



SWAZILAND CIVIL AVIATION AUTHORITY

FORM: O-AWS006E

August 2011

MAINTENANCE ORGANIZATION PROPOSED CERTIFICATION SCHEDULE OF EVENTS

This form should be submitted in duplicate to the Authority as part of the AMO Certification Package. After Evaluation one of the copies is returned to the applicant advising Approval or a need to amend and re-submit.

Office Name of Company	Location Address
Mailing Address (if different from location)	

Reg. Reference	I. Pre-application Phase	Scheduled Date
	A. Initial inquiry: Inspector Contacted: _____ 1. Certification Advisory Circular provided. 2. Pre-application Meeting Scheduled date	

	B. Pre-application Meeting 1. <input type="checkbox"/> Focus on OAS Form Information 2. <input type="checkbox"/> Overview of Certification Process and need to submit a proposed certification schedule of events 3. The Certification Package: <input type="checkbox"/> Application Form: AC-AWS006B <input type="checkbox"/> OAS Form: AC-AWS006C <input type="checkbox"/> Proposed Schedule of Events Form: AC-AWS006E	
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	3. Formal Application Submission Requirements and The Certification Process	
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CAA Remarks on the Pre-application Phase	
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Reg. Reference	II. Formal Application Phase	Scheduled Date
	A. Review Applicant's Submission	
	1. Formal Application Form: AC-AWS006B	
	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 two copies (Form: AC-AWS006E)	
	f. Roster, records and qualifications of certifying staff	
	g. Qualifications of management personnel (and Form: AC-OPS001B)	
	h. Completed capability list	
	i. Completed training programme	
	j. Purchase, Lease, and/or contract agreement	
	B. Evaluate CAA Resources Needs Based on Required Approval Process.	

	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	

CAA Remarks on the Proposed	
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Scheduled Dates for the Formal Application Phase	
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Reg. Reference	III. Document Evaluation Phase	Scheduled Date
	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	

	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)	

	C. Evaluate Applicable Training Programmes	
	4. Training Maintenance Personnel	
	c. Initial, appropriate to assigned tasks	
	d. Knowledge and skills related in human performance	
	5. Training Certifying Staff	
	f. Pre-qualification standards identified	
	g. Basic engineering theory relevant to the airframe structure and systems to the class of aircraft	
	h. Specific aircraft type on which the person is intended to become the certifying individual including the impact of repairs and system/ structural defects	
	i. Company procedures relevant to the tasks (MPM)	
	j. Knowledge and skills related in human performance	
	6. Continuation Training	
	d. Changes in Approved Maintenance Organization procedures	
	e. Changes to aircraft types	
	f. Changes to aeronautical product types	

	D. Evaluate Personnel Qualifications	
	5. Management Personnel	
	f. Base Maintenance Manager	
	g. Line Maintenance Manager	
	h. Workshop manager	
	i. Quality Manager	
	j. Other management personnel as assigned	
	6. Certifying Staff	
	7. Maintenance Personnel	
	8. Instructor(s)	

CAA Remarks on the Proposed Scheduled Dates for the Documents	
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Evaluation Phase	
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Reg. Reference	IV. Demonstration and Inspection Phase	Scheduled Date
	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 (MPM)	
	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	

	B. Evaluate Organization Conducting Training	
	9. Training Facilities	
	10. Training Schedules	
	11. Instructor Qualification/Training	
	12. Management Personnel	
	13. Training Evaluation	
	14. Certifying Staff Training	
	a. Evaluation	
	b. Basic engineering relevant to type of aircraft structure and systems Approved Maintenance Organization intends to maintain	
	c. Aircraft specific to each certifying staff related to impact of repairs and system/structural defects	
	d. Approved Maintenance	
	e. Organization procedures related to the task (MPM)	
	f. Assigned tasks and responsibilities	
	g. Knowledge and skills related to human performance	
	h. Co-ordination with other maintenance personnel and flight crew	
	i. Curriculum and standards for training	
	j. Pre-qualification Evaluation for Certifying Staff	
	k. Initial Training	
	l. Continuation Training	
	m. Other	
	15. Maintenance Personnel Training Evaluation	
	c. Assigned tasks and responsibilities	
	d. Knowledge and skills related to human performance	

CAA Remarks on the Proposed Scheduled Dates for the Demonstration and Inspection Phase	
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Reg. Reference	V. Certification Phase	Scheduled Date
	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	

	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	
	i. Copy of maintenance functions under contract	
	j. Copy of approved specification(s) if issued a Specialized Service Rating	
	k. Certification Checklist/Schedule of Events	
	l. Certification report (Summary of difficulties)	
	m. All correspondence between the applicant and Authority	
	n. Suggestions to improve certification process	
	o. Distribute Report	

	F. Complete Form (Approved Maintenance Organization)	
	G. Prepare Approved Maintenance Organization Certificate	
	H. Prepare Approved Maintenance Organization Operations Specifications	
	I. Present signed Approved Maintenance Organization Certificate and Operations Specifications to Approved Maintenance Organization	

	J. Prepare Certification Report	
	2. 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 Operation Specifications	
	g. Copy of completed Capability List	
	h. Copy of other Contracting States Certificate(s) and Operations Specifications	

CAA Remarks on the Proposed Scheduled Dates for the Certification Phase	
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Recommendations
The Certification schedule of events has been evaluated and found acceptable / not as noted in the Remark columns
Name of Inspector _____ Signature _____ Date _____

FSSD Remarks and Recommendation
Remarks:
I hereby Approve / do not Approve the Certification Schedule of Events.
Date _____ Signature _____ Flight Safety Standards Director