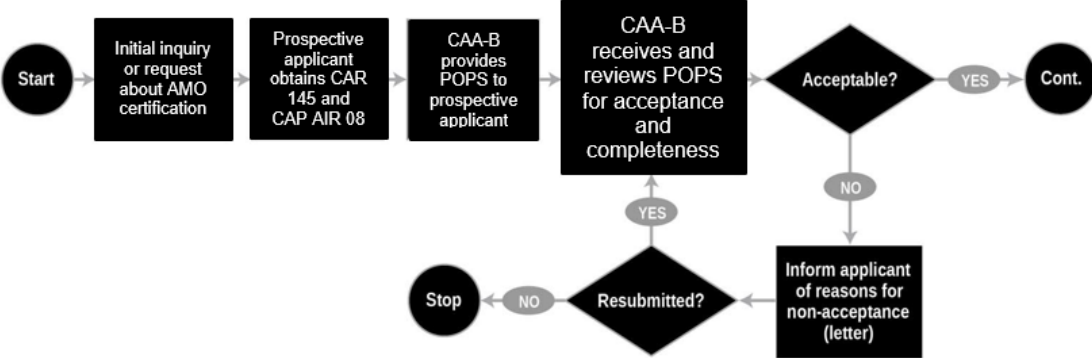
Appendix E. References

Appendix F. Definitions

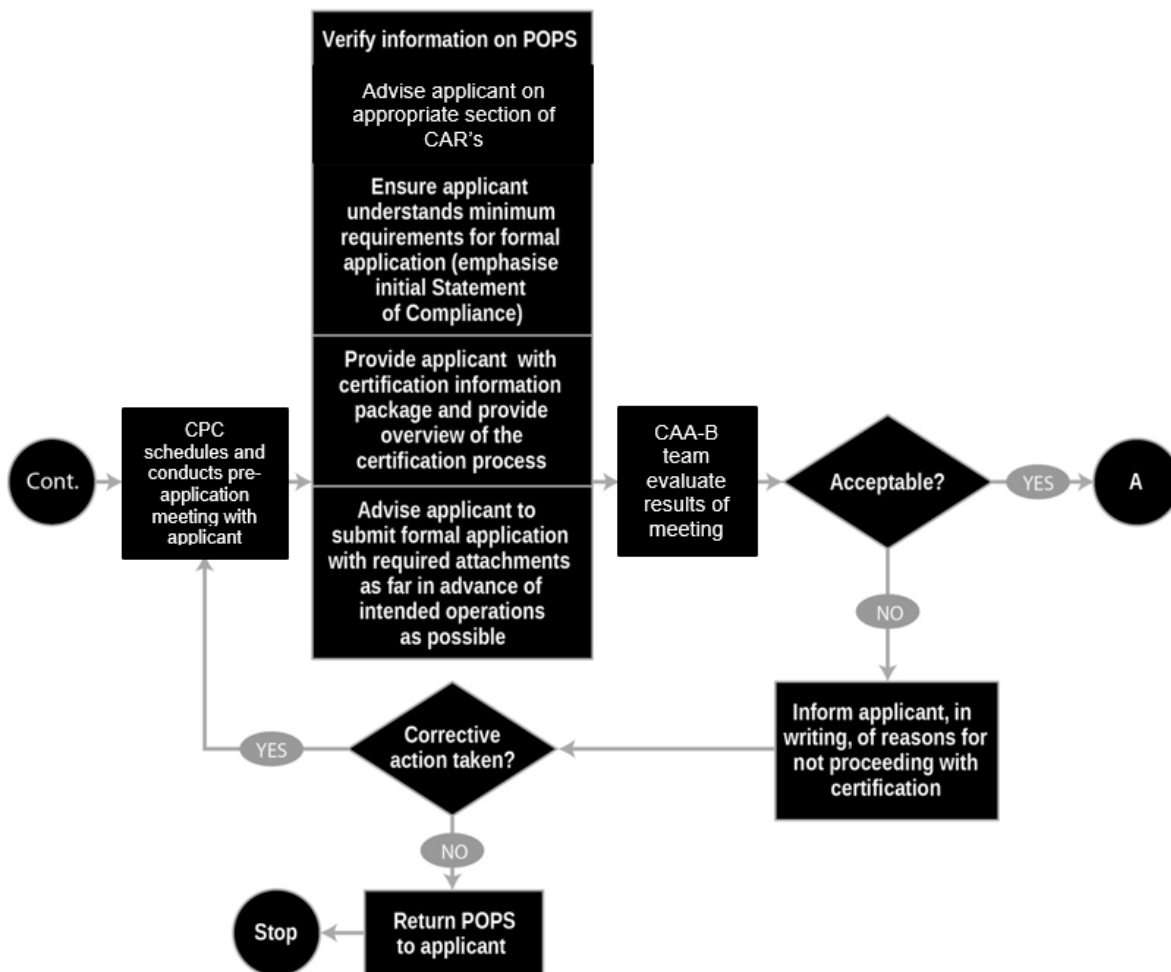
APPENDIX A. CERTIFICATION PROCESS FLOW CHART

The flow charts on the following pages are representative of an AMO certification process. This chart also represents the process for the certification of an air operator.

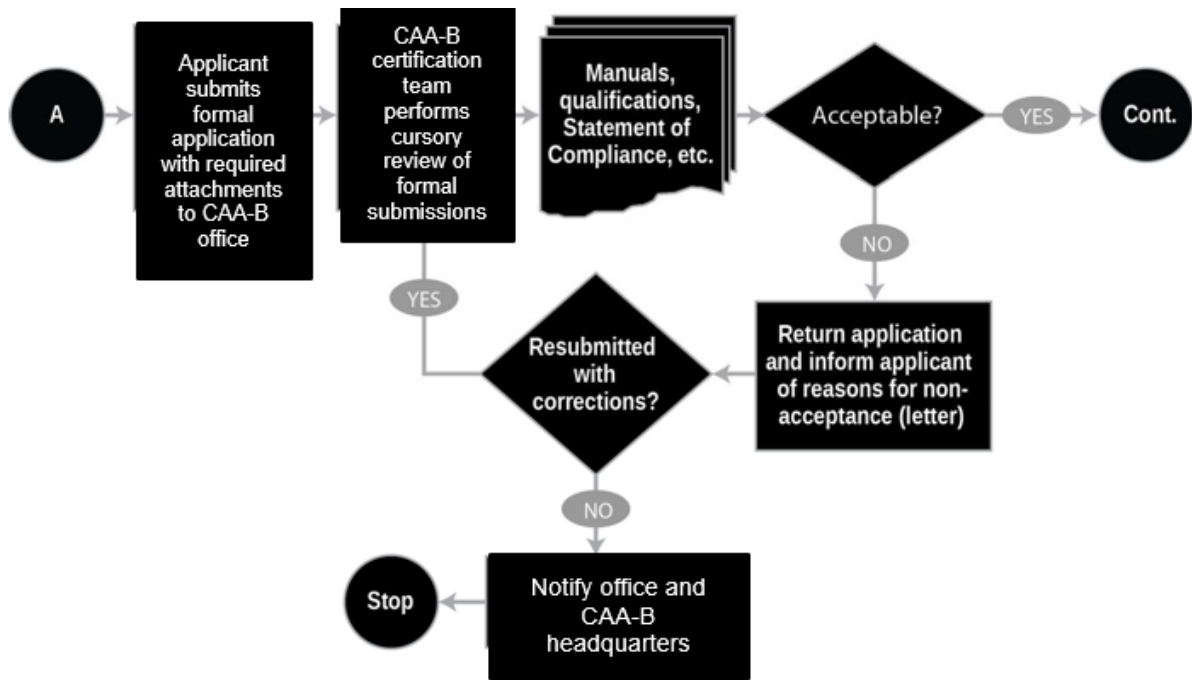
PRE-APPLICATION PHASE AMO CERTIFICATION PROCESS

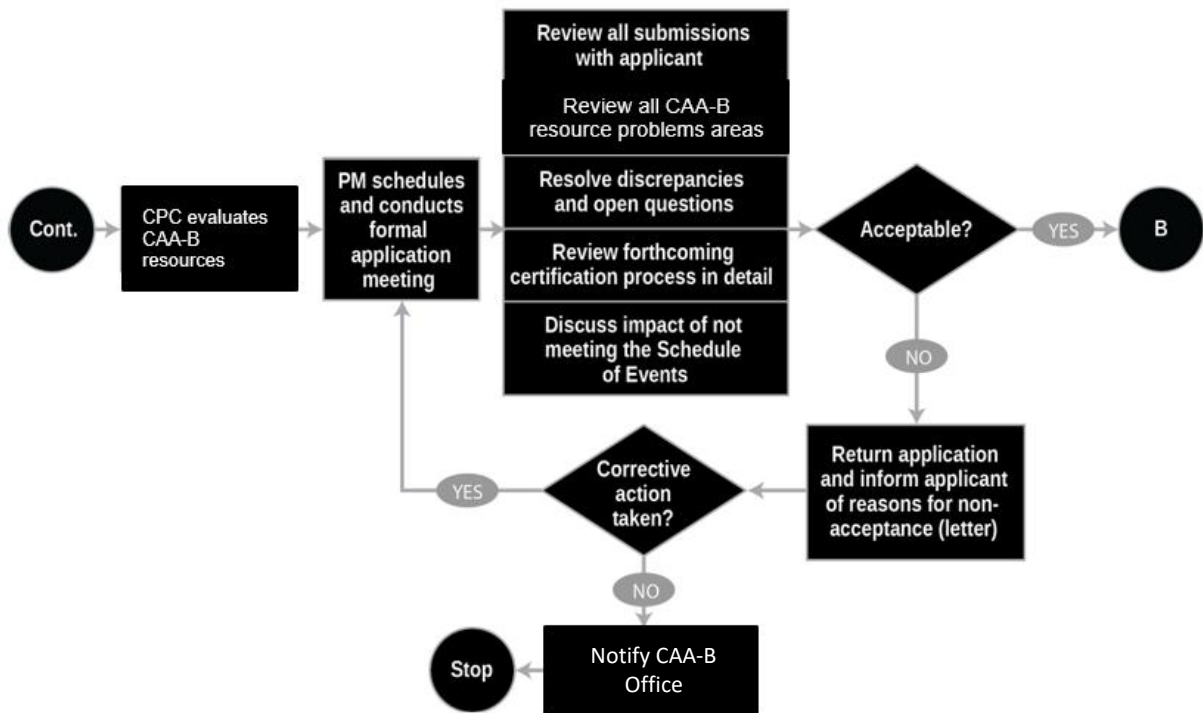


PRE-APPLICATION MEETING

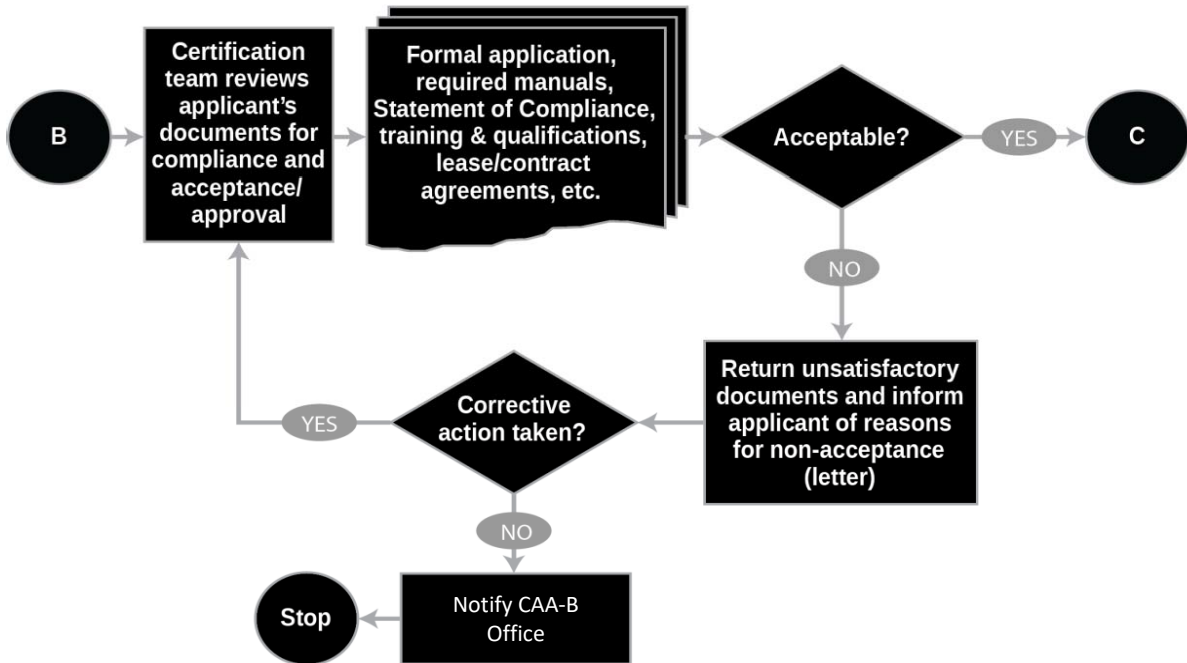


FORMAL APPLICATION PHASE
AMO CERTIFICATION PROCESS

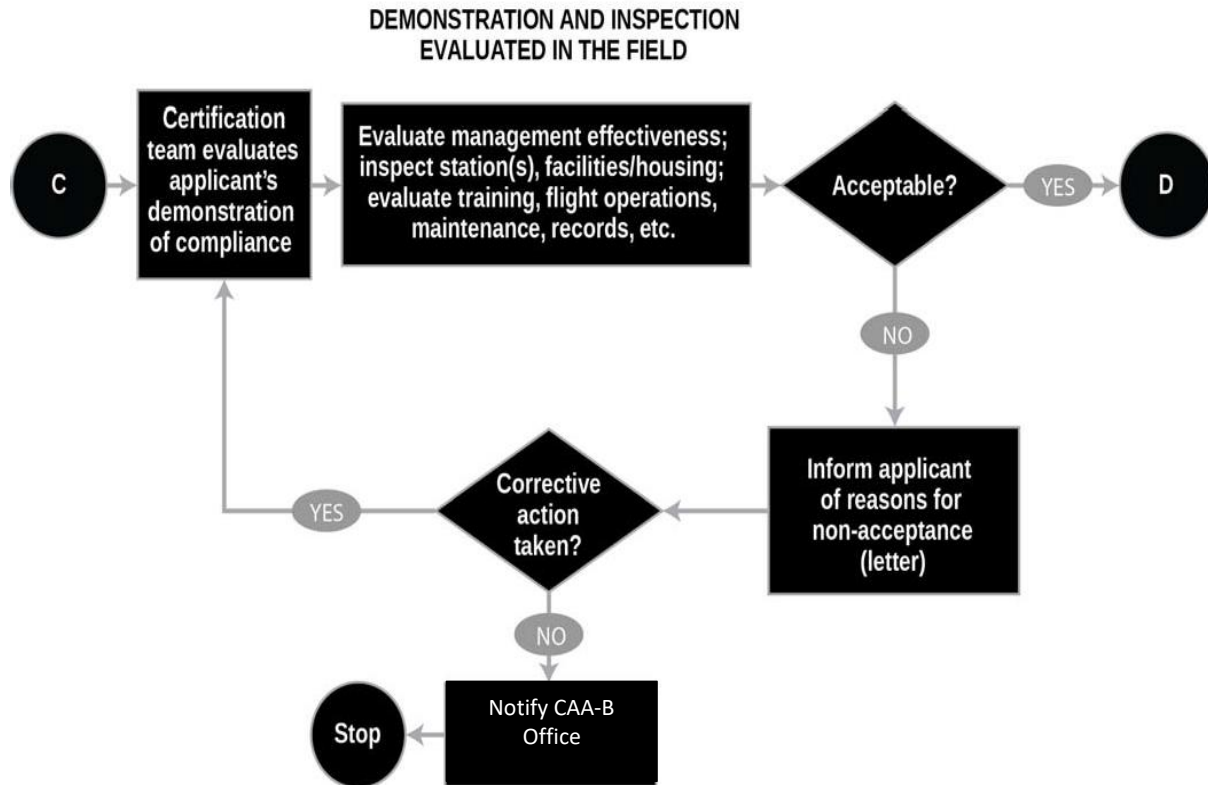




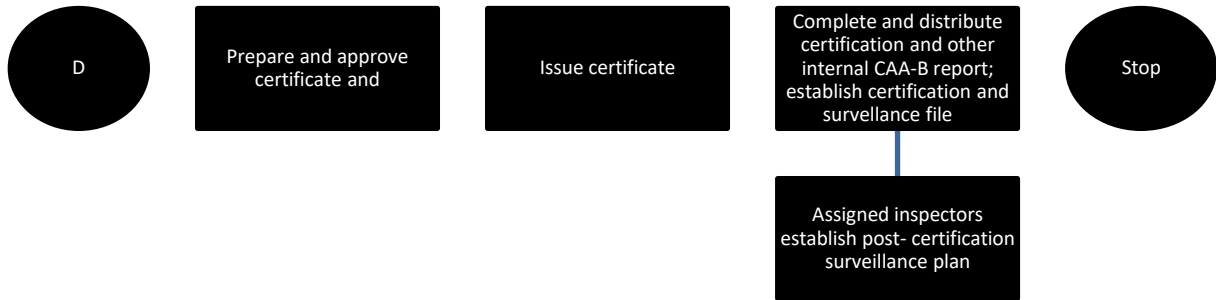
DOCUMENT EVALUATION PHASE
AMO CERTIFICATION PROCESSED



DEMONSTRATION AND INSPECTION PHASE
AMO CERTIFICATION PROCESS



CERTIFICATION PHASE
AMO CERTIFICATION PROCESS



APPENDIX B

PROSPECTIVE OPERATOR'S PRE-APPLICATION STATEMENT (POPS) JOB AID Instructions for Completing the POPS Job Aid

GENERAL. The POPS Is to be completed by an air operator or approved maintenance Organisation (AMO) applicant.

SECTION A. All Applicants Shall Complete This Section.

Block 1. Enter if the company is domestic or other.

SECTION B.

Block 1. Enter Company name.

Block 2. Enter Assigned Company Number.

Block 3. Enter the Mailing location where primary operating activities are based, that is, where the offices of management required by regulation are located.

Block 4. Telephone and Fax Information.

Block 5. Proposed Start Operating date.

Block 6. Doing Business As (DBA is applicable)

Block 7. Enter Physical Address principal base of Operation.

Block 8. Email Address.

SECTION C.

Enter information regarding all proposed management.

- Name: First, Middle, Last
- Email
- Telephone Number

SECTION D. All Applicants Shall Complete This Section

Enter any information that would assist CAA-B personnel in understanding the type and scope of operation or services to be performed by the applicant. If an air operator intends to arrange for maintenance and inspections of its aircraft and/or associated equipment, identify the AMO selected and provide a list of the maintenance or inspections it proposes to perform. Also, provide all written contracts with this POPS, if applicable.

SECTION E. Identify the Proposed Training

For air operator certificates (AOCs), identify the type of aircraft and/or FSTDs intended to be used and the training to be provided.

For AMOs, identify the type of aircraft by make and model. In addition, identify the type of training the quality assurance staff, certifying staff, and maintenance personnel will receive based on the ratings requested.

SECTION F. Other Pertinent Information

SECTION G. The Signature of The Accountable Manager Denotes the intent to seek, CAA-B Certification as An Air Operator or AMO.

The Accountable Manager must sign the POPS. If an individual other than the Accountable Manager signs the POPS, the Accountable Manager must submit with the POPS a letter addressing that individual's authority to do so.


SECTION H. The CAA-B official Shall Complete This Section.

Enter the required information, including a recommendation in the "Remarks" block on the action to be taken, and forward the POPS and all available information to the head of the CAA-B.

The head of the CAA-B shall complete this section.

The head of the CAA-B will authorise the appropriate CAA-B office or section, where certification or approval action is to be continued, to designate a project manager and a certification team.

Prospective Operator's Pre-Application Statement (Pops) Job Aid

	<h3 style="margin: 0;">AMO PROSPECTIVE OPERATOR PRE-APPLICATION STATEMENT</h3>	<p>INSTRUCTIONS This form is for the purpose of notification of the CAA-B of the intent to seek AOC certification. Complete the form and submit to CAA-B</p>	
A. NOTICE OF INTENT			
This is to give notice of intent to make an application for the AMO certification or authorisation:			
1. <input type="checkbox"/> AMO Domestic 2. <input type="checkbox"/> Other Authorisation (specify)			
B. COMPANY-SPECIFIC INFORMATION			
1. Applying Company Name: Click or tap here to enter text.		2. Assigned Company Number: Click or tap here to enter text.	
3. Mailing Address: Click or tap here to enter text.		4. Telephone and FAX Information: Click or tap here to enter text.	
5. Proposed Start Operating Date: Click or tap to enter a date.		6. Doing Business As (DBA): Click or tap here to enter text.	
7. Physical Address: Principal Base of Operations: Click or tap here to enter text.		8. Internet and/or E-mail Address: Click or tap here to enter text.	
C. PROPOSED MANAGEMENT POSTHOLDERS			
Title/Post/Position	Name (Last, First, Middle)	Telephone and Email	
1. Accountable Manager	Click or tap here to enter text.	Click or tap here to enter text.	
2. Quality Manager	Click or tap here to enter text.	Click or tap here to enter text.	
3. Planning Manager	Click or tap here to enter text.	Click or tap here to enter text.	
4. Procurement Manager	Click or tap here to enter text.	Click or tap here to enter text.	
5. Safety Manager	Click or tap here to enter text.	Click or tap here to enter text.	
6. Production Manager	Click or tap here to enter text.	Click or tap here to enter text.	
7. Other	Click or tap here to enter text.	Click or tap here to enter text.	
D. PROPOSED APPROVED MAINTENANCE ORGANISATION RATINGS			
The type of Approved Maintenance Organisation Ratings			
1. (a) Aircraft <input type="checkbox"/> A1- Aeroplane > 5700 kg <input type="checkbox"/> A2- Aeroplane < 5700 kg <input type="checkbox"/> A3- Rotorcraft	(B) Engine <input type="checkbox"/> B1- Turbine <input type="checkbox"/> B2- Piston <input type="checkbox"/> B3- APU	(C) Components <input type="checkbox"/> C1 <input type="checkbox"/> C5 <input type="checkbox"/> C9 <input type="checkbox"/> C13 <input type="checkbox"/> C17 <input type="checkbox"/> C2 <input type="checkbox"/> C6 <input type="checkbox"/> C10 <input type="checkbox"/> C14 <input type="checkbox"/> C18 <input type="checkbox"/> C3 <input type="checkbox"/> C7 <input type="checkbox"/> C11 <input type="checkbox"/> C15 <input type="checkbox"/> C19 <input type="checkbox"/> C4 <input type="checkbox"/> C8 <input type="checkbox"/> C12 <input type="checkbox"/> C16 <input type="checkbox"/> C20	(D) Specialised Services <input type="checkbox"/> D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> D4
2. Proposed Authorisations			
<input type="checkbox"/> Airframe	<input type="checkbox"/> Avionics	<input type="checkbox"/> Accessory	
<input type="checkbox"/> Powerplant	<input type="checkbox"/> Radio	<input type="checkbox"/> Specialized Service	
<input type="checkbox"/> Propeller	<input type="checkbox"/> Instrument	<input type="checkbox"/> Other	
E. PROPOSED TRAINING:			
Methods/ Facilities/ Service Providers/Aircraft Click or tap here to enter text.			

F. OTHER PERTINENT INFORMATION

Click or tap here to enter text.

G. CERTIFICATION OF INTENT:

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Name and Title: Click or tap here to enter text.

H. CERTIFICATION TEAM ASSIGNMENTS

Certification Project Coordinator

Click or tap here to enter text.

Maintenance Inspector

Click or tap here to enter text.

Ground Operations Inspector

Click or tap here to enter text.

Personnel Licensing Officer

Click or tap here to enter text.

Other:

Click or tap here to enter text.

As Director of the CAA-B, I hereby make the above team assignments:

Date: Click or tap to enter a date.

Signature: Click or tap here to enter text.

APPENDIX C

APPROVED MAINTENANCE ORGANISATION PROPOSED SCHEDULE OF EVENTS

	<h2 style="margin: 0;">APPROVED MAINTENANCE ORGANISATION</h2> <h2 style="margin: 0;">PROPOSED SCHEDULE OF EVENTS</h2>	<p>INSTRUCTIONS Print or type. Complete the applicant information and the column labelled "Date Proposed". Submit with formal application for</p>
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A. GENERAL INFORMATION			
Name of Applicant:	Date Submitted:	Revision No.:	CAA-B Control/Entry No.:

B. SCHEDULE DETAILS			
EVENTS	DATE PROPOSED	DATE ACCOMPLISHED	NOTE
PHASE 1: PRE-APPLICATION REVIEW			
Pre-Application Package			
Phase 1 complete.			
PHASE 2: FORMAL APPLICATION REVIEW			
Submit Formal Application Package			
Application Acceptance Meeting			
Phase 2 Complete			
PHASE 3: DOCUMENT CONFORMANCE			
Evaluation of the Maintenance Organisation Exposition.			
Evaluation of the Safety Management System.			
Evaluation of the Training Manual (If not included in the MOE).			
Evaluation of the Quality Manual (If applicable).			
Receive Interim Approval to Start Training.			
Approval of Manuals			
Phase 3 complete.			
Quality Manager			
Begin Basic Indoctrination			
Begin Basic Aircraft Type Training			
Begin Quality Training			
Begin Human Factors			
Planning Manager			
Begin Basic Indoctrination			
Begin Planning Training			
Begin Human Factors Training			
Procurement Manager			
Begin Basic Indoctrination			
Production Manager			
Begin Basic Indoctrination			

Begin Human Factors Training			
Certifying Staff			
Begin Basic Indoctrination			
Begin Basic Aircraft Type Training			
Begin Human Factors Training			

EVENTS	DATE PROPOSED	DATE	NOTE
Support Staff (Technician & Unlicenced			
Begin Basic Indoctrination			
Begin Basic Aircraft Type Training			
Begin Human Factors Training			
Other Events:			

PHASE 4: INSPECTION & DEMONSTRATION

Conduct Facility Inspection			
Perform Maintenance in Progress			
Phase 4 complete.			

PHASE 5: FINAL CERTIFICATION

Expect 145 AMO to be issued			
Conduct first commercial maintenance action.			
Validation of Maintenance Sequence			

C.NOTES/COMMENTS:

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APPENDIX D
APPROVED MAINTENANCE ORGANISATION CERTIFICATE

1. The assigned certificate number:

- The final certificate number will be obtained from the appropriate CAA-B office and will be imprinted or typed in the space provided on the form.

2. The certificate holder's name:

- The certificate holder's full and official name shall be entered directly below the words "This certificate is issued to."

3. The certificate holder's address:

- The physical location address of the certificate holder's principal base of operations shall be entered directly below the certificate holder's name. A post office box address is not acceptable unless it also reflects the physical location of the principal base of operations. The address on the certificate must be a physical location and may or may not be the same as the mailing address.

4. The certification Statement of Authority:

- The pre-printed certification Statement of Authority on the certificate shall not be modified.

5. The ratings issued to the AMO:

- The authorization(s) entered on or associated with an AMO approval and forming part of such approval, stating the special conditions, privileges, or limitations relating to such approval, shall be entered. Privileges are defined in CAR 145.

6. The period of validity:

- The AMO certificate and CAA-B issued MOE are effective from the date of issue until the AMO surrenders the certificate and the CAA-B accepts it for cancellation or until the CAA-B suspends or revokes it.

7. The Date of Issue

- The date entered in the space provided shall be the date of issuance. If a certificate is to be changed due to an address change or a change of the CAA-B office, the date of original issuance shall be retained on the changed certificate. A change of name for the certificate holder or a change in the Certificate Statement of Authority has the effect of a new certificate; therefore, a new certificate and certificate number shall be issued. In this situation the issuance date of the new certificate will be entered in the space provided.

8. The Signature of the Appropriate Authority.

- A certificate issued to an AMO complying with CAR 145 shall include the signature, printed name, and title of the appropriate CAA-B Authority

CIVIL AVIATION AUTHORITY BAHAMAS
 Unit 202, 2nd Floor, British Colonial
 Centre of Commerce
 #1 Bay Street P.O. Box N-975
 New Providence Bahamas



Website: www.caabahamas.com
 Telephone: (242) 397-4700
 Fax: (242) 326-3591
 Email: forms@caabahamas.com



CAR 145 APPROVED MAINTENANCE ORGANIZATION CERTIFICATE		
Issuing Authority: The Civil Aviation Authority Bahamas		
Approval Reference No. Click or tap here to enter text.	Organization Name: Click or tap here to enter text. Registered Address: Coral Harbor Rd. Nassau NP Bahamas Telephone: E-mail: Fax:	Expiration Date:
CLASS AND RATINGS AUTHORIZED		
CLASS	RATING	LIMITATION
Aircraft Maintenance	LARGE & SMALL AIRCRAFT	MOE Ref. 1.9.1
Engine Maintenance	Turbine Engine	MOE Ref. 1.9.2
Component Maintenance	Not Applicable	MOE Ref. NOT APPLICABLE
Specialized Maintenance	Not Applicable	MOE Ref. NOT APPLICABLE
Terms of Approval		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">AMO Name</div> This certificate certifies that (Operator) is authorized to engage in activities specified in this certificate, subject to the compliance with the Civil Aviation Regulations 145 Approved Maintenance Organization and the latest Maintenance Organization Exposition (MOE). Locations of maintenance facilities: As per PART 1, PAGE 20 OF 29 of the latest MOE. This certificate shall remain valid during the period of validity specified above unless it is surrendered, superseded, suspended, or revoked.		
Alexander B. Ferguson Director General X _____	Date of Original Issue 5 October 2022 Date of Current Issue 31 January 2024	



Specific Terms, Conditions, Limitations, and Authorisations

1. Work to Be Performed at a Place Other Than the AMO's Fixed Location

This paragraph authorizes a CAR 145 AMO to perform work at a location other than its fixed location(s). The AMO may accomplish this by temporarily transporting material, equipment, and personnel to perform specific maintenance functions at other locations.

Enter the work authorized and The AMO MOE Manual references.

2. Air Operator Geographic Authorization

This paragraph authorizes a CAA-B-certificated AMO with an airframe rating, located outside The Bahamas, to maintain Bahamas-registered aircraft at a location outside the country where the AMO certificate is held. Enter the location, AOC holder, maintenance contract number, aircraft model, Continuing Airworthiness Control Manual (CAME) reference, AMO MOE Manual Reference, and terms, conditions, limitations, and authorizations.

APPENDIX D
APPROVED MAINTENANCE ORGANISATION RATING FOR
COMPONENT MAINTENANCE

RATING FOR COMPONENT MAINTENANCE		
AIRCRAFT SYSTEM TO WHICH THE COMPONENT BELONGS	RATING (ATA/SNS CODE)	LIMITATION (MOE Ref.)
Standard Practice	20	NOT APPLICABLE
Electrical Power	24	NOT APPLICABLE
Equipment/furnishing	25	NOT APPLICABLE
Landing Gear	32	NOT APPLICABLE
Approving Inspector X _____	Airworthiness Dept. CAA-B	Date 31 January 2024

APPENDIX E
REGULATION REFERENCES

Civil Aviation Regulation (CARs)

- CAR 145
- CAR AIR 1.055(a)(3)
- CAR AIR 1.060
- CAR AIR 1.065(b)
- CAR AIR 1.070
- CAR AIR 1.080
- CAR AIR 1.090

APPENDIX F

Definitions

ACRONYMS	MEANING
AMO	Approved Maintenance Organization
AMP	Aircraft Maintenance Program
CAME	Continuing Airworthiness Maintenance Exposition
CAR	Civil Aviation Regulations
MOE	Maintenance Organisation Exposition

END