

STATE OF LIBYA
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY



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**Advisory Circular
(AC)
LYCAA-AC-AIR.003
Rev 00**

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LYCAA- AC- AIR- 003

**CERTIFICATION OF MAINTENANCE
ORGANISATIONS**

Published by Libyan Civil Aviation Authority, and Approved By:

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**Capt. Nasereddin Shaebelain
Director General**

1. PURPOSE

- 1.1. This advisory Circular (AC) is intended to assist in the certification of an approved maintenance organisation (AMO) certificate for conducting maintenance operations under LYCAR Part 145 of the Libyan Civil Aviation Regulations (LYCARs). The certification process may appear to be a complex undertaking, particularly to a first-time applicant. This AC provides basic information applicable to the certification process.
- 1.2. Because there are a variety of acceptable methods for preparing the AMO Procedures Manual, this AC does not include a detailed discussion of this topic. Applicants will be briefed in as much detail as necessary regarding the preparation of the manual and other documents during meetings with LYCAA personnel. The information and the material referenced in this AC will assist the applicant in completing the process with minimal delays and complications.

2. RELATED REGULATIONS

- Law No 6 of 2005
- Libyan Civil Aviation Regulations (LYCARs),
 - Part 145;
 - Part M;
 - Part 21;
 - Part 147;
 - Part 47;
 - Part 66; and
 - Air Operations regulation

3. BACKGROUND

- 3.1. When satisfactorily completed, the certification process should ensure that the applicant is able to comply with the Law, the LYCARs, and the international standards pertaining to the maintenance functions of an AMO, as published in relevant ICAO Annexes to the Convention on International Civil Aviation. The certification process is designed to ensure that the applicant understands and is capable of fulfilling these duties.
- 3.2. There are five phases in the AMO certification process. Each phase is described in sufficient details to provide a general understanding of the entire certification process. Appendix A of this AC provides a detailed flow chart of the AMO certification process.
- 3.3. The five phases are:
 - First Phase: Pre-application
 - Second Phase: Formal application
 - Third Phase: Document evaluation
 - Fourth Phase: Demonstration and inspection
 - Fifth Phase: Certification
- 3.4. In some cases, the guidance and suggested sequence of events in this AC may not be entirely appropriate. In such situations, the LYCAA and the applicant should proceed in a manner that taking into consideration existing conditions and circumstances. The applicant should not expect to be certificated, however, until the LYCAA is assured that the applicant has met all the requirements and complied with the LYCARs and the law no.6 of 2005 in an appropriate and continuing manner.

4. THE PRE-APPLICATION PHASE

The Pre-Application Phase of the AMO certification process consists of the applicant's initial inquiry and the pre-application meeting.

4.1. Initial Inquiry

An applicant should contact LYCAA office and inform the LYCAA(Flight Safety Department) of its intent to apply for AMO certification at least 90 days before the anticipated start of operations. Initial inquiries may be made by letter, email, phone, or a personal visit with Director of Flight Safety Department.

4.2. Preliminary Discussion

The applicant will be invited to meet briefly with Chief of Airworthiness Section or his delegate. During this initial meeting, only basic information and general certification requirements will be discussed. If the applicant intends to proceed with certification, the Prospective Operator's Pre-Assessment Statement (POPS) Job Aid will be furnished. Appendix B of this AC provides a sample POPS Job Aid. The POPS should be completed, signed by the applicant, and returned to the LYCAA (Flight Safety Department). The completed POPS denotes intent by the applicant to continue the certification process and allows the LYCAA to plan activities and prepare to commit resources for the certification project.

4.3. LYCAA Review of the POPS

The delegated personnel will perform a preliminary assessment of the POPS. If the information is incomplete or inaccurate, the POPS will be returned to the applicant with the reasons for its return noted in Section 2 of the form. If the information is complete and acceptable, the Airworthiness Section will be assigned to the certification project and will schedule a pre-application meeting with the applicant and the selected certification team members.

4.4. Responsibilities of the Certification Team and the Project Manager (PM)

The Airworthiness section will assign appropriate Airworthiness Inspectors to the certification project. The certification team will be responsible for handling all matters pertaining to the applicant, regardless of whom the applicant initially contacted. The Chief of Airworthiness section will designate one certification team member as the PM. The PM will be the official LYCAA spokesperson throughout the certification project.

4.5. Responsibilities of the Applicant

The applicant must develop all the required attachments for submission with the formal application and successfully complete all programmes required for certification.

4.6. The Pre-Application Meeting

- (a) The purpose of the pre-application meeting is to confirm the information on the POPS and to provide the applicant with an application package that contains critical certification information.
- (b) It is required that the applicant's key management personnel attend the pre-application meeting and be prepared to discuss in general terms the plans and specific aspects of the proposed operation.
- (c) Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements that must be met for the applicant to be certificated as an AMO. The LYCAA recognises that a wide range of capabilities and expertise exists among organisations. Background experience provided by the applicant will be considered by the LYCAA during this meeting, and the certification process will be adjusted as necessary.
- (d) If the pre-application meeting is successful, the certification process will continue to the Formal Application Phase.
- (e) If the PM determines that the applicant is not adequately prepared to proceed with the certification process, the PM will advise the applicant to request another pre-application meeting after more complete preparation on the applicant's part. It is appropriate for the PM to recommend to the applicant one or more of the following actions:
 - (1) Further review of (LYCAA.AC.AIR.003)
 - (2) A more thorough review of the applicable regulations
 - (3) Changes to proposed key management personnel
 - (4) Retention of the services of a professional aviation consultant
 - (5) Termination of efforts to become LYCAA certificated

4.7. Application Package

To help promote understanding throughout the certification process, an application package will be provided during the pre-application meeting. The application package will include the following:

- (a) LYCAA.AC.AIR.003, if not previously provided
- (b) MOE Compliance Check List (FSD.ARW/CL (145/04))
- (c) Application for Approved Maintenance Organisation Certificate and/or Ratings (LYCAA Form.2 PART 145/PART M Subpart F)
- (d) A blank Approved Maintenance Organisation Certification Job Aid and AMO Schedule of Events
- (e) Other publications or guidance the PM believes will be useful to the applicant
- (f) LYCAA Form. 4 along with resume for post holders.

5. THE FORMAL APPLICATION PHASE

The Formal Application Phase of the certification process begins when the applicant submits its formal application package to the LYCAA. Upon receipt of the formal application package, the certification team will perform a cursory review to determine that it contains the required information and attachments necessary to continue with the AMO certification process.

5.1. Formal Application Package

LYCAR Part 145 Para (145. A .15) requires the applicant to submit an application in the form and manner as prescribed by the LYCAA. Appendix D of this AC provides a sample Application for Approved Maintenance Organisation Certificate and/or Ratings. The applicant's Accountable Manager must sign the application.

(a) Formal Application Package Attachments

- (1) The formal application and the required attachments are submitted for LYCAA approval in form of a formal application package. The attachments that must be included with the formal application are:
 - (2) A completed Application (LYCAA Form 2 Part145 / Part M Subpart F) for Approved Maintenance Organisation Certificate and/or Ratings, signed by the applicant's Accountable Manager or his or her designee.
 - (3) A completed AMO Schedule of Events
 - The AMO Schedule of Events is a key document that lists the applicant's major items, activities, programmes, and/or facilities, equipment, and tool acquisitions that must be accomplished or made ready for the LYCAA's inspection before certification. Appendix C of this AC provides a sample AMO Schedule of Events.
 - The AMO Schedule of Events should include dates of when:
 - i. Maintenance personnel training will start.
 - ii. Maintenance facilities will be ready for LYCAA inspection.
 - iii. Each of the required manuals will be available for evaluation.
 - These estimated dates must be logical in terms of sequence. When approval of an item or event is required before beginning a subsequent item or event, reasonable time should be provided for the LYCAA to review, inspect, and approve the prerequisite item or event. Failure to accomplish an item or event in a satisfactory manner or in accordance with the AMO Schedule of Events could delay the certification. If at any time during the certification process the applicant finds it necessary to revise the AMO Schedule of Events, it should notify the PM as soon as possible.
 - (4) The applicant's AMO Maintenance Organization Exposition (MOE) in duplicate (hard and soft copy)..
 - (5) Documentation identifying the qualifications of management personnel (LYCAA Form.4)..
 - (6) A copy of any documents of purchase, contracts, and lease agreements (if available).

- (7) A list of all AMO certificates and ratings issued by another Contracting State (if available).
- (8) A Capability List.
- (9) A Safety Management System (SMS).
- (10) MOE Compliance Checklist ((FSD.ARW/CL (145/04)). The MOE Compliance Checklist ensures that the applicant has adequately addressed in its manuals, programmes, and procedures all the regulatory requirements applicable to its proposed operation. It aids the certification team in determining how the applicant intends to comply with each pertinent part, subpart, section, subsection, and paragraph of the LYCAR. Refer to LYCAA. Part 145.

5.2. Submission of the Formal Application Package:

- (a) It is required that the applicant's formal application be submitted at least 90 days before maintenance operations begin, but the application should be submitted to the LYCAA as far in advance of the proposed start-up date as possible.
- (b) The applicant may submit the formal application package by mail or may hand-deliver it. The applicant will be informed that the LYCAA will need a brief time to perform a cursory review of the package.
- (c) LYCAA Review of the Formal Application Package: The certification team will review the formal application package 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 their return. If the certification team determines that the applicant's formal application package is acceptable, the certification process will proceed and the PM will schedule a formal application meeting with the applicant.

5.3. Formal Application Meeting:

- (a) The purpose of the formal application meeting is to discuss the formal application package to resolve any omissions, address deficiencies or discrepancies, and answer any questions on the part of either party. A common understanding should be established to resolve all issues prior to proceeding to the next phase of the certification process. The formal application meeting should reinforce open communication and good working relationships.
- (b) The applicant's key management personnel must attend the formal application meeting.
- (c) The applicant is encouraged to freely discuss all aspects of the certification process. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event it does not clearly understand. The certification team will respond to any questions the applicant may have and should reinforce the certification process.
- (d) Date conflicts must be resolved in the most effective way possible.
- (e) The certification team will determine the formal application package's acceptability, but the PM will not formally accept or reject the application during the meeting. This delay allows the applicant time to resolve any omissions, deficiencies, or discrepancies discussed during the meeting.
- (f) The applicant will be notified by letter whether the formal application package is accepted or rejected.
- (g) The LYCAA's acceptance of a formal application does not constitute approval or acceptance of the individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application package is unacceptable, it will be returned with a written explanation of the reasons for its return.

6. THE DOCUMENT EVALUATION PHASE

During the Document Evaluation Phase of the AMO certification process, the certification team performs an in-depth review the applicant's formal application and attachments

(formal application package) to establish that all elements are in compliance with the applicable requirements of LYCAR Part 145. The LYCAA will endeavour to complete these evaluations in accordance with the AMO Schedule of Events and the final Statement of Compliance..

6.1. Required Evaluations

The certification team will evaluate the following:

- (a) The AMO Maintenance Organization Exposition (MOE)..
- (b) Management personnel qualifications.
- (c) A completed Capability List.
- (d) Documents of purchase, contracts, and lease agreements.

6.2. Identified Deficiencies or Discrepancies

- (a) If any part or parts of the applicant's formal application package are found to be incomplete or deficient or if noncompliance with the regulatory requirements or safe operating practices is detected, those parts will be returned to the applicant for corrective action.
- (b) The applicant and the certification team should address the appropriate means of identifying the corrective actions (revisions). Corrective action must be taken and the applicant must notify the LYCAA in writing in order for the certification process to continue.

6.3. Approval or Acceptance of Submissions

If the LYCAA finds the applicant's submissions to be satisfactory, they will be approved or accepted, as required by the LYCARs. Approvals will be indicated by letter. Acceptance of information that does not require formal approval will be indicated by letter or by lack of the LYCAA's objection to the information.

7. THE DEMONSTRATION AND INSPECTION PHASE

During the Demonstration and Inspection Phase of the certification process, the certification team conducts demonstrations and inspections of the applicant's facilities – including housing, equipment, material, and data – and evaluates the applicant's proposed manuals, systems, procedures, and programmes to determine if they are in compliance with the requirements of LYCAR Part 145 and safe operating practices. Certain segments of the Document Evaluation Phase sometimes occur simultaneously with certain events in the Demonstration and Inspection Phase. LYCAR Part 145 requires each applicant to demonstrate its ability to fully comply with the regulatory requirements before beginning operations.

7.1. Demonstrations and Inspections

- (a) The PM will contact the applicant to coordinate and schedule demonstrations and inspections between the certification team and the applicant. The PM should inform the applicant of the types of demonstrations required, but it is not mandatory.
- (b) Demonstrations and inspections include actual performance of activities and/or operations while being observed by certification team members. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the LYCAA evaluates the effectiveness of the guidance, instructions, and procedures as described in the AMO Maintenance Organization Exposition and other documents. Emphasis is placed on the effectiveness of the applicant's management.
- (c) The certification team must inspect the applicant's facilities to ensure the following:
 - (1) The number of personnel is sufficient to satisfy the volume and type of work to be performed, as required by LYCAR Part 145.
 - (2) The storage of flammables meets acceptable industry standards (i.e., storage in a fireproof cabinet).
 - (3) Oxygen, oil, and welding shops are separated.
 - (4) Acceptable industry standards are followed for the proper protection and storage of materials, as required by LYCAR Part 145.

- (5) Maintenance records reflect that the work was performed in accordance with the requirements of the applicant's manual and that an authorised person inspected all the items requiring inspection and determined that the work was satisfactorily completed.
- (6) Test equipment and/or precision tools, as applicable, are appropriately calibrated and documented and the calibration certificates are available.

7.2. DEBRIEF

After the demonstrations and inspections are completed, the PM will debrief the applicant on both acceptable and unacceptable areas. The applicant will receive a formal letter that identifies deficiencies or discrepancies and the necessary corrective actions to be taken by the applicant. The applicant must take corrective action on identified deficiencies or discrepancies before a certificate is issued. Re-inspections will be scheduled as necessary.

7.3. Final Approval

If the demonstrations and inspections are satisfactory to the LYCAA, the PM will inform the applicant of the satisfactory results. The certification process will proceed to the Certification Phase.

8. THE CERTIFICATION PHASE

The Certification Phase is the final phase in the certification process. The certificate and Approval Schedule (LYCAA Form.(3)Rev.(0)) are issued to the applicant after the first four phases in the process have been successfully completed and all significant deficiencies or discrepancies have been corrected. The PM will prepare the AMO certificate and approval Schedule. Appendix E of this AC provides a sample AMO certificate. This action completes the certification process. The applicant shall not be certificated under any circumstances until the PM has determined that the applicant is fully capable of fulfilling its responsibilities and will comply appropriately with the LYCARs.

9. AMENDMENT TO OR TRANSFER OF CERTIFICATE

The AMO certificate holder is responsible for continued compliance with the applicable LYCARs and the terms, conditions, limitations, and authorizations of its AMO certificate. The LYCAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the LYCARs and safe operating practices. LYCAR Part 145 requires an AMO certificate holder to submit a new application in the following situations.

9.1. Certificate Change

An AMO certificate holder must apply for a change to its certificate if it changes the location of the AMO or requests to add or amend a rating. The LYCAA must be notified in advance and may prescribe conditions that the AMO must follow while moving to the new address/location.

9.2. Sale or Transfer of Assets.

The privileges of an AMO certificate are not transferable. If the AMO certificate holder sells or transfers its assets, the new owner must apply for an amended certificate in accordance with LYCAR. Part 145. There are occasions when AMO ownership changes without a corresponding change in location, facilities, or personnel.

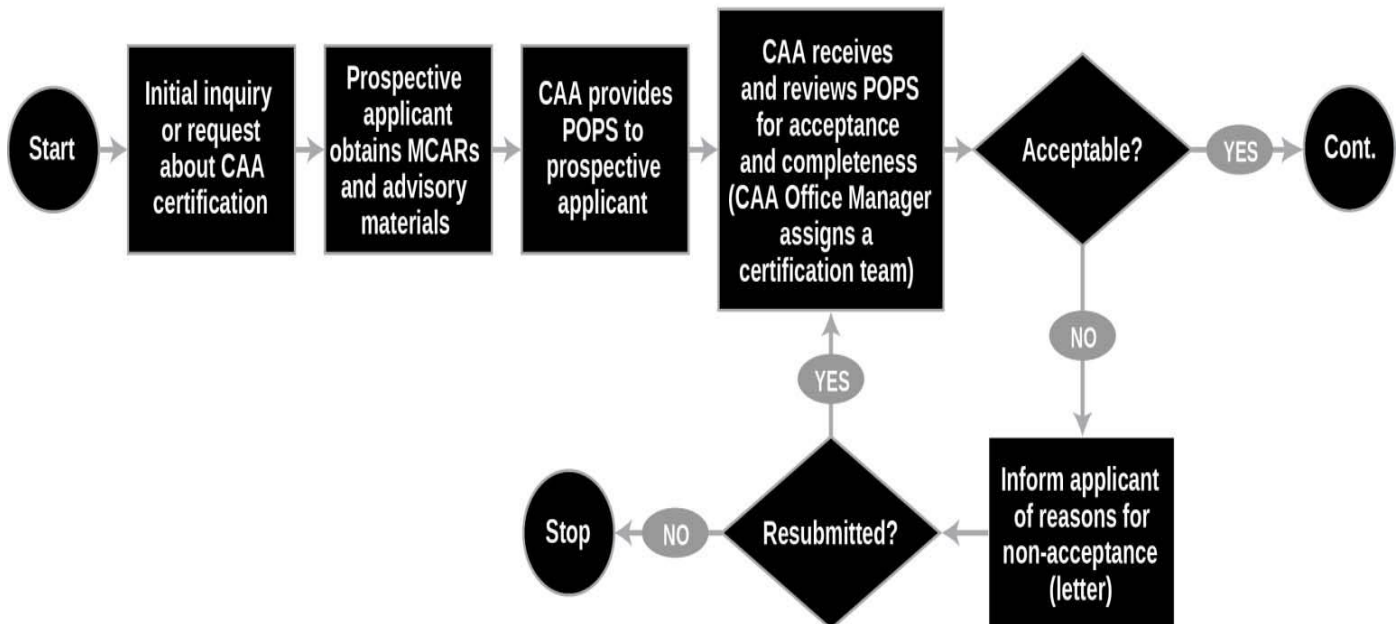
10. APPENDICES

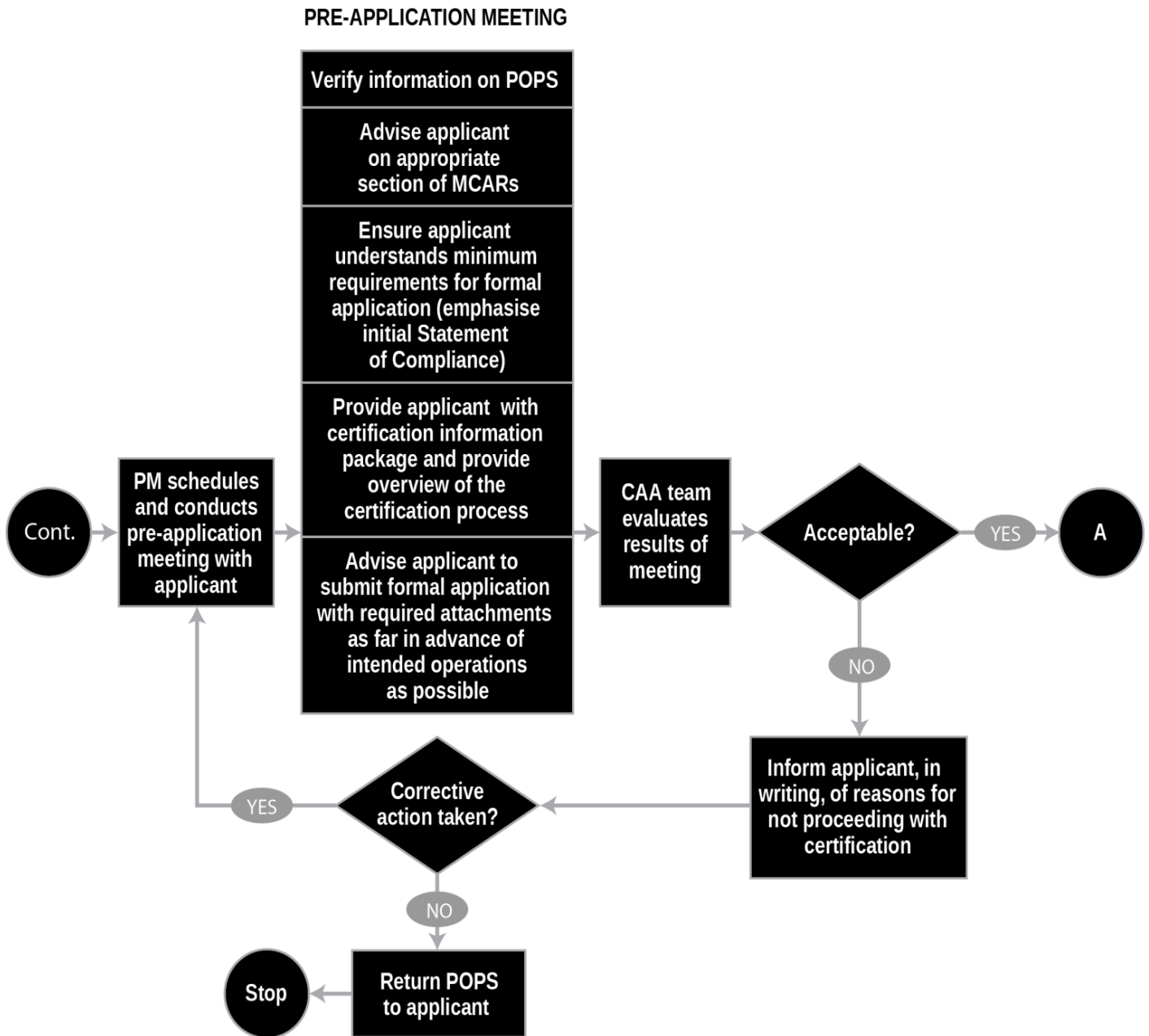
- A. Appendix A. Certification Process Flow Chart
- B. Appendix B. Prospective Operator's Pre-Assessment Statement (POPS) Job Aid (FSD.ARW/Form (145/08))
- C. Appendix C. Approved Maintenance Organisation Certification Job Aid and Schedule of Events (FSD.ARW/CL (145/06))
- D. Appendix D. Application for Approved Maintenance Organisation Certificate and/or Ratings (LYCAA FORM 2 Part 145 /Part M Subpart F)
- E. Appendix E. Approved Maintenance Organisation Certificate (LYCAA.FORM (3) Rev.(0))
- F. Appendix F. MOE Compliance Check List (FSD.ARW/CL (145/04)).

APPENDIX A. CERTIFICATION PROCESS FLOW CHART

The flow charts on the following pages are representative of an AMO certification process. This chart also represents the process for the certification of an air operator.

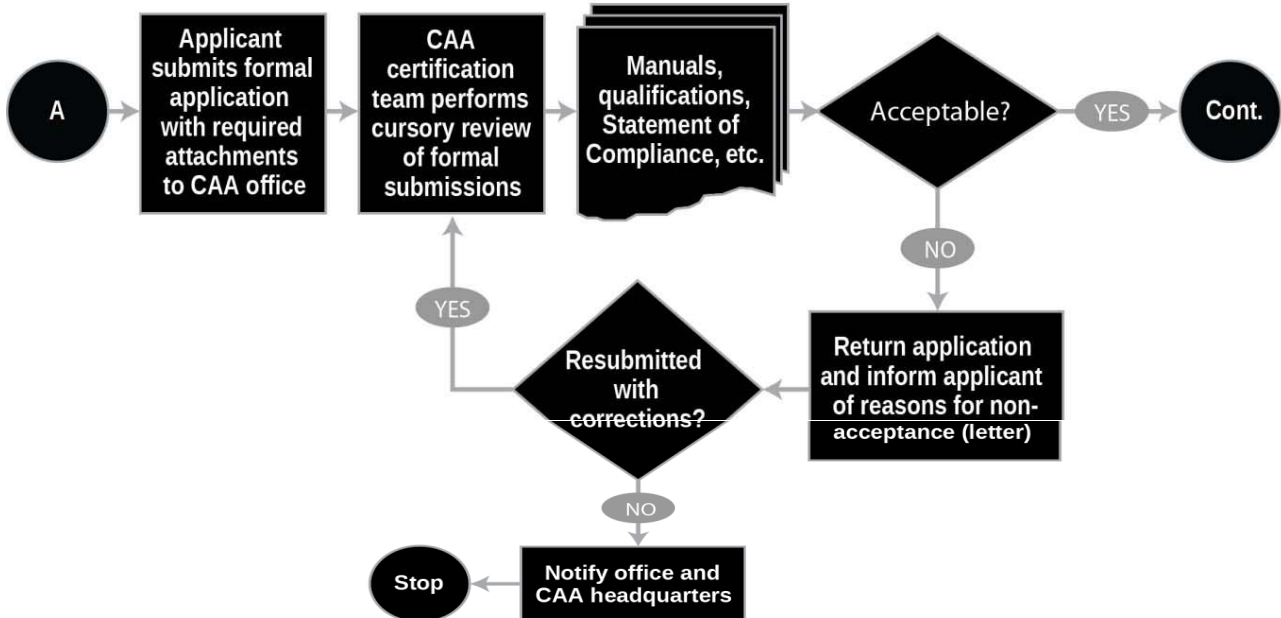
PRE-APPLICATION PHASE AMO CERTIFICATION PROCESS



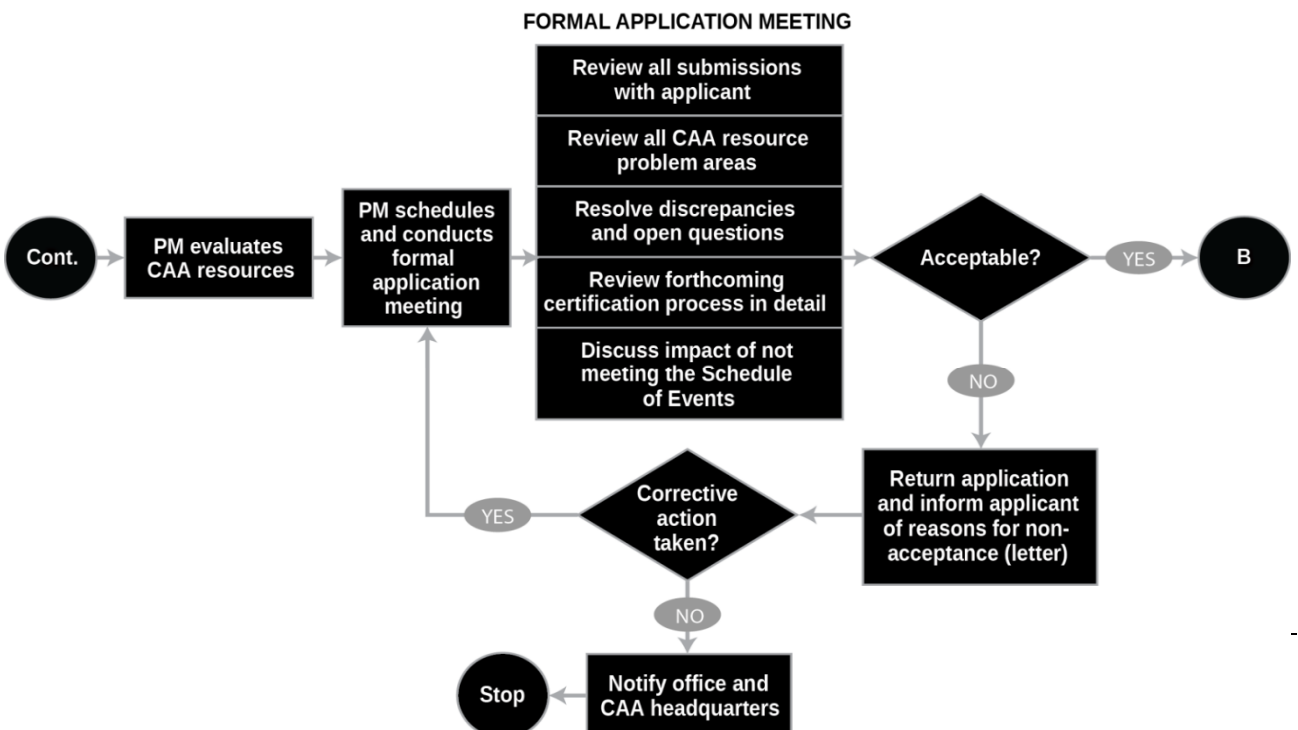


FORMAL APPLICATION PHASE

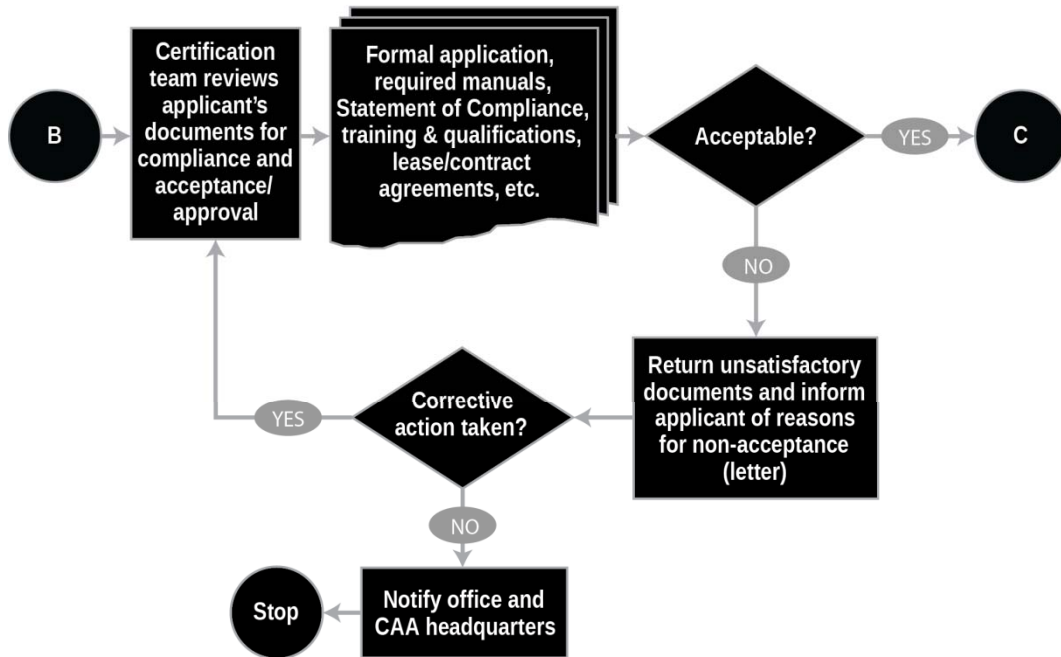
AMO CERTIFICATION PROCESS



DOCUMENT EVALUATION PHASE

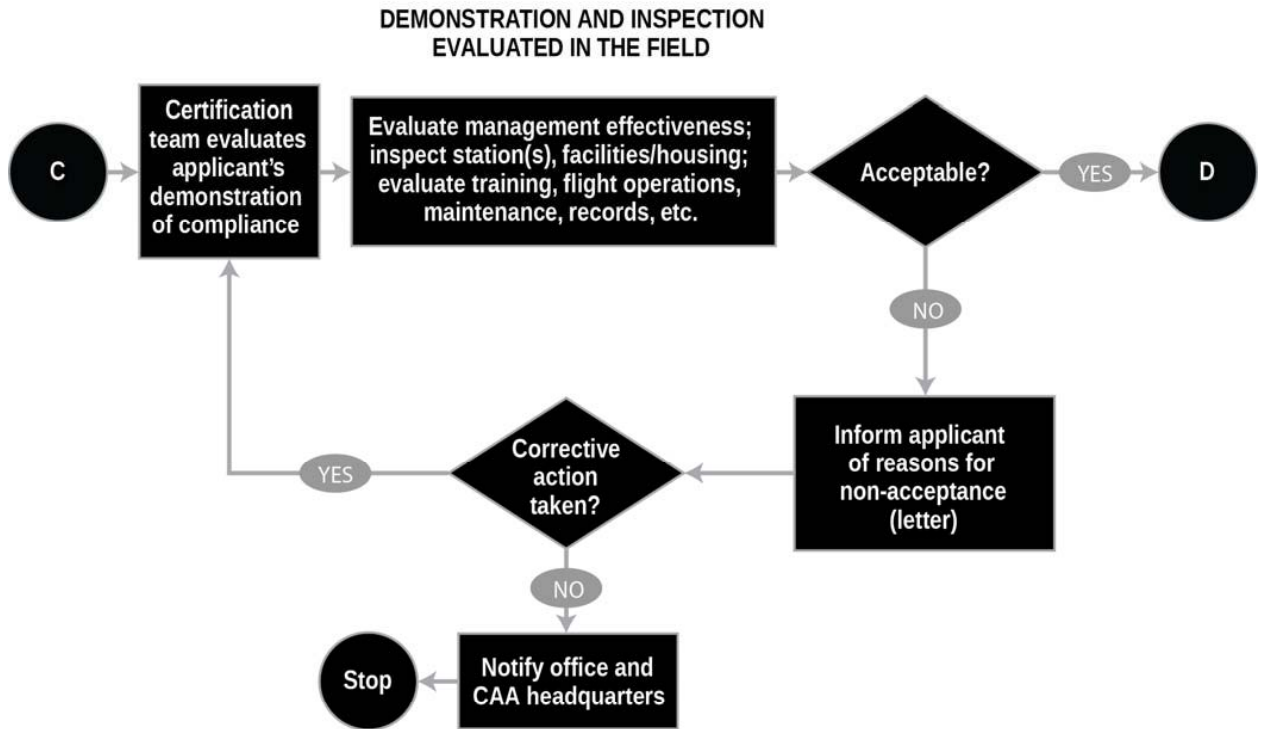


AMO CERTIFICATION PROCESS



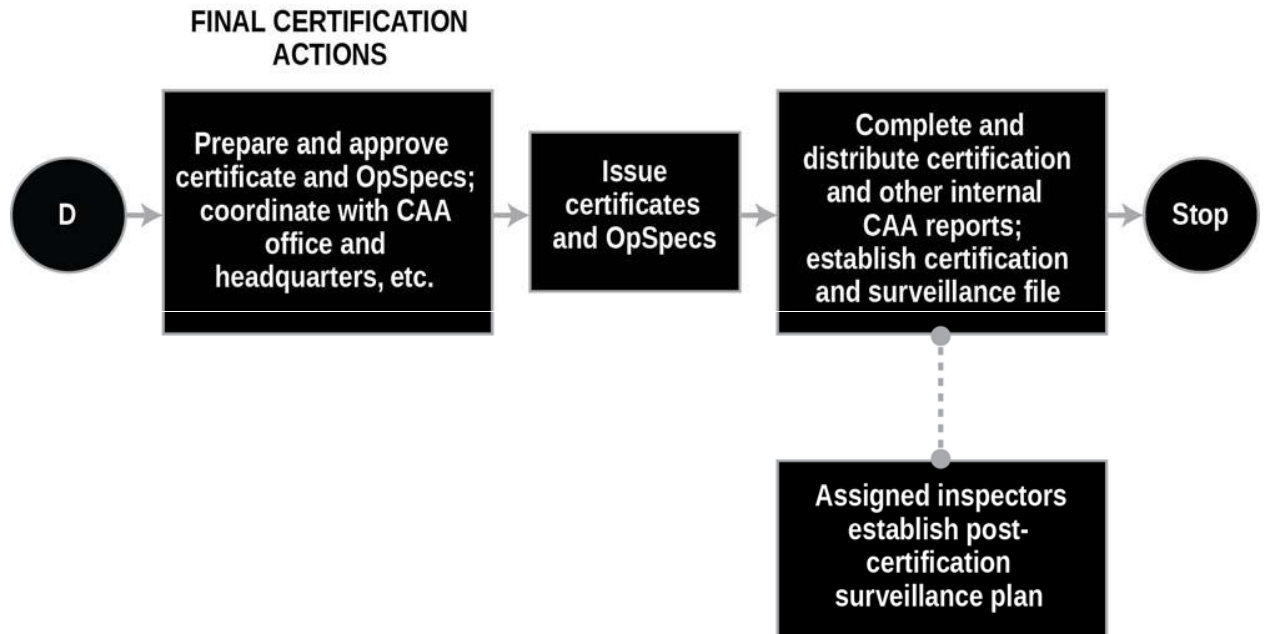
DEMONSTRATION AND INSPECTION PHASE

AMO CERTIFICATION PROCESS




CERTIFICATION PHASE

AMO CERTIFICATION PROCESS



APPENDIX B. PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS) JOB AID

 AMO Prospective Operator's Pre-Assessment Statement (POPS)		
Section 1A. General details.		
1. Name and mailing address of the company (include business or trade name if different from the company name):	2. Address of the principal (main) base where operations will be conducted (include address of secondary base of operations, if appropriate):	
3. Proposed start-up date (dd/mm/yyyy)	4. Requested company identifier(s) in order of preference	
5. Management and key staff personnel		
Name (surname, first name)	Title	Telephone, email, and address (include country code)
Section 1B. Proposed type of AMO rating(s)		
6. AMO – LYCAR Part 145 <input type="checkbox"/> Airframe <input type="checkbox"/> Instrument <input type="checkbox"/> Power plant <input type="checkbox"/> Accessory <input type="checkbox"/> Propeller <input type="checkbox"/> Specialised service <input type="checkbox"/> Avionics/Radio		
Section 1C. To be completed by AMO.		
7..Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary)		
8. Proposed Training (Aircraft /Process)		
9. The statement and information contained on this form denotes intent to apply for a LYCAA certificate.		
NAME OF ORGANISATION EXECUTIVE OR AUTHORISED PERSON OF AMO	Signature:	Date:

Section 2. For Official Use Only			
Received by (Name and Office):			
Date received (day/month/year):			
Assigned Certification Number:			
Remarks:			
ACCEPTED		NOT ACCEPTED	
SIGNATURE OF PROJECT MANAGER	NAME IN BLOCK LETTERS		DATE

FSD.ARW/Form (145/08)

APPENDIX C. JOB AID AND SCHEDULE OF EVENTS

LYCAA REF.	I. PRE-APPLICATION PHASE	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
OFFICIAL NAME OF COMPANY:		LOCATION ADDRESS:			
MAILING ADDRESS (if different from location):		PRE-CERTIFICATION NUMBER:			
LYCAA / I-A	A. Initial inquiry				
	1. Provide Advisory Circular for, Certification of an Approved Maintenance Organisation, to applicant				
	2. Provide other applicable publications and documents to applicant				
	3. Provide overview of certification process and scheduling information for pre-application meeting				
LYCAA / I-B	B. Designate certification team				
	Name	Specialty			
	PM				
REMARKS:					
LYCAA / I-C	C. Conduct Pre-application Meeting				
	1. Verify POPS Information				
	2. Provide overview of certification process				
	3. Provide Certification Package Containing:				
	a. Approved Maintenance Organisation Certification Job Aid and Schedule of Events (AMO Schedule of Events)				
	b. Application for Approved Maintenance Organisation Certificate and/or Ratings (LYCAA FORM 2 Part 145/Part M Subpart F)				
	c. Other applicable publications and documents				
	4. Explain Formal Application Submissions				
REMARKS:					

LYCAA reference	II. FORMAL APPLICATION PHASE	Proposed Date	Date Received	Date Returned for Changes	Acce.Date & Inspector's Initial
LYCAA / II-A.1	A. Perform a cursory review of applicant's submissions 1. AMO Schedule of Events				
LYCAA / II-A.2	2. Application for Approved Maintenance Organisation Certificate and/or Ratings				
	a. Applicant's name, number, location, and address				
	b. Reasons for submission				
	c. Ratings applied for				
	d. List of maintenance functions contracted to an outside maintenance organisation				
	e. Applicant's certification				
LYCAA / II-A.3	3. Formal application attachments				
	a. Two completed AMO maintenance organisation Exposition				
	b. Completed Quality Assurance Programme				
	c. Completed MOE Compliance Checklist				
	d. Roster, records, and qualifications of certifying staff				
	e. Qualifications of management personnel				
	f. Completed Capability List				
	g. Completed training programme				
	h. Purchase, lease, and/or contract agreement				
LYCAA / II-A.4	4. Other publications/documents				
LYCAA / II-B	B. Evaluate CAA resources capability based on AMO Schedule of Events				
REMARKS:					

LYCAA REFERENCE	II. FORMAL APPLICATION PHASE ,cont.	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA / II-C .1	C. Formal Application Meeting 1. Schedule of events Date: _____ Time: _____				
LYCAA / II-C .2	2. Discuss each Submission				
LYCAA / II-C .3	3. Resolve deficiencies /Discrepancies/Open Items				
LYCAA / II-C .4	4. Review Certification Process				
LYCAA / II-C .5	5. Review Impact if AMO Schedule of Events				
LYCAA / II -D	D. Issue Letter Accepting/Rejecting formal Application package.				

REMARKS:

LYCAA REFERENCE	III. DOCUMENT EVALUATION PHASE	Proposed Date	Date Received	Date Returned for	Acceptance Date & Inspector's Initial
LYCAA / III-A.1	A. Evaluate Applicable Training Programs 1. Training maintenance personnel				
	a. Initial, appropriate to assigned tasks				
	b. Knowledge and skills related to human performance				
LYCAA / III-A.2	2. Training certifying staff				
	a. Pre-qualification standards identified				
	b. Basic engineering theory relevant to the airframe structure and systems for 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				
LYCAA/III-A.3	3. Continuation training				
	a. Changes to AMO procedures				
	b. Changes to aircraft types				
	c. Changes to aeronautical product types				

REMARKS:

LYCAA REFERENCE	III. DOCUMENT EVALUATION PHASE, Cont.	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA/III-B.1	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				
LYCAA/III-B.2	2. Certifying staff				
LYCAA/III-B.3	3. Maintenance personnel				
LYCAA/III-B.4	4. Instructor(s)				

EMARKS:

LYCAA/III-C	C. Evaluate applicable manual(s)				
LYCAA/III-C.1	1. Completed AMO maintenance organisation Exposition				
LYCAA/III-C.2	2. Completed training programme				
LYCAA/III-C.3	3. Completed Safety Management System				
LYCAA/III-C.4	4. Other				

EMARKS:

LYCAA REFERENCE	III. DOCUMENT EVALUATION PHASE, Cont.	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA/III-D.1	D. Other document evaluations Completed Application for Approved Maintenance Organisation Certificate and/or Ratings				
LYCAA/III-D.2	Completed AMO Schedule of Events				
LYCAA/III-D.3	Completed MOE Compliance Checklist				
LYCAA/III-D.4	Completed Capability List				
LYCAA/III-D.5	Purchase, contract, lease agreements				
LYCAA/III-D.6	Test equipment/precision tool certificate of calibrations				
LYCAA/III-D.7	Revised POPS, if appropriate				
LYCAA/III-D.8	Training contracts, if appropriate				
LYCAA/III-D.9	Maintenance contracts/agreements				
LYCAA/III-D.10	Exemption requests/justification				
REMARKS:					

LYCAA REFERENCE	IV. Demonstration and Inspection Phase	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA/IV-A.1	A. Evaluate organisation conducting training 1. Training facilities				
LYCAA/IV-A.2	2. Training schedules				
LYCAA/IV-A.3	3. Instructor qualification/training				
LYCAA/IV-A.4	4. Management personnel training evaluation				
LYCAA/IV-A.5	5. Certifying staff training evaluations				
	a. Basic engineering relevant to type of aircraft structure and systems applicant intends to maintain				
	b. Aircraft specific to each certifying staff related to impact of repairs and system/ structural defects				
	c. AMO procedures related to task				
	d. Assigned tasks and responsibilities				
	e. Knowledge and skills related to human performance				
	f. Coordination 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				
LYCAA/IV-A.6	6. Maintenance personnel training evaluations				
	a. . Assigned tasks and responsibilities				
	b. Knowledge and skills related to human performance				
REMARKS:					


LYCAA REFERENCE	IV. Demonstration and Inspection Phase	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA/IV .B	B. Inspect maintenance base				
LYCAA/IV .B.1	1. Work areas				
LYCAA/IV .B.2	2. Tools				
LYCAA/IV .B.3	3. Equipment				
LYCAA/IV .B.4	4. Technical data				
LYCAA/IV .B.5	5. Stores (parts, equipment, materials)				
LYCAA/IV .B.6	6. Test equipment/precision tools				
LYCAA/IV .B.7	7. Test stands				
REMARKS:					
LYCAA/IV .C	C. Record keeping location/system				
LYCAA/IV .C.1	1. Personnel records				
LYCAA/IV .C.2	2. Test equipment/precision tool				
LYCAA/IV .C.3	3. Maintenance records				
LYCAA/IV .C.4	4. Other				
REMARKS:					

LYCAA REFERENCE	V. Certification Phase	Proposed Date	Date Received	Date Returned for	Acceptance Date & Inspector's Initial
LYCAA/V .A	A. Complete Application for Approved Maintenance Organisation Certificate and/or Ratings				
LYCAA/V .B	B. Prepare AMO certificate				
LYCAA/V .C	C. Present signed AMO certificate				
REMARKS:					
LYCAA/V .D	D. Prepare certification reports				
LYCAA/V .D.1	1. Assemble report/attachments				
	a. Completed POPS				
	b. Completed Application form				
	c. Completed MOE Compliance Checklist				
	d. Copy of lease/contract agreement(s)				
	e. Copy of signed AMO certificate				
	f. Copy of completed Capability List				
	g. Copy of other Contracting States' certificate(s)				
	h. Copy of maintenance functions under contract				
	i. AMO Schedule of Events				
	j. Certification report (summary of difficulties)				
	k. All correspondence between AMO and LYCAA				
	l. Suggestions to improve certification process				
LYCAA/V .D.2	2. Distribute report				
REMARKS:					
LYCAA/V .E	E. Develop post certificate surveillance				
LYCAA/V .E.1	1. Within geographic area				
LYCAA/V .E.2	2. Outside geographic area				
REMARKS:					

FSD.ARW/CL (145/06)

APPENDIX D. APPLICATION FOR APPROVED MAINTENANCE ORGANISATION CERTIFICATE AND/OR RATINGS

Application for initial issue or significant Changes for Part-145 / Part M –Subpart F Maintenance Organisation



1. Application for

Initial issue of PART- 145	<input type="checkbox"/>	Change of PART- 145	<input type="checkbox"/>
Initial issue of PART M-Subpart F	<input type="checkbox"/>	Change of PART M-Subpart F	<input type="checkbox"/>

Description of change:

2. Organisation:

Registered name of applicant:

Trading name (if different):

Addresses requiring approval:

Telephone: Fax: Email:

3. Accountable Manager (or proposed AM):

This application is made on behalf of the organisation identified above. I am authorized to ensure that all Activities undertaken by the organization can be financed and carried out to standard required by LYCAR Part 145 /Part M-Subpart F and the approved exposition.

Name:

Position in the Organisation:

Signature:

4. Document required: PART 145

1. Maintenance Organisation exposition.	<input type="checkbox"/>
2. LYCAA Form 4 for the post holders.	<input type="checkbox"/>

5. Document required: PART M-Subpart F

1. Maintenance Organisation Manual.	<input type="checkbox"/>
2. LYCAA Form 4 for the post holders.	<input type="checkbox"/>

6. SCOPE OF APPROVAL AVAILABLE:

CLASS	RATING	LIMITATION		BASE	LINE
AIRCRAFT	A1 Airplanes above 5 700 kg			[YES/ NO]*	[YES/ NO]*
	A2 Airplanes 5 700 kg and below			[YES/ NO]*	[YES/ NO]*
	A3 Helicopters			[YES/ NO]*	[YES/ NO]*
	A4 Aircraft other than A1, A2 and A3			[YES/ NO]*	[YES/ NO]*
ENGINES	B1 Turbine				
	B2 Piston				
	B3 APU				
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	<input type="checkbox"/>			
	C2 Auto Flight	<input type="checkbox"/>			
	C3 Comms. and Nav	<input type="checkbox"/>			
	C4 Doors - Hatches	<input type="checkbox"/>			
	C5 Electrical Power & Lights	<input type="checkbox"/>			
	C6 Equipment	<input type="checkbox"/>			
	C7 Engine - APU	<input type="checkbox"/>			
	C8 Flight Controls	<input type="checkbox"/>			
	C9 Fuel	<input type="checkbox"/>			
	C10 Helicopter – Rotors	<input type="checkbox"/>			
	C11 Helicopter - Trans	<input type="checkbox"/>			
	C12 Hydraulic Power	<input type="checkbox"/>			
	C13 Indicating - recording system	<input type="checkbox"/>			
	C14 Landing Gear	<input type="checkbox"/>			
	C15 Oxygen	<input type="checkbox"/>			
	C16 Propellers	<input type="checkbox"/>			
	C17 Pneumatic & Vacuum	<input type="checkbox"/>			
	C18 Protection ice/rain/fire	<input type="checkbox"/>			
	C19 Windows	<input type="checkbox"/>			
	C20 Structural	<input type="checkbox"/>			
	C21 Water ballast	<input type="checkbox"/>			
	C22 Propulsion Augmentation	<input type="checkbox"/>			
SPECIALISED SERVICES	D1 Non-Destructive Testing				

LYCAA FORM 2 Part 145 /Part M Subpart F

APPENDIX E. APPROVED MAINTENANCE ORGANISATION CERTIFICATE

STATE OF LIBYA MINISTRY OF TRANSPORT CIVIL AVIATION AUTHORITY FLIGHT SAFETY DEPARTMENT		دولة ليبيا وزارة المواصلات مصلحة الطيران المدني إدارة سلامة الطيران
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MAINTENANCE ORGANISATION APPROVAL CERTIFICATE

Approval Certificate No : LYCAR.145.xx

Pursuant to Libyan Civil Aviation Regulations (**Part 145**) for the time being in force, and subject to the conditions specified below, Libyan Civil Aviation Authority hereby certifies:

[COMPANY NAME AND ADDRESS]

As a LYCAR Part-145 maintenance organization approved to maintain the products, parts and appliances listed in the attached approval schedule and issue related certificates of release to service (**CRS**) using the above approval Number.

CONDITIONS:

1. This approval is limited to that specified in the scope of work section of the approved maintenance organization exposition as referred to in Section A of LYCAR.Part-145, and
2. This approval requires compliance with the procedure specified in the approved maintenance organization exposition, and
3. This approval is valid whilst the approved maintenance organization remains in compliance with LYCAR.Part-145.
4. Subject to compliance with the foregoing condition, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended, or revoked.

Date of the Original issue: xx/xx/xxxx

Date of this Revision: xx/xx/xxxx

Director of Flight Safety Department

MAINTENANCE ORGANISATION APPROVAL SCHEDULE

Approval Certificate No : LYCAR.145.XX

[COMPANY NAME AND ADDRESS]

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	(**)	(**)	YES/NO (**)	YES/NO (**)
	(**)	(**)	YES/NO (**)	YES/NO (**)

CLASS	RATING	LIMITATION
Engine	(**)	(**)

CLASS	RATING	LIMITATION
Components other than complete Engine or APUs	(**)	(**)

CLASS	RATING	LIMITATION
SPECIALISED SEERVICES	(**)	(**)

This approval is limited to the products, parts, and appliances and to the activities specified in the scope of work section of the approved maintenance organization exposition.

Maintenance Organization Exposition Reference: XXXXX
 Date of the original issue : XX/XX/XXXX
 Date of last revision : XX/XX/XXXX
 Issue / Revision: Issue. XX / Rev. XX

Director of Flight Safety Department

APPENDIX F. MOE COMPLIANCE CHECK LIST (FSD.ARW /CL (145/04))**MOE COMPLIANCE CHECK LIST****COMPLIANCE CHECK LIST IN ACCORDANCE WITH PART 145**

This form shall accompany application for the AMO together with copy of MOE.

The form shall be filled by the applicant to show compliance with the LYCAR 145

ORGANIZATION DETAILS	
Organization Name:	
Name of Chief Executive:	
Address:	
Phone & Fax:	
E-mail:	
Note:	<ul style="list-style-type: none"> • Applicant to fill MOE Reference document • Inspector to fill S / US column (S – satisfactory; US – unsatisfactory)

Parts	LYCAR145 COMPLIANCE CHECKLIST	MOE REF	S / US
0	INTRODUCTION		
	Table of Content		
	Contact Information		
	Maintenance Organization Exposition (LYCAR 145.A.70)		
	Purpose of the MOE		
	Abbreviations		
	Definitions		
	List of Effective Pages		
	List of Revisions / Amendments		
	Distribution List		
1	MANAGEMENT (LYCAR 145.A.30)		
	Corporate commitment by the accountable manager		
	Safety and Quality Policy		
	Management Personnel		
	Duties and Responsibilities of the Management Personnel:		
	Management organisation chart		
	Quality manager List of certifying staff, support staff and airworthiness review staff		
	Manpower resources		
	General description of the facilities at each address intended to be approved		
	Organizations intended scope of work		
	Notification procedure to the competent authority regarding changes to the organization's activities/approval/location/personnel		
	Exposition amendment procedures including, if applicable, delegated procedures		
2	MAINTENANCE PROCEDURES (LYCAR 145.A.42)		

	Supplier Evaluation and Sub-contract Control Procedure		
	Acceptance / Inspection of Components and Material from Outside Contractors		
	Storage, Tagging and Release of Aircraft Components and Material to Aircraft Maintenance		
	Acceptance of Tools and Equipment		
	Calibration of Tools and Equipment		
	Use of Tool and Equipment by Staff(Including Alternate Tools)		
	Cleanliness Standards of the Maintenance Facilities		
	Maintenance Instructions and Relationship to Aircraft/Aircraft Components Manufacturer's Instructions Including Updating and Availability to Staff		
	Repair Procedure		
	Aircraft Maintenance Program Compliance		
	Airworthiness Directives Procedure		
	Optional Modification Procedure		
	Maintenance Documentation in use and its Completion		
	Technical Records Control		
	Rectification of Defects Arising During Maintenance		
	Release to Service Procedure		
	Records for the Operator		
	Reporting of the Defects to the LYCAA / Operator / Manufacturer		
	Return of the Defective Component to Store		
	Defective Components to Outside Contractors		
	Control of Computer Maintenance Record System		
	Control of Man-hour Planning Versus Scheduled Maintenance Work		
	Control of Critical Tasks		
	Reference to the Specific Maintenance Procedures		
	Procedures to Detect and Rectify Maintenance Errors		
	Shift/Task Handover Procedures		
	Procedures For Notification Maintenance Data Inaccuracies And Ambiguities, To The Type Certificate Holder		
	Production Planning Procedures		
L2	ADDITIONAL LINE MAINTENANCE PROCEDURES		
	Line Maintenance Control of Aircraft Components, Tools, Equipment etc.		
	Line Maintenance Procedures Related to Servicing / Fuelling / De-icing, etc.		
	Line Maintenance Control of Defects and Repetitive Defects		
	Line Procedure for Completion of Technical Log		
	Line Procedure for Pooled and Loan Parts		
	Line Procedure for Return of Defective Parts Removed from Aircraft		
	Line Procedure Control of Critical Tasks		

3	QUALITY SYSTEM PROCEDURES (LYCAR 145.A.65)		
	Quality Audit of Organization Procedures		
	Quality Audit of Aircraft		
	Quality Audit Corrective Action Procedure		
	Certifying Staff Qualification and Training Procedure		
	Certifying Staff Records		
	Quality Audit Personnel		
	Qualifying Inspectors		
	Qualifying Mechanics		
	Aircraft or Aircraft Component Maintenance Tasks Exemption Control Process		
	Concession Control for Deviation from Organization Procedures		
	Qualification Procedure for Specialized Activities – Non Destructive Testing		
	Control of Manufacturers' and Other Maintenance Working Teams		
	Human Factors Training Procedure		
	Competence Assessment of Personnel		
4	OPERATORS (if applicable)		
	Contracted Operators		
	Operator Procedures and Paper Work		
	Operator Record Completion		
5	APPENDICES		
	Sample of Documents, Forms & Tags used		
	List of Subcontractors as per 145.A.75(b)		
	List of Line Maintenance Location as per 145.A.75(d)		
	List of Contracted Organizations as per 145.A.70(a)(16)		

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