



Advisory Circular

NCAA-AC-AWS007

10TH APRIL 2023

NIGERIA CIVIL AVIATION AUTHORITY

CERTIFICATION OF APPROVED MAINTENANCE ORGANISATION DOMESTIC

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide guidance and information to organisations and operators on the certification process of maintenance organisations. The process is designed to ensure that prospective Domestic Located holder of the Approved Maintenance Organisation Certificate is fully aware| of the applicable Regulations, has satisfied all the requirements and is capable of fulfilling and maintaining the approval standards.

2.0 REFERENCES

- 2.1 Part 6 of the Nigeria Civil Aviation Regulations.**
- 2.2 In addition approval of maintenance organisation makes reference to:**
 - 2.2.1 Part 5 of the Nigeria Civil Aviation Regulations.**
 - 2.2.2 Part 9 of the Nigeria Civil Aviation Regulations.**
 - 2.2.3 Part 8 of the Nigeria Civil Aviation Regulations.**
 - 2.2.4 Part 2 of the Nigeria Civil Aviation Regulations.**

3.0 GUIDANCE AND PROCEDURE

3.1 General Information

- 3.1.1** Regulation 6.2.1.2 of the Nigeria Civil Aviation Regulations requires a person not to operate as an approved maintenance organisation (AMO) without or in violation of an approved maintenance organisation certificate issued under the Regulations.
- 3.1.2** Regulation 9.3.2.3 of the Nigeria Civil Aviation Regulation and 6.2.1.2 of the Nigeria Civil Aviation Regulations requires that maintenance work on aircraft certified in commercial air transport category, and all aircraft whose maximum take off weight is above 13,610 kg. (30,000 lbs) is performed by a maintenance organisation approved by the Authority.
- 3.1.3** The AMO certification is carried out in compliance with the Five Phase Certification and Approval Process which is explained in Advisory Circular No. NCAA-AC-GEN003.

3.1.4 The five (5) Phases are:

- a) Pre-application;
- b) Formal Application;
- c) Document Evaluation;
- d) Demonstration and Inspection; and
- e) Certification.

3.1.5 The phases describe in sufficient detail, the certification activities to enable general understanding of the complete process.

Note: *Where the guidance and suggested sequence of events in this Advisory Circular may not be entirely applicable, the Authority and the applicant may proceed in a manner that considers existing conditions and circumstances. The applicant however should be aware that the maintenance organisation shall not be approved until the Authority is satisfied that all relevant requirements have been complied with and shall be maintained in an appropriate and continuing manner.*

3.2 Application, Certification and Approval Process

3.2.1 Pre-Application Phase

- a) The intending applicant for maintenance organisation approval expresses the intention to the Authority. This can be in telephone, writing, or a visit to the Authority.
- b) A pre-application meeting is arranged between the applicant and the Authority to discuss the application requirements and certification process.
- c) The Authority issues Form: AC-AWS007H - Pre Application Statement of Intent (PASI) Appendix 1 to the intending holder of an AMO certificate.

3.2.2 Formal Application Phase

- a) Regulation 6.2.1.5 of the Nigeria Civil Aviation Regulations requires that:
- b) An applicant for a Maintenance Organisation (AMO) certificate submits the following to the Authority at least ninety days before the intended day of operations
 - (i) an application on a form and in a manner prescribed by the Authority;
 - (ii) the applicant's maintenance procedures manual in duplicate;
 - (iii) a list of the maintenance functions to be performed for it, under contract, by another AMO;
 - (iv) a list of all AMO certificates and ratings pertinent to those certificates issued by any Contracting State other than Nigeria; and
 - (v) any additional information the Authority requires the applicant to submit, e.g. PASI, Statement of Compliance and Management Personnel Biographical Data}.

Note: *The certification process starts only after the Application package has been accepted.*

- c) To accept the application package the Authority carries out a cursory review on the application package.
- d) The Authority shall draw up a certification a schedule of events in consultation with the applicant in a formal application meeting, giving the sequence of activities to be done and the agreed time frame of accomplishment to be followed in the certification process.

3.2.3 Document Evaluation Phase

- a) The Authority Inspectors carry out an in depth review of the contents of each document submitted for regulatory compliance, relevance and scope. It is required that all the documents contain a Statement of Compliance indicating where in the document the relevant Regulation has been complied with. Appendix 2 illustrates how a Statement of Compliance is developed.
- b) In general the documents are required to explain, define and illustrate the entire organisation structure, functions, activities and programs. It is required they show how the organisation shall comply with the Regulations, and how the terms of approval shall be continually maintained after certification and approval has been granted, i.e. Internal audits and findings corrective action procedures.

3.2.4 Demonstration and Inspection Phase

The Authority Shall carry out an inspection of the organisation facility, stations, programs, systems and processes to ensure that the organisation declarations and commitments stated in the documents are actually available, functional, are of the recommended standard and that there are qualified persons in the recommended numbers to perform the aircraft maintenance related activities in the organisation different departments and sections.

3.2.5 Certification Phase

- a) When all regulatory requirements for approval of a maintenance organisation have been satisfactorily met, the Authority shall prepare and issue to the applicant the Approval Certificate that shall be valid for a period of twenty four calendar months (24 months) and the Operations Specifications which indicate the approval scope and limitations.
- b) The Authority shall open a file for the approved AMO to keep record of the documents generated during the certification process. These shall include:
 - (i) The completed PASI Form;
 - (ii) The Formal Application Letter for Approved Maintenance Organisations;
 - (iii) A completed Statement of Compliance;
 - (iv) The Certification Job Aid and Schedule of Events;
 - (v) All correspondence between the applicant and the Authority;
 - (vi) Minutes of the meetings held with the applicant;
 - (vii) Copies of the Lease / Contract Agreements (as applicable);
 - (viii) A list of maintenance functions under contract;
 - (ix) Copy of the certification process summary report;
 - (x) Copy of the Specific Operating Provisions;
 - (xi) Copy of the Approval Certificate;
 - (xii) Copies of other States Authority Approval Certificates (if applicable); and
 - (xiii) The proposed post certification surveillance schedule.

4.0 APPLICATION FOR ADDITIONAL RATING TO THE EXISTING AMO APPROVAL

4.1 An approved maintenance organisation may apply for:

- 4.1.1 Extension of the AMO ratings;
- 4.1.2 Inclusion of additional capability; or
- 4.1.3 Major change to the facility.

4.2 It is required to submit to the Authority an application for AMO rating up grade or variation together with the proposed amendment / variation. Depending on the rating or up-grade applied for, the Authority shall evaluate the application and advise whether there is need to carry out a pre-approval inspection and payment inspection facilitation and approval fee.

4.3 Other Changes to the AMO

- 4.3.1 When the AMO wishes to make changes like the name, address and location it is necessary to inform the Authority of such changes in writing and to submit the amendments to the Maintenance Procedures Manual (MPM) including the Accountable Manager's revised commitment statement for approval.
- 4.3.2 Amendments to the Approval Certificates will not change the expiry date of the current certificate except in the case where the changes notification is concurrent with the renewal application.

5.0 SUB-CONTRACTING MAINTENANCE WORK

5.1 An Approved Maintenance Organisation, according to Regulation 6.5.1.4 of the Nigeria Civil Aviation Regulations, may sub-contract its maintenance functions to another Approved Maintenance Organisation.

5.2 If however the sub-contracted AMO is not approved by the Authority it is required that at least the following are meet:

- 5.2.1 The contracted AMO must hold a local Authority approval for the work which is being sub-contracted;
- 5.2.2 The contracting AMO must retain responsibility for quality control of the sub-contracted activities, including the appropriate airworthiness Regulatory requirements; and
- 5.2.3 Have necessary procedures (i.e. Maintenance Agreement) for the control of the sub-contracted activities.

5.3 Whatever the case, it is emphasised that the sub-contracting AMO remains responsible for the quality and safety of maintenance released to service by the sub-contracted AMO.

6.0 CORRESPONDENCE TO THE AUTHORITY

Any correspondence to the Authority should be addressed as follows:

The Director General
NIGERIA Civil Aviation Authority,
Aviation House,
P.M.B. 21029, 21038,
Ikeja, Lagos
Nigeria.

Tel/Fax: 234- 1- 2790421.
www.ncaa.gov.ng

Referenced to Nigeria Regulations

7. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary).		
8. The statement and information contained on this form denotes an intention to apply for an AMO / CAMO Approval Certificate.		
Signature.	Date (day/month/year).	Name and Title (Block Letters).
Section 2. To be completed by the Director, Airworthiness Standards.		
Received by (Name and Office):		Date received (day/month/year).
Remarks:		
Section 3. To be completed by the Assigned Certification, Project Manager (CPM).		
Received by:		Date (day/month/year):
Assigned Certification Number:		
Assigned ASI(s):		Date:
Remarks:		

APPENDIX 3

Sample Statement of Compliance

STATEMENT OF COMPLIANCE				
AMO CAR Reg. No.	TITLE	APPLY	MPM REF.	REMARKS
1	Citation	N	N/A	N/A
2	Interpretation	N	N/A	N/A
3	Application	N	N/A	N/A
4	Requirement for Application	N	NA	NA
6:5(1)	Prohibition on the performance of maintenance			
20	Housing and Facilities requirements	Y	MPM Sect. xx, Ch. yy, Pg zz	
22	AMO personnel training requirements	Y	MPM Sect.xx Ch. yy, Pg.zz	
30	AMO maintenance procedure manual	Y	MPM Doc. No.000	

Biographical Data

MANAGEMENT PERSONNEL BIOGRAPHICAL DATA		
(To be completed by the Nominee)		
1. Company name:	1. Company address:	
3. Name of nominee:	4. Position:	
5. Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Contracted - Full Time <input type="checkbox"/> Contracted - Part Time		
6. Qualifications relevant to item (4) position:	Date From	Date to
(a)		Present
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
7. Work experience relevant to item (4) position:	Date From	Date to
(a)		Present
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
8. I, hereby confirm that <div style="text-align: center; margin-left: 100px;">(Print Name)</div> <p>(1) I have not</p> <p style="margin-left: 20px;">(a) held a certificate or aviation document issued by a civil aviation authority that was revoked or terminated within the previous five years by reason of criminal, fraudulent, improper action or insanity on my part; nor</p> <p style="margin-left: 20px;">(b) contributed materially to the revocation or suspension of an aviation document issued by a civil aviation authority</p> <p>(2) The information provided on this form is true and correct to the best of my knowledge.</p> <p>Signature:..... Date:.....</p>		
9. For NCAA Official Use Only		
Received by:		
Signature:.....		Date:.....
Name:		Position:
Attach copies of certificates/proof of experience to this form in support of information supplied.		
NCAA Form: AC-AWS007F		