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## 1. PURPOSE


- A. This Advisory Circular (AC) describes the process of applying for and obtaining an Approved Maintenance Organization Certificate to conduct maintenance operations under Ethiopian Civil Aviation Rules and standards (ECARAS). The certification process may appear to be a complex undertaking, particularly to a first time applicant. This provides basic information applicable to the certification process.
- B. Because there is a variety of acceptable methods for preparing manuals, a detailed discussion of acceptable methods for preparing these documents is not in this AC. Applicants will be briefed as much detail as necessary regarding the preparation of manuals and other documents during meetings with ECAA personnel. The information in this AC and the material referenced in this AC will assist the applicant in completing the process with minimal delays and complications.

## 2. REFERENCE

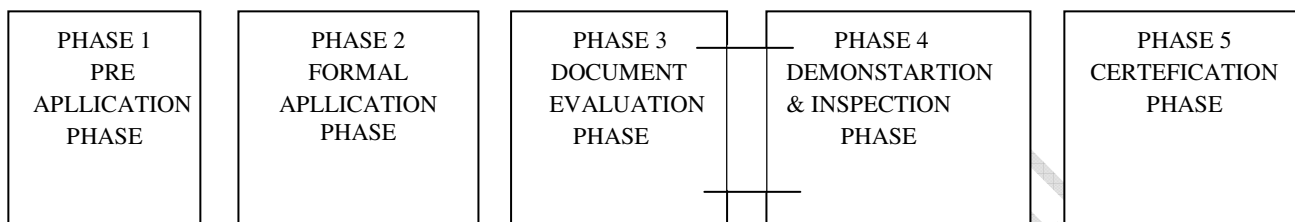
Proclamation No 616/2008, ECAA Rules and Standards 2013.

## 3. BACKGROUND

- A. The certification process is designed to ensure that prospective AMO holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification Process should ensure that the applicant is able to comply with ECAA requirements and Rules and standards, and the international standards pertaining to the operation of an AMO.
- B. 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) phases are:
  - (1) Pre-application
  - (2) Formal Application
  - (3) Document Evaluation
  - (4) Demonstration and Inspection
  - (5) Certification
- C. In some cases, the guidance and suggested sequence of events in this AC may not be entirely appropriate. In such situations, the Authority and the applicant should proceed in a manner that considers existing conditions and Circumstances.


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The applicant however should not expect to be certificated until it is assured that ECAA aviation law and its Civil Aviation Rules and standards will be complied with in an appropriate and continuing manner.




#### 4. PRE-APPLICATION PHASE

- A. As far in advance as possible of an anticipated start of operations, a prospective operator should contact ECAA Aircraft Registration and Airworthiness Certification Directorate and inform its intent to apply for an AMO. The prospective operator will be invited to meet briefly with ECAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with certification, **ECAA FORM: AWS010** Prospective Operators Pre-assessment Statement (POPS) will be furnished. A sample of this form with instructions for completing it is in appendix 1. The POPS should be completed, signed by the prospective operator, and returned to the ECAA office (Aircraft Registration and Airworthiness Certification Directorate).
- B. The Authority personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective operator with the reasons for its return noted in section 2. If the information is complete and acceptable, the Authority will schedule a pre-application meeting with the prospective operator and the selected certification team members.
- C. The Authority will designate one certification team member as the Project Manager (PM). The team member includes one from avionics and one from Airframe and Power plant.
- 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 operators 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 certificated as an Approved Maintenance Organization. Besides verifying the POPS information at the meeting, the Certification team should:


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1. Ensure the applicant is aware of what is expected and all applicable ECAA requirements.
2. Provide an overview of the certification process and the formal application.

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3. Answer any applicant questions.
  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 Certification team and the operators representatives. The Authority recognizes that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the Certification team and adjusted to during these initial meetings
- 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 Authority 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 Operations Specifications (OpsSpecs), an OpsSpecs development worksheet and blank OpsSpecs development forms, ECAA FORM:AWS009 (See **Appendix 4**).
  - (4) Other publications or documents the Project Manager (PM) believes will be useful to the inspector.
- G. During the pre-application meeting participating inspectors will assist the applicant in identifying from the worksheet, all statements that accurately describe the applicant intended operation. The applicant will then use the worksheet information to develop its draft OpsSpecs. The applicant s draft OpsSpecs will be submitted as a part of its formal application package.
- H. An application for an AMO certification shall be made on a form and in a manner acceptable to the Authority and containing any information the Authority requires the applicant to submit(ECARAS Part 6 Sec.6.1.2.5). 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 Approved Maintenance Organisation Certificate and/or Rating (ECAA FORM: AWS008) (See Appendix 3).
- The Accountable Manager must sign the form. Certain documents (attachments) should be provided with the application and are briefly described in paragraphs 5(I) through 5 (O).
- I. Draft Operations Specifications Attachment describes the applicants intended authorizations, limitations, provisions and privileges specific to the organization.

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- J. Approved Maintenance Certification Job Aid and Schedule of Events Attachment. The Schedule of Events (ECAA FORM:AWS011,See Appendix 2) is a key document that lists activities, and required facility and tool acquisitions that must be accomplished or made ready for the authority inspection before certification.

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These estimated dates must be logical in terms of sequence. Reasonable time for the Certification team 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 PM should be notified as soon as possible.

- K. ECARAS Part 6 Sec.6.4 and Implementing Standard IS 6.4.1.1 and 6.4.1.5 establish basic management position and the minimum qualification for approved maintenance organization. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operators Maintenance Procedures Manual operating provisions, and the Civil Aviation Rules and standards. The managers specified in ECARAS Part 6 shall be identified and their credentials shall be submitted to the Authority.
- L. 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
- N. Maintenance Procedure Manual in duplicate.

This attachment should be a complete listing of all ECAA requirements 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.

## 5. 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 Authority as far in advance of the proposed start-up date as possible.
- B. The Certification Team 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


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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 Certification team should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the Certification team will determine the packages 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 discusses during the meeting.
- D. The operator will be notified by letter stating whether the formal application is accepted Or rejected. The Certification Team 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.

## 6. 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 ECAA. The ECAA will endeavor 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 Rules and standards 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 Civil Aviation Rules and standards. Approvals will be indicated by letter or by approval of the Operations Specifications. Acceptance of information that does not require formal approval will be indicated by letter or by lack of the ECAA objection to the information.
- B. The complexity of the information must be addressed in the operator's manual and other documents depend on the complexity of the planned operation. The fully completed

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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/or procedures.

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## 7. DEMONSTRATION AND INSPECTION PHASE


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

## 8. CERTIFICATION PHASE

- A. After the document compliance, and demonstration and inspection phases have been completed satisfactorily, the Authority will prepare the Approved Maintenance Organization Certificate and approve the Operations Specifications. The Operation Specifications contain authorizations, limitations, and provisions specific to the operator's operation. The operator must acknowledge receipt of these documents.
- B. The certificate holder is responsible for continued compliance with ECARAS and the authorizations, and provisions of its certificate and operations specifications. As a certificate holder's operation changes, the operating provisions will be amended accordingly. 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 ECAA is responsible for conducting periodic inspections of the certificate holders operation to ensure continued compliance with ECARAS and safe operating practices.

## 9. EXPLANATION OF APPENDIXES IN THIS ADVISORYCIRCULAR

- A. Appendix 1 provides instructions on how ECAA FORM: AWS010: Prospective Operator's Pre-Assessment Statement (POPS) should be completed. Section 1, items 1 through 11, should be completed and signed by the applicant and returned to the appropriate ECAA office. Sections 2 and 3 are reserved for ECAA use.
- B. Appendix 2. AMO Certification job Aids and schedule of events
- C. Appendix 3. Application Form for AMOs
- D. Appendix 4 Sample Operations Specifications.
- E. Appendix 5 Certification Process Flow Chart

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## APPENDIX 1

### INSTRUCTIONS FOR COMPLETING PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (ECAA FORM: AWS010) PORTIONS OF THIS FORM IS TO BE COMPLETED BY A PROSPECTIVE APPROVED MAINTENANCE ORGANIZATION

**SECTION 1A.** All applicants shall complete this section.


1. Enter the company's official name and mailing address. Include any other business name if different from the company name).
2. This address shall be the physical location where primary operating activities are based. It is where the offices of management required by regulation are located. If the address is the same as item 1, enter "same." Include secondary business addresses of operation and identify the type of operation conducted.
3. Enter the estimated date when operations or services will begin.
  - Should not be less than 90 days.
4. This information will be used to assign a company identification number. You may indicate up to three, three-letter identifiers, such as ABC, XYZ, etc If all choices have been assigned to other operators or approved maintenance organizations, a randomly selected number will be assigned.
5. Enter the names, titles, and telephone numbers of required management and key staff personnel. This shall include the accountable manager, base maintenance manager, line maintenance manager, workshop manager and quality manager (ECARAS 6.4.1.1).

**SECTION 1B.** All applicants shall complete this section, as appropriate.

6. Indicate if the air operator intends to perform maintenance as an Approved Maintenance Organization (AMO) or intends to contract out all or part of its maintenance, or perform its own maintenance using an equivalent system.
7. The proposed type of operation shall be indicated. Check as many boxes as apply.
8. The proposed type of maintenance organization and ratings shall be indicated. Check as many boxes as apply (AMO applicant only).

**SECTION 1C.** Air Operators shall complete Blocks 9, 10.

9. Aircraft Data is to be provided here. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For foreign registered aircraft, provide a

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copy of the lease agreement.

- Indicate geographic areas of intended operation and proposed route structure.

**SECTION 1D.** All applicants shall complete this section.

- Show any information that would assist ECAA 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 approved maintenance organization selected and a list of the maintenance or inspections it proposes to perform. Also provide all written contracts with this form, if applicable.

- Identify the Proposed Training.

For AOCs identify the type of aircraft and/or simulators intended to be used. For AMOs, identify the type of aircraft by make and. In addition identify the type of training that the Quality Assurance staff, certifying staff and maintenance personnel will receive based on the ratings requested.

- The Prospective Operator Pre-assessment Statement (POPS) denotes intent to seek ECAA certification as an air operator or approved maintenance organization. It must be signed as follows:

Type of Organization

Authorized Signature

\_\_\_\_\_


\_\_\_\_\_

Individual  
Partnership  
Company, corporation, association, etc.

Owner or Accountable Manager  
At least one partner or Accountable  
Manager  
At least one authorized Officer or  
Accountable Manager


Sections 2 and 3: For ECAA Use




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<input type="checkbox"/> Charter Flight Operations	<input type="checkbox"/> Avionics	<input type="checkbox"/> Specialized Service
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SECTION 1C. Blocks 9 and 10 to be completed by Air Operator			
9. Aircraft Data (For foreign registered Aircraft, please provide a copy of the lease agreement.)		10. Geographic areas of intended operations and proposed route structure.	
Numbers and types of aircraft (By make, model, and series)	Number of passengers seats or cargo payload capacity.		
Section 1D. To be completed by all applicants			
11. Additional information that provides a better understanding of the proposed operation or business. ( Attach additional sheets, if necessary)			
12. Proposed Training (Aircraft and/or simulator)			
13. The statement and information contained on this form denotes an intent to apply for a CAA certificate.			
Type of Organisation:			
Signature	Date (day/month/year)	Name and Title	
Section 2. To be completed by the CAA Official			
Received by (Name and Office):		Date received (day/month/year)	
Date forwarded to Director General Civil Aviation (DGCA) (day/month/year):	<input type="checkbox"/> Action <input type="checkbox"/> For Information only		
Remarks:			
Section 3. To be completed by the office of the Director General Civil Aviation			
Received by:		Pre application Number:	
Date (day/month/year)		Assigned certification Number	
Local office assigned responsibility		Date forwarded to local office (day/month/year)	
Remarks:			


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## APPENDIX 2.

### APPROVED MAINTENANCE ORGANIZATIONS CERTIFICATION JOB AID AND SCHEDULE OF EVENTS

#### ECAA FORM: AWS011

	Official Name of Company	Location Address			
	Mailing Address (if different from location)	Pre-Certification Number	Inspector Initial	Date Received / Accomplished	Date Returned for Changes
ECAA reference	<b>I. PRE-APPLICATION PHASE</b>				
	A. Initial Orientation: Inspector:				
	1. Certification ADVISORY Circular Provided to Prospective approved maintenance organization.				
	2. Prospective Operator's Pre. Assessment Statement.				
	B. Certificated Team Designated PM-				
	Team Member Name	Speciality			
	C. Conduct Pre-application Meeting				
	1. <input type="checkbox"/> Verify POPS Information				
	2. <input type="checkbox"/> Overview of Certification process				



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3.  Provide Certification package  
 Schedule of Events  
 Application Form  
 Other application publications and Documents

4. Explain Formal Application Submissions

Remarks:

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ECAA Reference	II FORMAL APPLICATION PHASE	Inspector Initial	Date Received/ Accomplished	Date returned for Changes	Applicant proposed Date
	A. Review Applicant's Submission				
	1. Formal Application Form				
	a. ECAA FORM:AWS008				
	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				
	k. Contract agreement				
	B. Evaluation of ECAA resource capability Based on Schedule of Events				
Remarks:					
	C. 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				
	D. Issue letter accepting/rejecting Formal Application.				
Remarks:					

	Company Name <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b>	Document No. ECAA/ AWS/AC/006			
ECAA Reference	<b>III. DOCUMENT EVALUATION</b>	Inspector Initial	Date Received/	Date returned	Applicant proposed
<b>PHASE</b> <b>Certification of An Approved Maintenance Organization</b>	<b>PHASE</b> <b>Certification of An Approved Maintenance Organization</b>		Issued No 1	Page No Page 18 of 1	for Changes Date
	A. Evaluate Applicable (AMO) Programs 1. Training Maintenance Personnel a. Initial, appropriate to assigned tasks.				

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	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 persons 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 AMO procedures				
	b. Changes to aircraft types				
	c. changes to aeronautical products types				
Remarks:					
	B. Evaluate Personnel Qualifications				
	1.Maintenance 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 (ECAA FORM:AWS008)				
	2. Schedule of Events				
	3. Completed Compliance Statement				
	4. Completed Capability List				
	5. Purchase, Contract, Lease Agreements				
	6. Test Equipment/Precision Tool				



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	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				
	12. Requests/Justification				

Remarks:

ECAA Reference	IV DEMONSTRATION AND INSPECTION PHASE	Inspector Initial	Date Received/ Accomplished	Date returned for Changes	Applicant Proposed date
	A. Evaluate Organizations Conducting training				
	1. Training Facilities				
	2. Training Schedules				
	3. Instructor qualification/Training Evaluations				
	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 Systems/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				
	7. Evaluation				
	8. Assigned tasks and responsibilities				
	9. 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)				

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	6. Test Equipment/precision tools			
	7. Test Stands			
Remarks				


ECAA reference	IV. DEMONSTRATION AND INSPECTION PHASE (CONTINUED)	Inspector Initial	Date Received/ Accomplished	Date returned for Changes	Applicant Proposed date
	A. Recordkeeping location/system 1. Personnel records 2. Test Equipment/Precision Tool Certificate of Calibrations/data sheets. 3. Maintenance records. 4. Other				

Remarks

ECAA reference	V. CERTIFICATION PHASE	Inspector Initial	Date Received/ Accomplished	Date returned for Changes	Applicant Proposed date
	A. Complete Form (ECAA FORM: AWS-008 )				
	B. Prepare maintenance Organization Certificate				
	C. Prepare maintenance Organization Operations Specifications.				
	D. Present Signed certificate and Operations Specifications to AMO.				

Remarks

	E. Prepare Certification Report 1. Assemble report/Attachments a. Completed POPS				
	b. Completed Formal Application form (ECAA Form: AWS-008)				
	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 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				


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	and ECAA.				
	n. Suggestions to improve certification process				
	o. Distribute report				
Remarks					
	F. Develop Post Certificate Surveillance Program.				
	1.with Geographic Area				
	2.Outside Geographic Area				
Remarks					

**APPENDIX 3  
APPLICATION FORM FOR AMO'S**


**ECAA FORM: AWS008**

 <b>FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA CIVIL AVIATION AUTHORITY</b>		<b>APPLICATION FOR APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND/OR RATINGS</b>			
<b>1. Approved Maintenance Organization Name, Number, Location and address</b>			<b>2.Reasons for Submission</b>		
a. Official Name of Approved Maintenance Organization:		Number	<input type="checkbox"/> Original Application for certificate and Rating <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)  _____ _____ _____		
b.Location where business is conducted :					
c.Official Mailing Address of Approved Maintenance Organizations (Number, street, city, state, & Zip)					
d.Doing Business As:					
<b>3.Ratings Applied for</b>					
<input type="checkbox"/> Airframe <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 5 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 6 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 7 <input type="checkbox"/> Class 4		<input type="checkbox"/> Power plant <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3		<input type="checkbox"/> Propeller <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2	
		<input type="checkbox"/> Avionics <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3		<input type="checkbox"/> computer <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	
		<input type="checkbox"/> Instrument <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 <input type="checkbox"/> Airframe <input type="checkbox"/> Power plant <input type="checkbox"/> Propeller <input type="checkbox"/> Instruments		<input type="checkbox"/> Specialized Service(List Process Specification(s)) _____ _____ _____	
		<input type="checkbox"/> Accessories <input type="checkbox"/> Computer <input type="checkbox"/> Landing Gear <input type="checkbox"/> Rotor Blades <input type="checkbox"/> Floats <input type="checkbox"/> Fabric <input type="checkbox"/> Avionics <input type="checkbox"/> Emergency Equip. <input type="checkbox"/> Non-Dest.Test			

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4.List of Maintenance Functions contracted to an outside Maintenance organizations:			
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 I have been authorized by the approved maintenance organization identified in item 1 above to make this application and that statements attached here to are true and correct to the best of my knowledge			
Date	Authorized Signature:	Print Name of Authorized signature:	Title:


FOR ECAA USE ONLY		Record of action Approved Maintenance Organizations Inspection	
6. Remarks (Identify by item number. Include deficiencies found ratings denied).			
7.Findings-Recommendations			8.Date of Inspection
A. Station was found to comply with requirements of part 6 B. Station was found to comply with requirements of part 6,except for deficiencies listed in item 6 C. Recommend Certificate with rating applied for on application be issued. D. Recommend certificate with rating applied for on application(Except those listed in item 6) be issued			
9.ECAA Office	Signature(s) of inspector(s)	Printed Names of Inspectors	

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10. supervising or Assigned Inspector			
ACTION TAKEN <input type="checkbox"/> APPROVED As shown on certificate Issued on date shown <input type="checkbox"/> DISAPPROVED	CERTIFICATE ISSUED Number	Inspector's Signature	
	Date	Inspector's Printed Name	Title

Approved and Controlled



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**APPENDIX 4**

**SAMPLE OPERATIONS SPECIFICATIONS**

**ECAA FORM: AWS009**

 <p><b>FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA</b></p>	<p align="center"><b>SAMPLE OPERATIONS SPECIFICATIONS</b></p>
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PART A-GENERAL**

	<b>EFFECTIVE DATE</b>
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


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\_\_\_\_\_

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 <b>FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA</b>	<b>SAMPLE OPERATIONS SPECIFICATIONS</b>																																																							
<b>APPROVED MAINTENCE ORGANIZATION</b>																																																								
<b>PART A3-Ratings and Limitations</b>																																																								
The certificate holder is authorized the following ratings and /or Limitations:																																																								
<b>A. Class Ratings</b>																																																								
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<b>Limited Ratings-Specialized service</b>																																																								
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	Company Name <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b>	Document No. <b>ECAA/ AWS/AC/006</b>	
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 <b>FEDERAL DEMOCRATIC          REPUBLIC OF ETHIOPIA</b>	<b>SAMPLE OPERATIONS SPECIFICATIONS</b>								
<p><b>TABLE OF CONTENTS</b></p> <p><b>APPROVED MAINTENANCE ORGANIZATION</b></p> <p><b><u>PART D-SPECIFIC AUTHORIZATIONS, LIMITATIONS AND PROCEDURE</u></b></p> <table style="width: 100%; margin-top: 20px;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right;"><b>EFFECTIVE DATE</b></th> </tr> </thead> <tbody> <tr> <td>D1 Work to be performed at a place other than the AMO</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Fixed location</td> <td style="text-align: right;">00/00/00</td> </tr> <tr> <td>D2 Air Carrier Geographic Authorization</td> <td style="text-align: right;">00/00/00</td> </tr> </tbody> </table>			<b>EFFECTIVE DATE</b>	D1 Work to be performed at a place other than the AMO		Fixed location	00/00/00	D2 Air Carrier Geographic Authorization	00/00/00
	<b>EFFECTIVE DATE</b>								
D1 Work to be performed at a place other than the AMO									
Fixed location	00/00/00								
D2 Air Carrier Geographic Authorization	00/00/00								


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**APPROVED MAINTENANCE ORGANIZATION**

**PART D1-Work to be performed at a place other than the AMOs fixed location**

- a. Except as otherwise specified in paragraph D 2, 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.

Work Authorized	Maintenance Procedures Manual Reference

- b. The certificate holder may not perform continuous operation at a facility other than the organization's fixed Locations listed in Part A paragraph A 1.


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<b>FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA</b>	<b>SAMPLE OPERATIONS SPECIFICATIONS</b>
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**APPROVED MAINTENANCE ORGANIZATION**

**PART D2-Air Carrier Geographic Authorization**


- a. The certificate holder may perform work at a place other than its Fixed Location in support of a specific A O C holder provided it has the facilities materials, equipment, technical data, and technical personnel to perform the work authorized in accordance with the provisions, conditions, and/or limitations set forth in the following table.

Location	AOC Holder	AOC Maintenance Contract Number	Aircraft	AOC MCM Reference	AMO MPM reference	Provisions/ Conditions/ Limitations

- b. The certificate holder is limited to the model aircraft listed above specific to the AOC holder identified

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The certificate number on the reverse side of this form identifies the certificate holder whose name appears in Part A 1 of these Operations Specifications

1.The Civil Aviation Authority issues the operations Specifications appearing on the reverse side (if this application amends previously approved Operations Specifications, briefly describe changes)

2. The certificate holder hereby makes application for the operations Specifications appearing on the reverse side (if this application amends previously approved Operations specifications, briefly describe changes).

Supporting Data(if insufficient space, attach additional page)

I certify that the statements submitted as supporting data are true and that I am dully authorized to make this application on behalf of the certificate holder

\_\_\_\_\_

Title
Signature
Date


3. The operations Specifications set forth on the reverse side are approved.

Effective Date:\_\_\_\_\_ By direction of the Director of Civil Aviation


Amendment No. \_\_\_\_\_  
 \_\_\_\_\_  
 Signature/Title of Authorized Inspector

4. I hereby accept and receive the Operations Specifications appearing on the reverse side on behalf of the certificate holder.

Accountable Manager \_\_\_\_\_  
 Title Signature Date

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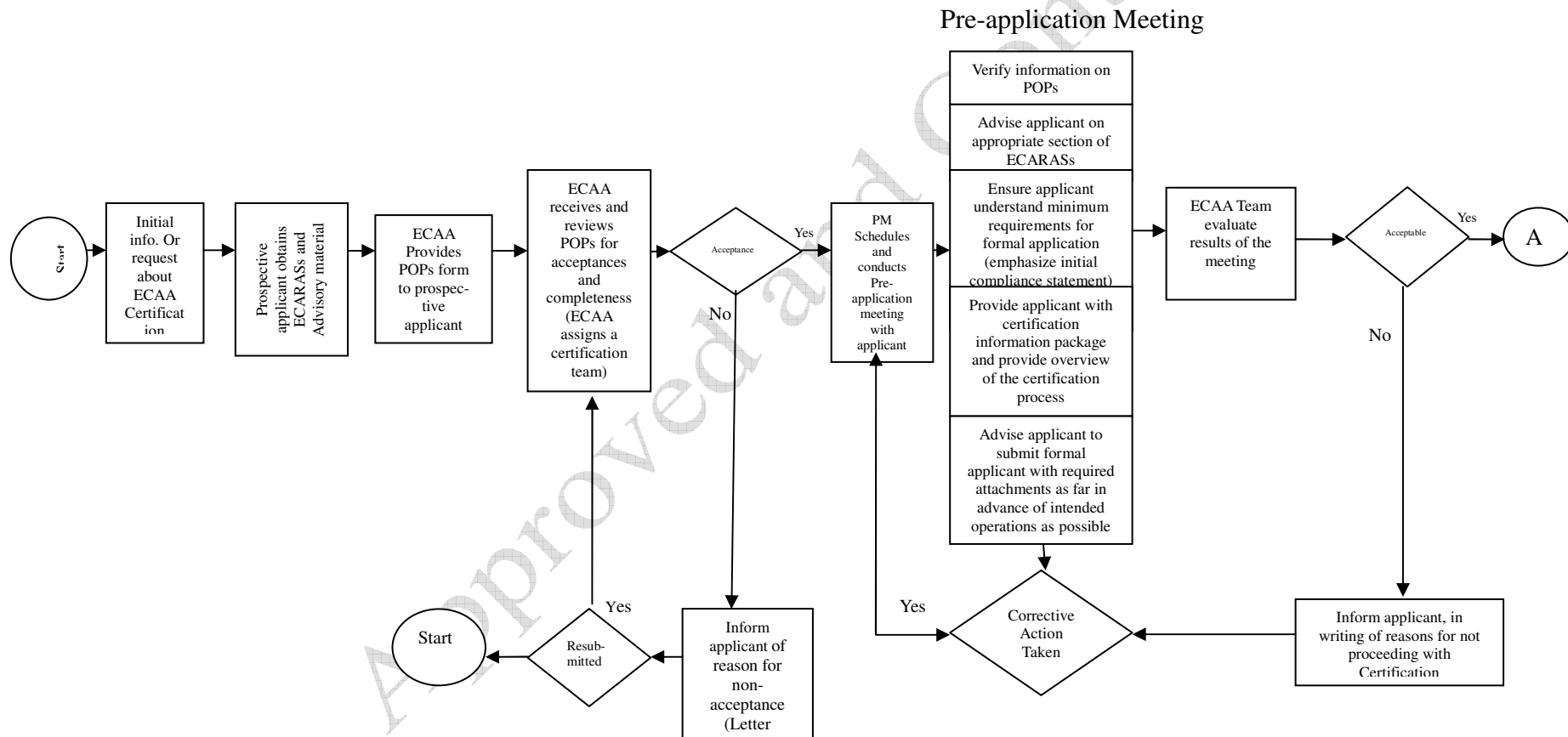
Approved and Controlled


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### Appendix 5– Certification Process Flow Chart

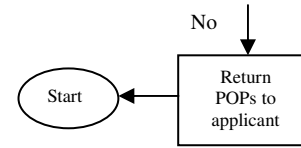
The flow charts on the following pages are representative of the AMO Certification Process. This chart also represents the process for the certification of an Approved Maintenance Organization.

#### PRE-APPLICATION PHASE AMO CERTIFICATION PROCESS



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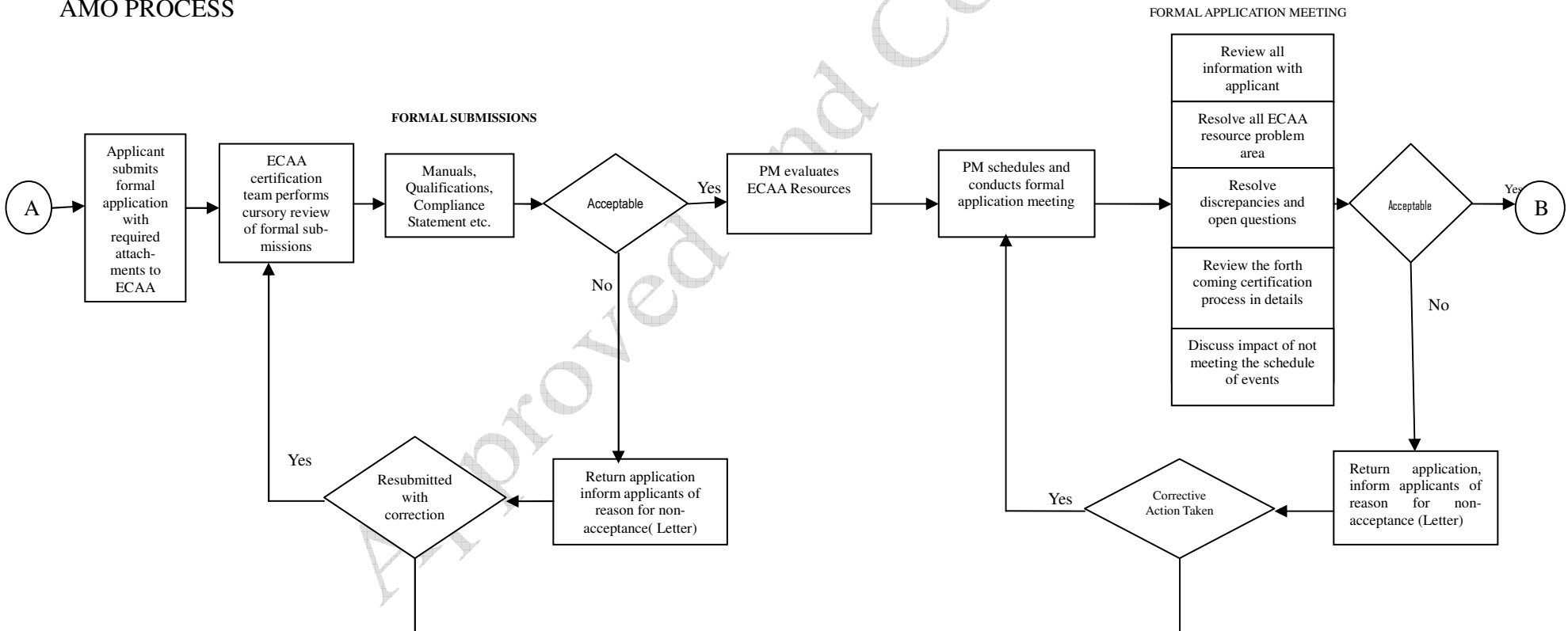
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### Appendix 5– Certification Process Flow Chart

#### FORMAL APPLICATION PHASE

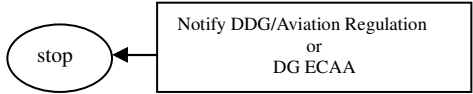
#### AMO PROCESS



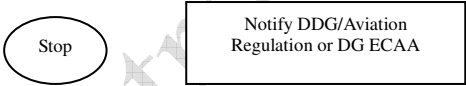


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No



No



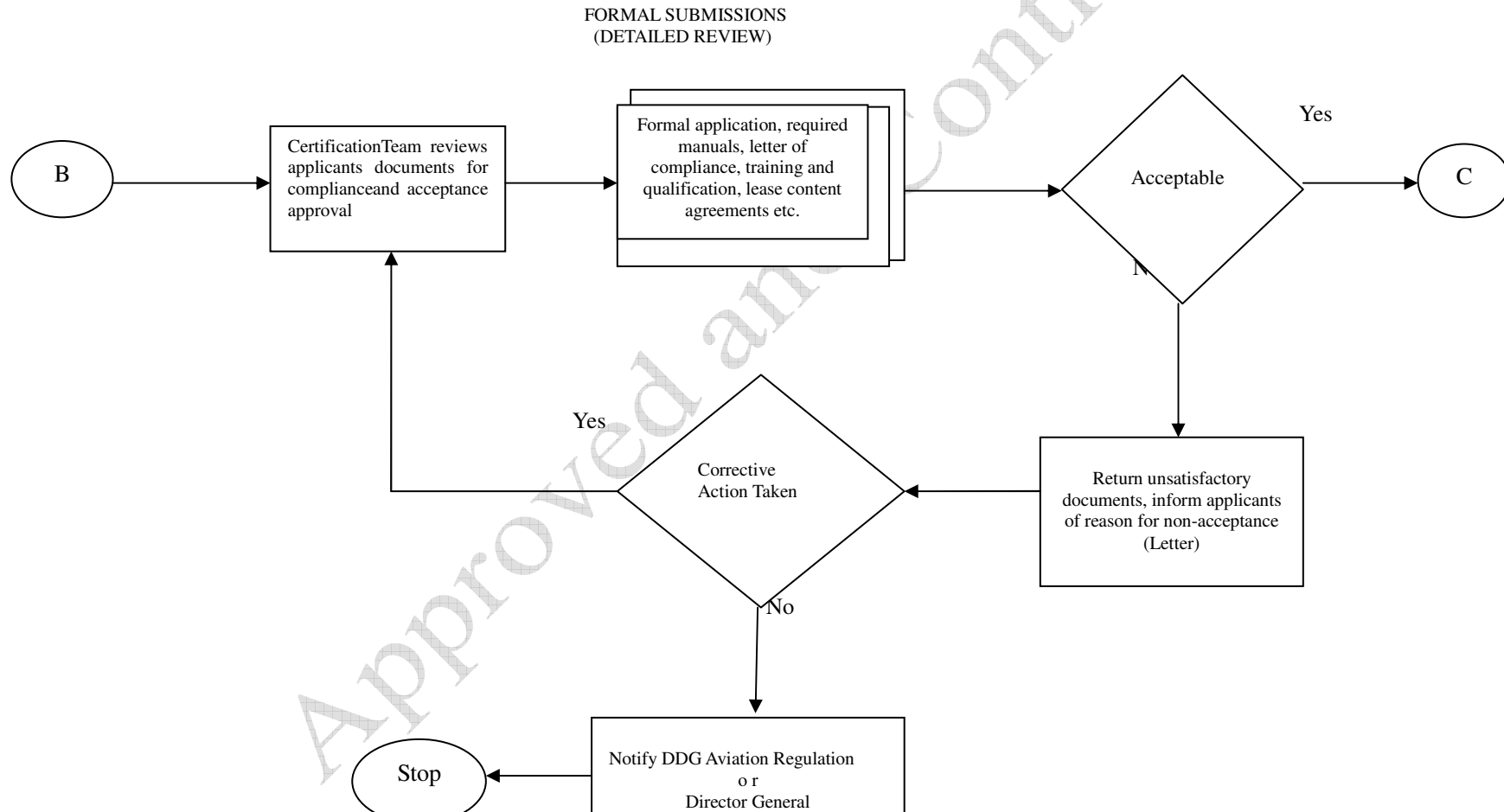
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**Appendix 5 – Certification Process Flow Chart**

DOCUMENT COMPLIANCE PHASE

AMO PROCESS








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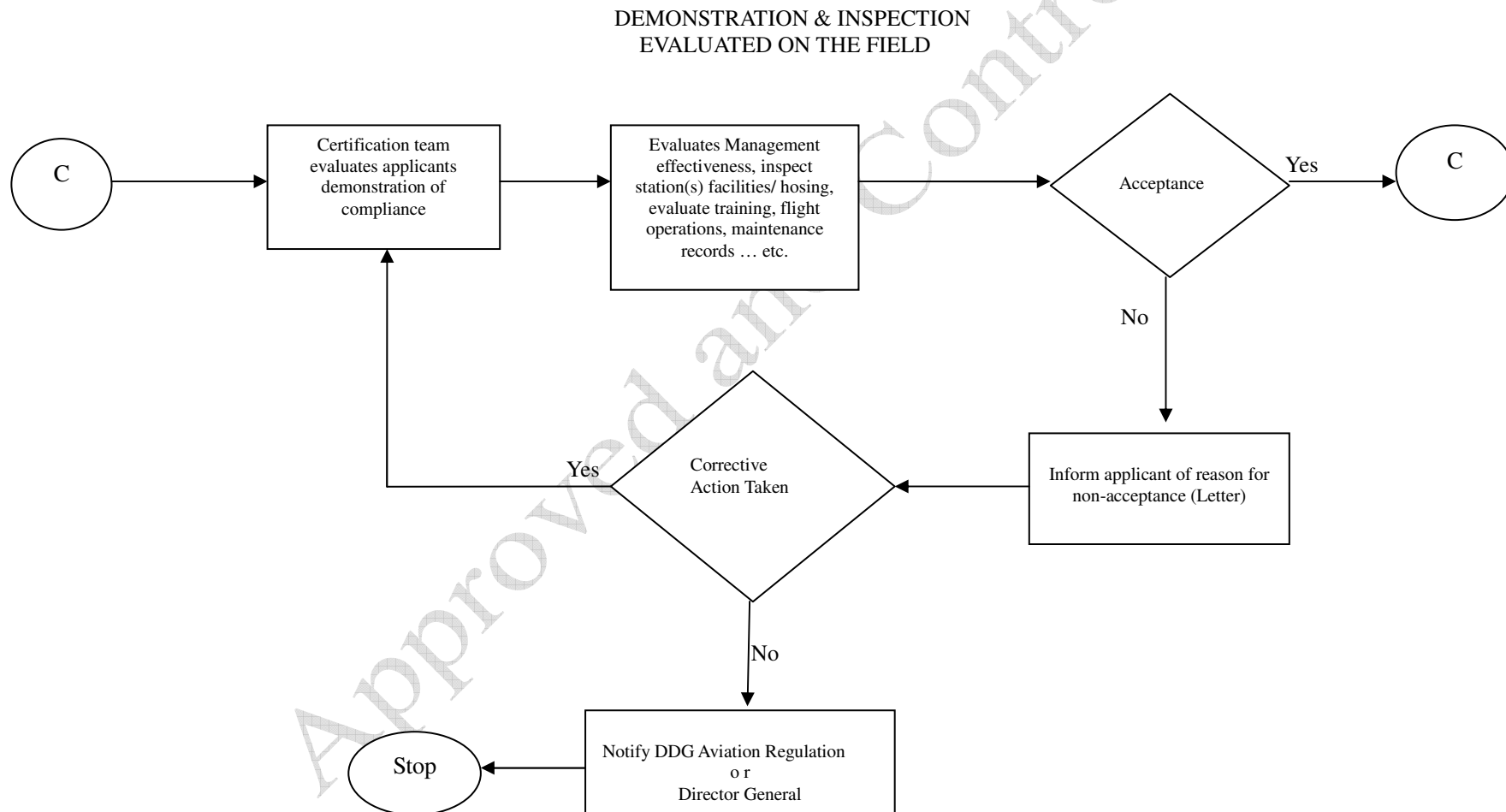
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**Appendix 5 – Certification Process Flow Chart**

DEMONSTRATION AND INSPECTION PHASE


AMO PROCESS





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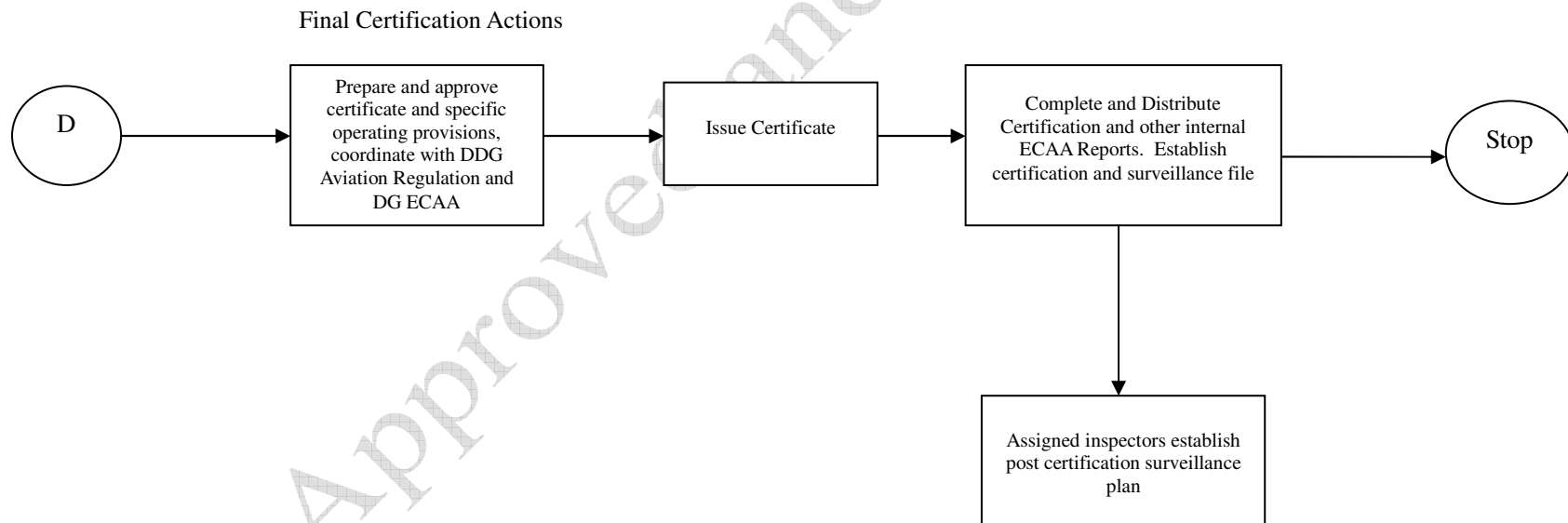
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### Appendix5– Certification Process Flow Chart

CERTIFICATION PHASE

AMO PROCESS





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