



TTCOA Safety Regulations

Pursuant to Trinidad and Tobago Civil Aviation Regulations, 2004.

Approved Maintenance Organization Certification Job Aid and Schedule of Events TTCAR – Approved Maintenance Organization

Office Name of Company		Location Address				
Mailing Address (if different from location)		Pre-certification Number:				
TTCOA Reference		Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
I. Pre-application Phase						
A. Initial Orientation: Inspector: _____ 1. Certification Advisory Circular provided to prospective approved maintenance organization. 2. Prospective Operator's Pre-assessment statement (POPS) – Forward to Director General TTCOA						
B. Certification Team Designated						
	Name	Speciality				
PM						
C. Conduct Pre-application Meeting 1. <input type="checkbox"/> Verify POPS Information 2. <input type="checkbox"/> Overview of Certification Process 3. <input type="checkbox"/> Provide Certification Package: <input type="checkbox"/> Certification Job Aid <input type="checkbox"/> Schedule of Events <input type="checkbox"/> Application Form <input type="checkbox"/> Other applicable publications and documents 4. Explain Formal Application Submissions						
Remarks:						



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TCAA Reference	II. Formal Application Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Review Applicant's Submission					
	1. Formal Application Form					
	a. Application Form (Approved Maintenance Organization)					
	2. Formal Application Attachments					
	a. Two completed maintenance procedure manuals					
	b. Completed Quality Assurance Programme					
	c. Completed initial training programme					
	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 programme					
	j. Purchase, Lease, and/or contract agreement					
	B. Evaluation of TCAA Resources 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					
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TTCAA Reference	III. Document Evaluation Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Evaluate Applicable Training Programmes					
	1. Training Maintenance Personnel					
	a. Initial, appropriate to assigned tasks					
	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 person 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 Approved Maintenance Organization procedures					
	b. Changes to aircraft types					
	c. Changes to aeronautical product types					
Remarks:						
	B. Evaluate Personnel Qualifications					
	1. Management Personnel					
	a. Base Maintenance Manager					
	b. Line Maintenance Manager					
	c. Workshop manager					
	d. Quality Manager					
	e. Other management personnel as assigned					
	2. Certifying Staff					
	3. Maintenance Personnel					
	4. Instructor(s)					
Remarks:						



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TTCAA Reference	III. Document Evaluation Phase (Continued)	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	C. Evaluate Applicable Manual(s)					
	1. Completed Maintenance Procedure Manual					
	2. Completed Quality Assurance System					
	3. Completed Training Programme					
	4. Other					
Remarks:						
	D. Other Document Evaluations					
	1. Completed Application Form (Approved Maintenance Organization)					
	2. Schedule of Events					
	3. Completed Compliance Statement					
	4. Completed Capability List					
	5. Purchase, Contract, Lease Agreements					
	6. Test Equipment/Precision Tool Certificate of Calibrations					
	7. Copy of approved specification(s) for Specialised Service Rating					
	8. Revised POPS, if appropriate					
	9. Training Contracts, if appropriate					
	10. Maintenance Contracts/Agreements					
	11. Exemption/Deviation Requests/Justification					
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TTCAA Reference	IV. Demonstration and Inspection Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Evaluate Organization Conducting Training					
	1. Training Facilities					
	2. Training Schedules					
	3. Instructor Qualification/Training					
	4. Management Personnel					
	5. Training Evaluation					
	6. Certifying Staff Training					
	7. Evaluation					
	a. Basic engineering relevant to type of aircraft structure and systems Approved Maintenance Organization intends to maintain					
	b. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects					
	c. Approved Maintenance					
	d. Organization procedures related to the task					
	e. Assigned tasks and responsibilities					
	f. Knowledge and skills related to human performance					
	g. Co-ordination with other maintenance personnel and flight crew					
	h. Curriculum and standards for training					
	i. Pre-qualification Evaluation for Certifying Staff					
	j. Initial Training					
	k. Continuation Training					
	l. Other					
	8. Maintenance Personnel Training Evaluation					
	a. Assigned tasks and responsibilities					
	b. Knowledge and skills related to human performance					



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Remarks:

TCAA Reference	IV. Demonstration and Inspection Phase (continued)	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	B. Inspect Maintenance Base					
	1. Works Areas					
	2. Tools					
	3. Equipment					
	4. Technical Data					
	5. Stores (parts, equipment, materials)					
	6. Test Equipment/Precision tools					
	7. Test Stands					

Remarks:

	C. Recordkeeping location/system					
	1. Personnel records					
	2. Test Equipment/Precision Tool Certificate of Calibrations/Data Sheets					
	3. Maintenance Records					
	4. Other					

Remarks:



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TCAA Reference	V. Certification Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Complete Form (Approved Maintenance Organization)					
	B. Prepare Approved Maintenance Organization Certificate					
	C. Prepare Approved Maintenance Organization Operations Specifications					
	D. Present signed Approved Maintenance Organization Certificate and Operations Specifications to Approved Maintenance Organization					
Remarks:						
	E. Prepare Certification Report					
	1. Assemble Report/Attachments					
	a. Completed POPS					
	b. Completed Formal Application Form (Approved Maintenance Organization)					
	c. Completed Compliance Statement					
	d. Copy lease/contract agreement(s)					
	e. Copy of signed Approved Maintenance Organization Certificate					
	f. Copy of signed Approved Maintenance Organization Operations Specifications					
	g. Copy of completed Capability List					
	h. Copy of other Contracting States Certificate(s) and Operations Specifications					



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TTCAA Reference	V. Certification Phase (cont'd)	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	i. Copy of maintenance functions under contract					
	j. Copy of approved specification(s) if issued a Specialised Service Rating					
	k. Certification Job Aid/Schedule of Events					
	l. Certification report (Summary of difficulties)					
	m. All correspondence between the applicant and TTCAA					
	m. Suggestions to improve certification process					
	2. Distribute Report					
Remarks:						
	F. Develop Post Certificate Surveillance Programme					
	1. With Geographic Area					
	2. Outside Geographic Area					
Remarks:						