
APPROVED MAINTENANCE ORGANIZATION RENEWAL

1.0 PURPOSE

This Advisory Circular is issued to provide guidance and information to Operators during the renewal of Local and Foreign Approved Maintenance Organization (AMO).

2.0 REFERENCES

- 2.1.1 Regulation 16, 17 and 18 of the Civil Aviation (Approved Maintenance Organisation) Regulations, 2018;
- 2.1.2 Form AC- AWS006-3; and
- 2.1.3 Form AC-AWS007-2.

3.0 GUIDANCE AND PROCEDURES

3.1 General

- 3.1.1 The renewal process shall not take a full certification as described in AC No. CAA-AC-GEN003 as amended because the AMO has already demonstrated operational competency under the Regulations; and
- 3.1.2 The AMO Certificate holder shall make an application in a prescribed form AC-AWS006-3 or AC-AWS007-2 as amended to the Authority 60 days before the AMO certificate elapses.

4.0 RENEWAL INSPECTION

- 4.1.1 The AMO shall facilitate the Authority inspectors to carry out the renewal inspection prior to renewing the certificate and pay the AMO renewal fee.
- 4.1.2 Evaluation of the technical documents shall be made on site to ensure compliance with regulatory requirements; and
- 4.1.3 The inspection of the facility shall ensure compliance with relevant regulatory requirements with regard to equipment, tools, and test equipment; and personnel directly in charge of maintenance functions including the certifying staff per rating.

5.0 RENEWAL

- 5.1.1 If the AMO is found to be acceptable, the AMO certificate shall be renewed;
- 5.1.2 If the facility is found unacceptable, the operator shall be notified of all the discrepancies in writing outlining what will be required to be corrected before the AMO Certificate is renewed.



Kenya Civil Aviation Authority