



TTCAA Advisory Circular

Subject: CERTIFICATION OF AN APPROVED MAINTENANCE ORGANIZATION
TTCAA Advisory Circular TAC- 002B
Date: 07th November, 2008

PURPOSE

1. (1) The purpose of this TTCAA Advisory Circular (TAC) is to provide guidance for airworthiness inspectors on the certification of an approved maintenance organization (AMO) The AMO certification process may appear to be a complex undertaking, particularly to a first time applicant. This TAC provides basic information applicable to the certification process.

(2) Because there are several acceptable methods for preparing manuals, a detailed discussion of acceptable methods for preparing these documents is not in this TAC. Applicants will be briefed as much detail as necessary regarding the preparation of manuals and other documents during meetings with TTCAA personnel. The information in and the material referenced this TAC will assist the applicant in completing the process with minimal delays and complications.

(3) TAC-002B replaces and supercedes TAC-002A which is now cancelled and should be destroyed.

RELATED REGULATIONS

2. The Civil Aviation Act No. 11 of 2001 and Civil Aviation [(No. 6) Approved Maintenance Organization] Regulations, 2004 (TTCAR NO. 6)

RELATED READING MATERIAL

3. The TTCAA publishes the “TTCAA Advisory Circular Checklist” and list of TTCAA forms. These are designed to give prospective operators, guidance on procedures and processes to meet the requirements of the TTCARs.

FINANCIAL RESOURCES TO CONDUCT SAFE OPERATIONS

4. The assessment of financial resources of a prospective Approved Maintenance Organization, required under TTCAR No. 6, would be based on an audit of the applicants’ assets and liabilities and a thorough evaluation of financial and statistical records and other pertinent data.

BACKGROUND

5. (1) The certification process is designed to ensure that prospective holders of Approved Maintenance Organization Certificates understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the applicant is able to comply with the Civil Aviation Act No. 11 of 2001 and the TTCAR NO. 6, and the international standards pertaining to the operation of an Approved Maintenance Organization.

(2) 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) are:

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

(3) In some cases, the guidance and suggested sequence of events in this Aviation Circular may not be entirely appropriate. In such situations, the TTCAA and the applicant should proceed in a manner that considers existing conditions and circumstances. The applicant however should not expect to be certified until the TTCAA is assured that the Civil Aviation Act No. 11 of 2001 and the Civil Aviation Regulations will be complied with in an appropriate and continuing manner.

PRE-APPLICATION PHASE

6. (1) As far in advance as possible of an anticipated start of maintenance operations, a prospective operator should contact the TTCAA Office and inform the TTCAA of his intent to apply for an Approved Maintenance Organization. The prospective maintenance operator will be invited to meet briefly with TTCAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with the certification application, TTCAA Form MF AOC/AMO POPS – Prospective Operators Pre-assessment Statement (POPS) will be provided to him. A sample of this form with instructions for completing it is in Appendix 1. The POPS should be completed, signed by the prospective maintenance operator, and returned to the TTCAA Office.

(2) TTCAA personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective maintenance operator with the reasons for its return noted in section 2. If the information is complete and acceptable, the TTCAA will determine the team who will be assigned to the certification project and schedule a pre-application meeting with the prospective maintenance operator and the selected TTCAA certification team members.

(3) The TTCAA office will designate one certification team member as the Project Manager (PM).

(4) 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 operator's 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 certified as an Approved Maintenance Organisation. Besides verifying the POPS information at the meeting, the TTCAA team should:

- (a) Ensure the applicant is aware of what is expected and all applicable TTCARs.
- (b) Provide an overview of the certification process and the formal application.
- (c) Answer any questions raised by the applicant.
- (d) Evaluate the results of the meeting and take appropriate action.
- (e) Provide the applicant with an Application Information Package.

(5) It is important to establish good working relationships and clear understandings between the TTCAA and the operator's representatives. The TTCAA recognises that a wide range of capabilities and

expertise exists among operators. This background experience will be considered by the TTCAA and adjusted to during these initial meetings

(6) To help promote understanding throughout the certification process, the Application Information Package includes the following:

- (a) The applicable certification job aids which will be used by the TTCAA inspector during the certification project.
- (b) A schedule of events which must be completed and submitted with the formal application.
- (c) A standard set of Operators Specifications, an operator's specifications development worksheet and blank operator's specifications development forms (See Appendix 5).
- (d) Other publications or documents the Airworthiness Inspector (AWI) believes will be useful to the inspector.
- (e) Application for Approved Maintenance Organisation Certificate and Ratings

(7) During the pre-application meeting participating inspectors will assist the applicant in identifying from the worksheet, all statements that accurately describe the applicant's intended operation. The applicant will then use the worksheet information to develop his draft operations specifications. The applicant's draft operations specifications will be submitted as a part of his formal application package.

(8) TTCAR NO. 6 Regulations specify that an applicant for an Approved Maintenance Organization certification shall be made in a form and manner acceptable to the Authority, and containing any information the Authority requires the applicant to submit. 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 an Approved Maintenance Organization Certificate and Rating (See Appendix 4). The Accountable Manager must sign the form. Certain documents (attachments) should be provided with the application and are briefly described in paragraphs 5 (9) through 5 (16).

(9) **Draft Operations Specifications Attachment.** This attachment describes the applicant's intended authorisations, limitations, provisions and privileges specific to the organisation.

(10) **Approved Maintenance Certification Job Aid and Schedule of Events Attachment.** The Schedule of Events (See Appendix 3) is a key document that lists activities, programmes, and required facility and tool acquisitions that must be accomplished or made ready for the TTCAA's inspection before certification. These estimated dates must be logical in terms of sequence. Reasonable time for the Authority 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 AWI should be notified as soon as possible.

(11) **The Civil Aviation Regulations and Schedules.** These establish basic management positions and the minimum qualifications for Approved Maintenance Organizations. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator's Maintenance Procedures Manual, operating provisions, and the Civil Aviation Regulations. The managers specified in the TTCAR Approved Maintenance Regulations shall be identified and their credentials submitted to the TTCAA Authority.

(12) **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).

(13) **Statement of Compliance.** Appendix 7 demonstrates a statement of compliance in tabular form.

(14) **Maintenance Procedure Manual in duplicate.** This attachment should be a complete listing of all Trinidad and Tobago Civil Aviation Regulations 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. The following examples are samples of how relevant sections of Trinidad and Tobago Civil Aviation Regulations should be presented in a Statement of Compliance.

(15) **Resumes of key management personnel.** This information is to be noted on accepted or corrected POPS form.

(16) **Financial Economic and Legal Matters Assessment.** This attachment should consist of written evidence that the applicant has undergone, is undergoing, or is scheduled to undergo a financial, economic and legal matters assessment. The Authority will conduct an audit of the applicant's assets and liabilities and a thorough evaluation of financial and statistical records and other pertinent data.

FORMAL APPLICATION PHASE

7. (1) 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 TTCAA as far in advance of the proposed start-up date as possible.

(2) The TTCAA 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 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.

(3) 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 TTCAA should respond to any questions the applicant may have and should reinforce the certification process. Based upon the results of the meeting, the TTCAA team will determine the package's 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 discussed during the meeting.

(4) The operator will be notified by letter stating whether the formal application is accepted or rejected. The Authority's 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.

DOCUMENT COMPLIANCE PHASE

8. (1) 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 TTCAA. The TTCAA will endeavour 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 regulations 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 TTCAR No. 6. Approvals will be indicated by letter or by approval of the specific operating provisions. Acceptance of information that does not require formal approval will be indicated by letter or by lack of the Authority's objection to the information.

(2) The complexity of the information must be addressed in the operator's manual and other documents depending on the complexity of the planned operation. The fully completed 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 programmes, and procedures.

DEMONSTRATION AND INSPECTION PHASE

9. TTCAR NO. 6 require a maintenance operator to demonstrate his ability to comply fully with the regulations before beginning operations. These demonstrations include actual performance of activities and/or operations while being observed by TTCAA Inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, The TTCAA evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the maintenance operator's manual and other documents. Emphasis is placed on the maintenance operator's management effectiveness during this phase. Deficiencies will be brought to the attention of the maintenance operator and corrective action must be taken before a certificate is issued.

CERTIFICATION PHASE

10. (1) After the document compliance, and demonstration and inspection phases have been completed satisfactorily, the TTCAA will prepare the Approved Maintenance Organisation Certificate and approve the Operations Specifications. The Operations Specifications contain authorisations, limitations, and provisions specific to the maintenance operator's operation. The maintenance operator must acknowledge receipt of these documents.

(2) The certificate holder is responsible for continued compliance with TTCAR No. 6, the authorisations, and provisions of its certificate and operations specifications. As an Approved Maintenance Organization 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 TTCAA is responsible for conducting periodic inspections of the Approved Maintenance Organization operation to ensure continued compliance with TTCAR NO. 6 and safe operating practices.

EXPLANATION OF APPENDICES IN THIS ADVISORY PAMPHLET

11. (1) Appendix 1 provides instructions on how TTCAA Form MF-01: 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 TTCAA office. Sections 2 and 3 are reserved for TTCAA use.

- (a) Appendix 2 provides a Certification Process Flow Chart.
- (b) Appendix 3 provides an Approved Maintenance Organization certification job aid and schedule of events.
- (c) Appendix 4 provides an Application Form for Approved Maintenance Organization's.
- (d) Appendix 5 provides Sample Operations Specifications.
- (e) Appendix 6 provides a list of applicable TTCARs and TABs.

Ramesh Lutchmedial
Director General of Civil Aviation

**INSTRUCTIONS FOR COMPLETING TTCAA FORM TF-01 PROSPECTIVE
OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS)**

***(TO BE COMPLETED BY AN APPLICANT FOR AN AIR OPERATOR CERTIFICATE OR APPROVED
MAINTENANCE ORGANISATION CERTIFICATE.)***

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. Provide the address of the main base of operations. It is where the offices of management required by regulation are located. If the address is the same as in item 1, enter "same." State secondary business addresses (if applicable) of operation and identify the type of operation conducted at each address.
3. Enter the estimated commencement date of operations.
4. The information provided in this block in (1), (2), and (3) will be used to assign a company identification number. You may indicate up to three (3), 3-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or maintenance organisations, a randomly selected number will be assigned.
5. Enter the names, titles, and telephone numbers of management personnel required by TTCAR No.3, Regulation 14 for application for Air Operator Certificate and TTCAR No. 6 Regulation 25 for application for an approved Maintenance Organization Certificate.

NOTE: Management personnel qualification requirements are specified in TTCAR No. 3

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

6. Indicate if the applicant for an Air Operator Certificate intends to perform maintenance as an Approved Maintenance Organisation (AMO) or intends to contract out all or part of his maintenance, or perform his 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 Approved Maintenance Organisation ratings shall be indicated. Check as many boxes as applicable. Refer to TTAR No. 6 Schedule 2 for information on the ratings of an AMO.

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 copy of the lease agreement.
10. Indicate geographic areas of intended operation and proposed route structure.

SECTION 1D. All applicants shall complete this section.

11. Show any information that would assist TTCAA 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 his aircraft and/or associated equipment, identify the approved maintenance organisation selected and a list of the maintenance or inspections he proposes to perform. Also provide copies of all written contracts with this form, if applicable. Applicants for an AMO Certificate should identify prospective maintenance contractors he intends to use and their Geographic Locations.

12. Identify the type of aircraft and/or simulators.

An applicant for an AOC should identify the type of aircraft and/or simulators intended to be used.

An applicant for an AMO Certificate should identify the type of aircraft by make and model. In addition identify the type of training that the Quality Assurance staff, certifying staff and maintenance personnel will receive based on the ratings requested.

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

<u>Type of Organisation</u>	<u>Authorised Signature</u>
Individual,	Owner,
Partnership	At least one partner,
Company, corporation, association, etc	At least one authorised officer

The Accountable Manager (TTCAR No. 3, Regulation 2 for AOC and TTCAR No. 6, Regulation 25 for AMO) must sign the POPS Form. If the POPS Form is signed by another individual who is not the Accountable Manager the Accountable Manager must submit with the POPS Form a letter authorizing the signatory to sign on his behalf.

SECTIONS 2. For TTCAA Use.

The prospective applicant must address this POPS form to the Office of the Director General of Civil Aviation. Upon receipt of the POPS the fields in this section is filled out. The form is then forwarded to the Executive Manager Safety Regulations. (EMSR).

SECTIONS 3. For TTCAA Use.

Upon receipt of the POPS the Office of the Executive Manager Safety Regulations will fill out the fields in the section. The EMSR will complete the “Pre-application number”, “Assigned Project Manager” and “Forwarded to Project Manager” fields in this section when those items are completed. The “Assigned Certification Number” field will be filled out during the Certification Phase of the air operator or Approved Maintenance Organization.

Appendix 1, Page 3 of 4

Instructions For Completing TTCAA Model Form 01 – Prospective Operator’s Pre-Assessment Statement (Pops). Portions Of This Model Form Is To Be Completed By A Prospective Approved Maintenance Organisation.

Prospective Operator’s Pre-assessment Statement (POPS)						
(To be completed by an applicant for an Air Operator Certificate or Approved Maintenance Organisation).						
Section 1A. To be completed by all applicants.						
1. Name and mailing address of company (include business name if different from company name).			2. Address of the principal (main) base where operations will be conducted.			
3. Proposed Start-up Date:		4. Requested company identifier in order of preference.				
		(1).	(2).		(3).	
5. Management and Key Staff Personnel.						
Name (Surname/First/Middle).	Title.	Telephone & address (if different from company include country code).				
Section 1B. To be completed by Air Operator and/or Approved Maintenance Organisation.						
6. <input type="checkbox"/> Air Operator intends to perform maintenance as an AMO.						
<input type="checkbox"/> Air Operator intends to arrange for maintenance and inspections of aircraft and associated equipment to be performed by others.						
<input type="checkbox"/> Air Operator intends to perform maintenance under an equivalent system.						
<input type="checkbox"/> Approved Maintenance Organisation.						
7. Proposed type of operation (Check as many as applicable). Air Operator Certificate – No. 2/3.						
<input type="checkbox"/> Passengers and Cargo. <input type="checkbox"/> Cargo Only. <input type="checkbox"/> Scheduled Operations. <input type="checkbox"/> Charter Flight Operations						
8. Proposed type of Approved Maintenance Organisation Rating(s).						
Aircraft	Engine	Components			Specialized Services	
<input type="checkbox"/> A1 – Aeroplane > 5700 Kg	<input type="checkbox"/> B1 – Turbine	<input type="checkbox"/> C 1	<input type="checkbox"/> C 6	<input type="checkbox"/> C 11	<input type="checkbox"/> C 16	<input type="checkbox"/> D 1
<input type="checkbox"/> A2 – Aeroplane < 5700 Kg	<input type="checkbox"/> B2 – Piston	<input type="checkbox"/> C 2	<input type="checkbox"/> C 7	<input type="checkbox"/> C 12	<input type="checkbox"/> C 17	<input type="checkbox"/> D 2
<input type="checkbox"/> A3 – Rotorcraft	<input type="checkbox"/> B3 – APU	<input type="checkbox"/> C 3	<input type="checkbox"/> C 8	<input type="checkbox"/> C 13	<input type="checkbox"/> C 18	<input type="checkbox"/> D 3
		<input type="checkbox"/> C 4	<input type="checkbox"/> C 9	<input type="checkbox"/> C 14	<input type="checkbox"/> C 19	<input type="checkbox"/> D 4
		<input type="checkbox"/> C 5	<input type="checkbox"/> C 10	<input type="checkbox"/> C 15	<input type="checkbox"/> C 20	
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 passenger seats or cargo payload capacity.					

Appendix 1, Page 4 of 4

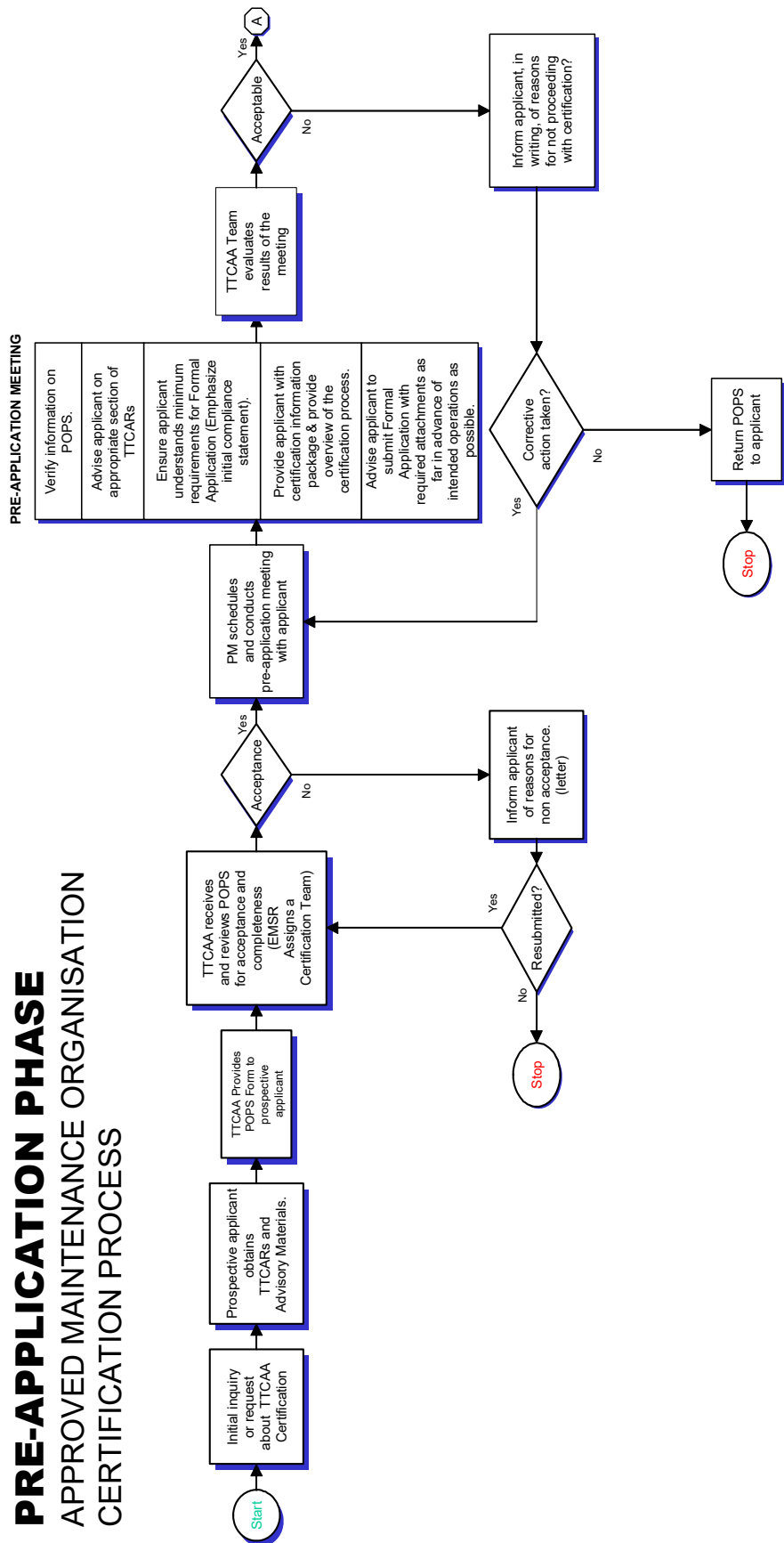
SECTION 1D. TO BE COMPLETED BY ALL APPLICANTS.		
11. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary).		
12. Proposed Training (Aircraft and/or Simulator).		
13. The statement and information contained on this form denotes an intention to apply for a TTCAA Certificate.		
Type of Organisation:		
Signature.	Date (day/month/year).	Name and Title (Block Letters).
SECTION 2. TO BE COMPLETED BY THE DGCA OFFICE.		
Received by (Name and Office):		Date received (day/month/year).
Date forwarded to Executive Manager Safety Regulations (day/month/year):	For: <input type="checkbox"/> Action <input type="checkbox"/> Information only.	
Remarks:		
Section 3. To be completed by the Executive Manager Safety Regulations Office.		
Received by:	Date (day/month/year):	
Pre-application Number:	Assigned Certification Number:	
Assigned Project Manager:	Date:	
Remarks:		

Appendix 2 - Certification Process Flow Chart.

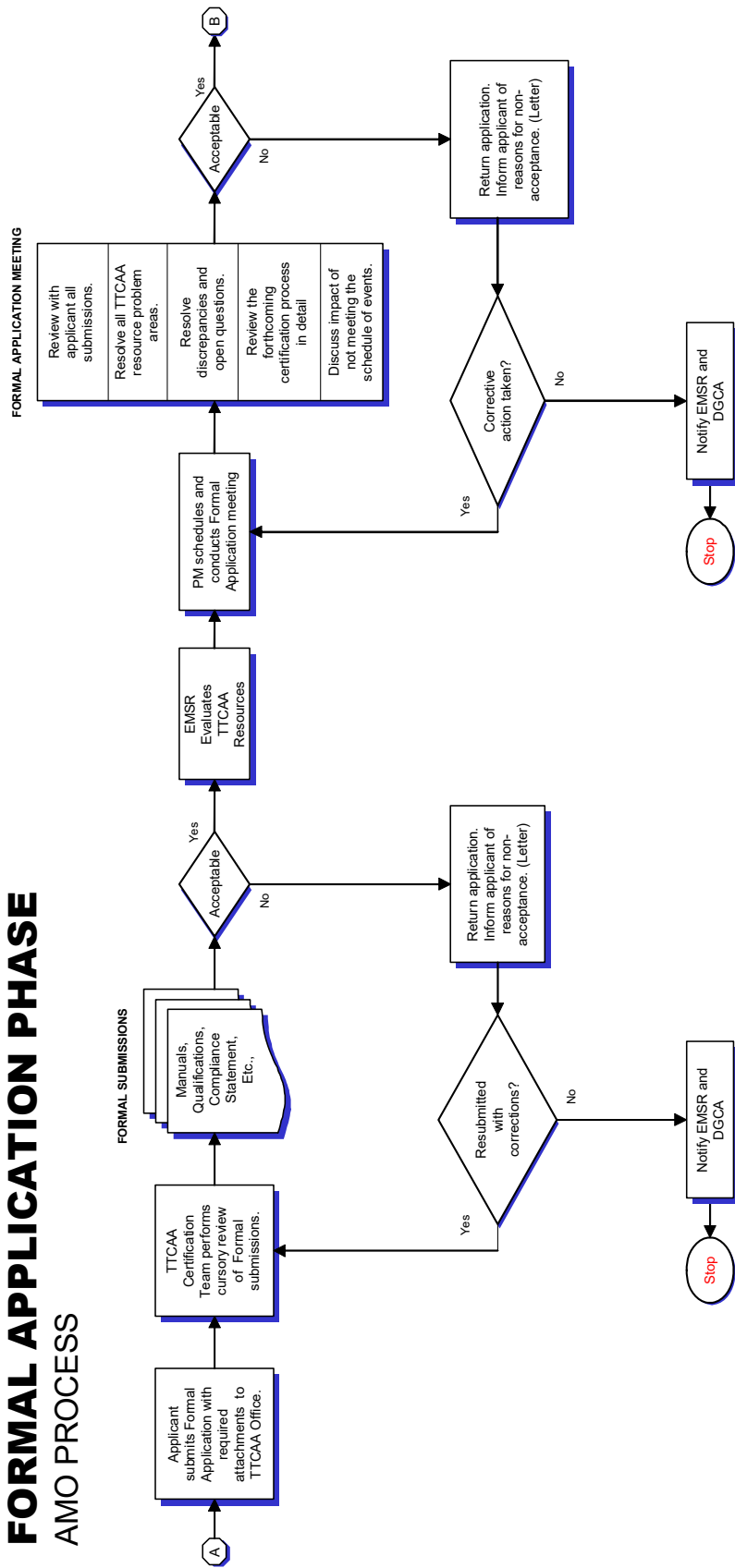
Page 1 of 5

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

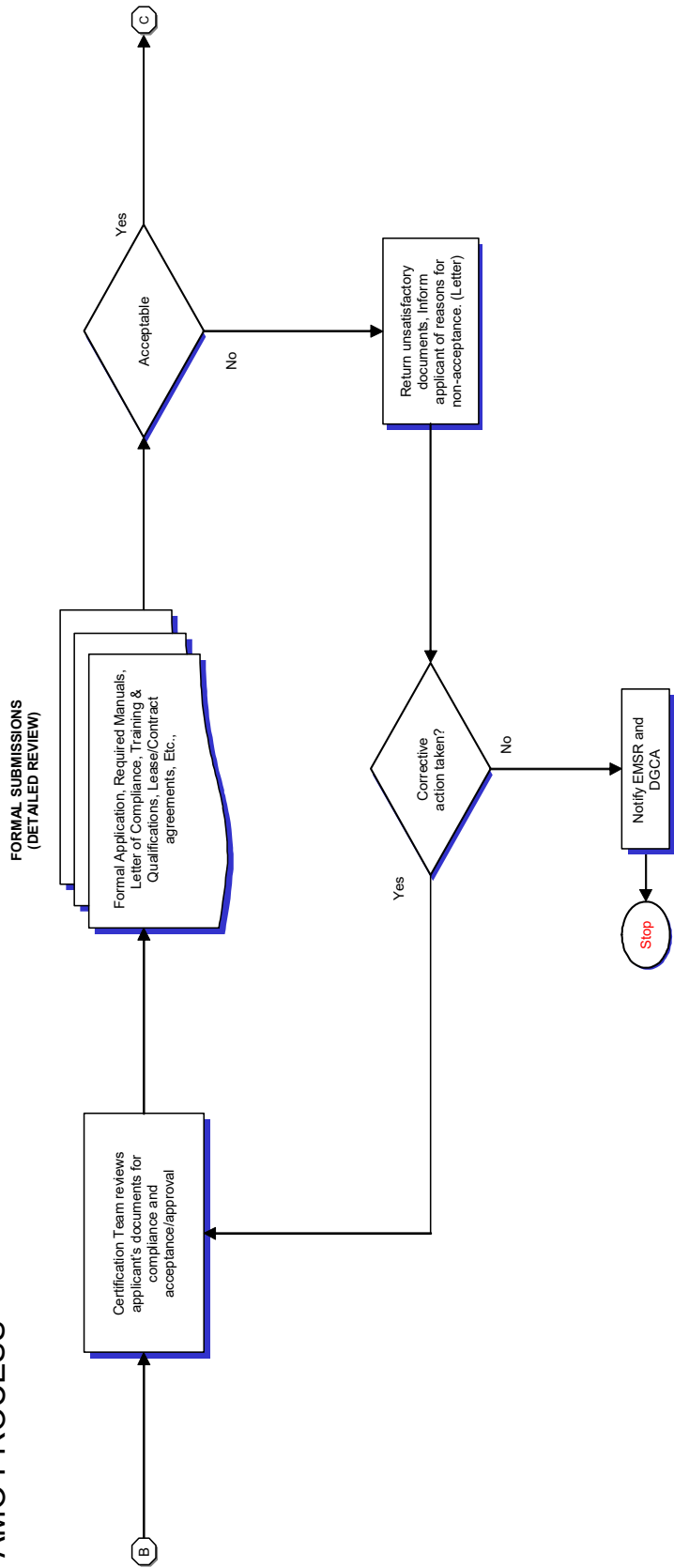
PRE-APPLICATION PHASE APPROVED MAINTENANCE ORGANISATION CERTIFICATION PROCESS



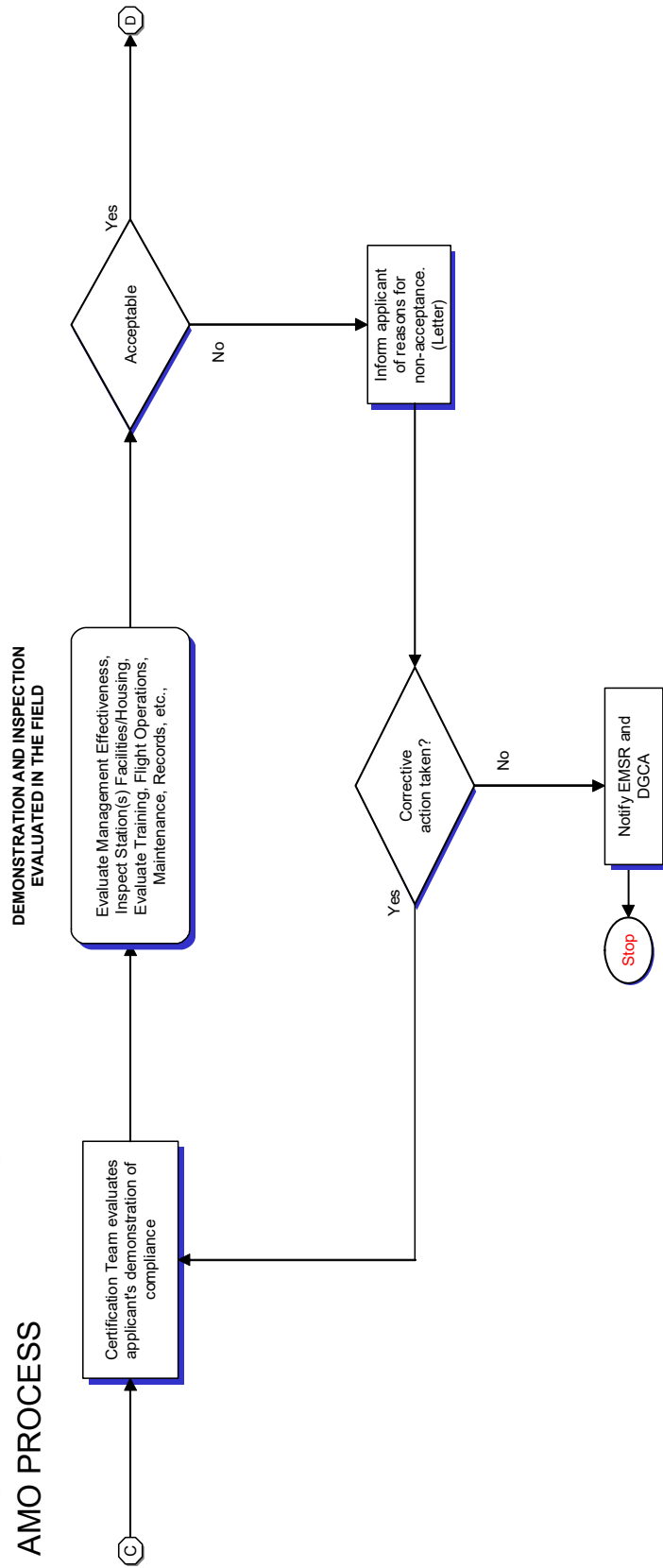
FORMAL APPLICATION PHASE AMO PROCESS



DOCUMENT COMPLIANCE PHASE AMO PROCESS

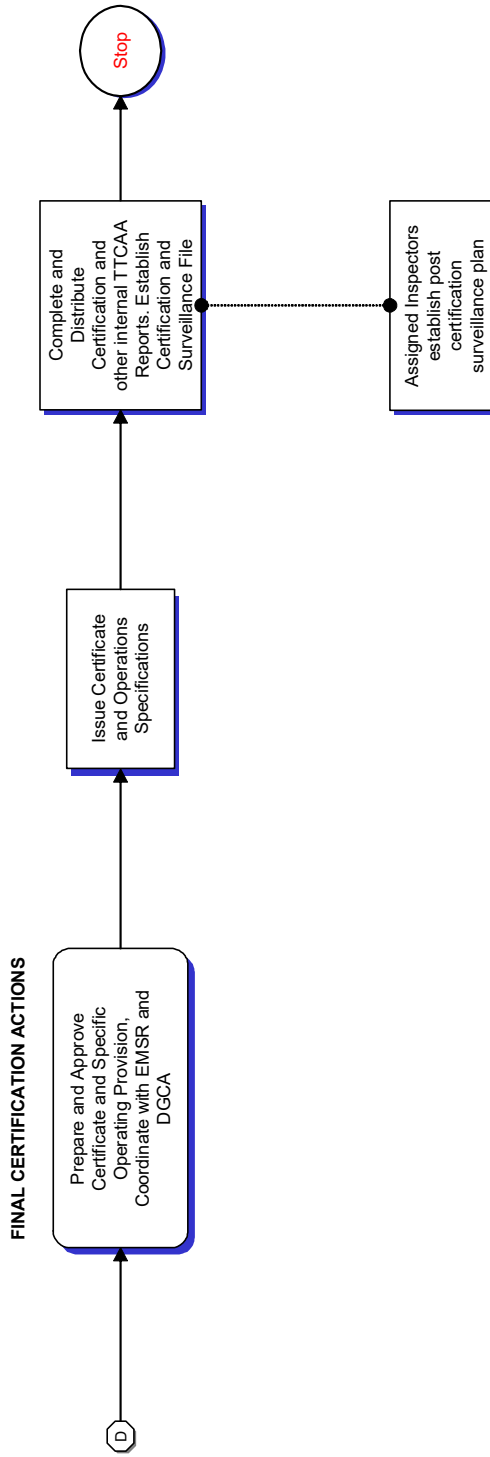


DEMONSTRATION AND INSPECTION PHASE AMO PROCESS



CERTIFICATION PHASE

Approved Maintenance Organization PROCESS



This page intentionally left blank

Appendix 3 Page 1
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Form TF-03

Office Name of Company		Location Address				
Mailing Address (if different from location)		Pre-certification Number:				
TTCAA 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 organisation. 2. Prospective Operator's Pre-assessment statement (POPS) – Forward to Director General TTCAA						
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:						

Appendix 3 Page 2
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Form TF-03

TTCAA 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 TTCAA 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					
Remarks:						

Appendix 3 Page 3
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Form TF-03

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:						

Appendix 3 Page 4
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Form TF-03

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					
Remarks:						

Appendix 3 Page 5
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Form TF-03

TTCAA Reference	IV. Demonstration and Inspection Phase	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
	A. Evaluate Organisation 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					

Appendix 3 Page 6
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Form TF-03

Remarks:						
TTCAA 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. Record keeping location/system					
	1. Personnel records					
	2. Test Equipment/Precision Tool Certificate of Calibrations/Data Sheets					
	3. Maintenance Records					
	4. Other					
Remarks:						

Appendix 3 Page 7
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Form TF-03

TTCAA 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 Organisation Certificate					
	C. Prepare Approved Maintenance Organisation Operations Specifications					
	D. Present signed Approved Maintenance Organisation 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					

Appendix 3 Page 8
Approved Maintenance Organisation Certification Job Aid and Schedule of Events
Form TF-03

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:						

Appendix 4 Page 1
Application for Initial Issue, Renewal and Changes of
Approved Maintenance Organisation Certificate and Ratings
Form TF-04

Trinidad and Tobago Civil Aviation Authority		Application for Initial Issue, Renewal and Changes of Approved Maintenance Organisation Certificate and Ratings			
1. Approved Maintenance Organisation Name, Number, Location and Address		2. Reasons for Submission			
a. Official Name of Maintenance Organisation:	Number:	<input type="checkbox"/> Original Application for Certificate and Rating <input type="checkbox"/> Renewal <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 Organisation (Number, Street, City, State, & Zip)					
d. Doing Business As:					
e. Line Maintenance Location					
3. Ratings Applied for:					
Aircraft <input type="checkbox"/> A1 – Aeroplane > 5700Kg <input type="checkbox"/> A2 – Aeroplane < 5700 Kg <input type="checkbox"/> A3 – Rotorcraft	Engine <input type="checkbox"/> B1 – Turbine <input type="checkbox"/> B2 – Piston <input type="checkbox"/> B3 – APU	<input type="checkbox"/> C 1 <input type="checkbox"/> C 2 <input type="checkbox"/> C 3 <input type="checkbox"/> C 4 <input type="checkbox"/> C 5	Components <input type="checkbox"/> C 6 <input type="checkbox"/> C 7 <input type="checkbox"/> C 8 <input type="checkbox"/> C 9 <input type="checkbox"/> C 10	<input type="checkbox"/> C 11 <input type="checkbox"/> C 12 <input type="checkbox"/> C 13 <input type="checkbox"/> C 14 <input type="checkbox"/> C 15	Specialized Services <input type="checkbox"/> D 1 <input type="checkbox"/> D 2 <input type="checkbox"/> D 3 <input type="checkbox"/> D 4
<input type="checkbox"/> Specialised Service (List Process Specification(s))					
4. List of Maintenance Functions contracted to an outside Organisation:					
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 that I have been authorised by the approved maintenance organisation identified in Item 1 above to make this application and that statements attached hereto are true and correct to the best of my knowledge.					
Date:	Authorised Signature:	Print Name of Authorised Signature:	Title:		

Appendix 5 Page 1
Sample Operations Specifications (Ops Specs)

OPERATIONS SPECIFICATIONS

Trinidad and Tobago Civil Aviation Authority

Page 1 of 1

TABLE OF CONTENTS

APPROVED MAINTENANCE ORGANISATION

PART A GENERAL

	EFFECTIVE DATE
A 0 Table of Contents	00/00/00
A 1 Issuance and Applicability	00/00/00
A 2 Definitions and Abbreviations	00/00/00
A 3 Ratings and Limitations	00/00/00
A 4 To Be Developed	00/00/00
A 5 Deviations	00/00/00
A 6 To Be Developed	00/00/00
A 7 Designated Persons	00/00/00

Effective Date _____

Approved Maintenance Organisation Certificate
No. _____

Appendix 5 Page 2
Sample Operations Specifications (Ops Specs)

OPERATIONS SPECIFICATIONS

Trinidad and Tobago Civil Aviation Authority

Page 1 of 1

APPROVED MAINTENANCE ORGANISATION

PART A 1- Issuance and Applicability

a. These Operations Specifications are issued _____
_____ an Approved Maintenance Organisation. The Approved
Maintenance Organisation Certificate holder shall conduct operations in accordance with TTCAR No.
6- Approved Maintenance Organization Regulations and these Operations Specifications.

The certificates holder's address:

Fixed Location

Mailing Address

b. The holder of these Operations Specifications is the holder of Certificate Number _____

c. These Operations Specifications are issued as part of this Approved Maintenance Organisation
Certificate, and are in effect as of the effective date stated on this form. This Certificate and
Operations Specifications shall remain in affect until _____.

Effective date _____

Approved Maintenance Organisation Certificate
No. _____

Appendix 5 Page 3
Sample Operations Specifications (Ops Specs)

OPERATIONS SPECIFICATIONS

Trinidad and Tobago Civil Aviation Authority

Page 1 of 1

APPROVED MAINTENANCE ORGANISATION

PART A 2- Definitions and Abbreviations

Unless otherwise defined in these Operations Specifications, all words, phrases, definitions, and abbreviations have identical meanings to those used in the Trinidad and Tobago Civil Aviation Act and Trinidad and Tobago Civil Aviation Regulations, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these Operations Specifications.

AOC Air Operator Certificate

AMO Approved Maintenance Organisation

TTCAA Trinidad and Tobago Civil Aviation Authority

TTCAR Trinidad and Tobago Civil Aviation Regulations

Certificate Holder In these Operations Specifications the term "certificate holder" shall mean the holder of the approved maintenance organisation certificate described in these Operations Specifications in Part A, paragraph A 1 and any of its officers, employees, or agents used in the conduct of operations under this certificate.

Class Rating As used with respect to the certification, ratings, privileges, and limitation of aircraft, powerplant, propeller, radio, instrument and accessories within a category having similar operating characteristics.

Deviation Authority An authorisation that permits an alternate means of compliance with a TTCAR.

Limited Rating Ratings issued to AMO for the performance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and parts.

Maintenance The inspections, overhauls, repair, preservation, and replacement of parts, but exclude preventive maintenance.

MCM Maintenance Control Manual

MPM Maintenance Procedure Manual

Preventive Maintenance Simple or minor preservation operations and replacement of small parts not involving complex assembly operations.

Substantial Maintenance Any activity involving a C-check (routine airframe maintenance) or greater maintenance; any engine maintenance requiring case separation or teardown; and major alterations or major repairs performed on airframes, engines, or propellers.

Effective date _____

Approved Maintenance Organisation Certificate
No. _____

Appendix 5 Page 4
Sample Operations Specifications (Ops Specs)

OPERATIONS SPECIFICATIONS				
Trinidad and Tobago Civil Aviation Authority			Page 1 of 1	
<u>APPROVED MAINTENANCE ORGANISATION</u>				
<u>PART A 3- Ratings and Limitations</u>				
The Approved Maintenance Organization is authorised for the following Ratings and/or Limitations:				
Aircraft Ratings	Manufacture	Make/Model	Limitations	
A-1 Aeroplane > 5700 kg				
A-2 Aeroplane < 5700 kg				
A-1 Rotorcraft				
Engine Ratings	Manufacture	Make/Model	Limitations	
B1 – Turbine Engine				
B2 – Piston Engine				
B3 – APU Engine				
Component Ratings	Manufacture	Make/Model	Limitations	Capability List
C1				
C2				
C3				
C4				
C5				
C6				
C7				
C8				
C9				
C10				
C11				
C12				
C13				
C14				
C15				
C16				
C17				
C19				
C19				
C20				
Specialized Service Ratings	Specifications		Limitations	
D1				
D2				
D3				
D4				
Effective date _____				
Approved Maintenance Organisation Certificate No. _____				

Appendix 5 Page 5
Sample Operations Specifications (Ops Specs)

OPERATIONS SPECIFICATIONS			
Trinidad and Tobago Civil Aviation Authority			Page 1 of 1
APPROVED MAINTENANCE ORGANISATION			
PART A 5- Deviation Authority			
The certificate holder is authorised to perform operations in accordance with the provisions, conditions, and/or limitations set forth in the following deviations listed in the table below.			
a. <u>Deviations:</u>			
Deviation Reference	Date of Deviation	Date of Termination	Remarks/Reference
<div style="display: flex; justify-content: space-between;"> Effective date _____ Approved Maintenance Organisation Certificate No. _____ </div>			

Appendix 5 Page 7
Sample Operations Specifications (Ops Specs)

OPERATIONS SPECIFICATIONS

Trinidad and Tobago Civil Aviation Authority

Page 1 of 1

TABLE OF CONTENTS

APPROVED MAINTENANCE ORGANISATION

PART D-SPECIFIC AUTHORISATIONS, LIMITATIONS AND PROCEDURES

	<u>EFFECTIVE DATE</u>
D 0 Table of Contents	00/00/00
D 1 Work to be performed at a place other than the Approved Maintenance Organization Fixed location	00/00/00
D 2 Approved Maintenance Organization Geographic Authorisation	00/00/00

Effective date _____

Approved Maintenance Organisation Certificate
No. _____

**Appendix 5 Page 8
Sample Operations Specifications (Ops Specs)**

OPERATIONS SPECIFICATIONS	
Trinidad and Tobago Civil Aviation Authority	Page 1 of 1
APPROVED MAINTENANCE ORGANISATION	
PART D 1 Work to be performed at a place other than the Approved Maintenance Organization's Fixed Location	
<p>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 authorised in the following table.</p>	
Work Authorised	Maintenance Procedures Manual Reference
<p>b. The certificate holder <u>may not</u> perform <u>continuous</u> operation at a facility other than the organization's fixed location listed in Part A paragraph A 1.</p>	
Effective date _____	Approved Maintenance Organisation Certificate No. _____

Appendix 5 Page 10
Sample Operations Specifications (Ops Specs)

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 Trinidad and Tobago Civil Aviation Authority issues the Operations Specifications appearing on the reverse side to the certificate holder.

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).

Applicant to provide supporting data in this space, attach additional page if this space is insufficient.

I certify that the statements submitted as supporting data are true and that I am duly authorised 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 General 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

APPENDIX 6.

TRINIDAD AND TOBAGO CIVIL AVIATION REGULATIONS (TTCARs)

SECTION 1 - APPLICABLE PARTS OF TTCARs

TTCAR NO.1 – General application and Personnel Licensing
TTCAR NO.2 – Operations
TTCAR NO.3 – Air Operator Certification and Administration
TTCAR NO.4 – Aircraft Registration and Markings
TTCAR NO.5 – Airworthiness
TTCAR NO.6 – Approved Maintenance Organization
TTCAR NO.7 – Instruments and Equipment
TTCAR NO.8 – Aviation Security
TTCAR NO.9 – Aviation Training Organization
TTCAR NO.10 – Foreign Air Operator
TTCAR NO.11 – Aerial Works
TTCAR NO.12 – Aerodrome Licence

SECTION 2 - OTHER REGULATIONS THAT MAY BE APPLICABLE TO CERTIFICATION AS AN AOC

States may reference additional publications applicable to a certification of an air operator.

SECTION 3 - APPLICABLE INTERNATIONAL RULES AND DOCUMENTS INTERNATIONAL/OVERSEAS OPERATIONS ICAO ANNEXES

Annex 1 to the ICAO Convention	Personnel Licensing
Annex 6 to the ICAO Convention	Operations of Aircraft
Annex 8 to the ICAO Convention	Airworthiness of Aircraft

OTHER ICAO DOCUMENTS

Circular 253-AN/151	Human Factors Digest No. 12 Human Factors in Aircraft Maintenance and Inspection
Document 8335-AN/879	- Manual of Procedures for Operations Inspection, Certification and Continued Surveillance
Document 9284	Technical Instructions for Safe Transport of Dangerous Goods by Air
Document 9379-AN/916	Manual and Procedures for Establishment and Management of a States Personnel Licensing system
Document 9760-AN/967	- Manual of Procedures for Airworthiness Organisation
Document 9642-AN/941	Continuous Airworthiness Manual

Appendix 7
Sample Statement of Compliance

STATEMENT OF COMPLIANCE				
TTCAR NO.	TITLE	APPLY	MPM REF.	REMARKS
6:1	Citation	N	N/A	N/A
6:2	Interpretation	N	N/A	N/A
6:3(1) & (2)	General applicability of regulations	N	N/A	N/A
6:4	Applicability of Part I	N	NA	NA
6:5(1)	Prohibition on the performance of maintenance			
6:17(1)	Minimum requirements for housing and facilities	Y	MPM Sect. 1, Ch. 2, Pg 2	
6:17(2)	Minimum requirements for housing and facilities	Y	MPM Sect. 1, Ch. 2, Pg. 3	
6:17(3)	Minimum requirements for housing and facilities	Y	MPM Sect. 1 Ch. 2, Pg 4 – 5.	

Appendix 8 Biographical Data

MANAGEMENT PERSONNEL BIOGRAPHICAL DATA (To be completed by the Nominee)	
1. Company name:	2. 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. Complete attachment A (copy additional sheets as required):	
7. Work experience relevant to item (4) position. Complete attachment B (copy additional sheets as required):	
<p>8. I,..... hereby confirm that (Print Name in full)</p> <p>(1) I have not</p> <p style="padding-left: 40px;">(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="padding-left: 40px;">(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 CAA Official Use Only	
Received by:	
Name:	Position:
Signature:.....	Date:.....
<small>Attach copies of certificates/proof of experience to this form in support of information supplied.</small>	
<small>Form TF-005</small>	

