
INSPECTION AND EVALUATION OF AMO FACILITIES AND EQUIPMENT

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide guidance and information to organisations and operators on the inspection and evaluation facilities and equipment of Approved Maintenance Organization (AMO) or for a change in rating, location or facilities of an AMO.

2.0 REFERENCES

- 2.1 Part III and V of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.
- 2.1.1 Part VI of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2018

3.0 GUIDANCE AND PROCEDURES

3.1 General

3.1.1 When determining the suitability of permanent housing for maintenance of aircraft the inspector should consider work place climatic conditions. This is to determine if the workers efficiency will not be adversely affected by high or low temperatures, sand, dust, rain or other conditions. The inspector should also consider the maintenance work being performed to determine if the work processes (e.g. paint spray) are not affected.

3.1.2 Because of the requirement for bi-annual testing of systems on aircraft operating under IFR and other specialized services such as X-ray, magnaflux, etc., there may be a need for an AMO to have the capability to move from location to location.

- a) Approved Maintenance Organization Certificate holder/applicants may move any or all of their material, equipment, and technical personnel from place to place for the purpose of performing their functions. The address shown on the AMO application will be considered the station's permanent location.
- b) If the station wishes to establish an additional location different from that shown on the application, the applicant should apply for a line station maintenance facility approval at the named location.

3.1.3 Regulations 6 and 14 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018 requires an applicant for an AMO certificate to provide a list of maintenance

functions to be performed by other persons or organizations and to ensure that there is in place a procedure to ensure that AMO established airworthiness safety standards are maintained. It is the inspectors' responsibility to ensure that Regulation 26 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018 and the associated Schedules allow the work to be contracted. This list should be kept by the Authority in the AMO file.

3.1.4 If work is sub-contracted out to a non-certified person, the certificate holder/applicant is responsible for ensuring that all work is performed in accordance with Regulation 14 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018.

3.1.5 If a certified AMO intends to perform job functions that were previously sub-contracted out, the Authority shall have to evaluate the additional facilities and equipment required to perform these functions, they must be inspected and approved prior to use.

3.2 The Inspection And Evaluation Of AMO Facilities And Equipment

3.2.1 The Authority shall review the application and MPM for accuracy, determination of ratings and locations. Also determine whether any maintenance functions will be sub-contracted out

3.2.2 The Authority shall carry out an inspection and evaluation of the housing and facilities by assessing the following:

- a) Housing for maintenance functions to be accomplished that includes ;
 - (i) Suitable permanent housing for at least the heaviest aircraft within the mass class or rating being sought.
 - (ii) Permanent work dock where applicable.
- b) Proper storage, security and protection of materials, parts and supplies to prevent deterioration and damage.
- c) Proper ventilation and environmental control of storage facilities
- d) Proper identification and storage of parts and subassemblies during disassembly, cleaning, inspection, repair, alteration and assembly.
- e) Segregation of incompatible work areas such as metal shop, battery charging shop, painting area, assembly area, electronic and radio shops and partitioned parts cleaning areas.
- f) Control of the environment where a particular maintenance task requires the application of specific environmental conditions
- g) Proper ventilation, lighting and temperature and humidity for complexity of work to be accomplished.
- h) Instrument maintenance perform in a dust free environment.
- i) Evaluate technical documents to ensure that documents:
 - (i) are in compliance with the Civil Aviation Regulations;
 - (ii) are appropriate for the maintenance to be performed;
 - (iii) are current, accurate, and complete;
 - (iv) are easily accessible to personnel; and
 - (v) include a method to ensure revisions are made
- j) Review materials, parts, equipment and tools to ensure that:
 - (i) The equipment, tools and test equipment for each rating are appropriate and satisfactory.

- (ii) The proper storage facilities is provided for parts, equipment, tools and materials.
 - (iii) The access to the storage facilities is controlled to ensure that unauthorized access to serviceable parts is prevented and complete segregation of serviceable and unserviceable parts is achieved.
 - (iv) The required types and quantities of equipment and tools are available and under control of the AMO.
 - (v) Precision measurement test equipment and precision tools are serviceable and within calibration criteria, traceable to the standards established by the manufacturer or National Standards , and a record keeping system for calibration results implemented.
- k) Review personnel records to ensure that the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018 requirements are satisfied in reference to;
- (i) minimum established qualifications for managers, certifying staff ,auditors, mechanics and specialist technicians(NDT, Sheet metal, Welding etc)
 - (ii) minimum established qualifications for managers, certifying staff, auditors, mechanics and specialist technicians(NDT, Sheet metal, Welding etc) are adhered to
 - (iii) AMO employs trained and qualified personnel.
 - (iv) All maintenance personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities.
 - (v) A roster of supervisory and inspection personnel on a list with at least one appropriately qualified Aircraft Maintenance Engineer in a supervisory position
 - (vi) AMO roster that includes inspectors and certifying staff authorized to make final airworthiness determination
 - (vii) The AMO roster include supervisory personnel to cover the AMO approved ratings activities

Note: If the AMO utilizes an engine test cell, it must be correlated to the manufacturer's specifications.

Note: Analyze findings; if deficiencies were found, meet with certificate holder/applicant to discuss possible corrective actions.

3.3 Results

3.3.1 If the facilities and equipment are found to be acceptable:

- a) For change in location , a new AMO certificate should be issued indicating the new location address or;
- b) For a change in rating, the amended MPM/MCM revised pages should be approved and up-graded AMO Specific Operating (SOPs) Provisions indicating the changes in rating issued. Or;
- c) For the issue or renewal of AMO Certificate, the applicant shall be issued with an Approval Certificate and Specific Operating (SOPs) Provisions which indicate the approval scope and limitations.

3.3.2 If discrepancies are found ,the Authority will notify the AMO or applicant in writing.



Kenya Civil Aviation Authority